

Dartford School Games Partnership – Event Risk Assessment

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| Event: | Quicksticks Year 5/6 | Location: | Dartford Science & Technology College |
| Staff / Teacher In Charge: | Jon Rye | Date / Time: | 09/10/19 0930-1500 |
| Other staff attending: | Dartford Science & Technology College: Young Leaders x 12 and one member of staff Primary Schools: At least one member of staff to accompany the pupils | | |

| Hazard | Persons at risk | How at Risk | Control Measures | Risk rating | Comments |
|-------------------------------------|-----------------|---|---|-------------|---|
| Getting Lost | Pupil | Getting lost / abduction / truancy | <ul style="list-style-type: none"> Safety talk to students during pre event briefing Secondary School will be asked to undertake own risk assessment for the day Primary School Teachers will be responsible for control of their own school team Control mechanisms have been put in place to ensure no child leaves centre unsupervised. | Low | |
| Injury | Pupil | Tripping, Slipping, Falling | <ul style="list-style-type: none"> Primary Schools have been given information to ensure appropriate clothing and footwear are worn Participants and Teachers are given talks on safety and information on emergency procedures. Qualified First Aiders will be on site. All Primary School participants have completed parent consent forms to take part including medical disclaimers and photography consent form. Only qualified leaders to lead sessions and give instructions. | Low | <p>A first Aid station will be set up</p> <p>Qualified first aiders will be on site at all times.</p> |
| Inadequate Supervision | Pupil | | <ul style="list-style-type: none"> Leaders may be supervising various areas of venue - they will receive briefing instructions from lead coaches. Staff have been appointed to be responsible for monitoring Leaders Appointed staff are to ensure that Leaders are where they should be and their expectations are met. | Low | |
| Students with special medical needs | Pupil | Through specific injury / medical condition | <ul style="list-style-type: none"> Permission letter to be received – states if the student has any specific medical condition we should be aware about before event | Low | First Aid station set up |
| Transport | All | Road Crossing/ | <ul style="list-style-type: none"> All staff and students to park in the main car park | Low | |
| Emergency Evacuation | All | Fire, Power Failure, Bomb | <ul style="list-style-type: none"> Leaders have been briefed on emergency evacuation procedures. Brief sessions to teachers and players will include emergency evacuation procedures. | Low | Emergency evacuation procedure will be followed |

| | | Threat | | | |
|---------------------------|-------|-------------------|---|-----|---|
| Photography | All | | <ul style="list-style-type: none"> No spectators or parents are allowed at the event. No external photography of the event will be permitted, parents and teachers are permitted to take photographs of their own children but we would ask them not to use social media sites. Consent forms from participants should have been received. | Low | |
| Venue/Equipment | All | | <ul style="list-style-type: none"> Area will be checked for hazards and cleared of debris All equipment will be checked before use and monitored throughout the tournament Suitable equipment is chosen appropriate to the age group & activity. Safe areas will be set up for non-participants/spectators | Low | <p>Staff talks given</p> <p>Advice given to pupils.</p> <p>Control of pupils by Teacher in charge</p> |
| General Physical Activity | Pupil | Injury / strain | <ul style="list-style-type: none"> Warm up and warm down will be conducted Participants and Teachers are given talks on safety and information on emergency procedures. Qualified First Aiders will be on site. | Low | <p>Staff briefing given</p> <p>Advice given to pupils.</p> |
| Appropriate attire | Pupil | Injury | <ul style="list-style-type: none"> Primary Schools have been given information to ensure appropriate clothing and footwear are worn Participants and Teachers are given talks on safety and information on emergency procedures. Qualified First Aiders will be on site. Hair must be tied back and jewellery removed as per BAALPE guidance. | Low | Control by teacher in charge |
| Footwear | Pupil | Slipping over | <ul style="list-style-type: none"> Primary Schools have been given information to ensure appropriate clothing and footwear are worn Participants and Teachers are given talks on safety and information on emergency procedures. Qualified First Aiders will be on site. | Low | Control by teacher in charge |
| Personal Effects | Pupil | Theft / mislaying | <ul style="list-style-type: none"> Teachers from respective school will collect valuables Encourage pupils to leave valuables at home, prior to attending the event | Low | Control by teacher in charge |