

MANAGEMENT RISK ASSESSMENT FORM

Organisation: Vivacity Culture & Leisure

Section: SPORTS SERVICES

Site: Thorney Primary School

Ref No: 0001 THORNYSCH-MS-ID-OD

Activity: Multi-sports; Games/activities, ages 4-11yrs

Date: 05/05/2014

Assessors Name: SCOTT BEASLEY

Identify Hazards	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
<p>Site and the environment</p> <p><i>Accidents i.e. slips, trips, falls, collisions, playing surfaces:</i></p> <p>location of activities:</p> <p><u>Grass pitches</u> undulating grass – uneven playing surface, climbing frames, tyres, closed access, tree with seats, goal posts</p> <p><u>Indoor hall</u> Loose equipment around perimeter of hall space i.e. benches, cupboards, PE equipment, hanging lights, electrical equipment, stage steps, fire extinguisher, and organ.</p> <p><u>Playground & small grass area</u> Stationary play equipment, Closed/secure area</p>	Participants and staff	2	2	2	6	<ul style="list-style-type: none"> • SDT staff to risk assess throughout the day to ensure suitable of site for ongoing sports use i.e. any pot holes in surface etc. Staff to report dangers directly to school and SDT. • Ongoing supervision by trained/qualified staff • Maintaining staff/participant ratios as advised by relevant NGB • Remove hazard(s) or re-site activity/cone off hazard – sharps hazard contact Street Cleansing 01733 425425 • Adapt activities and differentiate to maximise safety • Session operates under PCC Normal Operating Procedures and Health and Safety policy. • Activity operated by NGB qualified staff 	NO
Fire	Staff and participants	7	1	3	6	<ul style="list-style-type: none"> • Emergency Operations Procedures. • SDT should ensure that casual staff are familiar with evacuation procedures at centres 	NO

Legend: **Severity of Injury** ~ 1. Minor Injury 2. Injury requiring first aid 3. Injuring requiring 3 or more days off work 4. Long term absence and/or hospitalisation 5. Death/permanent disability
Likelihood of Occurrence ~ 1. Remote possibility 2. Possible: Might Happen 3. Probable 4. Highly probable 5. Almost certain to happen
Number Exposed ~ 0. 1-2 people 1. 3-5 people 2. 6-20 people 3. 21-49 people 4. 50+ people
Risk Level ~ 1-2=Very low risk 3-5=Low risk 6-9=Medium risk 10-15=High risk 16-29=Unacceptable risk

This proforma meets current legislative requirements and therefore should not be altered

Accidents caused by sports equipment	Participants and staff	2	2	1	3	<ul style="list-style-type: none"> • Equipment purchased/owned and used by VIVACITY will be maintained by the SDT and checked to ensure it remains safe and fit for use. • Equipment will be used as recommended by NGB • Appropriate protective apparel to be worn as recommended by NGBs and VIVACITY. • On going supervision by qualified staff of session inline with staff-participant ratio • Normal Operating Procedures apply. 	
Accident caused by <i>projectile</i> sports equipment	Participants and staff	2	2	1	3	<ul style="list-style-type: none"> • Ensure sessions are supervised only by suitably qualified staff • Identify and monitor participants who display disruptive tendencies • Adapt activities and equipment to minimise hazards/risk to participants/staff as deemed necessary 	NO
Vehicle / Driving Hazards	Staff/public	5	1	2	7	<ul style="list-style-type: none"> • Pre journey vehicle inspection. • Seat belts worn by passengers. • Adherence to road safety measures 	NO
Manual Handling e.g. ball bags / goals See manual handling assessment for goals	Staff	4	2	0	8	<ul style="list-style-type: none"> • Manual Handling Assessments operates. • Manual Handling Training for permanent staff who will then advise casuals. • Casual staff instructed by permanent staff that x 2 staff must lift & carry any bag of VIVACITY issued sports equipment. • Normal Operating Procedures 	NO

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<p>Disruptive/violent behaviour e.g. hitting, biting</p> <p>Anti-social behaviour e.g. from participants/members of the public</p>	<p>Participants And staff</p>	<p>2</p>	<p>2</p>	<p>0</p>	<p>3</p>	<ul style="list-style-type: none"> • On going supervision of session by suitably qualified staff • Identify and monitor participants who display violent/aggressive tendencies • Remove participant if their behaviour is a threat to the safety of other participants • Record incidents and share information with other members of staff likely to coach participant(s) • Maintain recommended staff-participant ratios • Normal operating procedures apply • Follow communication procedure – access to mobile phone 	<p>NO</p>
<p>Child Abuse – seen/suspected.</p>	<p>Participants</p>	<p>4</p>	<p>1</p>	<p>0</p>	<p>4</p>	<ul style="list-style-type: none"> • All staff trained in & operates current Policy & Procedures. • Staff screened by Criminal Records Bureau. • Known or reported instances of child abuse reported to PCC Intake & Assessment Team, 01733 846180. • Concerns reported to Chris Hunt 07920 160510 • Staff should be vigilant and uphold coaching ratios at all times 	<p>NO</p>

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<p>Adverse weather conditions i.e. lightening/ extreme sunshine</p> <p>If there is heavy rain or ice the session will be cancelled.</p>	Participants & staff	2	2	1	5	<p>The SDT will ensure that:</p> <ul style="list-style-type: none"> • Participants will stop activity if the leader deems conditions to be unsafe • Sunshine Policy will operate - see NOPs • Staff to advise parents on details • Permanent staff – access daily weather forecast on internet • Allowance towards UV proof sunglasses. Purchase sun block and water on petty cash for self and casuals advise casuals to have head covering. 	NO
Dance specific	Participants & Staff	2	2	2	6	<ul style="list-style-type: none"> • Sessions taken by qualified dance instructor • All flips, lifts etc are not to be performed / taught during the session. • Routines should be tailored to the age of the participants. 	NO
Dodge ball Specific	Participants & Staff	2	2	2	6	<ul style="list-style-type: none"> • Sessions taken by qualified instructor • Correct ball used • Throws under arm for key stage 1 • No intentional head shots 	NO

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Where further action is required, e.g. where controls you have identified need to be implemented, then this should be detailed in the following section. Further action may include physical measures, information, instruction and training, specific risk assessments or further specialist advice.

Further Action	Details	Action by Whom	Date to be Actioned By	Date Actioned
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I accept the details of the assessment and will ensure that any recommendations/actions it identifies are acted on:

Line Manager (Print Name): NICKY FLANAGAN

Signature:



Date: 06/05/2014

Review Dates: 06/05/2015