

### 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	
<b>Location:</b> Torbay Leisure Centre, Astro turf pitches and outdoor pitches and Paignton Community Sports Academy				<b>SAFETY ACTION PLAN</b>			
<b>This is an:</b>	Initial Assessment	<b>Assessors</b> :	L Alford			<b>4. How will you put the assessment into action?</b> Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first	
<b>1. What are the hazards?</b>	<b>2. Who might be harmed &amp; how?</b>	<b>Risk Rating</b> H/M/L	<b>3a. What are you already doing?</b> (i.e. pre-event/ session controls)	<b>3b. What further action is required?</b> (event day/session controls)	<b>Resultant Risk Rating</b> H/M/L	<b>Action by Who</b>	<b>Action by when</b> Date completed
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.			
Manual Handling sports equipment & Heavy Objects	Event Staff, Volunteers, Participants, performers Risk injuries or back pain from handling heavy/bulky objects	L	Ensure Staff are all manual handling trained for correct lifting technique	Ensure Staff carry out correct lifting technique and work together lifting equipment	L		
Slips, Trips, Falls due to Inclement Weather for outside court activities	Event Staff, Volunteers, Participants, Spectators	L	Implement the Adverse Weather Procedure and make an early decision on the use of the outdoor courts.	Remain flexible to move or cancel activities that would have been on the outside courts	L		
PA System Speakers and Stands	Event Staff, volunteers, school staff, participants, performers Trip Hazard	L	Warn people of the hazards and keep them a distance away from equipment	Add Barriers around PA speakers and stands	L		
Excess Noise from PA System / Music	Event Staff, volunteers, school staff participants, performers	L	Keep volume levels to an acceptable level.		L		
Electric Cables from PA System	Event Staff, volunteers, school staff, participants, performers Trip hazard	L	Restrict access to this area to a minimum.	Use Cable covers and Gym Mats where necessary	L		

# Risk Assessment

## Devon Winter School Games 2020

Injuries	Event Staff, Volunteers, school staff, 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			
Moving Vehicles - Parking and Drop Off area	Event Staff, Volunteers, school staff, participants, performers.	M	Produced an event plan to raise School Staff awareness of parking arrangements and drop off area around the venue.  All participants will be supervised by school staff.	Event staff will be situated in the car park to assist where necessary.	L			
Fire	Event Staff, Volunteers, school staff, participants, performers Smoke Inhalation, Burns, Heat Exhaustion	L	Adhere to venue 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			
Missing Child	Participants, volunteers, spectators	L	Event plan, welfare plan and safeguarding policy is in place. Missing Child procedure in place.	Ensure participants are supervised by School staff Active Devon Staff and event staff to remain vigilant at all times especially for loan children	L			
Members of the Public at venue or using the indoor and outdoor area at Torbay Leisure Centre.	Event Staff, volunteers, school staff, participants, spectators	L	Make teachers and participants aware the facility is still open to the public and to report any unusual or alarming behaviour.	Remind all staff and participants this is a public area and to remain vigilant and be courteous to all users.	L			
Sport & Activity Equipment and Specific risks	Event Staff, volunteers, school staff, 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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Weather High Wind Rain Hail Snow Cold - hypothermia	Event Staff, volunteers, school staff, participants, spectators	L	We have an adverse weather policy and procedure in place. The weather forecast will be monitored prior to and during the event. If any elements or the whole event needs to be cancelled this will be done so 24 hours prior to the start.	Monitor the weather forecast and act according during the event.	L			
Sun - heat exhaustion	Event Staff, volunteers, school staff, participants, spectators	L	Monitor the weather forecast and advise schools to bring sun cream, hats and plenty of fluid First Aid staff will be on site.	Monitor the weather forecast and act according during the event. Ensure there is water, sun cream and shelter available on site.	L			
Gazebo - Tents or equipment at risk - High winds	Event Staff, volunteers, school staff, participants, spectators	L	Monitor the weather forecast for high wind warnings.	Monitor the weather forecast for high wind warnings and act on removing all gazebos, tents and equipment in danger of causing harm.	L			
Swans on Lake – Cross Country course	Event Staff, volunteers, school staff, participants, spectators	L	Staff will walk the cross country course to check prior to races starting.	Monitor the situation on the day and re-route course if necessary.	L			
Members of the public, Dog walker using the grass pitches and surrounding area Dog Poo. Dog bite Uncontrollable dogs and people Any Litter and sharp objects	Event Staff, volunteers, school staff, participants, spectators	L	Event staff to raise public awareness of the event and ask if they would be willing to use a different area of the pitches. Event staff to check over area prior to event starting Everyone to remain vigilant always.	Ask everyone using the area to check the area before use. Keep a supply of rubbish bags and dog poo bags and wet wipes at registration. First aid staff will be available on site.	L			

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

**Signatures:**

<b>Assessor(s):</b> <b>Date:</b>	L Alford	<b>Manager:</b> <b>Date:</b>		<b>Other:</b> <b>Date:</b>	
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ments 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)