



Risk Assessment For the Sports Day

Premises :	David Weir Leisure Centre
Section :	Tweeddale Primary School
Activity/Person/Area Assessed :	Sports Day
Date of Assessment :	6th & 7th July 2021

Copy of form sent to Trade Union Safety Representative : YES / NO Date : _____

Risk assessment Form A attached : **YES** / NO

Risk assessment Form B attached : **YES** / NO

Review Dates

Is action required ? : YES / NO	Confirmed by Line Manager ? : YES / NO
Lead Assessor's Name (please print) : Georgina McLean	
Signed :G.McLean.....	
Date :23/06/2021.....	
Has action been taken ? : YES / NO / NONE REQUIRED (Please circle)	
Manager's Name (please print) :	
Signed :	
Date :	

Risk Assessment Form A

No		Hazard	People at risk	Existing control measure	Risk Rating: High/Medium use Form B
	C H I L D R E N	Which pupils are going? Do they have Medical needs, food allergies or SEN?	Pupils Adults All	<p>Tuesday 6th July EYFS - 9:30-10:15 - 97 children Yr 5 & 6 - 10:30 - 12:20 - 120 children</p> <p>Wednesday 7th July Yr 1 & 2 - 9:30-10:45 - 120 children Yr 3 & 4 - 10:55 - 12:20 - 120 children</p> <p>List of chn to be kept with each class teacher with any needs listed. Medication to be carried by each lead adult.</p>	Medium
	A D U L T S	Which adults are going? Are any inexperienced staff or adult volunteers?	Pupils Adults All	<p>Outing led by experienced members of staff – Mrs McLean All members of staff have been at the school at least 18months All staff have had the Sports Day plan shared and given time to ask questions.</p> <p>All adults are members of school staff and are DBS checked.</p>	Low
	E Q U I P M E N T	Will pupils/adults be around or using any potentially dangerous equipment or taking part in any high risk activities?	Pupils Adults All	<p>Trained First Aiders Medical / First Aid kit List of medical needs. List of children (with group leader) with medical info & other needs noted. Any children with additional needs who usually have a 1:1 will maintain this Emergency plan (Ed Visits Policy)</p>	Low

E N V I R O N M E N T	What are the hazards at the type of place being visited? E.g. Steps, slippery or uneven floors, water.	Pupils Adults All	Public toilets – accompanied by 1 member of staff. Steps – children to be reminded to watch where they are walking.	Medium
T R A V E L	What are the hazards identified with the type of transport being used? Walking, coach, public transport	Pupils Adults All	Walking Adult to go at front and back of the line when walking along the street. Adult to stand on road when crossing. Children to be made aware of risks. Children and staff aware of destination and route.	Low
E M E R G E N C Y	Are emergency procedures in place? Are all staff aware of what should happen in case of emergency?	Pupils Adults All	All made aware of evacuation procedures in case of fire or emergency. Emergency procedures are in place. Follow arena guidelines for evacuation. Base contact understands their role and responsibility. Visit leader and other members of staff in mobile contact.	Low
O T H E R	Covid-19 requirements and guidelines	Pupils Adults All Spectators	Children will be in bubbles of 30 Spectators will be in bubbles of 30 in a designated viewing zone Spectators will be given coloured wristband which will link to viewing area and session to control and monitor numbers Face Coverings recommended when 2m distance is reduced All equipment will be sanitised between use Additional PPE for first aid - inline with school policy Staff to wear face covering when in close proximity to parents	Medium

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Risk Rating :

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects,

Low = current controls are adequate to minimise the risk so far as reasonably practicable

Risk Assessment Form B

No.	Hazard	Action required	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1	Children	Collect asthma pumps and medication from office. Make staff aware of children's conditions and what to do in case of emergency.	Medium	Group leader			
2	Environment – Walking through the car park and crossing the road.	Lead adult to stand at the front of the line and be aware of hazards. Adult will be at the back of the line. Public toilets – children to be accompanied by member of staff.	Medium	Group leader			
3	Covid-19 requirements and guidelines	Children will be in bubbles of 30 Spectators will be in bubbles of 30 in a designated viewing zone Spectators will be given coloured wristband which will link to viewing area and session to control and monitor numbers Face Coverings recommended when 2m distance is reduced All equipment will be sanitised between use Additional PPE for first aid - inline with school policy Staff to wear face covering when in close proximity to parents	Medium	Group Leader			

Please ensure the cover sheet and Form A are completed and attached.

