

Risk Assessment Form

Event Organisers: Witchford School Sports Partnership

Event: **KS2 Gymnastics Festival**

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 |
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| 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 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. | <ul style="list-style-type: none"> 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 | <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. School staff are responsible for supervising members of their team when participating in events and resting. Schools advised to bring a First Aider. The event organisers will not provide a qualified first aider, however the venue may provide one in emergencies. Leaders trained prior to the event. Children to stop activity on a given command from a central point. Children instructed to move sensibly to the next station. Children to remain within designated area during activity time. Sufficient space left between apparatus Dismount points and planned landing areas free from obstructions and well away from walls | <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"> Event organiser will perform a check of the sports hall floor. | 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. WSSP to provide gymnastic equipment appropriate for the age and skill-level of the participants. 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. |

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| 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 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. 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 adverse weather conditions | All participants | <ul style="list-style-type: none"> 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. |
| Leaders at risk of injury from Manual handling of heavy awkward equipment / strains, sprains, back injury | All participants | <ul style="list-style-type: none"> Everyone present made aware of hazards and risks. Leaders instructed and shown correct way to lift, carry and move equipment within their lifting capability. Warm up at start of each session. Including muscle specific stretches in relation to activity. | <ul style="list-style-type: none"> Staff to monitor movement of equipment to ensure within safety guidelines. | Constant monitoring and review during event and after event as appropriate. |
| Event Specific | | | | |
| Participants at risk from injury during activity: | All participants | <ul style="list-style-type: none"> Leaders to be trained to run specific stations so they are aware of particular safety precautions and instructions for appropriate use. Instructions for appropriate use to be displayed at each station as a reminder. If children are finding it difficult to stay in a designated space, give them a hoop to stand in. | <ul style="list-style-type: none"> Schools given link to routine manuals prior to event. Schools given details about participant eligibility before they enter the competition. Hall checked prior to event. | Constant monitoring and review during event. |