

# DYP Literacy Event

Title of Event		Do Yourself Proud Literacy Event						
Location		Normanby Hall		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)		
Year Groups of Participants (if applicable)		KS1 & KS2	Groups at Risk		All Participants, Staff & Leaders			
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"> <li>The event is planned and supervised by GAP staff.</li> <li>Make participants aware of potential hazards through introduction and demonstrations before any activity takes place.</li> <li>Adequate warm up time given.</li> <li>School staff are responsible for first aid for and on their participants. Schools are advised of this responsibility on pre-event correspondence.</li> <li>Staff are first aid trained</li> <li>An appropriately stocked first aid kit is present at each event.</li> <li>Staff aware of where additional first aid can be found at the Normanby reception</li> <li>Injured participants/School Staff/ GAP Staff not moved until inspected by school staff/emergency services as necessary.</li> <li>Pre-existing medical conditions must be notified by school staff to GAP staff.</li> <li>Any medication required is with the person who requires it, e.g. asthma inhaler.</li> <li>Mobile phone to be available to summon prompt medical assistance without leaving the casualty.</li> <li>No chewing gum permitted during the event.</li> <li>Sports equipment is checked. Only appropriate equipment to be used.</li> <li>Sports equipment is only used in way it was intended.</li> <li>Know the full site address for the location of the event.</li> <li>Accurate instruction and site access is required for the emergency services.</li> <li>Correct footwear is specified to participants prior to the event.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff</li> <li>GAP Staff and Leaders</li> <li>GAP Staff</li> <li>School Staff</li> <li>GAP and School Staff</li> <li>GAP and School Staff</li> <li>GAP Staff</li> <li>School Staff</li> <li>School Staff</li> <li>GAP Staff, School Staff, and Participants</li> <li>GAP Staff</li> <li>GAP Staff, School Staff, Leaders and Participants</li> <li>GAP Staff</li> <li>GAP Staff, School Staff and Participants</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>School Staff</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>✓</li> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>a. 2</li> <li>b. 1</li> <li>c. 1</li> <li>d. 1</li> <li>e. 1</li> <li>f. 3</li> <li>g. 1</li> </ul>	<ul style="list-style-type: none"> <li>a. 2</li> <li>b. 5</li> <li>c. 2</li> <li>d. 2</li> <li>e. 2</li> <li>f. 2</li> <li>g. 5</li> </ul>	<ul style="list-style-type: none"> <li>a. 4</li> <li>b. 5</li> <li>c. 3</li> <li>d. 2</li> <li>e. 2</li> <li>f. 6</li> <li>f. 5</li> </ul>		

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Physical injury and anxiety (contd)	<ul style="list-style-type: none"> <li>Staff will disallow participation if the footwear is inappropriate. All footwear laces must be tied. For outdoor events, if a participant's footwear is unsuitable or unsafe, the participant will not be allowed to carry on competing / taking part until their footwear is made safe or more suitable footwear is worn.</li> <li>No jewellery including watches / smart watches allowed to be worn by participants.</li> <li>Sports clothing to be worn by participants/ and possible dressing up attire if suitable for sport activity.</li> <li>Long hair of staff and participants is always tied back.</li> <li>Staff supervise the session activities and ensure physical or violent conduct is not permitted.</li> <li>Code of Conduct is written and contents are explained to participants.</li> <li>No deliberate intent to harm will be tolerated. Participants are informed of disciplinary guidance and removal from event can be actioned.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff and School Staff</li> <li>GAP Staff, School Staff, Leaders and Participants</li> <li>GAP Staff, School Staff, and Participants</li> <li>GAP Staff, School Staff, Leaders and Participants</li> <li>GAP Staff</li> <li>GAP Staff, School Staff, Leaders</li> <li>GAP Staff, School Staff</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> </ul>			
Lost Participants/Abduction a. Physical Injury b. Anxiety c. Death	<ul style="list-style-type: none"> <li>School staff ensure participants arrive orderly and walk where appropriate.</li> <li>Register taken with all participants, staff at the registration desk giving medical, contact and photo permission information where appropriate.</li> <li>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.</li> <li>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 areas. All activities are within an identified area which is communicated to staff and participants.</li> <li>Designated toilet breaks are supervised by School Staff</li> <li>The event is timetabled clearly with all participants designated a group and staff members for each session.</li> <li>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 event venue. In the event of the police being contacted, this will be in conjunction with facility staff and follow advice of authorities.</li> </ul>	<ul style="list-style-type: none"> <li>School Staff, GAP Staff, and Participants</li> <li>GAP Staff and School Staff</li> <li>School Staff</li> <li>School Staff, GAP Staff, and Participants</li> <li>School Staff</li> <li>GAP Staff</li> <li>School and GAP Staff</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>☒</li> <li>OTD</li> </ul>	<ul style="list-style-type: none"> <li>a. 1</li> <li>b. 2</li> <li>c. 1</li> </ul>	<ul style="list-style-type: none"> <li>a. 2</li> <li>b. 1</li> <li>c. 5</li> </ul>	<ul style="list-style-type: none"> <li>a. 2</li> <li>b. 2</li> <li>c. 5</li> </ul>

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Effects of fire or smoke. a. Possible fatalities. b. Damage to lungs and respiratory system	<ul style="list-style-type: none"> <li>All fire assembly routes must be clear and doors must be unlocked.</li> <li>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.</li> <li>Schools should keep a participants list as this will be used to undertake a roll call at the assembly point.</li> <li>A mobile phone is available to contact emergency services.</li> <li>Cooperate with the owners/managers of the hall to ensure that fire / evacuation procedures are adequate, communicated and maintained.</li> </ul>	<ul style="list-style-type: none"> <li>GAP / Site / Facility Staff</li> <li>GAP Staff</li> <li>School Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>✓</li> </ul>	a. 1 a. 5	a. 5
Over exposure to the sun: a. Sunburn b. Heat stroke c. Dehydration / heat induced illness causing nausea, vomiting or unconsciousness.	<ul style="list-style-type: none"> <li>Lengthy periods in direct sunlight is avoided where ever possible, the event will be structured suitably where possible including adaptation to timings where necessary.</li> <li>School encouraged to bring shelters, to provide shade.</li> <li>Schools should seek parents' approval and provision of sun cream.</li> <li>Hats can be worn when they pose no danger to the wearer or other participants, depending on the activities.</li> <li>Session participants are reminded, by their school to bring drinking water to the event.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff</li> <li>School Staff</li> <li>School Staff</li> <li>School Staff</li> <li>School Staff</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>✓</li> <li>✓</li> <li>OTD</li> <li>✓</li> </ul>	a. 1 a. 3 b. 1 b. 3 c. 1 c. 4	a. 3 b. 3 c. 4

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<p>Normanby Hall Fields, woods / area used</p> <p>a. Cuts, grazes, blindness, infection, strain, sprain</p> <p>b. Trips, falls, collision, injuries</p> <p>c. Staff and session participants being struck by vehicles</p>	<ul style="list-style-type: none"> <li>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 manager.</li> <li>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.</li> <li>Broken glass, cans and rubbish are removed from event area (through visual inspection prior to activity).</li> <li>Practical measures are taken to keep animals off event surfaces/ rules for the public are that dogs are to be kept on a lead.</li> <li>Weather conditions are assessed. In the event of severe weather leading to increased risks of injury the event does not take place.</li> <li>Playing surfaces are regularly maintained to a satisfactory standard for safe play.</li> <li>Activities are appropriately spaced to reduce risks of collision.</li> <li>Improvised equipment is not used if it compromises safe practice.</li> <li>Event areas and equipment are suitable size for age and ability of those involved.</li> <li>Replacement and repair of equipment is acted upon promptly when reported.</li> <li>Participants are made aware of hazards and possible risks.</li> <li>A fire assembly point is established at each site and all staff and participants know where this is.</li> <li>Vehicles with access to site are restricted to low speed.</li> <li>Staff ensure participants take all of their rubbish with them or dispose of it correctly at the site.</li> <li>Shallow water is present through the woods, access will be taped off to highlight to school staff to ensure participants do not go anywhere near.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP Staff and Facility Staff</li> <li>GAP Staff and School Staff</li> <li>GAP Staff, School Staff, and Participants</li> <li>GAP Staff</li> <li>GAP Staff and School Staff</li> <li>GAP Staff</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> </ul>	<p>a. 2</p> <p>b. 2</p> <p>c. 1</p>	<p>a. 2</p> <p>b. 2</p> <p>b. 5</p>	<p>a. 4</p> <p>b. 4</p> <p>c. 5</p>