

Risk Assessment Form

Event Organisers: Witchford School Sports Partnership

Event: **Health and Wellbeing Festival**

Educational Objectives: To provide opportunities to try new activities which develop self confidence, self esteem, encourage socialising and being active.

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 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 event hosts, other school staff and site staff. 	<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 or 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 children before the start of activities. School staff are responsible for supervising members of their team when participating in events and resting. Schools advised to bring a First Aider. A first aider from the host site will be available only in emergencies. 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 stations Schools are encouraged to sanitise their hands in between stations. Sanitiser is to be provided by individual schools not event organisers. 	<ul style="list-style-type: none"> Schedule of festival 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"> Activities set up in such a way to avoid collisions i.e. 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 children should ensure suitable PE kit and footwear is worn (trainers) 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 childrens 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"> This event takes place outside. Schools are advised to wear appropriate layers if the weather is cold or wet. 	<ul style="list-style-type: none"> Conditions assessed on the day. 	Constant monitoring and review during event.

		<ul style="list-style-type: none"> In the event that adverse weather conditions make travel treacherous the event will be cancelled. 	<ul style="list-style-type: none"> Schools notified before the start of the school day if the competition is to be cancelled. 	
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 child 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 injury during activities	All Participants	<ul style="list-style-type: none"> Participants to be monitored during activities at all times by a member of school staff to ensure safe use of equipment. Participants will only be given equipment to use following an explanation and demonstration by trained leaders. Separate risk assessment provided by Football Fun Factory relating to their activities. 	<ul style="list-style-type: none"> WSSP staff and Football Fun Factory Staff to closely supervise the activities 	Constant monitoring and review during event.