**Risk Assessment Form Event Organisers**: Witchford School Sports Partnership **Event: Quicksticks Hockey Educational Objectives:** To compete in an inter school event

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| 1. **HAZARD**

List the Hazards which could cause harm | 1. **RISK**
 | 1. **CONTROLLING RISK**

List existing precautions and whether more should be done. | 1. **RECORD YOUR FINDINGS**

List what actions you have taken | 1. **REVIEW & REVISE**
 |
| Participants at risk from **contact** with spectators/ Members of Public/ students  | All participants | * Staff accompanying children are responsible for their safety at all times whilst on site.
* School staff **must** show photo ID and bring a copy of a register containing full names of all accompanying adults and children.
* On arrival at the venue one member of school staff should report to the sign in desk where they will be asked to record the numbers of accompanying adults and children in their group.
* **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.
 | * Instructions for arrival emailed out in advance.
* 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 | * 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.
* 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.
* Staff members instructed to stay behind baseline during play to ensure clear run for leaders.
 | * 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 | * Venue inspected on arrival.
 | * Checklist completed on day:

**Possible risk:*** Good defined playing area with appropriate run-off area
* Hazards and debris removed
* Surfaces are not slippery
 | Constant monitoring and review during event. |
| Participants at risk from damaged or unsafe **equipment** | All participants | * Equipment to be used for intended purpose only.
* Schools emailed prior to event if specific equipment is requested.
* WSSP to ensure equipment appropriate for the age and skill-level of the participants. All hockey sticks and hockey balls will be provided. This is to ensure equipment is checked prior to use and fits the official sizing regulations i.e.the official Quick Sticks ball, which is oversized and lightweight, will be used.
* Equipment inspected before event begins. Checklist completed by event leader:
 | * Checklist completed on day:

**Possible risk:*** All equipment checked prior to use
* Schools MUST NOT bring their own equipment.
 | Constant monitoring and review during event. |
| Participants at risk from **collisions** when participating | All participants | * Children briefed to keep heads up, sticks below knee height and aim to strike the ball only.
* **Intention to strike the ball must be clear.**
* Players playing dangerously will be warned and then suspended from the game for 2 minutes. Repeat offenders will be asked to leave the tournament.
* Number of children limited for each game: 4-a-side.
 | * 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 | * Schools will provide all kit for their participants
* School staff are responsible for their players and will ensure suitable PE kit and footwear is worn.
* No Jewellery to be worn by participants.
* Shin pads have been highly recommended. Participating schools have been informed that they must take responsibility for any injuries which could have been prevented if shin pads had been worn.
* Use of gum shields has been recommended.
 | * 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.
* The organiser can stop a player from participating if they could potentially harm themselves or others.
* School have been repeatedly advised to provide shin pads and gum shields for their players.
 | Constant monitoring and review during event. |
| Participants at risk from **adverse weather** conditions | All participants | * 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.
 | * 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 | * 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.
 | * 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** |  | * 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.
 | * 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 injury from Hockey sticks and the ball. | All participants | * Leaders to be trained in the rules of Quicksticks Hockey, they will manage dangerous play outside the rules of the game with the appropriate penalties.
* If any players are deemed to be consistently playing dangerously the event organisers will speak to the school staff about the concerns.
* All participants are advised to wear gum shields and shin pads, anyone not doing so do so at their own risk.
* All equipment used will be Quicksticks approved and provided by the event organisers
 | * All pitches to be monitored by event organisers and volunteers.
 | Constant monitoring and review during event. |