**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 Cross Country**  | **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 | A drop off zone is available at the front of 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. | Access from car park to facility involves moving through or round the schoolLeaders will guide the waySchools to be responsible for supervision |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Terrain for cross country | Pupils - injury | Area is existing well maintained playing fields and slopes between pitches |  Arranged pre-inspection of course on previous day and morning of event checking for glass and major holes on course | Stewards placed at strategic points on course |
| Large numbers gathering for start and finish  | Pupil injury and exposure to elements | Sportshall booked for assembly and presentationTwo entrances available to avoid congestion  | Ensure start line is wide enough for large numbers to compete safely | Check size of start line and finishing funnel |
| Getting lost in unfamiliar surroundings | Pupils – stressed and upset | School reception has knowledge of the event and can direct and adviseWhole course visible from start | Leaders/ event staff to meet and greet in obvious position and to escort to venue Course clearly marked with stakes and tapeHares to lead each race Leaders placed around course to give encouragement and directionsMap provided to teachers prior to start | Announcement made about out of bound areas. Check all leaders have high visibility vests on |
| Unsupervised visits to toilets, changing rooms | Pupils – accidents,Interacting with members of the public | Pupils briefed by staff and organisers to always be accompanied l | Clear boundaries for their movements outlinedStaff 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 and to be discussed with school | Spectators asked to view event from outside only. |
| ***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 | St Johns Ambulance to be present – in static tent and around the course |  |
| 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 pupilSchools 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 othersPupils may suffer from inclement weather | Schools advised to ensure children have appropriate footwear (spikes are allowed) and suitable clothing for cold/wet weather | Sportshall made available for those feeling the cold or wet |  |
| ***PHYSICAL ACTIVITIES*** |  |  |  |  |
| New skills  | 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 have experience of such events | Warm up time to be offered before the event to avoid strains and injuries |
| Unusual exertion  | Pupils may suffer asthma attack etc | Schools to ensure children have inhalers and other medicines readily available  | First Aid to be on stand by | Warning to children to pace themselves before setting off! |
| ***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……………………………………