Oldham School Sport Partnership

Events

SITE RISK ASSESSMENT FORM. To be completed in conjunction with the 'RISK ASSESSMENT GUIDANCE NOTES'

Site Risk Assessment for: Failsworth Sports Centre Activity/Area: Disability Event

SECTION 1: Risk Assessment

Description (Area/activity/item)	Hazard (Item or action that could cause harm)	Risk of (What could happen/nature of injury)	Risk to (Persons directly/indirectly affected)	Existing Control Measures	Are the Existing Control Measures Adequate? (If 'No', complete Section 2)	Degree of Risk (Refer to table below)
Child Registration	Unaware of medical problems Special Needs No emergency contact details	Aggravate existing health problems Unsuitable medical treatment Injury due to special needs Unable to contact guardians	Participants	Medical information gained and records kept by school staff Compliance with Data Protection Act Player details forms completed Parent consent / permission to leave activity	Yes Yes Yes Yes	Low Low Low Low
Supervision	Poor supervision Inadequate supervision Insufficient supervision Conduct of staff	Injury to child Loss of child Abduction Bullying	Participants	Ensure all staff have relevant qualifications Ensure staff are suitable for task Ensure adequate numbers of staff are present Ensure users are not overcrowding	Yes Yes Yes Yes	Low Low Low Low
Violence	Amongst participants To staff From non-participants	Injury Intimidation Public Disorder Riots	All	Adequate supervision Staff training Violence at work policy implemented Staff aware of emergency contact numbers	Yes Yes Yes Yes	Low Low Low Low
First Aid	Insufficient Stock Not readily available Lack of suitably trained staff	Untreated injuries	All	Adequate first aid facilities on site Staff have first aid qualifications	Yes Yes	Low Low

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Sports Equipment	Damaged equipment Insecure equipment Inappropriate use of equipment	Injury, fractures, cuts, abrasions	Staff, participants	Pre use inspection of equipment Report damage as appropriate Isolate unusable equipment Ensure moveable equipment is securely fastened / weighted Users instructed in proper use of equipment	Yes Yes Yes Yes Yes	Low Low Low Low Low
Floor surfaces & surrounding area	● Obstacles, i.e. benches, football posts ● Fencing ● Standing water / liquid ● Poor cleanliness, litter, glass etc ● Uneven surfaces ● Steps to park ● Walls around area	Falls, trips, slips, cuts, abrasions, concussion, fractures	Staff, participants	Inspect the area before use Make all users aware of any risks Secure loose equipment i.e. football posts Cordon off unsafe areas i.e. dangerous uneven surfaces Wet patches to be dried and cordoned off Litter and glass to be removed	Yes Yes Yes Yes Yes Yes	Low Low Low Low Low Low
Emergency Exits	● Blocked or poorly marked ● Exits locked ● Step leading to emergency exit	Entrapment Rapid fire spread Slips trips or falls	All	Doors in working condition and closed in normal use Exits unobstructed Clearly signposted Check exits are not locked	Yes Yes Yes Yes	Low Low Low Low
Car Park	Vehicles	Accidents	Individual	Don't let children outside unsupervised during the day. Staff the exits and car park when children are arriving and departing. Children not to wait in car park Children not to leave without parent or permission Uncollected children to be accompanied by 2 members of staff Parents to be contacted if child fails to be collected within 15 minutes of end of session.	Yes	Low
Roads	Vehicles	Accidents	Individual	Make all users aware of any risks Don't let children outside unsupervised Children not to leave without parent or permission Cross Brierley Avenue with member of staff	Yes	Low

SECTION 1: Risk Assessment *(Continued)*

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How to rate the risk

No matter how many control measures are in place, as long as the hazard is there, there will always be some degree of **residual risk**. The real aim of risk assessment is to make all these residual risks **as low as possible** by adding enough precautions to control them.

For example, electricity is a hazard. As long as there are electrical outlets at a site there will **always** be a risk of harm; but as long as sufficient precautions are taken (regular checks by a qualified electrician, no frayed cables, damaged equipment, bare wires, etc) then the risk of harm is low. But as soon as any of these control measures are missing (e.g. no regular checks, for example) the degree of risk increases and becomes higher. And if any critical control measures are missing (e.g. staff use equipment with bare wires) then it becomes a certainty that harm will result and the risk is at its highest.

Therefore, you need to decide, for each hazard, taking into account the control measures in place, whether the remaining risk is **low**, **medium** or **high**. Use the following grid to rate the risk.

	Likelihood		
Severity	**Likely or certain to occur**	**Reasonably likely to occur**	**Unlikely or would never occur**
Extremely harmful e.g. fatality, major injury, loss of child, abduction, riot	**HIGH**	**HIGH**	**MEDIUM**
Harmful e.g. moderate injury, users definitely at risk	**HIGH**	**MEDIUM**	**LOW**
Slightly harmful e.g. minor injury, users potentially at risk	**MEDIUM**	**LOW**	**LOW**

First decide how **likely** it is that the risk will happen (taking into account the control measures or lack of them) by looking across the grid. Then decide how **serious** the outcome of the risk happening would be by looking down the grid. Where these two points cross on the grid is the risk rating. Record this in the '*Degree of Risk*' column of the Risk Assessment sheet. Remember, the aim is to make all the risks low, so if any risks rate as 'medium' you need to look at adding to your control measures. If any risk rates as 'high' this should set alarm bells ringing and you definitely need to re-think your control measures as a matter of priority.

SPORT & PHYSICAL ACTIVITY

GUIDELINES FOR SAFE PRACTICE

1. General

- Adequate supervision will be given at all times by qualified and competent staff;
- Safe and appropriate clothing and footwear shall be worn during all activities;
- Jewellery and other potentially hazardous effects shall not be worn;
- Steps will be taken to ensure that all activities take place between participants of similar age groups and physical development;
- Care will be taken to prevent sweets or gum being chewed during active participation.

2. Clothing and Equipment

- Clothing and equipment, including footwear, will be appropriate to the activity taking place. Where protective clothing, e.g. head wear, shin pads, etc, are not worn, then other equipment used will be of a safe and compatible nature, e.g. soft balls, corner flags, etc;
- All games posts will be stable and of acceptable standards and dimensions;
- When using games posts as markers, care will be taken to ensure that participants are not at risk from collisions or impalement.

3. Playing Areas

- All playing areas will be verified as being fit and safe for the proposed activities by being subject to a comprehensive site risk assessment prior to the start of the programme. These risk assessments will be reviewed each time that site is used.

4. Created and Modified Games

- Care will be taken to ensure that all improvised rules, skills, tactics and the use of equipment give due attention to safety at all times.

5. Invasion Games

- Whilst a reasonable level of robust play is inevitable in such games, supervision will be such that intervention and advice will be used to promote the safety of all players;
- All goalposts will be rigid, stable and secure. Moveable goalposts will be stabilised before and during play to prevent them falling over;
- Items such as cricket stumps or stakes will not be used as improvised goals; plastic marker cones or their safe equivalent will be used instead;
- In situations where protective gear, e.g. shin pads, are not worn, soft balls only will be used;
- Balls will not be over-inflated, but should be 'soft' to the touch;
- In the case of fast-moving contact games, (e.g. lacrosse, rugby), when protective equipment is not used, non-contact versions (pop lacrosse/tag rugby) will be played instead;
- All playing areas will be clearly defined and separated from spectator areas, and non-participants will not be permitted within the area of play;
- All marker posts, corner flags, etc, will be smooth, flexible and with rounded edges.

6. Net/Wall and Racket Games

- Players will be alerted to fixed obstacles, e.g. pillars/radiators;
- On outdoor sites, attention will be paid to hazards caused by adverse weather (rain). Playing will be delayed as appropriate;
- The playing environment will be kept free of avoidable obstructions, e.g. removed clothing;
- Light rackets and slow flight shuttlecocks only, will be used by young participants and beginners;
- Nets will be pulled tight and secured;
- Attention will be paid to ensure balls/shuttlecocks are not left lying on the floor to constitute a hazard;
- Players will be instructed to give due care and attention to the proximity of other players/participants;
- Sponge or other types of soft ball will be used where it is deemed appropriate.

7. Striking and Fielding Games

- Hard balls will not be used without the use of suitable protective equipment. Where such equipment is not utilised, soft balls only will be used;
- Playing areas will be arranged such that users of adjacent areas will not be at risk from balls hit from the nets;
- Players waiting for their turn to bat will be instructed to do so in a safe position;
- Bats, balls and protective equipment (where worn) will be suited to age, size, strength and ability of participants.

SECTION 2: Additional Control Measures

Description (from Section 1)	Hazard (from Section 1)	Further Action Required	Person Responsible for Implementation	Date Completed	New Degree of Risk (If not low, further action is required)

CHILDREN, YOUNG PEOPLE AND FAMILIES

SPORT AND RECREATION DEVELOPMENT

Site Risk Assessment for: Failsworth Sports Centre **Activity/Area** Disability Event

SECTION 3: The above Risk Assessment has been carried out on the date shown below.

Any changes to the facility/activity that would have a detrimental effect on this assessment should be reported to either the site manager or a member of the Sport and Recreation Team on 0161-911 4051 at the earliest opportunity.

Assessment carried out by: Robyn McLaren **Signed:** RMcLaren **Date:** 07/09/26

Signed: **Date:** 07/09/26

Assessment approved by: Tim Liptrot **Signed:** T Liptrot **Date:** 07/09/26

Last Risk Assessment carried out on: 07/09/26

By: ***(Copy attached)***

REVISION DUE: 07/09/27

Revision carried out by: **Signed:** **Date:**