

**Risk Assessment Form**
**Event Organisers:** Witchford School Sports Partnership

**Event:** Tri-golf

**Educational Objectives:** Social and Emotional Development through positive experiences of competition

<b>1. HAZARD</b> List the Hazards which could cause harm	<b>2. RISK</b>	<b>3. CONTROLLING RISK</b> List existing precautions and whether more should be done.	<b>4. RECORD YOUR FINDINGS</b> List what actions you have taken	<b>5. REVIEW &amp; REVISE</b>
Participants at risk from <b>contact</b> with spectators/ Members of Public/ students	All participants	<ul style="list-style-type: none"> <li>● Staff accompanying children are responsible for their safety at all times whilst on site.</li> <li>● 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.</li> <li>● <b>Spectators are NOT permitted.</b> 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.</li> <li>● Any unwanted or disruptive individuals will be asked to leave the premises.</li> <li>● Staff and pupils informed of rules and safety aspects prior to the event and event information posted on the website prior to the event.</li> <li>● Accompanying staff are expected to behave in a respectable manner towards leaders and participants</li> </ul>	<ul style="list-style-type: none"> <li>● Instructions for arrival emailed out in advance.</li> <li>● All young people will be accompanied by school staff during movement around the school when not competing.</li> <li>● Event leader or young leaders to speak to staff about pupils who are behaving inappropriately.</li> <li>● Rules and risk assessment published on the website and emailed to participating schools prior to event.</li> </ul>	Constant monitoring and review during event.
Participants at risk of injury or illness from poor <b>organisation</b> of event	All participants	<ul style="list-style-type: none"> <li>● Entries capped to ensure manageable competitors in available space. Additional space organised if entries extended.</li> <li>● School staff will be responsible for warming up and preparing players before their specific events.</li> <li>● School staff are responsible for supervising members of their team when they are participating in events and resting.</li> <li>● <b>Schools advised to bring a First Aider.</b> A first aider from the host site will be available only in emergencies.</li> <li>● Leaders trained prior to the event.</li> <li>● Children to stop activity on a given command from a central point. Children instructed to move sensibly to the next station.</li> <li>● Children to remain within designated area during activity time.</li> <li>● Sufficient space left between stations</li> </ul>	<ul style="list-style-type: none"> <li>● Schedule of play organised before the event and emailed to schools in advance of the event.</li> <li>● Schools sign in on arrival and confirm/amend registers.</li> </ul>	Constant monitoring and review during event.
Participants at risk from damaged or unsafe <b>surface</b>	All participants	<ul style="list-style-type: none"> <li>● Venue inspected on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>● Checklist completed on day:</li> <li><b>Possible risk:</b> <ul style="list-style-type: none"> <li>○ Good defined playing area with appropriate run-off area</li> <li>○ Hazards and debris removed</li> <li>○ Surfaces are not slippery</li> </ul> </li> </ul>	Constant monitoring and review during event.
Participants at risk from damaged or unsafe <b>equipment</b>	All participants	<ul style="list-style-type: none"> <li>● Equipment to be used for intended purpose only.</li> <li>● Schools emailed prior to event if specific equipment is requested.</li> <li>● WSSP to provide Tri-golf equipment appropriate for the age and skill-level of the participants. The exception to this is that</li> </ul>	<ul style="list-style-type: none"> <li>● Checklist completed on day:</li> <li><b>Possible risk:</b> <ul style="list-style-type: none"> <li>○ All equipment checked prior to use</li> </ul> </li> </ul>	Constant monitoring and review during event.

		<p>schools are asked to provide left handed clubs for their own students.</p> <ul style="list-style-type: none"> <li>Equipment inspected before event begins. Checklist completed by event leader:</li> </ul>		
Participants at risk from <b>collisions</b> when participating	All participants	<ul style="list-style-type: none"> <li>Participants will be reminded throughout the event to be aware of other participants.</li> <li>Activities set up in such a way to avoid collisions i.e. include runoffs and clearly define activity areas.</li> </ul>	<ul style="list-style-type: none"> <li>Teams briefed at the start of event and reminders given as necessary.</li> </ul>	Constant monitoring and review during event.
Participants at risk from inappropriate <b>kit</b>	All participants	<ul style="list-style-type: none"> <li>Schools will provide all kit for their participants</li> <li>School staff are responsible for their players and will ensure suitable PE kit and footwear is worn.</li> <li>No Jewelry to be worn by participants.</li> </ul>	<ul style="list-style-type: none"> <li>Schools informed that pupils should wear suitable clothing and footwear for taking part in physical activity</li> <li>Organiser of the event will speak to a member of the school staff if they think any of the players clothing is inappropriate.</li> <li>The organiser can stop a player from participating if they could potentially harm themselves or others.</li> </ul>	Constant monitoring and review during event.
Participants at risk from <b>adverse weather</b> conditions	All participants	<ul style="list-style-type: none"> <li>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.</li> <li>If conditions are unsafe for travel, then the event will be cancelled.</li> </ul>	<ul style="list-style-type: none"> <li>Conditions assessed on the day.</li> <li>Schools notified before the start of the school day if the competition is to be cancelled.</li> </ul>	Constant monitoring and review during event.
Participants at risk from <b>choking</b>	All participants	<ul style="list-style-type: none"> <li>Eating and drinking during activities will not be permitted.</li> <li>Participants will be reminded to eat and drink between activities.</li> <li>School staff to ensure their pupils do not eat and drink whilst they are active.</li> </ul>	<ul style="list-style-type: none"> <li>Organiser of the event will speak to a member of the school staff if they think any participants are eating/drinking.</li> <li>The organiser can stop a player from participating if they could potentially harm themselves or others.</li> </ul>	Constant monitoring and review during event.
Participants at risk from <b>identification</b>	All participants	<ul style="list-style-type: none"> <li>Registers to include first names and initials only (for identification purposes in the case of an emergency).</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>WSSP staff to check with school Leaders before taking photographs.</li> </ul>	Constant monitoring and review during event and after event as appropriate.
<b>Event specific</b>				
Participants at risk from injury during activities	All Participants	<ul style="list-style-type: none"> <li>Leaders to be trained to run specific stations so they are aware of particular safety precautions and instructions for appropriate use.</li> <li>Participants to be monitored during activities at all times by a member of school staff to ensure safe use of equipment.</li> <li>Participants will only be given equipment to use following an explanation and demonstration by trained leaders.</li> <li>All activities will have a clearly marked safety area, it is the responsibility of school staff and students to ensure they remain in this area while the activities are underway.</li> </ul>	<ul style="list-style-type: none"> <li>Leaders trained.</li> <li>WSSP staff to closely supervise the activities</li> <li>Remind participants regularly to remain the safety area and to reinstate any safety markings which have moved during the activities.</li> </ul>	Constant monitoring and review during event.