

Bingo and Games Night

Core controls and an on-the-day check for each session

Reference	RA-02	Assessment date	24 September 2026
Applies to	Kenilworth Bingo and Games Night, including the Subway visit	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	The Kenilworth Centre and nearby Subway	Owner	ILEAP CEO / session leadership team

Purpose and scope

This assessment covers the Bingo and Games Night at the Kenilworth Centre, including the group visit to nearby Subway to buy an evening meal, the short road crossing and eating back at the session. Members bring £2 for bingo and cash prizes are awarded. The Session Leader checks the actual members, support, route and conditions each time, then adapts the session where needed. Use the live listing, current website register, confidential member information and venue arrangements alongside it.

Safe start / session leader

STOP	Pause the group before each significant move; no departure or crossing until the check is complete.
REGISTER	A named register holder checks members by name against the current website register, including external 1:1 support and collection or agreed independent travel.
COUNT	Count members and team members. A second ILEAP team member independently checks the group.
CONFIRM	Verbally agree names and totals; record the transition check in the session record. Resolve any mismatch before moving. Allocate staff for the Centre and Subway walk.
CHECK	Check health and allergies, adapted toilet, route and crossing, weather/light, meal, cash prizes and anything different today.
ACT	Put extra controls in place. Pause or change the session if safe delivery is uncertain; contact Pete or Vanessa as needed.

This is a spoken team check at every session. Record significant transition checks and any material change or extra control in the session record; incidents and concerns follow ILEAP reporting procedures.

Staffing and participation

- Group ratio: at least one ILEAP staff member or approved volunteer for every five members. Increase support or adapt the session where needs or circumstances require it.
- Dedicated 1:1: additional to the group ratio and responsible for the named member. Where personal care or medication support is needed, the member's own external 1:1 worker provides it under the agreed plan. ILEAP staff do not provide personal care or administer medication and do not cover the worker's breaks.
- External support: confirm the worker's role, contact arrangements and ILEAP's requirement for an appropriate enhanced DBS check before attendance. Any barred list check must be based on eligibility. Brief them on venue, headcounts and emergencies.
- Volunteers: complete approval and induction before taking an assigned role. A named mentor supports a new volunteer for their first six sessions; the leader checks they are ready for the responsibilities allocated. An unapproved volunteer is not counted in the 1:5 ratio.

- Parents and family: parents do not attend this Bingo session. Members are dropped off and collected unless another travel arrangement has been agreed and recorded. Parents or carers keep the membership form up to date, including allergies, health and support needs.

Core activity controls

These controls describe the usual session. The leader checks them against the people and conditions present; a written rating cannot replace that judgement. If a necessary control is missing, pause, adapt or cancel the activity until a safe arrangement is agreed.

Arrival, departure and collection

What could happen: Unsafe handover, vehicle movement or a member leaving alone without agreement.

Controls: A named team member oversees the agreed Kenilworth Centre drop-off and collection point. Confirm each member against the website register. Release members only to the agreed collector, or follow a recorded independent travel arrangement. Resolve any unexpected change with the authorised contact before the member leaves.

Member not accounted for

What could happen: A member becomes separated at the Centre, Subway or on the walk.

Controls: Use STOP-REGISTER-COUNT-CONFIRM with a named register holder and independent ILEAP checker. Check names and totals on arrival, before leaving the Centre, before and after each road crossing, at Subway, before returning, on return to the Centre, at the meal transition and before collection; count at least hourly while stationary. Record each significant transition check in the session record. Communicate toilet and vaping-area visits and confirm return. If anyone is unaccounted for, stop, tell the Session Leader, keep the remaining group supervised and follow ILEAP Missing Person Procedure immediately.

Staffing and individual support

What could happen: Insufficient oversight, especially when the group splits or leaves the venue.

Controls: Keep at least one ILEAP staff member or approved volunteer per five members, plus each dedicated 1:1. Allocate who leads and brings up the rear on the Subway walk and who stays with any member remaining at the Centre; do not split unless each subgroup has suitable staffing. External 1:1 workers remain responsible for their member and arrange their own suitable break cover.

Road crossing and short walk to Subway

What could happen: Collision with a vehicle, separation, fall or distress.

Controls: Check the route and the quiet road on the day, including traffic, visibility, weather, pavement and accessibility. Use the safest crossing point, stop the group together and cross only when clear; staff position themselves to supervise both ends of the group. Give individual guidance or physical support only as agreed in the member plan. If a safe crossing or suitable staffing cannot be achieved, change the meal arrangement.

Subway purchase, food and allergies

What could happen: Allergic reaction, unsuitable food, choking or difficulty paying.

Controls: Parents or carers tell ILEAP about allergies and dietary or eating support needs and keep the membership form current. Staff check the website register before the visit and support members to ask Subway about ingredients and cross-contact when needed. Do not guess whether food is safe; clarify with the provider and member or carer, or choose a suitable alternative. Support ordering and payment where agreed. Specialist eating assistance remains with the external 1:1 worker.

Bingo £2 and cash prizes

What could happen: Lost money, dispute, pressure to participate or unfair play.

Controls: Tell members in advance to bring £2 for bingo and separate money for their Subway meal. Explain the game and cash prizes clearly, use the same rules for everyone, check winners openly and keep a simple record of money collected and prizes paid. Support a member with money only as agreed, respect their choices and respond promptly to any disagreement or concern. Management confirms the game and prize arrangements meet applicable rules.

Toileting and personal care

What could happen: Loss of privacy, unmet care or separation.

Controls: The Kenilworth Centre has an adapted toilet; use it where available. Apply ILEAP's one in, one out rule, with the team managing access and knowing when a member leaves and returns. Respect privacy and dignity. A member needing personal care is supported by their own external 1:1 worker under the individual plan; ILEAP staff do not provide personal care or cover the worker's breaks.

Vaping and smoking

What could happen: Exposure, sharing or a member leaving the group without being accounted for.

Controls: No smoking or vaping inside the Centre or during the Subway walk. A member who vapes uses the Centre's designated area under their agreed arrangement, tells staff before leaving and on return, and goes alone unless their support plan requires accompaniment. Do not permit vapes or cigarettes to be offered or shared.

Health, medication and first aid

What could happen: Illness, seizure, allergic reaction, injury or delayed response.

Controls: Check the current website register and individual plan before the session. Parents or carers keep health information current. Where a member needs medication, their own external 1:1 worker is responsible for it under the agreed plan; ILEAP staff do not administer medication. Carry a charged ILEAP phone and emergency contacts on the walk, know how to access first aid, call 999 when needed and report the incident.

Safeguarding and contact with the public

What could happen: Bullying, coercion, exploitation or unwanted contact.

Controls: Maintain proportionate oversight at the Centre and Subway while supporting independence. Listen to members, respect consent and boundaries, intervene in concerns, make people safe and report safeguarding matters promptly to Pete (DSL) or Vanessa (Assistant DSL) under ILEAP's procedure.

Slips, access and mobility

What could happen: Falls or exclusion in the Centre, on pavements or in Subway.

Controls: Keep walkways and exits clear, report spills or defects, and use an accessible route. Check surfaces and weather on the walk. Follow each agreed mobility plan; do not lift or move a person without training, authorisation and an agreed plan.

Bingo and games equipment

What could happen: Small items, pens or equipment cause injury or impede participation.

Controls: Keep the playing area tidy. Explain safe use, offer adapted cards, markers or help with numbers where useful, and avoid small loose items where they present an individual risk.

Sensory, communication and emotional needs

What could happen: Anxiety, frustration, distress or exclusion.

Controls: Explain the evening and cash prize rules in accessible language. Offer choices, breaks, quieter space and known communication support. Use person-centred de-escalation without unnecessary restriction.

Fire or venue emergency

What could happen: Injury, distress or a member not accounted for.

Controls: Identify Centre exits, assembly point and venue instructions at the safe start. Allocate support, follow venue staff, take the register if safe and independently confirm all members at the assembly point. If the group is at Subway, follow that venue's emergency directions and account for everyone before moving.

Changes, incidents and review

- For a minor change, put the control in place and brief the team. Record it if the issue may recur or the assessment needs changing.
- For a significant change, pause or adapt the session until safe arrangements are clear. Contact Pete or Vanessa if needed and record the decision.
- For an incident, near miss, missing person or safeguarding concern, make people safe, follow the relevant ILEAP procedure immediately, report promptly and complete the appropriate record.
- Staff and volunteers read this assessment before their first Bingo session and when it changes. The leader gives a practical briefing; managers check that the controls work in practice. Review this document when arrangements, needs, venue conditions or controls change, and after relevant incidents or near misses.

Related arrangements

ILEAP safeguarding, Missing Person Procedure, one in, one out toileting, first aid, incident reporting, volunteer induction and individual member plans apply alongside this public assessment. Personal health, allergy and support details remain in the restricted website register and individual plans.

Document control

Version	Date	Change
1.1	24 September 2026	Updated Subway and bingo controls and STOP-REGISTER-COUNT-CONFIRM at transitions.