

## Risk Assessments

Please find below examples of the Schools' Risk Assessments for each facility. External hirers can use these as a guide for producing their own Risk Assessments when booking the schools facilities.

Persons at risk	Severity	Probable Frequency	Risk Score
List groups of people who are especially at risk from the significant hazards identified.	1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death 6 Multi-offsite	1 Improbable 2 Possible - every 5 years 3 Occasional - annually 4 Fairly frequent - quarterly 5 Frequent - weekly 6 Certainty - daily	Severity multiplied by probable frequency.  Scores of 9 or above require further immediate assessment.

Activity	SPORTS ACTIVITIES – MORTON HALL
Activity date	
Assessment date	
Completed by	
Date reviewed	

Hazard / Outcome	Risk factors	Persons at risk	Severity	Probable Frequency	Risk Score	Current Controls	What further action is needed to control the risk?
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>					<i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Unauthorised/unsupervised access	Facility being left unsecured	Pupils	3	3	9	Facility to be locked at end of each activity and to be part of daily lock up routine.  Windows to Gents toilet to be secured.	Ensure undercroft area is secured. Third Party/Lettings access to be controlled. (see section below)
Surface/slips/falls	Dampness, spillages	Participants, Coaches	2	3	6	Check on arrival and during activity	
Collisions	Numbers of participants, spectators, organisation	Participants, Coaches, Spectators	3	4	12	Ordered and disciplined approach. Increased structure and vigilance with numbers over 20. Drills, games and activities to be structured mindful of restricted run offs and space.	
Collisions (Cont)	Doors and furniture	Participants and all users	3	4	12	All doors to be closed and area kept clear of furniture/inappropriate equipment.	

Trips and falls (Cont)	Clothing/shoes discarded by participants	Participants Coaches	2	4	8	Coach/staff to ensure playing area is kept free of clutter/clothing etc.	
Trips and falls (Cont)	Slips	Participants	2	4	8	Rules of use regarding appropriate footwear to be enforced.	
Collisions (Cont)	Equipment	Participants Coaches	2	3	6	Equipment not in use to be stored appropriately.	
Activity	Specific activity and its nature	Participants, Coaches, Spectators	4	3	12	Each specific activity to use good practice and activity specific Risk Assessment procedures	Archery Risk Assessment and Procedures to be issued.
Third Party Access	Outer and inner doors left unsecured	Pupils	4	3	12	All users to lock facility on completion. As above. Key handover process for partner usage.	SCAs, Caretaking and all staff to be aware of requirements and monitoring.
Storage Area	Area needs maintaining and keeping tidy. Floor has 2 levels and equipment needs to be stored on Raised tier or heavier items (eg Table tennis tables) be kept on entry level.	All users	2	3	6	Door to be kept locked secure.  Users to be inducted into correct storage.  Sports Assistants and PE staff to check and ensure area is kept safe by ensuring equipment is put away correctly.  Use of trolleys (gym mats) and wheeled table tennis tables)	

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<b>Activity</b>	Netball matches – Indoor & Outdoor Courts
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

Hazard / Outcome	Risk factors	Persons at risk	Severity	Probable Frequency	Risk Score	Current Controls	What further action is needed to control the risk?
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>					<i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Home matches :- Equipment store, posts, bags of balls, trip over or trap fingers	No. of students asked	Pupils staff	2	4	8	1 <sup>st</sup> aid available at all times via staff and first aid bags on court, supervision of pupils when moving equipment	
Posts being moved in sports hall store from wall brackets	Size/strength of students moving equipment	Pupils /staff	2	2	4	Staff to lift equipment and pupils may assist if needed. Pupils can help place posts onto court, once lifting has been done.	
Sports hall games and proximity of cricket nets	Running into them	pupils	2	4	8	Point out to players and staff prior to games. Reinforce to pupils not to run into wall and stop themselves with arms out in front of them.	
Access to courts via paths – not over vehicle access	Running over road ways lack of concentration	Pupils staff	3	1	3	Inform teams and staff of directions to courts and return to sports hall. Ensure all are aware that there may be traffic in surrounding area.	

Courts – during play Boundaries	Players running into netting due to intensity of play	pupils	2	2	4	Point out distance to fencing and wall. Ensure football goals are stored away/against fencing correctly and safely.
Spectators – players / parents	Being hit by ball or player if too close to court	Pupils spectators	2	1	2	Point out area to stand (a safe distance away from court boundaries). 1 <sup>st</sup> aid kit and mobile phone available at all times
Destination parking and transfer of pupils on arrival	Movement of pupils in unknown / busy area	pupils	3	1	3	Supervision of staff off coach and to playing area. Reminder about potential traffic in the area.
Court conditions – indoor and out	Poor playing surface surrounding obstacles	pupils	2	2	4	Ensure away staff give clear guidelines and prepare surfaces prior to matches 1 <sup>st</sup> aid kit and mobile phone available at all times
Leaving pupils/staff behind at a venue	Losing contact with pupil during transfer from venue to packed bus,	Pupils /staff	1	2	2	List of pupils posted back at school with return times. List of pupils/staff with attending staff returning on bus back to school – checked off when getting on the coach.
Court Signage (Loose fitting and obstruction of spectator view)	Poor initial location and fittings not being checked	Pupils /staff/ spectators	2	1	2	Re-fitting at lower levels and regular checks to ensure effectively attached.
Injury caused by foul play	Laws of the game not being correctly enforced	Pupils	4	1	4	Umpires to be experienced and trained as appropriate. Players not conducting themselves in an appropriate manner should be disciplined and if necessary brought to the attention of the Head of Games.
Slip and trip injuries	Ensure playing surface is cleared of debris and that it is safe for play, especially where rain, ice or inclement weather are involved	Pupils	3	3	6	Courts to be checked by both ground staff and games staff. When ground is considered too wet/icy to play, game will be cancelled. Where ground is too slippery an alternative activity and area should be used.

## Risk Assessment

## Woodhouse Grove School

List groups of people who are especially at risk from the significant hazards identified.	1 Negligible	1 Improbable	Severity multiplied by probable frequency.  Scores of 9 or above require further immediate assessment.
	2 Minor injury	2 Possible - every 5 years	
	3 Major injury	3 Occasional - annually	
	4 Single death	4 Fairly frequent - quarterly	
	5 Multi-death	5 Frequent - weekly	
	6 Multi-offsite	6 Certainty - daily	

<b>Activity</b>	Grove Playing Fields.
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

<b>Hazard / Outcome</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Risk factors</b> <i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>	<b>Persons at risk</b>	<b>Severity</b>	<b>Probable Frequency</b>	<b>Risk Score</b>	<b>Current Controls</b> <i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<b>What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Contact injuries – twists, fractures, cuts and bruises.	Practice drills and games situations. Incorrect equipment. Poor organization and not playing to the laws and spirit of sport.	Pupils	4/3	4	12	Wearing of recommended PPE e.g. mouth guards, protective clothing/ padding, helmets/ head guards and mouth guards. Correct footwear and clothing as appropriate.	Reinforcement of sporting values and their importance.
Injury caused by foul play	Laws of the game not being correctly enforced	Pupils	4	1	4	Referees to be experienced and trained as appropriate. Players not conducting themselves in an appropriate manner should be disciplined and if necessary brought to the attention of the Head of PE/Director of Sport.	
Proximity of River	Several pitches close to river bank	Pupils /spectators	5	3	15	Riverbank fenced off. No attempt to retrieve balls going into river to be permitted. Pupils to be reminded of dangers-speed of river flow, steepness of banks etc	Spare balls to be taken. Balls lost in this manner to be reported to Director of Sport.

Injuries through contact with posts	Post protectors not being fitted	Pupils	4	1	4	Ground staff to fit protectors. Games staff to check. Pitch cannot be used if no protectors fitted.	Referees and teachers to be reminded to stop match when contact situations take place too close to even protected posts.
Slip and trip injuries	Ensure playing surface is cleared of debris and that it is safe for play, especially where frost or inclement weather are involved .	Pupils	3	3	6	Grounds to be checked by both ground staff and games staff. When ground is considered too hard for safe contact play a modified game is permitted. Where ground is too slippery an alternative activity and area should be used.	
Leg, Ankle Injuries	Competitive football, use of studded boots	Players	3	3	9	Rules stating use of shin pads enforced by Teacher leading activity. School to retain stock of appropriate shin guards to issue on a short term basis. Vigilance regarding reckless challenges and appropriate sanctions on field.	Pre Activity checks to be strictly adhered to.
Slip and trip injuries	Ensure playing surface is cleared of debris and that it is safe for play, especially where frost or inclement weather is involved. Pitch conditions and Maintenance	Pupils	3	3	6	Grounds to be checked by both ground staff and game staff. When ground is considered too hard for safe contact play match should be cancelled. Maintenance schedule in place and coordinated with match requirements. Experienced senior staff consult on matters of pitches being fit to play. Final decisions rest with Director of Sport and Head of PE.	Ongoing monitoring of procedures

Persons at risk	Severity	Probable Frequency	Risk Score
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<b>Activity</b>	Cricket Nets
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

Hazard / Outcome	Risk factors	Persons at risk	Severity	Probable Frequency	Risk Score	Current Controls	What further action is needed to control the risk?
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>					<i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Being hit by a cricket ball in practice or game situation.	Pupil numbers. Lack of concentration.	Staff and pupils	3 2	2 3	6 6	Control over pupil numbers – Max: 8 per net. Protective equipment available: Helmets, Pads, gloves etc. Coach implementing appropriate level of awareness and concentration. Correct procedure for getting out and securing nets in sports hall.	Signage in place at the outdoor net facility at the start of the Summer term.
Being hit by a bat in group coaching session.	Pupil numbers. Lack of organisation or space	Staff and pupils	2 3	3 2	6 6	Control over pupil numbers – Max: 24 per group. Appropriate coaching skills and organisation implemented.	
Trips and falls.	Playing surface. Footwear.	Pupils	2	4	8	Coach checks playing surface. Coach ensures pupils have correct footwear. Restrictions of drinks in sports hall.	



Twists and Sprains	Playing surface. Footwear.	Pupils	2	4	8	Coach regularly checks condition of cricket nets and grass wickets. Coach ensures pupils have correct footwear. Coach applies appropriate warm-up.	
Asthma	Pupils not having inhaler/medicine.	Pupils	2	4	8	Coach ensures pupils have access to their inhalers/medicine.	
Injury from getting out equipment.	Amount of pupils involved.	Pupils	2	2	4	Coach explanation of safe equipment transport. Pupil supervision of equipment removal and storage.	

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<b>Activity</b>	Squash Courts
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

<b>Hazard / Outcome</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Risk factors</b> <i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>	<b>Persons at risk</b>	<b>Severity</b>	<b>Probable Frequency</b>	<b>Risk Score</b>	<b>Current Controls</b> <i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<b>What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Court surface: Injury – sprains, torn muscles, bruising	Group sizes to area, skill levels	Pupils & Staff	2	3	6	Organisation and structure of activity. Appropriate activity to skill level of group. Thorough warm up, drills, effective umpiring and rule enforcement	Continual awareness
Court door & walls: Injury – fractures, sprains & bruising	Unsanctioned or inappropriate play	Pupils	3	3	9	Awareness of flight of ball, players on court & proper use of equipment	
Shiny playing surface: Injury – sprains & bruising	Slippery (wet or dirty) floor	Pupils & Staff	2	3	6	Careful checking prior to commencement	Correct timing of cleaning interventions
Squash ball & rackets	Careless play, lack of control & inappropriate play	Pupils	2	4	8	Advise use of goggles, pre-activity check and monitoring during activity	Sept 2016 Goggles now compulsory, not advisory.
Ceiling tiles on courts	Loose & ill-fitting tiles. Potential debris	Players	1	2	2	Checking and replacement.	Complete overhaul

Spectators/non-players	Congested viewing space	Players Spectators Officials	1	2	2	Allocation of designated areas for teams/squads/spectators. Use of seated zones & viewing gallery.	
Emergency Incidents	Exits blocked Awareness of procedures Telephone availability First Aid availability	As above	5	2	10	Trained teaching & coaching staff and PE/Games procedures	Continual review and monitoring
Injury, inc eyes.	Staff involvement in pupil matches	Pupils Staff	3	2	6	Staff involvement in accordance with Baalpe Guidelines i.e. demonstrations and participation which allows/facilitates the flow of a game Correct PPE (goggles) to be available and worn	CPD awareness
Storage	Unsecure access to equipment	Pupils	2	3	6	Supervision of pupils, clear instructions and efficient organisation	Review and monitoring
Access	Climbing Wall is housed in same building	Pupils , visitors	5	2	10	Staff accessing Squash courts to check climbing wall is locked. If open that staff are present.	Facility to be on duty staff and caretaker rota. No unsupervised access by pupils. Area only to be accessed by adult key holder and locked on completion of activity by qualified supervisors.

## Risk Assessment

## Woodhouse Grove School

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<b>Activity/ Area</b>	Grainge Pitch
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

Hazard / Outcome	Risk factors	Persons at risk	Severity	Probable Frequency	Risk Score	Current Controls	What further action is needed to control the risk?
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>					<i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Access to the Pitch, collisions/accidents	Car Park and roadway en route to access path (which in part is sloped)	All users	4	2	8	Speed Restrictions. Paths, lighting, designated pedestrian crossing areas.	Guidelines to instruct parents, carers, teachers coaches to monitor and supervise young users. Attendants on duty for large events.
Perimeter Fence	Height and sharp edges	All	4	2	8	Access gates (3) to be used where participants, spectators require entry or exit from facility. Warning/Signage	Enforcement of guidelines
Proximity of Public footpath and grass playing fields/Bolt courts. Risk of injury from ball.	Neighbouring users/passers-by	People in vicinity	3	1	3	High level fence	Coaches of activities on nearby fields and courts to encourage all participants to be vigilant and considerate

Approach pathway/road. (pathway on a partial gradient)	Slips and falls, esp when wet, dirty or icy.	All users	2	3	6	SCA, Site Maintenance team to check and monitor condition, esp on slope section.	
Access	Approach pathway/road blocked, preventing access esp by emergency vehicles	All users	4	2		Appropriate signage	Monitoring by Facility staff and Activity organisers.  Parking restrictions and road markings established permanently
Equipment-Users Players and coaches	Lack of appropriate PPE & clothing(eg shin guards & mouth guards) footwear & correct sportswear	Players	3	3	9	Guidelines and Signage along with enforcement/checks by coaches and Facility Staff. Staff to endorse recommendations and enforce regulations.	Rigorous checks.
Equipment-Collisions	Incorrect storage, Activities set up too close to goals/rebound boards not in use	Players	3	3	9	Guidance offered to all users/coaches. Briefing on induction. Enforcement of storage procedures by coaches and sports staff	Seasonal reminders, follow up by facilities/Lettings Officers in cases of non-compliance.
Number of participants	Too many for safe play	Players	3	3	9	Staff to adhere to recommendations and enforce governing body guidelines.	
Spectators being hit by ball or impeding colliding with players	Proximity to playing area, esp behind goals	Spectators and players	3	3	9	Spectators to remain outside perimeter fence. Warning signs, where larger numbers involved areas be coned to demarcate spectator areas for football and rugby.	
Safety of players and officials during matches and training (Game, session related)	Injuries, collisions, foul play.	Players, officials coaches	4	3	12	Activity specific risk assessment and procedures. Qualified coaches and implementation of procedures and rules. Vigilance and reporting of improper conduct.	

Safety of players and officials during matches and training (Game, session related)	Potential harm through poor supervision, lack of organisation or inappropriate activity or knowledge	Players, other user groups.	3	2	6	All coaches and teachers to be adequately qualified. Assistants to be guided and instructed accordingly, with abilities of participants in mind. Sessions to be well planned, with appropriate and safe ratios in accordance with NGBs	Coaching sessions should be planned and coordinated and safety factors considered to ensure players receive maximum benefit. All coaches should understand their role.
Safety of players and officials during matches and training (weather and pitch conditions)	Poor visibility, dangerous surface (ice/snow)	All users	3	3	9	Facility Management to cancel sessions in the event of conditions being unsuitable. Ongoing weather conditions to be monitored even when session has commenced.	Session leaders, hirers (3 <sup>rd</sup> party users) to be kept informed as far in advance as possible
Safety of Users and Facility Sports Assistants. (Pitch layout and equipment)	Goals and other equipment need to be handled in a safe manner. Staff and coaches to demonstrate and monitor as required.	All Users	3	3	9	All equipment to be erected under supervision of coaches and Facility Sports Assistants. Prior to use, teacher, coach or hirer to check facility and equipment. Set up of area to be undertaken in advance of groups arriving where possible.	
Rugby Goalposts Erection/dismantling	Weight and awkwardness	Grounds/ Maintenance staff	3	2	6	Safe working routines established and followed. Using correct equipment and group co-ordination (3 persons). An efficient booking procedure to ensure staff familiar with task available.	
User/Spectator safety on arrival and departure	Pedestrian vulnerability in car park areas.	All Users	3	2	6	Use of approach paths to be encouraged and reinforced. Adult transporting young users to/from sessions to supervise until handover occurs at facility gate/other area.	
Miscellaneous	Unforeseen Persons taken ill at facility, fire procedures etc	All users	4	2	8	All users and hirers to be made familiar with venue procedures so that they can adapt their practices accordingly. Availability of First Aid Bag and Equipment.	Copies of procedures

Drowning Hazard	Pond and River at far end of pitch	Users, spectators	5	2	10	Balls entering river should be considered lost. Chasing along the riverbank downstream is not to be allowed-an isolated individual could be put in undue risk. Balls landing in the pond should be retrieved by an accompanied adult at the end of the session. The approaches to the waters edge are unstable and unpredictable.	Signage to be fitted. Floatation/rescue aids to be provided.  Ground staff to be informed of balls not easily accessible
Perimeter Fence	A hazard if climbed (height) and sharp tips at top	Users seeking to climb in or out	3	2	6	Warning signs and instructions. Access gates at 2 corners, to be unlocked at start of each session (in addition to main access gate).	Reporting/monitoring and appropriate follow up. Eg "stones" Oct 2016.
Railway	Siding adjacent to pitch	Users	3	2	6	Balls caught up on the railway siding or beyond should be considered lost.	Signage to be fitted. Ground staff to be informed of balls not easily accessible
Flood Lights	Electrical power failure or part/whole structure collapsing	Users, spectators	4	2	8	Facility management to cancel sessions in the event of conditions being unsuitable. All coaches and teachers to evacuate users (including spectators) onto grass area off road & beside car park.	
Injuries	Surface	Users	3	2	6	Appropriate footwear, officiating, supervision and PPE etc	Consistent enforcement. Injury details required by RFU for survey/research regarding 3G pitches
Injuries	Surface	Users	2	4	8	Appropriate footwear, officiating, supervision and PPE etc	As above.
Pitch condition-Litter, harmful objects	Surface	Users	3	3	9	Checking of area for stones, detached studs, discarded bottle caps/similar which may cause injury to a falling/sliding player. Daily check ,weekdays by grounds staff, coaching staff. Weekends by SCA, sports coaches ahead of activity commencing.	

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<b>Activity</b>	SPORTS ACTIVITIES – RAWDON MEADOWS AND PAVILION
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

<b>Hazard / Outcome</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Risk factors</b> <i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>	<b>Persons at risk</b>	<b>Severity</b>	<b>Probable Frequency</b>	<b>Risk Score</b>	<b>Current Controls</b> <i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<b>What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Unauthorised/unsupervised access	Facility being left unsecured	Pupils	3	3	9	Facility to be locked at end of each activity and to be part of daily lock up routine.	Ensure all doors and windows secured.
Surface/slips/falls	Dampness, spillages	Participants, Coaches	2	3	6	Check on arrival and during activity	Extra care in changing rooms on wet floors.
Collisions	Numbers of participants, spectators, organisation	Participants, Coaches Spectators	3	4	12	Ordered and disciplined approach. Increased structure and vigilance with younger children. Drills, games and activities to be structured mindful of restricted run offs and space.	



Collisions (Cont)	Doors and furniture	Participants and all Users	3	4	12	All doors to be closed and area kept clear of furniture/inappropriate equipment.	
Trips and falls (Cont)	Clothing/shoes discarded by participants	Participants Coaches	2	4	8	Coach/staff to ensure playing/changing area is kept free of clutter/clothing etc.	
Trips and falls (Cont)	Slips	Participants	2	4	8	Rules of use regarding appropriate footwear to be enforced.	No boots allowed in Pavilion
Collisions (Cont)	Equipment	Participants Coaches	2	3	6	Equipment not in use to be stored appropriately.	
Activity	Specific activity and its nature	Participants, Coaches Spectators	4	3	12	Each specific activity to use good practice and activity specific Risk Assessment procedures	
Archery	Risk of injury	All	4	1	4	All archery undertaken under strict controls in place with Bronte Archers.  Qualified Archer in charge at all times.  Access to range exclusive to Bronte Archers. If outdoor archery, appropriate warning signs and cordons to be in place.  Bronte Archers have full range of Risk Assessments as part of letting contract.	Intelligent arrangement of fixtures. Forward planning.  No Archery when grounds in use for other activities.

Football	Risk of injury	Participants	2	5	10	All contact sports carry risk of injury. Players train to avoid injury where possible First aid available during matches.	
Kitchen	Burns/scalds/cuts	Users	2	4	8	Only competent persons to use kitchen. Exercise caution when cooking, preparing food, boiling kettles, serving hot drinks	
Fire in Pavilion	Risk of injury/death	All	5	1	5	Fire alarm system active and operational FF equipment in place. Electrical systems tested and certified Electrical overrides on timers to turn off systems over night	Vigilance. Do not cover heaters. No smoking in the facility.
Flooding	Drowning, electrocution, poisoning (contamination)	All	4	2	8	Site (fields and Clubhouse) closed at earliest opportunity.	Sport England and EA guidance to be followed before facilities reopened for use.

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<b>Activity / Space</b>	<b>Fitness Suite</b>
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

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Muscle Injuries	Improper warm up. Improper selection of resistance.	Parti- pants	3	3	9	Rules, guidance/supervision, gym code and induction process. Procedures, protocols and instructions for each machine published.	Review of existing measures and control of access.
Overexertion	Inappropriate loading for participant.	Parti- pants	4	1	4	School medical records for pupils and staff (outside users encouraged to undertake medical screening/consultation).	Participants should be monitored as being functionally capable of performing exercises.
Trips/Falls	Incorrect clothing. Equipment incorrectly stored. Water spills.	Parti- pants  Coache s	2	4	8	Induction/instruction, reinforcement of good practice. Use of correct water bottles.	

Injury to 'spotters'	Incorrect procedures, lack of knowledge, poor communication.	Participants Coaches	2	4	8	Training, induction, supervision.	
Treadmills/cross-trainers/rowing ergometers	Incorrect, inappropriate and inexperienced use. Equipment regularly serviced and checked daily. Faults reported to Sports Facilities Manager (JG)	Participants Coaches	2	4	8	Induction, training, supervision and guidance. 3 <sup>rd</sup> Party users to be briefed and designate suitably experienced and qualified persons to lead activity.	
Lack of/or Poor Quality Supervision	Teacher/Instructor losing concentration, being distracted	Participants and Staff	3	2	6	Staff to move around all areas of facility and where both rooms utilised have doors open between to enable movement between areas.	
Clothing and personal effects, bags, trip hazards	Incorrect clothing	Participants/ coaches	2	4	8	Application of rules and procedures. Signs posted to dictate rules/expectations.	
Unauthorised access	Lock up procedures not being followed or checked.  Multi user/shared use responsibilities eg WGS/BCFC and Lettings	All users	3	2	6	Briefings re Lock up process to all staff, school (day and boarding)along with BCFC, . Regular checks by SCA during duty sessions. A list of Staff users to be maintained by SFO and available in Fitness suite and Sports Centre Office.	

<b>Risk Assessment</b>	<b>SWIMMING POOL (PE)</b>	<b>Woodhouse Grove School</b>
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Persons at risk	Severity	Probable Frequency	Risk Score
List groups of people who are especially at risk from the significant hazards identified.	1 Negligible	1 Improbable	Severity multiplied by probable frequency.  Scores of 9 or above require further immediate assessment.
	2 Minor injury	2 Possible - every 5 years	
	3 Major injury	3 Occasional - annually	
	4 Single death	4 Fairly frequent - quarterly	
	5 Multi-death	5 Frequent - weekly	
	6 Multi-offsite	6 Certainty - daily	

<b>Activity</b>	<b>Swimming Pool (PE &amp; Activities)</b>
<b>Activity date</b>	
<b>Assessment date</b>	
<b>Completed by</b>	
<b>Date reviewed</b>	

Hazard / Outcome	Risk factors	Persons at risk	Severity	Probable Frequency	Risk Score	Current Controls	What further action is needed to control the risk?
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>Conditions that can make a hazard more or less to occur (organisational or physical).</i>					<i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Ease of access/egress	Use/misuse of key – High number of staff with access to pool.	Pupils and Spectators, Staff	3	4	12	NOP – Swim teaching and Sports Centre Staff protocols	Supervision of facilities by teaching staff, SCS & SCA. Review of all teaching staff who have keys/access to the pool. Review CCTV if/when pool doors are left unlocked.
Pool contamination (cleanliness) Infection	Poor hygiene, vomit/bodily fluid, use of outdoor footwear on poolside	Pupils and Spectators, Staff	2	4	8	NOP guidelines – See pool evacuation and cleaning procedures and use of overshoes on pool edge.	- Reminders and education of staff and students -use of overshoes for non-swimmers

Storage of equipment	Trip hazards - Benches and Torpedo Buoys on floor around pool edge.	Pupils and Spectators, Staff	3	2	6	NOP guidelines on how to safely store poolside equipment	-Store cupboard to be tidied and organised regularly by users -Poolside to be monitored and cleared of any unnecessary equipment before start of any swim lesson.
Slips, trips, falls (changing room)	Wet floor, overcrowding, running	Parti-cipants	3	2	6	NOP guidance on class sizes. Teacher: Student Ratios Daily cleaning of pool facilities to keep surfaces free of excess water and dirt.	-Supervision of pupils -Signage to remind students of expectations whilst changing
Drowning	Pupil staff ratios, competency (staff and pupils), nature of activity	Pupils	5	1	5	NOP guidance on suitable Teacher: Student Ratios Linked to type of activity/swim session being run. Policy also outlines any exceptions to the rules. EAP guidance Vigilance from teaching staff. Suitable planning of lessons to negate any risk form occurring.	Staff training and qualifications updated
Slips, trips, falls (poolside)	Haste, excitement, anticipation, lack of supervision, wet surface.	Pupils and Spectators, Staff	4	2	8	NOP (no running, considerate behaviour) Vigilance and education from staff reminding students	Enforcement/reminders of no running policy. Signage to be placed around poolside
Swimming collisions	Activity structure – pupil awareness	Swimmers	2	3	6	Class management and good practice	Reminders regarding care and good practice
Collisions with side of pool	Activity structure – Pupil awareness Warning flags in place at both ends of pool	Swimmers	2	3	6	Class management and good practice	Reminders regarding care and good practice
Collision with bottom of pool	Unstructured activity/lack of awareness of diving restrictions	Swimmers	3	2	6	Racing commences only at deep end (water based start at shallow end). Diving taught under supervision. Education of students as to the dangers of diving in shallow water.	Signage indicating designated areas for diving and depth of pool Reminders regarding care and good practice

Collision of swimmers in adjacent lanes	Structured activity	Swimmers	2	2	4	Swimmers instructed on clockwise/anti clockwise in adjacent lanes. Use of lane ropes. Use of signs indicating direction	Reminders regarding care and good practice
Injury from equipment	Unsafe/worn equipment	Pupils and staff	2	2	4	Equipment to be checked on a regular basis by staff, SCS & SCAs. Faulty equipment to be reported on Helpdesk so they can be fixed or replaced. Guidelines available re storage of lane ropes.	Reminders regarding care and good practice
Lanes ropes and set up for competition.	Unfamiliarity. Incorrect storage by previous users. Metal attachments on poolside – Trip Hazard	Pupils and staff	4	1	4	Lane ropes to be deployed/retracted by 2 persons. One person can physically deploy, but should only be undertaken with presence of a second person within facility in case of difficulty. Set up of electronic timing pads is only to be undertaken by 2 trained people.	Provide further training for a wider number of support staff.
Water Polo goals-Set up and safe storage.	Unfamiliarity. Weight and unwieldy nature of goals	Pupils and staff	4	1	4	Staff-Teaching and Pool side familiarisation with process and appreciation that this is a 2-person task due to heavy nature of equipment. Pupils may only be engaged under direct supervision. Falling into deep and shallow water is the key risk. Suffering a blow to the head in the process is a key consideration. Securing goals securely to walls on completion is essential using fixing clips provided. This must be checked by staff before students are allowed to enter the pool and commence their lesson.	Provide further training for a wider number of support staff.
Cramp, exhaustion, sickness	Structure of activity, lack of differentiation, present injury/illness.	Pupils	2	2	4	Guidance/education of students of how to deal with cramp whilst in the water so they don't become panicked. Suitable planning of lesson to ensure students are pushed within their physical abilities. Sensible/vigilant approach to students who show signs of injury or illness.	Reminders regarding care and good practice Weak swimmers to stay in shallow waters or by the side of the pool, so they are easily accessible.

Serious injury	Teachers undertaken Lifeguard qualifications Distance of pool from school nurse. Number of teachers in lessons.	Pupils	3	2	6	Phone provision on Poolside and Pool Office At least one teacher within the class must be Lifeguard Trained/hold the necessary Lifeguard Qualification (NPLQ) or equivalent.	Ensure qualifications are up-to-date.
Water condition/temperature and clarity	Chemical dosing/strength	Swimmers	5	2	10	Regular checking throughout day. Water condition is check 3 times daily in terms of temperature, chlorine levels and PH levels. Check clarity and temperature by staff on pool entry (visual), at the start of each lesson.	Reminders regarding care and good practice. Action plan in NOPs regarding how to efficiently deal with a drop in pool temperature to ensure minimal disruption to lessons.
Trips, falls (showers)	Slips	Swimmers Toddlers	2	2	4	Verbal guidance/instruction, signage in place. Students to be monitored by staff to ensure suitable behaviour.	Permanent signs to be ordered. Grip matting placed within area to enable greater traction.
Lack of lifeguard alertness	Temperature and humidity of environment	All users	3	1	3	45-minute time limit. Same teacher shouldn't be teaching back to back lessons.	
Unauthorised access	Unlocked door/s Number of staff with keys who aren't sports staff	Pupils And Staff	4	1	4	Sports Centre & PE/Games protocols for access & security ref: Pool NOP(2014) Doors locked between changing rooms and poolside until teacher is present to monitor students.	Revision of List of all staff with keys to pool. Recall any keys that are deemed inappropriate or unnecessary. Education of staff in regards to dangers of leaving an unlocked door.



Water Polo	Activity, People	Participants & Those on Poolside	3	3	9	<ul style="list-style-type: none"> <li>• 2 Staff to be Present. Training Ratio 30 bathers, Playing Ratio 20 in Water.</li> <li>• Correct training re Techniques and rules along with effective implementation.</li> <li>• Spectators on Poolside to be made aware of danger of environment and to be aware of ball as a danger.</li> <li>• All participants to be screened for suitability of swimming ability and monitored during sculling and treading water drills.</li> <li>• Teams to be selected with principles of equity in mind. Suitable headgear to be worn in order to be able to differentiate between teams.</li> <li>• Balls not being used to be stored safely, so as not to constitute a trip/slip hazard.</li> <li>• Lifeguard to attend in addition to referee.</li> </ul>	Non players to be restricted to seating in chairs provided and to be clear of either end of poolside.
Anti-social behaviour	Failure to adhere to the rules. Member of staff distracted by misbehaving students takes attention away from swimmers in pool.	Pupils and staff	2	1	1	Refer to Pool NOP / signage / qualified staff	If issue persists, stop lesson and get swimmers out of the pool to deal with poor behaviour. Only when the teacher is happy the situation has been dealt with can students re-entre the water and the lesson continue. Ensure students are removed from lesson by another member of staff.
Injury from Pool Vac - Robot	Unsafe equipment	Pupils	2	2	4	Check equipment before use. Ensure robot is switched off and removed from the water before bathers enter the pool.	Reminders regarding care and good practice.

House Swimming	Participants and spectators	Pupils /parents	4	1	4	Key concern is less experienced participants. Rules are available in advance of comp for Housemasters. Care needs to be shown in selection and workloads imposed. Effective warm up needs to be reinforced.	Volume of events entered is clear but experience and conditioning of swimmer needs to remain a primary consideration. Teacher/Housemaster to control their students allowing PE staff/lifeguard on duty to look after the swimmers in the pool.
Type of session	Changes to NOP dependant on type of swim session being delivered: Swim lessons, free swim, lane swim, water polo, staff swim.	Pupils	3	1	3	Staff trained and achieved NPLQ qualification or equivalent. Staff educated on needs and expectations of each type of session to allow them to accurately lead and inform students. Staff vigilant especially when general/free swim takes place. See NOP for outline of expectations for different types of swim sessions.	
Poolside dimensions	Narrow poolside space (less than 2m) can cause congestion and restrict access.	Staff, Pupils, Spectators	2	2	4	Staff vigilant/control class through well planned lessons. Reinforce no running rule and that students move around the poolside in a calm manner.	Clear poolside of any unnecessary equipment/hazards.
Protruding poolside equipment	Items such as lane rope reels, lane rope attachments, benches, fire extinguishers/reel and general equipment stored on poolside.	Staff, Pupils, Spectators	2	2	4	Student expectations of moving around the poolside in a safe manner, controlled by PE Staff	Find alternative storage for items that don't need to be stored on poolside, if any.
Lane Ropes	Trip Hazard, tangle hazard in water. Manual handling	Staff, Pupils,	3	1	3	Setting up and clearing away of lane ropes done by a minimum of two people. Poolside lane rope accessories for attaching lane ropes unscrewed after use. Instruction on poolside walls as to the proper setting up of lane ropes.	Further/wider staff education. Think about storing lane rope reels in large store room when not being used so out of way.
Change in water depth	Lack of signage showing water depths, diving in shallow part of pool	Pupils	3	1	3	Diving only allowed in deep end unless highly skilled swimmer. Determined by teacher leading activity.	Signage at the shallow end informing divers.

Sharp and/or raised edges	Uneven tiling, drainage around pool edge, ripped matting on poolside floor.	Staff, Pupils, Spectators	2	2	4	Swimming pool carefully monitored on a regular basis by PE Staff and any defects reported and logged on IT Helpdesk.	
Pool filtering/suction	Openings in pool for drainage/suction may lead to entrapment of hair/fingers/toes etc.	Pupils	3	1	3	Filtering system in pool floor with protective cover.	Monitoring of system to ensure it stays safe.
Permanent starting platforms	Used by untrained divers may lead to a collision hazard. Restricts access around poolside.	Pupils	3	1	3	Staff to monitor students and expectations are poolside. If using them for diving, done in a controlled environment, with swimmers out of the pool/area of diving.	
Unprotected access to pool	Steps in shallow end has no guard rail. Risk of student jumping/falling onto steps	Pupils	2	1	2	Staff monitoring	Install guard rail
Electricity/Water Protocols	Electrocution	Pupils, Staff	5	1	5	Wet area controls in place to adhere with IEE Regulations. These are outlined in the NOPs.	
Water quality/visibility	Reflection from windows reduces poolside vision of the bottom of the pool.	Pupils	4	1	4	Members of staff placed around the pool so whole floor of swimming pool is visible. Staff to be vigilant on their monitoring.	Install tinted film for windows to reduce glare.