

Ice Skate Leicester

SAMPLE RISK ASSESSMENT

THIS RISK ASSESSMENT IS A SAMPLE AND FOR GUIDANCE ONLY

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Jubilee Square, St Nicolas Place, Leicester LE1 4LD | School visits 7 to 18 December 2026

For the visit leader to adapt and approve for the school's own group. This assessment covers travel from coach drop-off at Southgates, arrival, ice skating, SEND (Special Educational Needs and Disabilities) support, emergencies and an optional STEM tour. Add the journey from school and any other activities to the school's assessment. It is not a signed approval or a substitute for the rink's operational assessment.

Visit details	School entry	Visit details	School entry
School or college	_____	Visit leader and mobile	_____
Date and booked session	_____	Pupils and year groups	_____
On-ice teachers / off-ice staff	_____	Carers and individual support	_____
Visit type and transport	_____	Assessor and assessment date	_____

How to use the ratings

Scores are suggested planning judgements, not incident statistics. Initial risk is before the listed controls; residual risk assumes every relevant control is implemented and checked. Confirm or amend both for the actual group and record additional actions on the final page. A lower likelihood does not remove the potential seriousness of an injury.

Likelihood (L): 1 rare, 2 unlikely, 3 possible, 4 likely, 5 very likely. Severity (S): 1 minor discomfort, 2 minor first aid injury, 3 injury needing medical treatment, 4 major injury or lasting impairment, 5 fatality. Risk = L × S. 1–4 Low: maintain controls. 5–9 Medium: named owner checks controls and school accepts remaining risk. 10–25 High: do not proceed until reduced and approved.

The visit leader must verify the school's controls and obtain confirmation of rink controls before use. Stop, change or postpone activity if a necessary control is unavailable. Review after a change of group, conditions, staffing, incident or near miss.

Travel and arrival

Required controls to verify before participation. Suggested ratings are subject to school review; responsibility labels must be assigned to named people.

Hazard	Who may be harmed and how	Controls required	Responsible role	Risk L × S
01 Coach movements and road crossings	Pupils and adults: vehicle strike causing serious or fatal injury.	School: agree Southgates LE1 5NS stopping point with the driver; use safe crossings and a checked walking route to Jubilee Square. Adults supervise unloading from a safe side and position themselves at the front and rear. Count pupils after unloading and at the rink. Review roadworks and access on the day.	Visit leader	Before $3 \times 5 = 15$ High After $1 \times 5 = 5$ Medium
02 Crowds and separation	Pupils: becoming lost, distressed or vulnerable in public areas.	School: arrive at the rink 30 minutes early. Allocate named staff groups, a register and a meeting point. Count at arrival, changing, entry, exit and departure. Keep the group clear of through routes. If anyone is missing, alert the duty manager immediately; retain supervision of the others and follow the missing-pupil plan.	Visit leader and duty manager	Before $3 \times 4 = 12$ High After $1 \times 4 = 4$ Low
03 Wet surfaces and skate walking	Pupils and adults: slips, trips, sprains or fractures off the ice.	Rink: provide a clear designated route and address water, loose matting and obstacles. School: walk, keep bags and shoes out of routes, and use only designated surfaces in skates. Use outdoor shoes for travel and toilet routes beyond the skate area. Report defects and stop use of an unsafe route.	Duty manager and teachers	Before $3 \times 3 = 9$ Medium After $1 \times 3 = 3$ Low
04 Skate fit and sharp blades	Skaters and helpers: falls from loose skates, cuts to hands or feet.	Rink: issue serviceable skates and exchange poor fits. School: obtain a mix of shoe sizes before booking; fit while seated, check fastenings and comfort, and keep fingers away from blades. Carry skates carefully. Do not allow entry with damaged or unsuitable skates; seek rink staff assistance.	Skate team and teachers	Before $3 \times 3 = 9$ Medium After $1 \times 3 = 3$ Low
05 Inadequate supervision	Pupils: unsafe behaviour or delayed help causing injury.	School: at least one teacher on the ice for every 10 pupils, rounded up. Increase staffing for individual needs. Allocate on-ice areas and off-ice cover; maintain cover if a staff member leaves with an injured pupil. Rink marshals do not replace teachers. Reduce participation or stop if adequate cover is lost.	Visit leader	Before $3 \times 4 = 12$ High After $1 \times 4 = 4$ Low

On the ice

Required controls to verify before participation. Suggested ratings are subject to school review; responsibility labels must be assigned to named people.

Hazard	Who may be harmed and how	Controls required	Responsible role	Risk L × S
06 Entering and leaving the ice	Skaters: falls or collisions at the surface transition and gates.	Rink: control entry and keep gates clear. School: wait for invitation, supervise beginners closely and enter in small groups. Skaters use the handrail for balance and do not push or crowd. Wear skates or approved ice grips where authorised; ordinary soles are prohibited. Agree wheelchair entry support separately.	Marshals and teachers	Before 3 × 3 = 9 Medium After 2 × 3 = 6 Medium
07 Falls and collisions	Skaters: bruising, cuts, fractures or head injury.	School and rink: brief the skating direction and controlled speed; prohibit racing, pushing, backwards skating, tricks and chasing games. Give beginners space and close support. No loose items on ice. Require prompt reporting of falls. School assesses suitable personal PPE before the visit; the rink does not supply it.	Marshals and teachers	Before 4 × 4 = 16 High After 2 × 4 = 8 Medium
08 Ice surface and resurfacing	Skaters: falls on damaged ice; serious injury from moving machinery.	Rink: check ice suitability, act on defects and keep skaters off during maintenance. School: report gouges, debris or other hazards, follow any closure and leave promptly when instructed. Never cross a barrier or enter during resurfacing. Resume only after the duty manager authorises entry.	Duty manager and teachers	Before 3 × 4 = 12 High After 1 × 4 = 4 Low
09 Skate aids	Users and nearby skaters: falls, collisions or trapped fingers.	Rink: select suitable aids and explain safe use. School: supervise use, prohibit racing, pushing others with aids and unauthorised swapping. Penguin aids are limited to users up to 1.2 metres tall. Free school aids are subject to availability; plan safe participation if an aid is unavailable.	Marshals and teachers	Before 3 × 3 = 9 Medium After 2 × 3 = 6 Medium
10 Cold and physical exertion	Pupils and staff: cold stress, fatigue, distress or illness leading to a fall.	School: warm layers, gloves, long trousers and ankle-covering socks; spare dry clothing where needed. Secure loose clothing. Watch for tiredness and discomfort, offer supervised breaks off the ice and access to drinking water. Stop participation and seek first aid when needed; do not insist on completing 45 minutes.	Teachers	Before 3 × 3 = 9 Medium After 1 × 3 = 3 Low

Individual needs and welfare

Required controls to verify before participation. Suggested ratings are subject to school review; responsibility labels must be assigned to named people.

Hazard	Who may be harmed and how	Controls required	Responsible role	Risk L × S
11 Medical needs and medication	Pupils: illness, allergic reaction or delayed treatment.	School: review individual healthcare needs and participation suitability before travel. Obtain consent under school policy, bring prescribed emergency medication and assign competent staff to manage it. Share essential information with first aiders appropriately. Medication must be accessible without creating loose items on the ice. Confirm emergency contacts.	Visit leader and named medical lead	Before 3 × 5 = 15 High After 1 × 5 = 5 Medium
12 SEND and sensory distress	Pupils: overload, distress, unsafe movement or inability to follow instructions.	School and rink: agree individual communication and support. Confirm a SEND session if needed: 130 maximum including carers, static lighting and no music or flashing lights. Arrange a supervised place to pause, flexible exit and re-entry, and an accessible evacuation plan. Bring personal sensory aids; loan ear defenders are limited.	Visit leader and duty manager	Before 3 × 4 = 12 High After 1 × 4 = 4 Low
13 Wheelchair use and assistance	Users and companions: collision, slipping or injury during access or handling.	School and rink: agree chair suitability, clean wheels, entry and exit, required assistance and evacuation before participation. Manual and powered chairs are welcome. A named companion stays with the user wearing skates or approved ice grips. Maintain space and controlled movement. No unplanned lifting or transfers; stop if safe assistance is unavailable.	Named companion and duty manager	Before 3 × 4 = 12 High After 1 × 4 = 4 Low
14 Safeguarding and toilet visits	Pupils: exposure to inappropriate contact, bullying or loss of supervision.	School: apply safeguarding policy and consent rules for photography. Allocate toilet and changing supervision that respects privacy and individual needs. No pupil leaves the agreed area alone. Report concerns to the school safeguarding lead and duty manager as appropriate. Call 999 for immediate danger. Keep staff contact details accessible.	Visit leader and all school staff	Before 3 × 4 = 12 High After 1 × 4 = 4 Low
15 Shared equipment and food	Pupils: skin irritation, infection or allergic reaction.	Rink: maintain equipment hygiene and remove contaminated items from use. School: require socks, cover minor cuts appropriately, encourage hand hygiene and do not share personal items. Agree dietary arrangements in advance; follow individual allergy plans. Keep food and drink off the ice and supervise any refreshment break.	Skate team and teachers	Before 3 × 3 = 9 Medium After 1 × 3 = 3 Low

Emergencies and STEM activities

Required controls to verify before participation. Suggested ratings are subject to school review; responsibility labels must be assigned to named people.

Hazard	Who may be harmed and how	Controls required	Responsible role	Risk L × S
16 Weather or technical closure	All visitors: injury, disruption or loss of safe shelter and access.	Rink: monitor conditions and apply the event's structural and operational limits; close or evacuate when required. School: check event updates before travel and maintain coach, shelter and parent-contact contingencies. Follow the duty manager's instructions. Never assume a covered rink can operate in all weather.	Duty manager and visit leader	Before 3 × 5 = 15 High After 1 × 5 = 5 Medium
17 Fire and evacuation	All visitors: burns, smoke exposure, crowd injury or delayed escape.	School and rink: identify current exits, accessible evacuation route and assembly point at arrival. Keep exits clear, follow the alarm or staff instruction and leave promptly. Do not delay for belongings or changing skates. Adults supervise the group and report headcount and anyone missing; do not re-enter until authorised.	Duty manager and visit leader	Before 3 × 5 = 15 High After 1 × 5 = 5 Medium
18 Injury and first aid response	Injured pupil and group: delayed care or loss of supervision.	School: confirm the on-site first aid point and how to summon help. Alert marshals so surrounding skating can be controlled. Call 999 for serious emergencies and notify the duty manager. Provide the rink address. Allocate an adult to the casualty while others supervise pupils; inform school contacts and record the incident.	First aid team and visit leader	Before 3 × 5 = 15 High After 1 × 5 = 5 Medium
19 Optional STEM tour near equipment	Pupils and adults: contact with electrical, moving, hot or cold equipment.	Apply only if STEM is booked. Rink: agree a safe guided route, barriers, group size and demonstration method before the visit. School: keep pupils with the guide and out of plant areas; no touching cables, controls or refrigeration equipment. Use remote viewing where needed. No equipment operation by pupils; stop if segregation fails.	STEM guide and teachers	Before 3 × 5 = 15 High After 1 × 5 = 5 Medium
20 Departure and pupil handover	Pupils: separation, vehicle strike or unsafe collection after the session.	School: remove and return skates, check changing and toilet areas, and count pupils before leaving the rink and boarding the coach. Use the agreed route and Southgates pick-up point. Confirm the driver is ready before moving the group. Follow school handover arrangements and record any pupil travelling separately.	Visit leader	Before 3 × 5 = 15 High After 1 × 5 = 5 Medium

School actions and approval

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Complete the open actions and local arrangements below. Any control not confirmed remains an outstanding action. Attach individual support plans and the school's transport assessment securely; avoid recording sensitive pupil details in copies circulated widely.

Hazard or action	Additional control or local arrangement	Named owner	Due / complete	Residual risk
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Arrival checks	Agreed details
First aid contact and location	_____
Exits, accessible evacuation and assembly point	_____
Off-ice supervision and missing-pupil response	_____
Coach contact, collection and disruption plan	_____

Visit leader confirmation: I have adapted this assessment to our pupils and activities, checked the required controls and staffing, briefed accompanying adults, and completed the school's visit approval process.

Visit leader name / signature _____ Date _____
 School approver / role / signature _____ Date _____
 Review date _____ On-day review by _____ Time _____

Reference guidance: Department for Education, Health and safety on educational visits (gov.uk/government/publications/health-and-safety-on-educational-visits); HSE, School trips (hse.gov.uk/education/school-trips.htm). Checked 7 September 2026.