

GENERIC SPORTS EVENTS Risk Assessment for Holy Family School

Please use this checklist as a template for risk assessing all events)



Visit to:

Date of visit:

Times:

Leading teacher:

Risk	Risk Level (high/medium/low)	Risk minimised by:	Staff attending
Child taken ill	Medium	<ul style="list-style-type: none">• Medical bag to be carried at all times.• Bucket, tissues etc to be carried on all coach journeys.• Ensure children with travel sickness have taken medication in the morning and if necessary administer medication for the return journey.	
Teacher taken ill	Low	<ul style="list-style-type: none">• If this occurs on the morning of the trip, a phone call is made immediately to the school office so that cover can be arranged.	
Vehicle breakdown	Low	<ul style="list-style-type: none">• Mobile phone available to contact school immediately.• Move children to a safe place.	
Losing a child	Low	<ul style="list-style-type: none">• Number counts of the whole class to be carried out at regular intervals.	
Safety during travel	Low	<ul style="list-style-type: none">• All coaches to allow children to enter and exit the coach from the pavement side.• All children to wear seatbelts (checked by an adult)• No child to leave their seat during the journey.	

Medical needs	Medium	<ul style="list-style-type: none"> • Medical bag to be carried at all times. • All adults to be aware of children with inhalers, epipens or other medication. • An adult to ensure medication is administered at appropriate times. 	
Crossing roads	Low	<ul style="list-style-type: none"> • Ensure a plan has been made for any roads to be crossed • Follow the usual protocol for crossing roads if this is necessary 	
Stranger danger	Low	<ul style="list-style-type: none"> • Remind children before the trip that they must stay in their group. • Regular number counts. 	
Staffing at venue	Medium	<ul style="list-style-type: none"> • Make sure all staff DBS checked. • Inform staff of vulnerable children. 	
Changing rooms	Medium	<ul style="list-style-type: none"> • Boys and girls to change in separate rooms. They are to be supervised at all times. 	
Injury during event	Medium	<ul style="list-style-type: none"> • Ensure all parental contact details are available • Mobile phones should be charged • Check ahead about medical provision available at venue • Carry first aid kit/medical bag 	