

Aspects to Consider		Satisfactory? (Tick ✓)		Who is Affected? Pupils (P) Staff (S) Visitors (V)	Is Further action required? (Control measure – action required to reduce risk to an acceptable level)	
		Yes	No – List the hazards Risk rating Low (L), medium (M), High (H)		What	Sign and Date When completed
<b>P E O P L E</b>	<b>School Staff:</b>					
	Enough confidence and expertise in activity.	✓				
	Necessary qualifications	✓				
	Supervision at all times	✓				
	Knowledge of individuals and group.	x				
	Use regular and approved practice	✓				
	<b>Volunteers/ paid coaches:</b>					
	Confidence and expertise in activity	✓				
	Necessary qualifications	✓				
	Understand roles and responsibilities	✓				
Effective communication with school staff	✓					
Insurance	✓					
CRB	✓					
<b>Pupils:</b>						
Special needs/ medical considerations	x					
Knowledge of emergency procedures and routines	x					
Appropriate clothing/ no jewelry	✓					
Others:	✓					
			✓ L – Primary school staff present	P	Coaches on hand to help. Staff briefed on arrival	
				S P S P	Young umpires and leaders will be supervised at all times. There will be enough marshals on hand to monitor the route.	
			✓ not known but teachers present (M)	(P)	Teachers know that they are responsible for wellbeing of their own pupils. Teachers responsible for emergency contacts etc. Emergency procedures will be indicated at the start. Jewelry will be removed at the start. Paths will be muddy and schools have been advised that football boots, cross country spikes or trainers are the only suitable footwear.	

# Risk Assessment Form

Venue:

Sport/ Event:

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CONTEXT	<p><b>Facility:</b> Hazard free ✓ Enough space for activity ✓ Regularly maintained ✓ Safety signs in place ✓ Operating procedures known and applied ✓</p> <p><b>Procedures:</b> Regular and approved practice applied and understood by all ✓ Appropriate records kept including accidents/ near miss ✓ Communication (parents/ volunteers/ pupils) ✓</p>		P, S V	P, S, V	Will be rechecked for slip, trip and other hazards (glass, dog dirt etc) prior to starting the event by Norman Mitchell. The paths through the woods have had overhanging branches and trip hazards removed. Any unmovable trip hazards clearly marked. Pupils warned when fields become paths.	
	<p><b>Equipment:</b> Fit for purpose ✓ Appropriate for activity/ group ✓</p> <p><b>Weather:</b> Inclemental weather x</p>		(L)	P, S, V	N/A  Asses on morning of event. Schools have been told pupils will need protection from cold and rain.	

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<b>ORGANISATION</b>	<b>Preparation:</b>					
	Regular risk management understood by all Safety policy and guidelines	✓ ✓				
<b>Class organisation:</b>	Regular and approved practice. Regular head counts Group sizes/ ratios Pupils involved with/ informed of potential hazards First aid kit present	✓ ✓ ✓ ✓ ✓			Jane Johnson is designated first aider for the event.	
<b>Teaching Style:</b>	Tasks matched to pupils age and ability	✓				
<b>Emergency Action:</b>	Procedures in place for all emergencies Share planned actions with all – clear communication		✓		Car park space left accessible in case of emergency.	
Others:						