

**Appendix VGA 9.2 - EXAMPLE GENERIC RISK ASSESSMENT: ICE SKATING (at ice rink) – see [www.eriding.net](http://www.eriding.net) for other downloadable forms**

<p><b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i></p>	<p><b>CONTROL MEASURES and PRECAUTIONS</b> <i>Consider carefully the suggested precautions below with all the staff in your establishment or department who help to lead offsite visits. Place a tick (in the box) against those measures that you decide together should generally be regarded as good practice and are normally applicable on your visits, and delete or put a cross against those that are not. Make any amendments that might be needed. Also record below any additional control measures and precautions that you agree may also usually be helpful and sensible.</i></p>
<p>Inadequate staff competence and experience → accidents/injuries</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No specific leadership qualifications are required but the leader(s) will have had previous experience of ice skating at rinks, and of leading groups in similar environments</li> <li><input type="checkbox"/> If any instruction is given, this will be by an appropriately qualified Ice Skating instructor</li> <li><input type="checkbox"/> Staffing ratios will be in accordance with the LA Visits Guidance</li> </ul>
<p>Insufficient risk assessment and management planning → accidents/injuries</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This generic risk assessment will be read and completed in addition to the generic risk assessment “All Educational Visits” and “All Travel” which gives general safety guidance applicable to all visits, and other applicable generic risk assessments, such as “Travel by Coach” and “Visits to cinemas, theatres, museums, visitor centre and attractions”</li> <li><input type="checkbox"/> The ice rink will be checked to check that its facilities are safe and suitable (e.g. the venue manager should give written assurances of the quality of services and safety management systems provided – see External Service Provider Enquiry Form)</li> <li><input type="checkbox"/> The location will be pre-visited and specifically risk assessed by the leader, with advice from the School EVC and/or LA Educational Visits Officer regarding particular control measures and/or procedures required</li> <li><input type="checkbox"/> N.B. It is sensible to inform parents and young people that ice skating is perceived by many as a “high risk” activity, given that injuries (often quite serious) do occur quite frequently</li> <li><input type="checkbox"/></li> </ul>
<p>Insufficient briefing of group members → accidents/injuries</p>	<p>All group members will be briefed regarding:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the rules and safety procedures laid down by the venue’s management (e.g. direction of flow around the ice rink, skating together in groups etc.)</li> <li><input type="checkbox"/> the behaviour expected and required (e.g. no deliberate collisions)</li> <li><input type="checkbox"/> how novices can gain confidence and competence safely (e.g. keep close to the sides initially)</li> <li><input type="checkbox"/></li> </ul>
<p>Collisions</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> adequate support and guidance is given, especially to novices</li> <li><input type="checkbox"/> group members skate in the correct direction with the flow</li> <li><input type="checkbox"/> group members skate at a speed which is safe and appropriate for their level of competence</li> <li><input type="checkbox"/> group members skate in a sensible, controlled manner</li> <li><input type="checkbox"/> adult leaders are briefed carefully to avoid situations where they might collide with or fall on to group members</li> <li><input type="checkbox"/></li> </ul>
<p>Slips/falls/cuts</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> group members have adequate full body clothing (covering arms/legs)</li> <li><input type="checkbox"/> group members have gloves (N.B. skates can cause enormous damage to hands/fingers)</li> <li><input type="checkbox"/> skates are fitted correctly and properly</li> <li><input type="checkbox"/> adequate physical support is given to novices</li> <li><input type="checkbox"/></li> </ul>
<p>Additional Hazards?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional precautions?</li> </ul>

Staff Agreement: “I have read and understood this risk assessment”

Staff name (continue list overleaf if required)	Job title	Sept 2017 – 18 (Initials/date)	Sept 2018 – 19 (Initials/date)	Sept 2019 – 20 (Initials/date)	Sept 2020 – 21 (Initials/date)	Sept 2021 – 22 (Initials/date)
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**Generic Risk Assessments user guidance**

- **Purpose** - to encourage staff to identify likely hazards, agree general good practice, and apply consistent standards. The following procedure (or similar) is recommended:
- **Select and print off** - all relevant and helpful forms (according to the type of visits and activities normally organised during the year) – others (e.g. that apply to one-off visits) can be added later if required.
- **How many?** - one set of forms for small staff teams - or one set per department for large staff teams.
- **Complete draft forms** - initially by one or two staff with appropriate experience;
- **Staff meeting 1** - introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).
- **Staff meeting 2** – discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).
- **Staff members who cannot agree** with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Headteacher/Manager.
- **Check and approve** – e.g. by line manager/head of dept and/or visits coordinator if appropriate
- **Store** - in a marked file in a clearly known and accessible place (e.g. staff room or dept office).
- **How often?** - forms that apply to all visits (e.g. “All Educational Visits”) or to regular/frequent visits (e.g. “Visits to Museums”) should be completed once, then reviewed, amended, signed and dated annually.
- **Additional forms** – that apply to occasional/one-off visits (e.g. “Overseas Visits”) can be completed when required – these should be reviewed, amended, signed and dated whenever such visits are planned.
- **Keep familiar**- with the agreed general good practice, and refer to forms as a reminder before visits if necessary (especially for activities that are less frequent or familiar to staff).
- **New leaders and volunteers** – should be asked to read all relevant forms and add their signed agreement before assisting with the organisation or leadership of a visit.
- **Review and amend** – by all relevant staff annually (or more often if necessary), and immediately if new hazards are identified or new precautions deemed necessary.
- **Stop** - this type of visit/activity if the level of risk is considered unmanageable and unacceptable.
- **Flexibility** – is still necessary. Staff should dynamically risk assess situations throughout a visit and respond appropriately and reasonably to each specific circumstance.
- **Specific Visit Risk Assessment** - is also normally required for each visit to address any extra foreseeable issues relevant to the specific site/group/activities involved.