

RISK ASSESSMENT FOR: Sports Day		School run events (School fairs / fetes etc.)		 Hertfordshire	
Establishment: Reed First School		Assessment by: Vicky Wittich		Date: 24.06.2022	
Risk assessment number/ref: SD22		Manager Approval: Vicky Wittich		Date: 24.06.22	

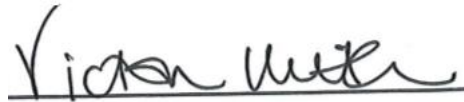
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Overcrowding Inadequate space / exits. Blocked exit and routes.	Staff Pupils Visitors Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> Number of visitors to watch capped Details of visitors per-collected Adequate space, circulation routes and emergency exits provided. All exits available for immediate use and are unobstructed. Clearly signed designated entrance and exit points. We ensure that there are adequate numbers of staff to supervise event. We rehearse and agreed emergency procedures including assembling point and first aid procedure. 	Ensure signing in sheet is completed.	Office staff	28.06.22	
General lifting and carrying of goods and equipment	Staff Pupils Visitors Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Specific manual handling assessment for all tasks presenting significant risk / for individuals with medical conditions etc. Training/ briefing is given on correct lifting and handling techniques. Manual handling minimised as far as possible, big loads broken down into smaller loads. Appropriate footwear is worn 	Gazebos erected prior to the event. Equipment set out prior to the event	VW	28.06.22	

Insufficient and/or unsuitable first aid cover	Staff Pupils Visitors Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> • First aid equipment on site and close to use. • Designated qualified first aiders available. • 	Qualified First Aider identifiable and first aid station clearly sign posted.	DH prep CR at the event	28.06.22	
Access / egress Unauthorised access Inadvertent access Contact with children	Staff Pupils Visitors Abduction, assault, child protection issues	<ul style="list-style-type: none"> • Clearly defined designated access routes. • Provide adequate supervision. • Lock off areas of building not in use / monitor use. • Tape off / mark areas as out of bounds. 	Ensure entrance gate is locked once spectators arrive.	VW	28.06.22	
Inadequate welfare facilities	Staff Pupils Visitors	<ul style="list-style-type: none"> • Visitors will have access to toilet in office area • Supervision to and from by member of staff 	Visitors told as part of welcome	VW	28.06.22	
Vehicular access Ineffective pedestrian vehicle segregation	Staff Pupils Visitors Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	<ul style="list-style-type: none"> • Except for emergency vehicles other vehicles will not be allowed into areas of activities. • Restricted access, visitors advised accordingly (gates shut/ managed by staff). • Pedestrian walkways maintained and clearly defined. (using existing routes into school) 				
Electrical equipment & sockets Using poorly maintained equipment	Staff Pupils Visitors Electrical shock Burns Fire	<ul style="list-style-type: none"> • Electrical equipment checked prior to use. (Pre-use check conducted by users) • Electrical equipment subject to annual and regular safety inspection and test ('PAT testing') 	Ensure any electric cables are covered by matting and are placed in areas where trip hazards are minimal.	VW	28.06.22	

Overloading Power leads present a tripping hazard	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. • Cable covers to be used. • Ensure good housekeeping is maintained. • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 				
Surface of field / internal areas Slips, Trips and Falls	Staff Pupils Visitors Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Immediate cleaning up of spillages • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event. • Playing field condition is included in school's regular inspections. • Pre use check also carried out. Any holes and uneven are filled in or clearly signed. • If heavy rain or any other adverse weather condition occurs prior to event, the event will be reviewed for cancelled/ relocated. 	Ensure rabbit holes are refilled where required on morning of event.	VW	28.06.22	
Off site activity	Staff Pupils Visitors	<ul style="list-style-type: none"> • On road running – ensure adult wearing high-vis jackets who are familiar with the route are in position along the route. • Pupils will be able to see the designated adults to ensure set route is followed. • Vehicles to be stopped by adults • Walkie-talkies to be given at each road / point to ensure clear communication • All pupils running off site are familiar with the route 	Ensure suitable number of adults who have agreed to volunteer are on site	VW	28.06.22	
Fire	Staff Pupils Visitors	<ul style="list-style-type: none"> • School has an up to date fire risk assessment and all staff and volunteers advised of emergency procedures. • Smoking not permitted on site. 	Fire procedures to be shared as part of welcome	VW	28.06.22	

	Burns Property damage / loss	<ul style="list-style-type: none"> • Area is kept clear of rubbish and trip hazards. • Appropriate fire extinguishers available. • 	Visitors to sign in as part of health and safety requirements			
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Assessment review date: [23 / 06 / 2023] (usually within one year, or earlier in the event of incident, a change in conditions or if more frequent review is warranted)

Date	Actions / changes	Signed
30.06.21	No actions, changes needed.	
24.06.22	Addition of signing in sheet Addition of ground preparation as rabbit holes are much worse Addition of measures to support cross country event as part of sports day	