

# Primary Schools' Santa Dash

Title of Event	Primary Schools Santa Dash				
Location	Coop Grounds, Scunthorpe	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)	September 2022
Year Groups of Participants (if applicable)	Year 3, 4, 5 & 6	Groups at Risk	GAP Staff, School Staff, Leaders (SJN & Baysgarth) 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	<ul style="list-style-type: none"> <li>The competition is planned and supervised by GAP staff</li> <li>Make participants aware of potential hazards through introduction and demonstrations before any activity takes place. The course will be marked with barrier tape and/or paracord.</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 clubhouse main building.</li> <li>Injured participants/School Staff/ GAP Staff not moved until inspected by school staff/first aid providers (S &amp; L MEDICAL SERVICES) 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. Phone communication with S &amp; L MEDICAL SERVICES via mobile / mobile radio.</li> <li>No chewing gum permitted during the competition.</li> <li>Course marking equipment is checked. Only appropriate equipment to be used.</li> <li>Course marking equipment is only used in way it was intended.</li> <li>Know the full site address for the location of the competition.</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> <li>All stakes and barrier tape used to mark out a suitable area for the course, spectator areas, and registration areas will be put up and taken down only by Get Ahead Staff and Leaders.</li> <li>Spectators will be in allocated areas away from school groups.</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, Leaders 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> <li>GAP Staff and 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>✓</li> <li>✓</li> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</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. 2</li> <li>d. 2</li> <li>e. 2</li> <li>f. 6</li> <li>f. 5</li> </ul>
Additional Information.						

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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 / competitions / courses / sessions, 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 is allowed to be worn by participants.</li> <li>Sports clothing and appropriate fancy dress can be worn by participants. This will be the decision of the staff from participating schools.</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 competition can be actioned.</li> <li>Leaders are briefed of their role, they receive supervision encouragement and advice and are never left in sole charge of participants.</li> <li>All Leaders have the competence to perform at the required level, know the rules and apply them consistently.</li> <li>Any Leaders who show concern at an event are mentored, reallocated to another role or removed.</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, Leaders 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> <li>GAP Staff</li> <li>GAP Staff</li> <li>GAP 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> <li>OTD</li> <li>✓</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 and young leaders' numbers at the registration area 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 competition area. All courses are within an identified area which is communicated to staff leaders and participants.</li> <li>School staff must ensure they supervise participants on toilet visits.</li> </ul>	<ul style="list-style-type: none"> <li>School Staff, GAP Staff, Leaders and Participants</li> <li>GAP Staff and School Staff</li> <li>School Staff</li> <li>School Staff, GAP Staff, Leaders and Participants</li> <li>GAP Staff / School Staff / Leaders.</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> <li>OTD</li> </ul>	a. 1 b. 2 c. 1	a. 2 b. 1 c. 5	a. 2 b. 2 c. 5

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Lost Participants/Abduction (contd)	<ul style="list-style-type: none"> <li>The competition is timetabled clearly with all participants designated a start area. All participants must be escorted to the start area by a member of staff, who must stay until the race has been started. A staff member must be at the finish area to collect participants and their finishing position tickets. A designated area for school team to wait prior, during and after races is clearly marked on the map. The course is marshalled and 'hares' are provided for each race.</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 competition site/venue. In the event of the police being contacted, this will be in conjunction with facility staff and follow advice of the authorities.</li> <li>Designated areas for spectators in front of the clubhouse on Coop Grounds, and school teams on football pitch adjacent to clubhouse on Coop Grounds.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff, Leaders</li> <li>School and GAP Staff</li> <li>GAP Staff and School Staff</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>OTD</li> <li>✓</li> </ul>			
Effects of fire or smoke. a. Possible fatalities. b. Damage to lungs and respiratory system	<ul style="list-style-type: none"> <li>All fire exits routes must be clear and doors must be unlocked in the main clubhouse.</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 must keep a participant's 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 managers of the venue 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  b. 1	a. 5  b. 5	a. 5  b. 5
Dehydration: a. Dehydration / heat induced illness causing nausea, vomiting or unconsciousness.	<ul style="list-style-type: none"> <li>Participants are reminded, by their school to bring drinking water to the event.</li> <li>School encouraged to bring shelters, to provide shelter from the elements, groundsheets for participants belongings and bags to collect additional clothing of participants at the start area.</li> </ul>	<ul style="list-style-type: none"> <li>School Staff</li> <li>School Staff</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>✓</li> </ul>	a. 1	a. 4	a. 4

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<p>Playing Fields/ School Fields</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 competition 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.</li> <li>If hazards cannot be removed an alternate competition route should be found or the competition area reduced by excluding the hazards with cones or similar markers.</li> <li>Broken glass, cans and rubbish are removed from competition area (through visual inspection prior to activity).</li> <li>Practical measures are taken to keep animals off competition surfaces, but the event does place in a park area that is accessed by the public.</li> <li>Weather conditions are assessed. In the event of severe weather leading to increased risks of injury the competition does not take place and a re-arranged date will be offered. GAP will make this decision in conjunction with North Lincolnshire Council and App Frod. Sports and Social Club.</li> <li>Playing surfaces are regularly maintained to a satisfactory standard for safe play. The course will be around the perimeter of football pitches on both sites.</li> <li>Games posts are securely fitted and checked before use. Games posts should conform to current BS EN requirements, be kept in good condition and regularly painted.</li> <li>Start, course routes and finish areas are appropriately spaced to reduce risks of collision.</li> <li>Improvised equipment is not used if it compromises safe practice.</li> <li>Competition areas are suitable size for age and ability of those involved. Approximate course length is clearly stated prior to the event.</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>Where possible venues are selected with adequate off road parking facilities. These are available at Central Park and App Frod. Sports and Social Club.</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> </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, NLC, App Frod Sports Club.</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, Leaders, Participants</li> <li>GAP Staff, School Staff</li> <li>GAP Staff</li> <li>GAP Staff and School 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>✓</li> <li>OTD</li> <li>OTD</li> <li>✓</li> <li>OTD</li> <li>OTD</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>a. 2</li> <li>b. 2</li> <li>c. 1</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>a. 2</li> <li>b. 2</li> <li>b. 5</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>a. 4</li> <li>b. 4</li> <li>c. 5</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>