**Risk Assessment Form Form EV2**

**EVENT RISK ASSESSMENT**

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| **School / Centre**  |

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| **Group Leaders – Go Well and accompanying teacher from school** |  |

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| **Dates –**  |

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| **Activity / Visit – Go Well Dance Festival** |

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| **Educational Objectives – pupils to experience participation and competition in inter-school event** |  |

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| **21. HAZARD****List the hazards which could cause harm** | **22. RISK****List who might be harmed and how** | **23. CONTROLLING RISK****List the existing precautions and whether more should be done** | **24. RECORD YOUR FINDINGS****List what actions you’ve taken** | **25. REVIEW AND REVISE****Is any further action required before, during and after the visit?** |
| ***TRANSPORT*** |  |  |  |  |
| Travel to and from event | Accidents involving adults and pupils | Provision of safe travel arrangements is the responsibility of the participating school | Parking is available around the leisure centre– schools are aware of this  |  |
| Personal injury when dropping off and picking up pupils and spectators at drop off point | Falling, knocked by bus or car | Information available for schools regarding parking and drop off procedures.Accompanying teachers are responsible for supervision. | Access from car park to facility may involve a walk of some distanceSchools to be responsible for supervision |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Fixed equipment in unfamiliar facilities | Pupils - injury | Facility owner DCC has full risk assessmentBleachers seating regularly used | Asked for seating to be fully extended prior to event  | Check safety of seating prior to event startingChildren asked to ensure they SIT on seating |
| Mat performance area | Performers tripping | Judo mat area booked from facility |  | During performance mats should be pushed together after each performance |
| Bare feet requirement  | Pupils and adults potential for foot damage | Area is meticulously clean |  | Check of surfaces before the start for any sharp objects |
| Getting lost in unfamiliar surroundings | Pupils – stressed and upset | Facility reception has knowledge of the event and can direct and advise | Leaders/ event staff to meet and greet in obvious position and to escort to seats  | Announcement made about out of bound areas. All children to remain in sportshall at all times  |
| Unsupervised visits to toilets, changing rooms | Pupils – accidents,Interacting with members of the public | Pupils briefed by staff and organisers to always be accompanied as facilities are outside the sportshall | Clear boundaries for their movements outlinedStaff and pupils to be made aware of position of toilets and changing | Announcement to remind pupils to always be accompanied. |
| Mixing of spectators and AOTTS and pupils | Potential child welfare issues | All coaches and teachers contributing to event to have enhanced DBS | Clear delineation between areas for pupils and spectators needed | Spectators asked to view event from balconySpectators asked to clear the area before children are dismissed one school at a time |
| ***GENERAL SUPERVISION*** |  |  |  |  |
| General welfare | Accidental injury to pupils or spectators particularly on entering and leaving the facility | Schools to provide supervision in line with LA recommended ratios and at least one member of staff that knows the children | Organisers to ensure supervision at entry door to avoid overcrowding | Each school to be dismissed one by one  |
| Individual medical issues  | Accidents arising from activity or medical problems arising from pre-conditions | Teachers to have contact details & medical issues from EV3 form for every pupilSchools bring first aid kit and a qualified first aider | Event organiser to provide first aid kit and an additional First Aid qualified person |  |
| Inappropriate behaviour | Accidents to pupils, injury as a result of foolhardy or aggressive behaviour | Teachers should have knowledge of individual behavioural difficulties.Teachers are responsible for general supervision  | Teachers will need to be vigilant in supervision between events and when pupils are spectating |  |
| Inappropriate clothing and footwear  | Pupils may suffer injury or inflict injury on others | Pupils’ footwear, laces, hair and jewellery will be checked before taking part in an event. First aider on – site |  |  |
| ***PHYSICAL ACTIVITIES*** |  |  |  |  |
| New skills and equipment | Pupils may injure themselves or others | Schools to have done some training prior to event and teachers are confident that the children are capable of performing safely |  | Warm up time to be offered before the event to avoid strains and pulls |
| ***GENERAL ORGANISATION*** |  |  |  |  |
|  | Pupils may be injured | Event organisers have great experience and have public liability insurance to £5million |  |  |

Signature (Group Leader) Date …

Signature (School EVC)……………………………………………………….Date……………………………………