**Risk Assessment Form Form EV2**

**EVENT RISK ASSESSMENT**

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| **School / Centre** | **Group Leaders – Go Well and accompanying teacher from school** |
| **Activity / Visit – Primary Athletics** | Date - |
| **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 at the leisure centre over the road |  |
| Personal injury when dropping off and picking up pupils and spectators at drop off point | Falling, knocked by bus or car | Competitors should be dropped off at the athletics track before the buses are parked over the road  Accompanying teachers are responsible for supervision. | **Teachers informed that no competitors should cross the road**  Stewards will assist with movement of buses from drop off point  Map to be included in teachers pack | Announcement made over PA system that no-one should cross the road |
| ***VENUE & WELFARE*** |  |  |  |  |
| Track | Pupils - injury | Area is purpose-built athletics track  Owners DCC have own risk assessment | Arranged pre-inspection of course on morning of event checking for objects on track and infield |  |
| Field event areas | Competitor and spectator injury | Purpose built throwing and jumping areas to provide safety | Requested roping off of all areas to ensure spectators do not wander across | Check all areas are roped off prior to event |
| Inadequate access for disabled competitors | Pupil injury and exposure to elements | Facilities apart from the stand are accessible | Sheltered area in front of stand available for non-ambulant |  |
| Getting lost in unfamiliar surroundings | Pupils – stressed and upset | Reception desk has knowledge of the event and can direct and advise  Whole competition area visible from stand | Leaders/ event staff to meet and greet in obvious position and to escort to venue  Map provided to teachers prior to start with all event areas marked | Announcements made to detail specific areas and events.  Check all leaders have high visibility vests on |
| 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 behind the stand | Clear boundaries for their movements outlined  Staff 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 outside of barriers on track |
| ***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 |  |  |
| 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 pupil  Schools 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. | Announcement to remain in stand when not competing |
| Inappropriate clothing and footwear | Pupils may suffer injury or inflict injury on others  Pupils may suffer from inclement weather | Schools advised to ensure children have appropriate footwear (spikes are allowed) and suitable clothing for cold/wet weather | Stand and sportshall is available in an emergency for those feeling the cold or wet or for shelter from the sun |  |
| ***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 | All coaches/judges used to have experience of such events | Warm up time to be offered before the event to avoid strains and pulls |
| Inappropriate equipment | Pupils may injure themselves | Organisers to provide appropriate weight implements and to ensure the events are in line with UK Athletics guidelines |  |  |
| Unusual exertion | Pupils may suffer asthma attack etc | Schools to ensure children have inhalers and other medicines readily available | St Johns Ambulance to be on stand by | Warning to children to pace themselves before setting off! |
| ***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……………………………………