

Risk Assessment and Management

Risk Assessment for East Shropshire KS1 multi-skills Competition at OWS

Date of assessment: 4/7/26 Date of Review : _3/7/28

Hazards/Risks (identifying groups affected)	Working Procedures Risk Control	Action Required
School staff and/or event organiser do not possess the necessary qualifications / experience / confidence.	Ensure the professional development needs of school staff are met prior to the event.	Event organiser have previous experience of organising KS1 Multi-Skills festival and suitable knowledge of the venue plus have relevant teaching/coaching experience
Volunteers (including Sports Leaders) and volunteer coaches do not possess the necessary qualifications / experience / confidence.	Volunteers (including Sports Leaders) and paid coaches are aware of the limits of their role / responsibility and communicate effectively with school staff. Training also to be provided to primary leaders.	Event organiser is aware of volunteer coaches' expertise, will be used as support.
Pupils' behaviour is inconsistent / unacceptable.	Pupils are made aware of expectations for behaviour from the onset of the event.	Teachers and coaches set clear expectations for pupils' behaviour.
Pupils' suffer from medical conditions which could be affected by participation in the activity.	Pupils' medical conditions are known to their member of staff in charge, or given to event organiser prior to the event.	Responsibility with each attending schools teacher to have medical information available if required.

Risk Ratings: Up to 6: need attention, but generally not urgently – LOW RISK

Between 6 & 11: require action, with priority dependent upon where in the range they lie – MEDIUM RISK

Above 11: requires urgent action

Between 13 and 15: the activity will almost certainly have to stop until risks are reduced to an acceptable level - HIGH

Ensure playing surface is appropriate (dry enough) and free from obstacles or dangerous objects (e.g. litter, etc.). The space available is insufficient for the size of the group / type of activity.	The facility is checked prior to the event to ensure it is hazard-free. The space available is checked prior to the event to ensure sufficient space is available for the size of the group / type of activity.	Event organiser carries out a check prior to the event to ensure the area is hazard-free. Event organiser carries out a check prior to the event to ensure the space is sufficient / capacity for activity
Equipment is not used for the purpose for which it is designed / unsuitable for the activity. Clothing and footwear worn for the activity is inappropriate. Setting up playing area Equipment is carried / moved / placed in an unsafe way. There are no First Aid procedures / equipment in place. The activity does not match the ability of the pupils.	Equipment is checked before use and careful consideration is given to whether it is suitable for the activity. E.g. Safe balls, bean bags, etc. The pupils' clothing and footwear is checked prior to the activity. Equipment set up by staff All pupils are made aware of how to carry / move / place equipment correctly if asked. First Aid equipment / procedures are in place and used. Those leading the activity have prior knowledge of the pupils' ability levels and ensure the activity is appropriate.	Event organiser carries out an equipment check prior to event. Visual check Staff to ensure they set up the equipment School staff instruct pupils not to move equipment without instruction Event organiser checks that First Aid equipment is available and a qualified staff member will be available. Primary School staff to make sure pupils have appropriate knowledge and ability for event

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The size of the group / ratio of school staff to pupils / level of supervision is inappropriate for the activity.	Those leading the activity are aware of the size of the group and ensure that the level of supervision is adequate.	Event organiser is aware of the size of the group and the number of staff required to supervise the activity
Pupils are unsupervised during the activity.	Those leading the activity know the number of pupils involved / have a register of names / regularly scan the area / carry out head counts.	Staff I/C schools to ensure pupils are supervised during the event.
The pupils are not sufficiently warmed up for the activity.	Those leading the event ensure the pupils are sufficiently prepared for the activity.	Those leading the activity ensure sufficient time is allocated for warming up.
Those leading the session display inadequate group control.	Those leading the session ensure the teaching style is appropriate for the activity and display adequate class control.	Those leading the activity adopt a variety of strategies to control the pupils
Those leading the activities are not aware of emergency / accident procedures / contingency plans.	Those leading activities are aware of and follow emergency / accident procedures / contingency plans.	The event organiser should ensure emergency procedures / contingency plans are in place prior to the activity, by liaising with school staff prior to the event
Physical injury by being hit with balls, bean bags, etc.	Pupils to be well spaced during activities to minimise chances of injury. Event organiser will ensure posts are in correct place and bats are safe prior to the start of the competition	Pupils to be instructed of how to play each game.
Pupils at risk of collision	Pupils to have designated area to be when not playing. Pupils to be well spaced during activities	Pupils to be instructed of how to play each game.
Pupils at risk from injury during running activities – twisting, turning, sprinting,	Pupils to be wearing appropriate footwear – trainers with sufficient grip. Organisers to ensure	Staff to ensure pupils are correctly warmed up prior to games. Organiser ensures schools send

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walking: (pulled/torn muscles, bone fractures, cuts and bruises. Pupils leaving designated area and getting lost when moving to and from facilities to toilets.	adequate, experienced staff are present to supervise all activities. Pupils are told not to leave area of activity without permission and without a leader/adult in charge.	an adult representative to ensure staff to student ratio at all times. Accompanying adult from each individual school to ensure pupils are told not to leave area of activity without permission. Separate adult/pupil toilets clearly marked and all schools made aware of location in initial briefing
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