**Risk Assessment Form Form EV2**

**EVENT RISK ASSESSMENT**

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| **School / Centre Hardwick Park** | **Group Leaders – Go Well and accompanying teacher from school** |
| **Activity / Visit – Go Well Outdoor and Adventure Festivals** | **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 | Signposted parking is available at the Park adjacent to the facility |  |
| 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 following an approved route to visitors centre  Leaders will guide the way  Schools to be responsible for supervision |  |
| Injury walking to the venue | Children and adults involved in traffic accidents | Schools are responsible for safe travel for groups walking to event | Leaders will be available to guide participants to event start once on site |  |
| ***VENUE & WELFARE*** |  |  |  |  |
| Rough terrain for some orienteering activities | Pupils – injury | Schools warned to wear appropriate footwear for mud and damp and clothing to avoid brambles and nettles | Arranged pre-inspection of area on previous day and morning of event  If conditions unsuitable then event will be cancelled | Stewards placed at strategic points on course |
| Water features in park | Pupil- adult injury – drowning | Warning of water hazard in opening briefing  Children only to use bridges to cross water |  | Stewards placed at strategic points on course |
| Animals in the Park | Pupil injury –bites | Initial briefing to include do not approach any animals |  | Stewards placed at strategic points on course |
| Potentially dangerous flora in the park | Pupils – Poisoning, accidents | Remind not to pick or handle seeds, berries or fungi  No climbing of trees |  | Stewards placed at strategic points on course |
| Change of Environment | Pupils reactions |  | Pre-event visits and observations of weather conditions planned. Any changes e.g. hi pollen count, slippery ground, sheep in fields to mean re-planning | Changes in conditions to be reported to schools |
| Getting lost in unfamiliar surroundings | Pupils – stressed and upset | Meeting point for each activity identified  Visitors centre is overall meeting point | Leaders/ event staff to escort to each activity  Leaders placed around course to give encouragement and directions | 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 in 2’s for activity  Staff to accompany to toilets | 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 in 2s and to ask adults in yellow Hi Vis vests. |
| Mixing of public and pupils | Potential child welfare issues | All coaches and teachers contributing to event to have enhanced DBS  Teachers to warn children not to approach strangers |  | Announcement to remind pupils to always be in 2s and to ask adults in yellow Hi Vis vests. |
| ***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 | All staff on activities to have walkie talkie linked to visitor centre |  |
| 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  First aid also available at Visitors centre |  |
| 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. |  |
| Inappropriate clothing and footwear | Pupils may suffer injury or inflict injury on others  Pupils may suffer from inclement weather | Schools advised to ensure children have appropriate footwear and suitable clothing for cold/wet weather | Shelter is available at Visitors Centre in emergency |  |
| ***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/leaders used to have experience of such events | Warm up time to be offered before the event to avoid strains and pulls |
| Unusual exertion | Pupils may suffer asthma attack etc | Schools to ensure children have inhalers and other medicines readily available |  | 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……………………………………