**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 Year 5-6 Boccia Competition** | **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 |  |  |
| 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 across small road  There is provision for closer drop off to the school for those with mobility problems |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Fixed equipment in unfamiliar facilities | Pupils - injury | Facility owner DCC has full risk assessment | Sportshall suitable  Venue fully accessible | Ensure full check of area before event to remove dangerous objects on the floor or entrance |
| Getting lost in unfamiliar surroundings | Pupils – stressed and upset | 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 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, facilities for the disabled 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 |  | 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 |  |  |
| 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 and any medication needed by individuals | Event organiser to provide first aid kit and an additional First Aid qualified person | Accompanying teachers to ensure event organisers are aware of any potentially inhibiting disabilities of participants |
| 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  Sufficient coaches will be provided to ensure accompanying teachers can concentrate on supporting and encouraging their own students |  |
| 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 |  |  |
| Extreme weather – heat or cold or wet | Pupils may suffer from dehydration | Accompanying teachers to ensure pupils have supplies of water, | Organisers to have access to additional supplies of water |  |
| ***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 | All coaches/referees used to have a recognised & relevant NGB qualification or teaching qualification. Leaders with appropriate awards will assist |  |

Signature (Group Leader) Date …

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