

Event Risk Assessment – Mega Fest

Title of Event		Mega Fest – Rugby					
Location		Baysgarth School, Barton Upon Humber DN18 6AE		Assessment by:		Sarah Burdett (School Sport Manager)	
Date of Assessment		September 2023	To be reviewed by (Target Date)	August 2024	Date of Last Assessment (if applicable)		June 2023
Year Groups of Participants (if applicable)		KS2 Year 3/4		Groups at Risk		GAP Staff, School Staff, Leaders and 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 a. Various injuries due to sprains and strains. b. Choking/Asphyxiation c. Infection (Contaminated bandages and wipes may pose a biological hazard.) d. Slip or trip accidents due to incorrect clothing and equipment e. Injury through violent conduct f. Collision with other participants or staff. g. Ill health	<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 clubhouse main building. 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. This should be trainers. 	<ul style="list-style-type: none"> GAP Staff GAP Staff and Leaders GAP Staff School Staff GAP and School Staff GAP and School Staff GAP Staff School Staff School Staff GAP Staff, School Staff, Leaders and Participants GAP Staff GAP Staff, School Staff, Leaders 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. 3 d. 2 e. 2 f. 6 f. 5 	

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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 and socks must be worn. For outdoor events, if a participant's footwear is unsuitable or unsafe, the participant will not be allowed to carry on taking part until their footwear is made safe or more suitable footwear is worn. No jewellery including watches / smart watches allowed to be worn by participants. Sports clothing to be worn by participants and young leaders 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 event can be actioned. Young Leaders are briefed of their role, they receive supervision encouragement and advice and are never left in sole charge of participants. All officials have the competence to perform at the required level, know the rules and apply them consistently. Any officials who show concern at an event are mentored, reallocated to another role or removed. . 	<ul style="list-style-type: none"> GAP Staff and School Staff GAP Staff, School Staff, Leaders and Participants GAP Staff, School Staff, Leaders and Participants GAP Staff, School Staff, Leaders and Participants GAP Staff GAP Staff, School Staff, Leaders GAP Staff, School Staff GAP Staff GAP Staff GAP Staff . 	<ul style="list-style-type: none"> OTD OTD ✓ 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, staff and young leaders 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 School Staff/ Leaders. Staff and Leaders must ensure they supervise participants on toilet visits. 	<ul style="list-style-type: none"> School Staff, GAP Staff, Leaders and Participants GAP Staff and School Staff School Staff School Staff, GAP Staff, Leaders and Participants School Staff / Leaders 	<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 site. 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. <ul style="list-style-type: none"> 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 site staff of the facility to ensure that fire / evacuation procedures are adequate, communicated and maintained. 	<ul style="list-style-type: none"> GAP / Site / Facility Staff GAP Staff School Staff GAP Staff GAP Staff 	<ul style="list-style-type: none"> ✓ OTD OTD OTD ✓ 	<ul style="list-style-type: none"> a. 1 b. 1 	<ul style="list-style-type: none"> a. 5 b. 5 	<ul style="list-style-type: none"> a. 5 b. 5
Over exposure to the sun: <ul style="list-style-type: none"> a. Sunburn b. Heat stroke c. Dehydration / heat induced illness causing nausea, vomiting or unconsciousness. 	<ul style="list-style-type: none"> Lengthy periods in direct sunlight is avoided where ever possible, event / competition / course / session are structured suitably where possible including adaptation to timings where necessary. School encouraged to bring shelters, to provide shade. Schools should seek parents' approval and provision of sun cream. Hats are worn when they pose no danger to the wearer or other participants, depending on the activities. Session participants are reminded, by their school to bring drinking water to the event. 	<ul style="list-style-type: none"> GAP Staff School Staff School Staff School Staff School Staff 	<ul style="list-style-type: none"> OTD ✓ ✓ OTD ✓ 	<ul style="list-style-type: none"> a. 1 b. 1 c. 1 	<ul style="list-style-type: none"> a. 3 b. 3 c. 4 	<ul style="list-style-type: none"> a. 3 b. 3 c. 4

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Rugby square grids. a. Cuts, grazes, infection, strain, sprain b. Trips, falls, collision, injuries	<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 site staff. Surface damage and wear and tear may render the pitches unsafe. Playing surfaces are in good condition with no loose material, or significant amounts of water. If hazards cannot be removed an alternate event area should be found or the event / course area reduced by excluding the hazards with cones or similar markers. Broken glass, cans and rubbish are removed from event (through visual inspection prior to activity). Practical measures are taken to keep animals off event surfaces. Weather conditions are assessed. In the event of severe weather leading to increased risks of injury the event does not take place. Event areas are marked, using non-toxic substances, in areas so surfaces are level and have adequate run off i.e.between other pitches etc. Playing surfaces are regularly maintained to a satisfactory standard for safe play. Activities are appropriately spaced to reduce risks of collision. All equipment stored away from playing area when not in use. Replacement and repair of equipment is acted upon promptly when reported. Improvised equipment is not used if it compromises safe practice. event areas and equipment are suitable size for age and ability of those involved. Participants are made aware of hazards and possible risks. Where possible venues are selected with adequate off road parking facilities. A fire assembly point is established at each site and all staff and participants know where this is. Vehicles with access to site are restricted to low speed. Staff ensure participants take all of their rubbish with them or dispose of it correctly at the site. 	<ul style="list-style-type: none"> GAP 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 and Facility Staff GAP Staff GAP Staff GAP Staff and School Staff GAP Staff GAP Staff, School Staff, Leaders, Participants GAP Staff GAP Staff and School Staff 	<ul style="list-style-type: none"> ✓ OTD OTD OTD OTD ✓ ✓ ✓ OTD ✓ OTD OTD OTD OTD OTD OTD OTD OTD OTD 	a. 2 b. 2	a. 2 b. 2	a. 4 b. 4