

APPENDIX B

School Assessment of Risk

(This form should be completed, in addition to any generic risk assessments that might be used, to record the risks associated with a specific visit. Taking into account the particular activities undertaken, the locations visited and the individuals involved – add extra sheets if necessary.)

Department: PE		Activity: Fixtures	Venue/Location: Generic			
Date of visit: Generic		Number of students: Generic	Staff Attending: Generic			
Specific individuals at risk ie anyone who may be at particular risk of harm, or might present a hazard to others, eg Bob Jones - occasional epileptic seizures – risk of injury when falls or during seizures.		Precautions and control measures ie steps that will be taken to reduce the risk of harm to an acceptable level, eg Bob Jones – ensure medication taken – staff / pupils all aware and trained to provide gentle support and padding.				
TIME / PLACE / ACTIVITY ie when, where, why at risk of harm? eg Tuesday am – Whitby fossil hunt	SIGNIFICANT HAZARDS ie how might people foreseeably be harmed? eg use of hammers and rock splinters in eye	PRECAUTIONS AND CONTROL MEASURES ie what steps will be taken to reduce the risk of harm to an acceptable level? eg all participants required to wear goggles and helmets		OVERALL RISK ACCEPTABLE (Yes or No?) ie has the risk of harm been reduced to a reasonable and acceptable level?	Who to be informed – tick all that apply ✓	
				Parents	Staff	Students
	Inadequate staff supervision/ training/ qualifications → Accidents	<ul style="list-style-type: none"> The Overall Group Leader will be a designated competent leader, with adequate experience of leading similar groups and activities The Overall Group Leader, responsible for the group's welfare, will be an employed member of staff (e.g. Teacher, Cover Supervisor or Teaching Assistant) with appropriate leadership experience and competence, and knowledge of the group An appropriate number of other competent leaders will accompany the group to assist with supervision of the group. Overall staffing supervision ratios will be in place Volunteers will work alongside, and under the direct supervision of, a competent employed member of staff (e.g. Teacher) 		Yes	x	

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		<ul style="list-style-type: none"> • More distant supervisory responsibilities will only be delegated to a another leader (e.g. contracted sports coach) if they have been fully briefed regarding their role/responsibilities and emergency procedures, and are deemed, following a thorough risk assessment, and an appropriate period of induction and direct supervision, to be appropriately qualified/competent for the role • Paid coaches who are contracted to provide agreed services will still operate under the direction of, and with indirect supervision from, the Overall Group Leader • Where some direct supervisory responsibilities are delegated to a another leader (e.g. sports coach or volunteer leader), the Overall Group Leader maintains overall responsibility for the group, and will ensure that they can be contacted, and intervene or provide assistance if required • All contracted coaches and volunteer staff will be appropriately checked regarding child protection issues prior to involvement, and will be made aware of recommended safe practice • The gender mix of staff will take account of the group's gender mix (normally at least one member of each gender in mixed groups) • A member of staff (of appropriate gender) will be available to supervise group members in the changing rooms (if necessary) • All accompanying staff will remain accessible and available to assist with supervision throughout the activity/event, including supervision of those not directly involved (e.g. reserves/spectators) • If accompanying staff are directly responsible for providing coaching/supervision of groups, or are acting as referee/umpire, they will hold the appropriate qualification, as recommended by the National Governing Body concerned, or equivalent • Guidance provided by the Government and relevant Sports Governing Bodies regarding the use of volunteers and paid coaches (contractors) will be referred to and followed 				
	Visits inadequately planned/ organised/	<ul style="list-style-type: none"> • Staff will be fully briefed by the HOD or trip leader and prepared to fulfil their 				

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	<p>risk assessed → Accidents</p>	<p>supervisory roles and responsibilities e.g. accompanying sick or injured group members to/in hospital if required</p> <ul style="list-style-type: none"> • Staff will have an established emergency procedure in the event of a group member being injured and needing hospitalisation (included in brief from HOD / Trip Leader) • Group members will know where and how to contact a staff member in an emergency. • Contact details and after hours numbers of parents, group leader, and others responsible, will be held by the group leader and emergency home contact • The Leader and emergency home contacts will have clear instruction as to what to do in an emergency (included in brief from HOD / Trip Leader). 				
	<p>Exposure to weather → cold injury → heat injury → sunburn</p>	<ul style="list-style-type: none"> • Weather and ground conditions will be taken into consideration prior to the event, and alternative contingencies will be pre-planned for occasions when the conditions are deemed unsafe or unsuitable • An up-to-date weather forecast will be obtained and plans will be adjusted accordingly. • Young people will be instructed to wear/bring appropriate equipment, clothing and footwear for the prevailing weather/ground conditions • Plans will be in place for young people who may/do not bring suitable kit (i.e. kit is checked before departure). 				
	<p>Collisions, falls, slips → injury</p>	<p>The Leader responsible for the group will ensure, as far as possible, that:</p> <ul style="list-style-type: none"> • the playing surface/nets/posts/markers etc. are established in accordance with the relevant sport's Governing Body and national guidelines • all other equipment that is provided is safe and suitable • the referee/umpire is appropriately qualified and experienced • all obvious hazardous obstacles/objects are either cleared from the playing area or suitably protected 				

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	<p>Assault/Aggressive behaviour → injury</p> <p>Pupils lost/separated from the group → injury</p> <p>Inadequate emergency procedures → illness or injury</p>	<ul style="list-style-type: none"> • the ground conditions and playing surface are suitable (e.g. no ice/hard frost/rocks/broken glass) <p>The Leader responsible for the group will ensure, as far as possible, that:</p> <ul style="list-style-type: none"> • players are clearly briefed regarding expected behaviour/sanctions • prompt action is taken by the referee or accompanying staff (e.g. substitute an offending player) if dangerous/aggressive behaviour is shown by players which puts themselves or others at risk of harm <ul style="list-style-type: none"> • The Overall Group Leader will retain responsibility for all group members until they have been returned to the care of their parents/guardians, or to an agreed place of safety • Suitable grouping measures will be applied (buddy systems, large groups split into smaller ones) with appropriate supervision by staff • Itinerary and arrangements will be discussed in advance with young people. • All young people will be briefed on what to do if separated from the group. • Head counts will be undertaken by leaders, particularly at arrival/ departure points. • Meeting points will be agreed for the start and end of matches/events <ul style="list-style-type: none"> • Leaders will know how to call the emergency services. • Appropriate medical/special needs information will be obtained. • All appropriate medical conditions will be disclosed to <u>all relevant staff/leaders</u> • Advice from SENCO will be sought if appropriate • Pupils and parents will be reminded to bring individual medication • First aid and travel sickness equipment will be carried. • Mobile phones will be carried by staff 				
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	<p>Away matches if start/return is before/after school hours</p>	<ul style="list-style-type: none"> • Parents will be informed in writing of their child’s involvement in sports fixtures including accurate dates and times. • Parental consent for after-hours activities will be obtained, by a general consent covering letter at the beginning of the year. • Starts/returns will be pre-planned, and parents will be informed where and when to drop off/collect young people. • Student lists, staff contact details and fixture details are left with main reception on departure. - Alternative arrangements (e.g. older students to walk home) will be pre-planned with appropriate parental consent • Suitable arrangements will be made for any young people whose parents fail, or are unable, to collect them. All staff are briefed on how to contact parents using the trip phone, and told that they must stay with students until collected. In cases where a parent cannot be contacted HOD or Deputy HOD must be contacted • coaches are checked by a competent leader before departure regarding basic safety features • Group members will be instructed to use and fit seat belts correctly at all times during journey • group members are briefed regarding acceptable behaviour whilst on the coach e.g. • no throwing food/objects • no meddling with emergency doors or roof windows • no distracting other vehicle drivers • If breakdown or accident occurs, all passengers will be directed to the safest location and all sensible precautions will be taken. (included in the brief with HOD / Trip Leader) 				
	<p>Travel</p>					

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