

# RISK ASSESSMENT FORM

<b>Visit Title</b>	Sports day	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Visit Leader</b>	Jonathan Hughes/Emma Taplin	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Group</b>	Whole school	Unlikely	2	Minor (injury and up to 7 days off)
<b>Place's being visited</b>	School field	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	Sports day	Likely	4	Major (death or serious injury)
<b>Visit Date</b>	<b>14.07.21</b>	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of Visit/ Activity</b>	Sports day	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>		Current control measures <i>(What is already in place/done)</i>	Risk Rating		
			L	S	R
<b>Sites/Environments being Visited</b>					
1.	Parents – removing children from field during the day.	<ul style="list-style-type: none"> <li>Parents will be told that children can not be taken throughout the day.</li> <li>Parents will leave the premises when the sessions end. There will be no parents during lunchtime.</li> </ul>	3	1	3
2.	Absconding – children able to leave the field unobserved. Child protection issues.	<ul style="list-style-type: none"> <li>Children will be in smaller groups. With an adult lead for their year group.</li> </ul>	2	3	6
3.	Gates – Hinges could trap fingers. Spring back and are at the level could hit a child in the face.	<ul style="list-style-type: none"> <li>Gates will be supervised by a member of staff and shut once visitors have entered the site.</li> </ul>	3	2	6
4.	Football goal posts in the way.	<ul style="list-style-type: none"> <li>Will be removed from the main field out of the way. This will make room for the other events.</li> </ul>	2	1	2
5.	Stinging nettles and thistles.	<ul style="list-style-type: none"> <li>Areas with stinging nettles and thistles will be identified and be made out of bounds.</li> </ul>	2	1	2

		<ul style="list-style-type: none"> <li>Safety tape will be used if necessary.</li> </ul>			
6.	Play (sports) Equipment – could be broken. Misuse or used inappropriately. Tripped over.	<ul style="list-style-type: none"> <li>Ensure that sports items are only used for their intended purpose.</li> <li>Sports equipment checked regularly for breakages/sharp edges and removed if necessary.</li> </ul>	2	1	2
7.	Litter from snacks and refreshments from visitors. This may encourage wasps and other insects (bites and stings)	<ul style="list-style-type: none"> <li>Children and visitors encouraged to put litter in bins. Bins moved onto the field for ease of use.</li> <li>First aiders are trained to deal with bites and stings.</li> <li>Area will be regularly inspected by members of staff.</li> </ul>	2	1	2
8.	Plants and trees – Children could eat or touch something in the garden they're allergic to or is poisonous. Low or loose branches.	<ul style="list-style-type: none"> <li>Safety tape will be used to corner off the garden. Children to be supervised.</li> <li>SJ and JH to complete a site check first thing.</li> <li>DH to inspect the day before for low or loose branches.</li> </ul>	2	2	4
9.	Animal habitats – mice, grass snakes etc	<ul style="list-style-type: none"> <li>SJ and JH to complete a site check first thing. A quick visual sweep of the field by an adult for foreign object that could cause harm and look for animal faeces that will need to be cleared immediately.</li> </ul>	2	1	2
10.	Condition of field – wet and slippery, dry and dusty. Cause falls, broken limbs, cuts and abrasions.	<ul style="list-style-type: none"> <li>SJ and JH to complete a site check first thing. A quick visual sweep of the field by an adult for foreign object that could cause harm and look for animal faeces that will need to be cleared immediately.</li> <li>There will be a designated first aid area. ET (or others) in a clearly marked gazebo. First aid kit and cold compress available at all times.</li> <li>Other first aiders HT, AC, PK</li> <li>Appropriate P.E. kit and footwear to be worn.</li> </ul>	3	3	9
11.	Minimal shade on upper part of field.	<ul style="list-style-type: none"> <li>The use of gazebos and trees to provide shade from the sun.</li> </ul>	2	2	4
12.	Children climbing on trees	<ul style="list-style-type: none"> <li>Clear school rules set out by SJ in assembly at the beginning of the day.</li> <li>Adults on duty to place themselves so they have eye contact with each other.</li> <li>Radios in use for communication throughout the day.</li> <li>Supervisions levels appropriate for the layout of the site.</li> <li>Avoid children playing in areas out of sight of supervisors.</li> </ul>	2	2	4

Activities (inc downtime)					
1.	Equipment not being used properly. Someone getting hurt.	<ul style="list-style-type: none"> <li>All children have been shown how to use the equipment properly during P.E lessons.</li> <li>Group leaders will also be shown how to use equipment properly so ensure there is no accidents.</li> </ul>	3	2	6
2.					
3.					
COVID 19					
1.	Potential transmission to clinically vulnerable staff and pupils.	<ul style="list-style-type: none"> <li>Where it is appropriate to do so appropriate PPE should be worn.</li> </ul>	3	3	9
2.	Risk of ongoing contamination from pupils and staff.	<ul style="list-style-type: none"> <li>Rapid testing using Lateral Flow Devices (LFD)s will continued to be used by the staff.</li> <li>Bubble being formed from existing school bubbles.</li> <li>Sports equipment cleaned between bubble use.</li> <li>Use of hand sanitiser while outside.</li> <li>Toilets still cleaned regularly.</li> <li>Children to still use the separate bubble toilets throughout the day.</li> </ul>	3	3	9
3.	Site safety risks	<ul style="list-style-type: none"> <li>Ensure that when children are moving around in different bubbles that they have enough space to stay apart.</li> <li>Children must ask for permission to go the toilet, so that staff are aware who is in the toilets at one point.</li> </ul>	3	3	9
Groups					
1.	Misbehaviour	Class teachers aware of the needs of their groups	3	2	6

**Persons at risk:**

**Whole school, staff and visitors**

<b>Emergency Contact and Procedure</b>	
--	--

**NOTE THE FOLLOWING**

Ongoing risk assessment - the most essential element: *1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required*

**Signature and review**

<b>Name of Visit Leader :</b>	Jonathan Hughes	<b>Date:</b>	13.07.21
-------------------------------	-----------------	--------------	----------