

Risk Assessment

Devon Ability Games (North)



Everyone in Devon Active for Life

Risk Assessment

To complete a risk assessment:

Step 1	Identify the hazards
Step 2	Decide who/what might be harmed and how/where
Step 3	Evaluate the risks and decide on precautions
Step 4	Record your findings and implement them
Step 5	Review your assessment and update if necessary

Risk Ratings

Use this table to rate a risk: (L) Low, (M) Medium, or (H) High based on a combined assessment of the likelihood and severity of an occurrence:

		Severity		
		Slight	Medium	Major
Likelihood	Seldom	L	L	M
	Occasionally	L	M	H
	Frequently	M	H	H

File naming

Ensure the words 'Risk Assessment' and the specific event/activity to which the risk assessment applies appear in the file name. If appropriate, include a date stamp as well (preferably of the form YYYYMMDD).

File sharing

This risk assessment must be shared with all relevant Active Devon and third party staff, who should also be notified whenever any amendments are made.

RISK ASSESSMENT							Active Devon			
Location:			Tarka Tennis Centre, Barnstaple							
This is an:			Initial Assessment		Assessor s:		L Alford			
1. What are the hazards?			2. Who might be harmed & how?		Risk Rating H/M/L	3a. What are you already doing? (i.e. pre-event/ session controls)	3b. What further action is required? (event day/session controls)	Resultant Risk Rating H/M/L	Action by Who	Action by when Date completed
4. How will you put the assessment into action? Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first										
Spot hazards, e.g. by inspecting the venue and course, checking post-race debriefs etc			Identify competitors, spectators, other road users, volunteers, officials, contractors. State how harm can be caused			List what is already in place to reduce the likelihood of harm or make any harm less serious	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.			
PA System Speakers and Stands			Event Staff, volunteers, participants, performers		L	Plan to use barriers to keep equipment and participants separated.	Keep equipment behind barriers / benches to stop non-essential event staff, volunteers, participants, performers from getting close to equipment	L		
Excess Noise from PA System / Music			Event Staff, volunteers, participants, performers		L	Keep volume to an acceptable level for this audience	Monitor noise levels raise awareness at the opening ceremony	L		
Electric Cables from PA System			Event Staff, Volunteers, Participants, teachers, support staff, parents' performers Trip hazard		L	Keep access to this area limited for essential staff only.	Keep access to this area to a minimum Cables will be covered where necessary	L		
Missing Child			Participants, Volunteers		L	Safeguarding policy in place. Missing Child procedure in place. Staff Training Active Devon staff will be wearing event tabards, welfare tabards.	Ensure all external doors are closed when not in use Ensure Participants are supervised by School staff/carers Active Devon Staff to remain vigilant at all times. Provide a map for the event to schools highlighting the areas being used.	L		

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Injuries	Event Staff, Volunteers, Participants, performers. Slips, trips, falls, hit with equipment	L	Active Devon Staff trained First Aiders. Employ Qualified First Aid Staff for the event Check all areas prior event starting and remove or limit potential hazards.	Locate AED and medical room. Make everyone aware of first aid staff on site. All sports and activities will have their own risk assessment in place. Venue risk assessment have been carried out by venue staff.	L			
Manual Handling sports equipment & Heavy Objects	Event Staff, Volunteers, Participants, performers Risk injuries or back pain from handling heavy/bulky objects	M	Ensure staff are all manual handling trained for correct lifting technique	Ensure staff carry out correct lifting technique and work together lifting equipment	L			
Moving Vehicles - Car Park and Drop Off area	Event Staff, Volunteers, Participants, performers.	M	Produced an event plan to raise school staff awareness of parking arrangements and drop off area around the venue.	School staff will be responsible for their participants and should use the pedestrian crossing where possible.	L			
Fire	Event Staff, Volunteers, Participants, performers Smoke Inhalation, Burns, Heat Exhaustion	L	Adhere to the Life Centre Fire Evacuation policy. Identify & inform everyone at the event of Fire Assembly points and how to raise the alarm.	Raise awareness of Fire Evacuation assembly point at opening ceremony.	L			
Photography Flash	Event Staff, Volunteers, Participants, performers.	L	Highlighting photographers will be taken in the event plan and brochure	Raise awareness during the opening ceremony of potential flash photography during the whole event.	L			
Members of the Public at venue	Event Staff, Volunteers, Participants, Spectators	L	Make teachers and participants aware the facility is still open to the public	Remind all staff and participants this is a public area and to remain vigilant. Active Devon staff will be rotating around the sports centre facilities throughout the day.	L			
Sport & Activity Equipment and Specific risks	Event Staff, Volunteers, Participants, Spectators	L	All sport and activity leads will provide a Sport or Activity specific risk assessment to the event organiser	Sport & Activity leads can amend their risk assessment on arrival at the venue.	L			

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This Risk Assessment will be reviewed and updated on the day of the competition.

Signatures:

Assessor(s): Date:	L Alford	Manager: Date:		Other: Date:	
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Risk assessments should always be signed by the Assessor(s). The relevant manager's signature is required if the resultant risk level remains significant, the event or activity necessarily exposes staff to risk (e.g. Lone-working), or the Assessors deem it appropriate. Other signatures will only be needed if the Assessor(s) or Manager consider it appropriate (e.g. because of the critical involvement of a third party in delivery, risk management or as source of expert advice)