**Risk Assessment Form Form EV2**

**EVENT RISK ASSESSMENT**

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| **School / Centre** | |  | | --- | | **Group Leaders – Go Well and accompanying teacher from school** | | **Dates –** | |
| **Activity / Visit – HEART PROJECT FESTIVAL** |  |
| **Educational Objectives – pupils to experience participation and enjoyment in a multi skill / sport festival** |  |

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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 alongside school |  |
| 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. | Schools may have to supervise walking from car park to venue |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Fixed equipment in unfamiliar facilities | Pupils - injury | Facility owner Durham County Council has full risk assessment |  | Ensure full check of area before event to remove dangerous objects and to check for damp potentially slippery patches |
| 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 | 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 outlined  Staff and pupils to be made aware of position of toilets and changing | Announcement to remind pupils to always be accompanied.  Ensure access to toilets is available prior to event ie key |
| 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 | Any spectators asked to view games from balcony |
| ***GENERAL SUPERVISION*** |  |  |  |  |
| General welfare | Accidental injury to pupils or spectators | Schools to provide supervision in line with LA recommended ratios and at least one member of staff that knows the children | School has first aider available |  |
| 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 some 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. | Clean footwear with some grip needed |  |
| ***PHYSICAL ACTIVITIES*** |  |  |  |  |
| New skills and equipment | Pupils may injure themselves or others | Schools to have done some  training prior to event  Age appropriate equipment and activity to be provided | Activities to be run by Young Apprentices under supervision of qualified coaches or teachers | 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……………………………………