**Risk Assessment Form Form EV2**

**RISK ASSESSMENT**

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| **School / Centre** | **Group Leaders – Go Well and accompanying teacher from school** |
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| Activity / Visit – Go Well Primary Schools Olympics | Date – |
| Educational Objectives – pupils to experience participation and competition in a multi-sport competition |  |

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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**  Personal injury when dropping off and picking up pupils and spectators at drop off point | Falling, knocked by bus or car | School bus bays to be used for drop-off and pick up  Students to be met by leaders from school and escorted safe route into school  Accompanying school staff to supervise their own student’s general behaviour  Individual schools responsible for ensuring appropriate transport and supervision is provided en route | Discussions held with SCC to confirm these arrangements alongside their own H&S plan | Schools to meet in quadrangle outside sportshall before departure |
| **VENUES**  Personal injury to pupils on athletics track, on grass, 3G pitch and sportshall | Falling over, sprains, scrapes, scratches, bruises, falling on steps in stand | Host school complies with Health and Safety regulations.  School has Public Liability Insurance  School has own risk assessments in place | School First Aiders and first aid kit available in addition to St Johns  Each area of activity has walkie talkie link to event organiser and school in case of emergencies  All individual outdoor event organisers to be contactable by mobile | Visual inspection of all sites to be undertaken on the day prior to and during the event by individual event organiser |
| Out of bounds areas;  Old school building site | Accidental injury to pupils | Areas are clearly marked and fenced,  Cautionary announcements at start of event  Accompanying teachers and assistants advised of risks and the need to supervise pupils in teachers’ information pack and on day | Areas marked with red and white tape, warning signs and fencing |  |
| Large numbers moving around school building | Accidental injury to pupils  Behaviour problems occurring | All to be advised of evacuation procedures at opening of event  Indoor event to be confined to sports area and no need for students to enter rest of the school | Fully discussed with school to comply with their health and safety procedures | All staff assisting will be briefed to help with general supervision around the school.  Children to be dismissed by sport to avoid congestion |
| Moving between venues | Injury or bad behaviour | School is locked to movement between indoor and outdoor venues | Negotiate with host school to provide access for staff between venues at set times | Brief all children that they should stay at their venue throughout |
| Emergency Evacuation | Children in danger from fire etc | School has its own procedures | In discussion with school assembly points labelled with school names agreed in outside area beside sportshall.  Players outside to remain on field with competition organisers supervising | Everyone to be briefed at opening ceremony |
| **ACTIVITIES** | Asthma attack due to over exertion, allergy to grassed area | Schools carry out own risk assessment of pupils’ medical needs on EV4 parental consent forms. Medicines in safe keeping of individual school staff | Responsibility for individual medical needs lies with accompanying staff  St Johns Ambulance to be on site- presence at indoor and outdoor venues |  |
|  | Accidental injury to students | Each event to be organised and led by qualified teacher and or coach  Playing conditions to be assessed prior to event | Higher risk activity –to be led by coaches  Event to be cancelled by 8.00am if weather may cause safety problems  Qualified first aider and first aid kit on site in school in addition to St Johns | Constant monitoring before and during the event |
| **GENERAL SUPERVISION/WELFARE** | Over exposure to sun | All schools to inform students of need to bring appropriate clothing, refreshments and sun protection | This to be outlined in event information |  |
|  | Child safeguarding issues | All accompanying staff will have to sign in and show DBS and photo id  All assisting coaches will have CRB and photo identification | Decision taken that no spectators will be allowed | Ensure signing in sheet is completed by all and event organiser has signed off and given to reception |

Signature (Group Leader) Date …

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