

Risk Assessment Form

Event Organisers: Witchford School Sports Partnership

Event: Orienteering

Educational Objectives: To compete in an inter school event

1. HAZARD List the Hazards which could cause harm	2. RISK	3. CONTROLLING RISK List existing precautions and whether more should be done.	4. RECORD YOUR FINDINGS List what actions you have taken	5. REVIEW & REVISE
Participants at risk from contact with spectators/ Members of Public/ students	All participants	<ul style="list-style-type: none"> Staff accompanying children are responsible for their safety at all times whilst on site. School staff must show photo ID and confirm their register of all accompanying adults and children. Spectators are NOT permitted. Any non-school staff must be listed on the school register, submitted for the event day. They must remain directly with school staff. School staff are responsible for monitoring the whereabouts of non-school staff who are listed on their registers. Any unwanted or disruptive individuals will be asked to leave the premises. Staff and pupils informed of rules and safety aspects prior to the event and event information posted on the website prior to the event. Accompanying staff are briefed before the event to behave in a respectable manner towards officials and players. 	<ul style="list-style-type: none"> Instructions for arrival emailed out in advance. Spectators will be permitted on site and must sign in on arrival. Register for each school party to be emailed to WSSP BEFORE event date. All young people will be accompanied by school staff during movement around the school when not competing. Event leader or young leaders to speak to staff about pupils who are behaving inappropriately. Rules and risk assessment published on the website and emailed to participating schools prior to event. 	Constant monitoring and review during event.
Participants at risk of injury or illness from poor organisation of event	All participants	<ul style="list-style-type: none"> Entries capped to ensure manageable competitors in available space. Additional space organised if entries extended. School staff will be responsible for warming up and preparing players before their specific events. Time warnings will be given. School staff are responsible for supervising members of their team when they participating in events and resting. Schools advised to bring a First Aider. A first aider from the host site will be available in emergencies. Leaders trained prior to the event. 	<ul style="list-style-type: none"> Schedule of play organised before the event and emailed to schools in advance of the event. Schools sign in on arrival and confirm/amend registers. 	Constant monitoring and review during event.
Participants at risk from damaged or unsafe surface	All participants	<ul style="list-style-type: none"> Venue inspected on arrival. 	<ul style="list-style-type: none"> Checklist completed on day: Possible risk: <ul style="list-style-type: none"> Hazards and debris removed Surfaces are not slippery 	Constant monitoring and review during event.
Participants at risk from damaged or unsafe equipment	All participants	<ul style="list-style-type: none"> Equipment to be used for intended purpose only. Schools emailed prior to event if specific equipment is requested. Equipment inspected before event begins. Checklist completed by event leader: 	<ul style="list-style-type: none"> Checklist completed on day: Possible risk: <ul style="list-style-type: none"> All equipment checked prior to use 	Constant monitoring and review during event.
Participants at risk from collisions when participating	All participants	<ul style="list-style-type: none"> Participants will be reminded throughout the event to be aware of other participants. Activities set up in such a way to avoid collisions i.e. include runoffs and clearly define activity areas. 	<ul style="list-style-type: none"> Teams briefed at the start of event and reminders given as necessary. 	Constant monitoring and review during event.
Participants at risk from inappropriate kit	All participants	<ul style="list-style-type: none"> Schools will provide all kit for their participants. All Schools instructed to bring warm clothes and waterproofs. School staff are responsible for their players and will ensure suitable PE kit and footwear is worn. No Jewellery to be worn by participants. 	<ul style="list-style-type: none"> Schools informed that pupils should wear suitable clothing and footwear for taking part in physical activity Organiser of the event will speak to a member of the school staff if they think any of the players clothing is inappropriate. 	Constant monitoring and review during event.

			<ul style="list-style-type: none"> The organiser can stop a player from participating if they could potentially harm themselves or others. 	
Participants at risk from adverse weather conditions	All participants	<ul style="list-style-type: none"> If conditions are unsafe for play outside, measures will be taken to move the event indoors. If this is not possible, the event will be cancelled. If conditions are unsafe for travel, then the event will be cancelled. 	<ul style="list-style-type: none"> Conditions assessed on the day. Schools notified before the start of the school day if the competition is to be cancelled. 	Constant monitoring and review during event.
Participants at risk from choking	All participants	<ul style="list-style-type: none"> Eating and drinking during activities will not be permitted. Participants will be reminded to eat and drink between activities. School staff to ensure their pupils do not eat and drink whilst they are active. 	<ul style="list-style-type: none"> Organiser of the event will speak to a member of the school staff if they think any participants are eating/drinking. The organiser can stop a player from participating if they could potentially harm themselves or others. 	Constant monitoring and review during event.
Participants at risk from identification		<ul style="list-style-type: none"> Registers to include first names and initials only (for identification purposes in the case of an emergency). WSSP staff to check whether pupils have permission for photographs to be taken, prior to taking them, or request schools to send photographs that they have already checked. 	<ul style="list-style-type: none"> WSSP staff to check with school Leaders before taking photographs. 	Constant monitoring and review during event and after event as appropriate.
Event Specific				
Participants at risk from Orienteering equipment	All participants	<ul style="list-style-type: none"> Event organisers to remind participants and staff at the start of the event on safely carrying pencils in clothing if possible, if not in hands with the point towards the floor. School staff to ensure that participants carry pencils safely when completing the tasks. 	<ul style="list-style-type: none"> Event organisers and leaders will speak to any participants who carry the pencil in an unsafe way i.e. in their mouth. 	Constant monitoring and review during event.
Participants at risk from becoming separated from their group.	All participants	<ul style="list-style-type: none"> All Orienteering events take place within sight of the base for each event. Boundaries will be clearly marked using cones and explained by the event organisers. 	<ul style="list-style-type: none"> Event organisers will speak to any participants who go outside of the marked boundaries. 	Constant monitoring and review during the event.