

RISK ASSESSMENT FORM

Visit Title	Sports Day	Likelihood (L)	X	Severity (S)
Visit Leader	Becca Hare (Head of School) and Abbie Hill (Assistant Headteacher)	Almost Impossible	1	Insignificant (minor injury, no time off)
Group	Whole School	Unlikely	2	Minor (injury and up to 7 days off)
Places being visited	Hartfield – The Croft	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Whole school annual Sports Day	Likely	4	Major (death or serious injury)
Visit Date	9 th July (16 th if poor weather)	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of Visit/ Activity	Enriching curriculum experience; building community links	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>		Current control measures <i>(What is already in place/done)</i>	Risk Rating		
			L	S	R
Sites/Environments being visited					
1.	Slips, trips and falls	1. Reminders to all classes to walk in single file (smaller children in pairs) 2. First Aid packs available for each class	2	2	4
2.	The Croft	1. Children to remain in their school bubbles and sit separately from each other 2. Children to be under gazebos for shade 3. Clear signs with reminders to social distance for staff and parents 4. Children to be reminded to bring hats and water bottles if it is sunny 5. Children to be under gazebos in case of rain. If the weather is severe, consider a change of date/back up plan. 6. Children not to be released to parents at the end of the day until staff see parents are ready for them.	3	2	6
3.	The Pavillion	1. Sanitised before and after use – including toilets. 2. Signs inside to show how many people should be inside at any time.	3	2	6
Activities (inc downtime)					


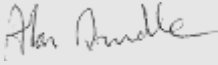

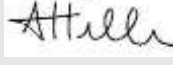
1.	Sports day activities	<ol style="list-style-type: none"> 1. Adults to supervise at all times 2. Children to hand sanitise before and after performing 3. Bubbles of children to remain separate 4. Gazebo to be set up for shelter/shade 5. All equipment that is used to be sanitised in between use by different bubbles 6. Teachers to be with their classes and be responsible for calling up chn to participate in the correct race. 	2	2	4
Transport					
1.	Crossing a road	<ol style="list-style-type: none"> 1. 2x adults to supervise any road crossing 2. Adults to wear hi-vis vests when crossing roads. 	2	3	6
COVID - 19					
1.	Risk of spreading COVID-19	<ol style="list-style-type: none"> 1. Event to go ahead in line with the Road Map as set out by the government – sports days allowed to go ahead provided social distancing and thorough risk assessment in place. 2. Event to be cancelled if any changes to proposed Road Map plans. 3. Letter with Sports Day arrangements to also include copy of risk assessment so all parents aware of precautions in place and the need to social distance 4. Letter with Sports Day arrangements to also include a slip which parents will fill in to confirm attendees. 5. Families spectating to remain in their household bubbles and never congregate in groups of more than 30 people – as per govt. guidance. 6. AF will have spare slips to ‘sign in’ on the day people who attend for contact tracing. This will be kept for 7 days and then disposed of securely. 7. QR code available for people to ‘sign in’ on the day. 8. Hand sanitiser widely available and reminders to use regularly 9. Staff and children should remain socially distanced from each and ensure masks are worn where appropriate. 10. Children and staff to remain in their bubbles 11. Toilets in the Pavillion to be sanitised before and after use 12. COVID-19 social distancing/hand sanitiser signs to be prominent 13. JP/BH to give verbal reminders to social distance regularly throughout the afternoon if needed. 	2	3	6

Persons at risk:	All participants.
Emergency Contact and Procedure:	01892770221 Speak with one of the managers listed below

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Signs to be printed and laminated	AF	7 th July 2021	
Track to be painted on	JG/parent	7 th July 2021	
Signs to be displayed clearly	JG/BH	9 th July <i>Set up on the day</i>	
Order enough hand sanitiser to be readily available	JG	7 th July 2021	

Signature and review:

Name of Manager: James Procter (<i>Executive Headteacher</i>) Alan Brundle (<i>Chair of Governors</i>) Becca Hare (<i>Head of School</i>) Abbie Hill (<i>Assistant Headteacher and Educational Visits Co-ordinator</i>)	Signature of Manager:    	Date: 30 th June 2021
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