**Risk Assessment Form Form EV2**

**EVENT RISK ASSESSMENT**

|  |  |
| --- | --- |
| **School / Centre** | **Group Leaders – Go Well and accompanying teacher from school** |
| **Activity / Visit – Y3-4 Go Well Gymnastics/Dance Festival** | **Dates:** |
| **Educational Objectives – pupils to experience participation and competition in inter-school event** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Fixed equipment in unfamiliar facilities | Pupils - injury | Facility owner South Durham Gymnastics Club and Athena Gym has full risk assessment | 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 | Announcement prior to and during event to emphasise out of bound areas |
| Uneven sprung floor | 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 | Pupils and adult’s 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. |
| 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 balcony. Spectators asked to clear 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 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 | Clearly marked spectating area will be set up prior to event |
| 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/judges used to have a recognised & relevant NGB qualification or teaching qualification | 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……………………………………