**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 – Go Well Primary Sportsability** | **Dates –** |
| **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 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 involves school crossing minor road  Schools to be responsible for supervision  Centre is accessible for disabled |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Fixed equipment in unfamiliar facilities | Pupils - injury | Facility owners Durham County Council and South Durham Gymnastics Club have full risk assessments | Fixed gymnastics equipment is safe and fit for purpose but out of bounds for pupils  Need to emphasise that all pink areas are out of bounds  No fixed equipment in sports centre | Announcement prior to and during event to emphasise out of bound areas  Leisure Centre floor to be visually checked before commencement |
| Uneven sprung floor in Gym Centre | Pupil and adults overbalancing | Only sprung floor will be used for performing not vault run up areas | The route to seating and performance area will be marked and supervised |  |
| Bare feet requirement in Gym Centre | 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 venue | Announcement made about out of bound areas. All children to remain in gym centre 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 outlined  Staff and pupils to be made aware of position of toilets and changing | Announcement to remind pupils to always be accompanied.  All children to be supervised on movement between sportshall and gym centre |
| 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 not actively encouraged to attend | Spectators asked to view event from balcony  Spectators 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. Schools to provide 1 to 1 support for children with special needs | First Aider resident in leisure Centre | 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 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 and special needs.  Teachers are responsible for general supervision | Teachers will need to be vigilant in supervision between events and when pupils are resting |  |
| 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 | Bare feet, no jewellery and hair tied back are essential |  |
| ***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/referees used to have a recognised & relevant NGB qualification or teaching qualification  Adapted equipment will be provided for a variety of needs | 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……………………………………