

SFA Primary Ambassadors Risk Assessment October 2019

Title of Event		Sports Force Academy Primary Ambassadors Day				
Location		The Pods, Scunthorpe DN16 1AA		Assessment by:		Sarah Burdett, School Games Manager
Date of Assessment	September 2019	To be reviewed by (Target Date)	September 2020	Date of Last Assessment (if applicable)	October 2018	
Year Groups of Participants (if applicable)		KS1	Groups at Risk		GAP Staff, School Staff, Participants	
Significant Hazards	Current Control Measures <i>Comments/Recommendations</i>	Action to be taken by?	Completed? (OTD on the day or ✓ prior to event)	Likelihood (L) 1-5	Severity (S) 1-5	Risk Rating
Physical injury and anxiety	<ul style="list-style-type: none"> The event is planned and supervised by GAP staff Make participants aware of potential hazards through introduction and demonstrations before any activity takes place. Adequate warm up time given. School staff are responsible for first aid for and on their participants. Schools are advised of this responsibility on pre-event correspondence. Staff are first aid trained An appropriately stocked first aid kit is present at each event. Staff aware of where additional first aid can be found at the centre reception. Injured participants/School Staff/ GAP Staff not moved until inspected by school staff/emergency services as necessary. Pre-existing medical conditions must be notified by school staff to GAP staff. Any medication required is with the person who requires it, e.g. asthma inhaler. Mobile phone to be available to summon prompt medical assistance without leaving the casualty. No chewing gum permitted during the event. Sports equipment is checked. Only appropriate equipment to be used. Sports equipment is only used in way it was intended. Know the full site address for the location of the event. Accurate instruction and site access is required for the emergency services. Correct footwear is specified to participants prior to the event. 	<ul style="list-style-type: none"> GAP Staff GAP Staff GAP Staff School Staff GAP and School Staff GAP and School Staff GAP Staff School Staff School Staff GAP Staff, School Staff, and Participants GAP Staff GAP Staff, School Staff, and Participants GAP Staff GAP Staff, School Staff and Participants GAP Staff GAP Staff School Staff 	<ul style="list-style-type: none"> OTD OTD ✓ OTD ✓ ✓ ✓ OTD OTD OTD OTD ✓ OTD OTD ✓ OTD ✓ 	<ul style="list-style-type: none"> a. 2 b. 1 c. 1 d. 1 e. 1 f. 3 g. 1 	<ul style="list-style-type: none"> a. 2 b. 5 c. 2 d. 2 e. 2 f. 2 g. 5 	<ul style="list-style-type: none"> a. 4 b. 5 c. 2 d. 2 e. 2 f. 6 f. 5

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Significant Hazards	Current Control Measures <i>Comments/Recommendations</i>	Action to be taken by?	Completed? (OTD on the day or ✓ prior to event)	Likelihood (L) 1 - 5	Severity (S) 1-5	Risk Rating
Physical injury and anxiety (contd)	<ul style="list-style-type: none"> Staff will disallow participation if the footwear is inappropriate. All footwear laces must be tied. For indoor events / competitions / courses / sessions, if a participant's footwear is wet, muddy or unsafe, the participant will not be allowed to carry on competing /taking part until their footwear is clean and safe. No jewellery including watches / smart watches allowed to be worn by participants. Sports clothing to be worn by participants. Long hair of staff and participants is always tied back. Staff supervise the session activities and ensure physical or violent conduct is not permitted. Code of Conduct is written and contents are explained to participants. No deliberate intent to harm will be tolerated. Participants are informed of disciplinary guidance and removal from the event can be actioned. 	<ul style="list-style-type: none"> GAP Staff and School Staff GAP Staff, School Staff and Participants GAP Staff, School Staff, and Participants GAP Staff, School Staff, and Participants GAP Staff GAP Staff and School Staff. GAP Staff and School Staff. 	<ul style="list-style-type: none"> • OTD • OTD • ✓ • OTD • OTD • OTD • OTD 			
Lost Participants/Abduction a. Physical Injury b. Anxiety c. Death	<ul style="list-style-type: none"> School staff ensure participants arrive orderly and walk where appropriate. Register taken with all participants, and staff numbers at the registration desk giving medical, contact and photo permission information where appropriate. All participants arrive with a staff member from their school and registered. All participants are collected at end of the activity by staff member not parents. Contact details for all schools available on the day. Schools are responsible for ensuring the safe collection of children in their care. Participants to be supervised at all times and to be made aware that they must remain with the adult responsible for them at all times. Participants not to go outside of the event. All activities are within an identified area which is communicated to staff and participants. Designated toilet breaks are supervised by GAP Staff / School Staff. GAP Staff / School staff must ensure they supervise participants on toilet visits. 	<ul style="list-style-type: none"> School Staff, GAP Staff and Participants GAP Staff and School Staff School Staff School Staff, GAP Staff, and Participants GAP Staff and School Staff 	<ul style="list-style-type: none"> • OTD • OTD • OTD • OTD • OTD 	<ul style="list-style-type: none"> a. 1 b. 2 c. 1 	<ul style="list-style-type: none"> a. 2 b. 1 c. 5 	<ul style="list-style-type: none"> a. 2 b. 2 c. 5

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Lost Participants/Abduction (contd)	<ul style="list-style-type: none"> The event is timetabled clearly with all participants designated a group and staff members for each session. Schools should notify GAP Staff if a participant is discovered to be lost. School and GAP staff ensure a thorough search is conducted of the venue. In the event of the police being contacted, this will be in conjunction with facility staff and follow advice of authorities. 	<ul style="list-style-type: none"> GAP Staff School and GAP Staff 	<ul style="list-style-type: none"> ✓ OTD 			
Effects of fire or smoke. a. Possible fatalities. b. Damage to lungs and respiratory system	<ul style="list-style-type: none"> All fire exits routes must be clear and doors must be unlocked. Communicate the fire evacuation procedure at the site to all persons present and the session participants i.e. the location of the exit route and the location of the assembly point. Schools should keep a participants list as this will be used to undertake a roll call at the assembly point. A mobile phone is available to contact emergency services. Cooperate with the owners/managers of the facility to ensure that fire / evacuation procedures are adequate, communicated and maintained. 	<ul style="list-style-type: none"> GAP Staff and Facility Staff GAP Staff School Staff GAP Staff GAP Staff 	<ul style="list-style-type: none"> ✓ OTD OTD OTD ✓ 	a. 1 b. 1	a. 5 b. 5	a. 5 b. 5
Over exposure to the sun: a. Dehydration / heat induced illness causing nausea, vomiting or unconsciousness.	<ul style="list-style-type: none"> Session participants are reminded, by their school to bring drinking water to the event. All students to provide their own packed lunch to be eaten between 11.50am and 12.15pm in the Sports Hall environment. Vending or catering facilities are available on site for School Staff to access. 	<ul style="list-style-type: none"> School Staff School Staff School Staff 	<ul style="list-style-type: none"> ✓ ✓ OTD 	a. 1	a. 4	a. 4
All Stars Practical Activities Throwing Event Areas (CHEST PUSH) Agility Event Areas (SPEED BOUNCE) Jump Event Areas (TEAM JUMP) Agility Event Areas (HI-STEPPER) a. Tripping or slipping on equipment and falling. b. Injuries from impacts and collisions c. Athletes' misuse of equipment. d. Exhaustion.	<ul style="list-style-type: none"> Ensure equipment is in good condition and set up correctly. Ensure the participant is in control of the equipment and only used in the way it was intended. Monitor distance between other events. Participants should be briefed as to the event rules. Participants waiting their trials should be positioned away from the measuring / event area. Ensure that participants do not walk across the event / track areas when trials are taking place. 	<ul style="list-style-type: none"> GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff 	<ul style="list-style-type: none"> OTD OTD OTD ✓ OTD 	a. 1 b. 1 c. 1 d. 1	a. 3 b. 3 c. 3 d. 3	a. 3 b. 3 c. 3 d. 3

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Sports Hall a. Losing visual focus (Lighting) b. Collision, impact, friction injuries (Walls and Floor) c. Burning, collision, fumes, equipment warped (Heating) d. Trip, slip, collision, injury (Equipment)	<ul style="list-style-type: none"> Pre session inspection of the event area by staff to identify and remove or clear avoidable hazards or obstructions where it is safe to do so. Where removal is not safe, report the hazard to the centre manager. If hazards cannot be removed an alternate event area should be found or the event area reduced by excluding the hazards with cones or similar markers. Inspection shows that floors kept clean and swept regularly. Polishing does not leave a slippery finish. Any spills are quickly cleared and area not used until fully dry/no longer slippery All equipment (nets etc.) is appropriately spaced to reduce risk of collision. Football goals, basketball hoops are safely secured or removed from the sports hall environment. Replacement and repair of equipment is acted upon promptly when reported. Secure light coverings fitted. Strip lights do not provide flickering or stroboscopic effect. Doors, windows reinforced. Artificial lights are made of unbreakable materials or set in protective covers. Walls are smooth. Sharp edges on walls are covered. Activities appropriately spaced to reduce risk of collision. All equipment appropriately stored and participants made aware of hazards and possible risks. Replacement and repair of equipment is acted upon promptly when necessary. Event areas and equipment are suitable size for age and ability of those involved. Staff ensure doors are closed. Rooms are adequately/appropriately heated. Lighting is uniform. Fire Exits remain clear at all times. A fire assembly point is established at each site and all staff and participants know where this is. Staff ensure participants take all of their rubbish with them or dispose of it correctly at the site. Staff ensure that floor contamination does not occur due to participants spraying themselves with bottled water. No drinks allowed on the event areas. 	<ul style="list-style-type: none"> GAP Staff GAP Staff GAP Staff and Facility Staff GAP Staff and Facility Staff GAP Staff and Facility Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff GAP Staff, School Staff, and Participants GAP Staff and School Site GAP Staff, School Staff, and, Participants 	<ul style="list-style-type: none"> ✓ OTD OTD OTD OTD ✓ ✓ ✓ OTD ✓ ✓ OTD OTD OTD OTD OTD OTD OTD 	<ul style="list-style-type: none"> a. 2 b. 2 c. 1 d. 1 	<ul style="list-style-type: none"> a. 2 b. 2 c. 2 d. 2 	<ul style="list-style-type: none"> a. 4 b. 4 c. 2 d. 2