### Appendix SGA 9.2 - EXAMPLE GENERIC RISK ASSESSMENT: ICE SKATING (at ice rink) – see [www.eriding.net](http://www.eriding.net) for downloadable copies

**Generic Risk Assessments** highlight commonly identified hazards and control measures associated with *general locations, events or activities*. Adapt this form to your own circumstances by identifying and adding further hazards/control measures relevant and appropriate to your own location or young people. In addition, complete a **Specific Visit Risk Assessment** to identify hazards and control measures unique to precise locations, activities, and individuals within the group. Share and agree all risk assessments in advance with all other leaders inc. volunteer helpers and, wherever possible, involve all participants also in this process. Annually review and revise all generic risk assessments that are used regularly (and sooner if further hazards are identified or significant incidents/near-misses occur).

<table>
<thead>
<tr>
<th>GENERAL LOCATION?</th>
<th>SIGNIFICANT HAZARDS</th>
<th>RECOMMENDED CONTROL MEASURES (i.e. what steps are commonly taken to reduce the risk of the hazard?)</th>
<th>EXTRA CONTROL MEASURES</th>
<th>OVERALL RESIDUAL RISK RATING</th>
</tr>
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| **Planning**      | Inadequate staff competence and experience → injuries                                                | □ No specific leadership qualifications are required but the leader(s) should have had previous experience of ice skating at rinks, and of leading groups in similar environments  
 □ Staffing ratios should be in accordance with LEA Guidelines | Add further standard control measures that you normally apply. | How serious/likely? (Low/Med/High) |
| **Planning**      | Insufficient risk assessment and management planning → injuries                                     | □ This generic risk assessment will be read and completed in addition to the generic risk assessment “All Educational Visits” 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”  
 □ The ice rink will be checked to ensure 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 EV2 Enquiry Form)  
 □ The location will be pre-visited and specifically risk assessed by the leader, with advice from the School EVC and/or LEA Educational Visits Consultant regarding particular control measures and/or procedures required  
 □ N.B. It is sensible to inform parents and young people that ice skating is perceived by many as a “medium risk” activity, given that injuries (often quite serious) do occur quite frequently | | |
| **Before skating**| Insufficient briefing of group members → injuries                                                   | The Overall Group Leader will ensure that all group members are briefed regarding:  
 □ 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.)  
 □ the behaviour expected and required (e.g. no deliberate collisions)  
 □ how novices can gain confidence and competence safely (e.g. keep close to the sides initially) | | |
| **During skating**| Collisions → injuries                                                                                  | The Overall Group Leader will ensure that:  
 □ adequate support and guidance is given, especially to novices  
 □ group members skate in the correct direction with the flow  
 □ group members skate at a speed which is safe and appropriate for their level of competence  
 □ group members skate in a sensible, controlled manner | | |
General Risk Assessments highlight commonly identified hazards and control measures associated with **general locations, events or activities**.

Adapt this form to your own circumstances by identifying and adding further hazards/control measures relevant and appropriate to your own location or young people.

In addition, complete a **Specific Visit Risk Assessment** to identify hazards and control measures unique to precise locations, activities, and individuals within the group.

Share and agree all risk assessments in advance with all other leaders inc. volunteer helpers and, wherever possible, involve all participants also in this process.

Annually review and revise all generic risk assessments that are used regularly (and sooner if further hazards are identified or significant incidents/near-misses occur).

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<tr>
<td>EVENT?</td>
<td>How might people foreseeably be harmed?</td>
<td>(i.e. what steps are commonly taken to reduce the risk of the hazard?)</td>
<td>How serious/likely? (Low/Med/High)</td>
<td></td>
</tr>
<tr>
<td>ACTIVITY?</td>
<td>The Overall Group Leader will ensure that:</td>
<td>Tick those control measures that are applicable and will be implemented.</td>
<td>Add further standard control measures that you normally apply.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❑ group members have adequate full body clothing (covering arms/legs)</td>
<td>Put a cross beside those control measures that are not applicable or cannot be implemented.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>❑ group members have gloves (N.B. skates can cause enormous damage to hands/fingers)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>❑ skates are fitted correctly and properly</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>❑ adequate physical support is given to novices</td>
<td></td>
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**IMPORTANT.**

The final “Risk Rating” column should be completed by the Overall Visit Leader, and discussed with all other leaders, before giving signed approval.

The Risk Assessment should only be approved once all significant hazards have been identified, the control measures that will be implemented are agreed, AND the overall risk ratings are considered acceptable.

In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or further control measures put in place to reduce the risk to “Low”.

This Generic Risk Assessment is being used as the basis for a particular visit to: Date:

It has been accepted and approved by:-

Overall Visit Leader’s signature: Date:

Deputy Visit Leader’s staff signatures: Date:

Additional staff/volunteer signature(s): Date:

This Generic Risk Assessment is being used as the basis for all relevant visits during the year Sept _____ to August ______ .

It has been accepted and approved by:

Headteacher’s signature: Date:

Educational Visit Coordinator signature: Date:

Signature(s) of other staff involved in the leadership of visits: Date: