

Wellbeing Wednesday

From the Leamington base into the local community

Reference	RA-07	Assessment date	24 September 2026
Applies to	Wellbeing Wednesday and local community activities	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	Jephson Studio, Jephson Gardens, and agreed local destinations	Owner	ILEAP CEO / session leadership team

Purpose and scope

Wellbeing Wednesday meets at Jephson Studio in Jephson Gardens, in the heart of Leamington, and accesses local community places. The group is larger than Monday Matters, so staff plan how to supervise any subgroups and transitions. The day's plan may include a walk, community venue, cookery, healthy lunch or other suitable activity. The Session Leader confirms the actual programme, staffing, route and individual needs before the group moves; higher-risk activities need their own specific controls.

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 health, mobility, 1:1, travel and collection arrangements.
COUNT	Count members and team members, including dedicated 1:1 workers. A second ILEAP team member independently checks names and totals before the group moves.
CONFIRM	Verbally agree names and totals and record the transition check. Allocate who leads and follows the walking group and who supports any member needing additional help.
CHECK	Confirm the day's activities, subgroup plan and destinations; check routes, crossings, accessibility, food, weather, costs and return time.
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 Wellbeing Wednesday. Members are dropped off and collected at the agreed base unless an alternative is recorded. Parents or carers keep the membership form, health, allergy and support information up to date.

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.

Changing programme and destinations

What could happen: A new hazard is missed when the group chooses or changes activity.

Controls: At the base, agree the day's plan with members in accessible ways. The Session Leader checks the chosen destination, route, opening arrangements, cost, access, staffing, weather and individual needs before leaving. Brief the team and members. Add specific controls for an activity beyond this assessment; if safe arrangements cannot be confirmed, choose another option. Boating, water activity or transport requires a separate activity plan and provider controls.

Arrival, departure and handover

What could happen: A member is missed at the base or leaves with the wrong person.

Controls: A named ILEAP team member receives members at the agreed Jephson Studio meeting point and checks the current website register. Agree the end-of-session return point and time. Confirm each member's authorised collector or recorded independent travel arrangement before they leave; notify authorised contacts of a material change.

Member not accounted for

What could happen: A member becomes separated during a walk, in the Gardens or at a venue.

Controls: Use STOP-REGISTER-COUNT-CONFIRM with a named register holder and independent ILEAP checker on arrival, before leaving the base, before and after significant crossings or venue changes, whenever groups split or reunite, on entering and leaving destinations, at meals, on return and before collection; count at least hourly while stationary. Check names and totals and record significant transition checks. Communicate toilet or other-area movements and confirm return. If anyone is unaccounted for, stop, supervise the remaining group and follow ILEAP Missing Person Procedure immediately.

Larger group and subgroups

What could happen: Oversight is stretched or a subgroup is left without enough support.

Controls: Maintain at least one approved ILEAP staff member or volunteer per five members across the whole session, plus dedicated 1:1 support. Allocate named staff to each subgroup and a leader and independent checker for transitions. Staff agree who is in each area and communicate moves. Do not split the group, open a new activity area or leave the base unless each group has suitable supervision and the headcount procedure can be completed.

Road crossings and busy public spaces

What could happen: Traffic injury, crowd separation or a member becoming distressed.

Controls: Choose accessible routes and safe crossings. Explain group boundaries and meeting points; staff cover front and rear and any member needing extra support. Stop the group before crossing, check traffic, then verify names and totals after the transition. Slow or change the plan if the street, crowd or weather makes the route unsuitable.

Jephson Gardens and waterside areas

What could happen: Fall, uneven paths, exposure to weather or water-edge risk.

Controls: Check conditions in the Gardens and choose accessible paths. Agree clear boundaries near water and keep proportionate oversight; do not add a water-based activity without a separate assessment. Plan indoor alternatives, breaks, shade or suitable clothing as conditions require.

Community venues and member choice

What could happen: Access barrier, public contact, overspending or unsuitable activity.

Controls: Confirm venue access, exits, toilets, prices and any provider instructions before entering. Offer members meaningful choices, support independent purchases only as agreed and keep the group's meeting point clear. Maintain proportionate oversight and leave or adapt if the venue is too crowded or unsuitable.

Cookery and healthy lunch if planned

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

Controls: Check the recipe or provider food, current allergy, dietary and eating information on the website register. Parents or carers keep this information up to date. Confirm ingredients and cross-contact rather than guessing. Use food hygiene, safe storage and handwashing, supervise heat and sharp equipment and match tasks to ability. Specialist eating assistance remains with the external 1:1 worker.

Sports, gardening or leisure activities if chosen

What could happen: Tool or equipment injury, exertion or a hazard not covered by the usual programme.

Controls: Check space, equipment and provider controls and brief members. Match activity to ability, offer breaks and control sharp or heavy items. Add a specific activity assessment or choose another option for boating, unusual equipment or a higher-risk activity that these controls do not adequately address.

Toileting and personal care

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

Controls: Check an adapted toilet is available at the chosen venue where needed and apply ILEAP's one in, one out rule at every venue. Staff know when a member leaves the group and confirm return while respecting privacy. A member requiring personal care is supported by their own external 1:1 worker; ILEAP staff do not provide personal care or cover the worker's breaks.

Health, medication and first aid

What could happen: Illness, seizure, injury or delayed response in the community.

Controls: Check current website register information and individual plans. Parents or carers keep membership and health details current. A member's own external 1:1 worker provides any medication support under the agreed plan; ILEAP staff do not administer medication. Carry a charged ILEAP phone and emergency contacts, access first aid, call 999 when needed and report the incident.

Sensory, communication and emotional needs

What could happen: Distress, exclusion or difficulty with a changed plan.

Controls: Explain the programme and changes in accessible ways, use known communication methods and allow breaks or a quieter place. Respect a member's choice to decline an activity and adapt without unnecessary restriction.

Vaping, safeguarding and public contact

What could happen: Unaccounted movement, sharing, influence or unwanted contact.

Controls: Follow ILEAP and venue smoking and vaping rules. A member uses only a permitted outside area under their agreed arrangement, tells staff before leaving and on return, and does not offer or share a vape. Maintain proportionate oversight and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Fire or venue emergency

What could happen: Injury, distress or failure to account for the group.

Controls: At the base and each destination identify exits, assembly point and venue instructions. Allocate support to subgroups, follow venue staff, take the register if safe, evacuate and independently verify every member by name. If outdoors, move to a safe meeting point and contact emergency services when needed.

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 Wellbeing Wednesday 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 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
1.0	24 September 2026	Public assessment for the larger Wellbeing Wednesday community group with verified transitions and programme checks.