

Multi Activity Kenilworth

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

Reference	RA-03	Assessment date	24 September 2026
Applies to	Tuesday and Thursday Multi Activity at the Kenilworth Centre	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	The Kenilworth Centre	Owner	ILEAP CEO / session leadership team

Purpose and scope

This assessment covers the busy Tuesday and Thursday sessions at the Kenilworth Centre. The programme may include sports, arts, cooking, crafts, games, music and dance in different rooms or outdoor areas. Fit 4 Kids leads specialist activity on Tuesday mornings; In2Cultures leads African drumming and Bhangra dancing on Thursday mornings. The Session Leader checks the actual members, activities, staffing, equipment and venue conditions each time and adapts the plan where needed. Holiday or party events need an additional check for any different activities or arrangements.

Safe start / session leader

STOP	Pause the group at each significant transition; no movement or departure until the check is complete.
REGISTER	A named register holder checks members by name against the current website register, including allergies, support needs, 1:1 responsibilities and collection.
COUNT	Count members and team members, including each dedicated 1:1. A second ILEAP team member independently checks the group.
CONFIRM	The two team members verbally agree names and totals, record the transition check and allocate staff to each room or outdoor area. Resolve any mismatch before moving.
CHECK	Confirm activities and areas, visiting specialist staff and their equipment, cooking ingredients, allergies, exits, adapted toilet 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 Multi Activity. Members are dropped off and collected unless an alternative has been agreed and recorded. Parents or carers keep the membership form up to date, including health, allergies 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 handover

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

Controls: A named team member oversees the Kenilworth Centre meeting and collection point. Check attendance against the current website register. Confirm each member's agreed collector or recorded independent travel arrangement before they leave; resolve unexpected changes with the authorised contact.

Member not accounted for

What could happen: A member is not found promptly across rooms or outdoor areas.

Controls: Use STOP-REGISTER-COUNT-CONFIRM with a named register holder and an independent ILEAP checker. Check names and totals on arrival, before and after groups move between rooms or outdoors, when groups split or reunite, at meal or cooking transitions, before collection and at least hourly while stationary. Record significant transition checks in the session record. Staff communicate toilet, vaping-area and other-area movements 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.

Busy session and several activity areas

What could happen: A member is overlooked or support is stretched when activities run at once.

Controls: At the safe start, agree which rooms, garden or outdoor court are open and the maximum group in each. Allocate a named ILEAP team member to every active area and make movement between areas known to the leader. Keep the minimum 1:5 group ratio across the whole session, plus dedicated 1:1 support; do not open an area or split the group without suitable oversight. Close or adapt activities if staffing or needs change.

Sports and Fit 4 Kids activity

What could happen: Collision, falls, overexertion or injury from equipment.

Controls: Fit 4 Kids visits on Tuesday mornings. Before activity starts, the Session Leader confirms the specialist plan, space, equipment and any member adjustments with the instructor. The instructor leads the technical activity and manages its specific equipment; ILEAP staff retain member support, safeguarding, register and headcount responsibility. Match pace and equipment to ability, explain boundaries, offer breaks and drinks, and stop unsafe play.

Arts, crafts and small equipment

What could happen: Cuts, ingestion, skin reaction or misuse of tools.

Controls: Select suitable materials, check individual sensitivities and product instructions, control sharp tools and small items, supervise hot glue or other hot equipment and provide adapted tools where helpful. Keep tables and floors clear and wash hands where needed.

Cooking and food preparation

What could happen: Burns, cuts, foodborne illness, allergy or choking.

Controls: Check the planned recipe, ingredients, allergies, dietary and eating support on the current website register before starting. Parents or carers keep this information up to date. Separate allergen ingredients and prevent cross-contact where required; do not guess whether a food is suitable. Use food hygiene, safe storage and handwashing, supervise knives, appliances and hot items, and check food is cooked and served safely. Specialist eating assistance remains with the external 1:1 worker.

Meals and refreshments

What could happen: Allergic reaction, choking, unsafe sharing or unmet dietary need.

Controls: Where a member brings food or food is provided, check the agreed arrangement and current allergy and eating information. Confirm ingredients with the provider where relevant, supervise hot food and drinks, discourage unsafe sharing and offer a suitable place and time to eat. Resolve any uncertainty before serving.

In2Cultures drumming and Bhangra dance

What could happen: Falls, collisions, loud sound or sensory distress.

Controls: In2Cultures leads African drumming and Bhangra dancing on Thursday mornings. The leader checks the specialist plan and equipment with the instructor. Arrange drums and dance space with clear routes, manage cables and volume, and offer ear protection, breaks, a quieter place or seated and lower-intensity participation as needed. ILEAP staff retain member support, safeguarding, register and headcount responsibility. Members choose how to participate.

Games and mixed activities

What could happen: Small parts, conflict, frustration or a new hazard when the plan changes.

Controls: Choose games appropriate to the members present, explain accessible rules and supervise shared equipment. Check any new activity and its equipment before it starts; add controls or choose another activity if the existing assessment does not cover it adequately.

Toileting and personal care

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

Controls: Use the Centre's adapted toilet where available and apply ILEAP's one in, one out rule. Staff know when a member leaves an activity area and confirm their return while respecting 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 an unaccounted movement outside.

Controls: No smoking or vaping inside the Centre. A member who vapes uses the designated outside 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 current website register information and individual plans. Parents or carers keep membership and health information current. Where a member needs medication, their own external 1:1 worker provides it under the agreed plan; ILEAP staff do not administer medication. Keep a charged ILEAP phone and emergency contacts, access first aid, call 999 when needed and report the incident.

Safeguarding and boundaries

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

Controls: Maintain proportionate oversight in all open areas, listen to members and respect consent and independence. Intervene in bullying, coercion or concerning interactions, make people safe and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL) under ILEAP's procedure.

Slips, access and mobility

What could happen: Falls, collision or exclusion.

Controls: Use accessible routes, keep corridors and exits clear, report spills and defects, and check outdoor surfaces and weather before use. Follow each agreed mobility plan; do not lift or move a person without training, authorisation and an agreed plan.

Fire or venue emergency

What could happen: Injury, distress or failure to account for everyone across areas.

Controls: At the safe start identify exits, assembly point and the venue's instructions. Allocate support to each area, follow venue staff, take the register if safe, evacuate and independently confirm all members and team members at the assembly point. Tell emergency services promptly if anyone is missing.

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 Multi Activity 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, food hygiene, first aid, incident reporting, volunteer induction and individual 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	Added Fit 4 Kids Tuesday and In2Cultures Thursday specialist activities and responsibilities.