

EXAMPLE OF A RISK ASSESSMENT FOR EVENTS

ACTIVITY: Delivering events in schools or other venues (Page 1 of 3)				DATE OF ASSESSMENT	
ESTABLISHMENT/SCHOOL			SECTION/TEAM Education Team/ Event team		
WHO MIGHT BE HARMED? Employees, Pupils, Staff and volunteers				HOW MANY ARE AFFECTED?	
DANGER AREAS (including inadequate / lack of arrangements)	TYPICAL CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' OR IF ADDITIONAL CONTROL MEASURES NEEDED STATE THE ACTION TO BE TAKEN HERE WITH TIMESCALES	RISK RATING AFTER CONTROL MEASURE High, Medium, Low	
Safely loaded vehicle	<ul style="list-style-type: none"> Load the van with the turbines tightly packed together, the monorail tightly stacked together, and corrugated cardboard between machines 				
	<ul style="list-style-type: none"> All wheels on moveable equipment are locked 				
Driving vehicle to the school	<ul style="list-style-type: none"> Follow the appropriate vehicle procedure. 				
Taking vehicle through the school grounds	<ul style="list-style-type: none"> Leave the vehicle in the car park whilst going into reception to organise the best way to get the vehicle close to the venue 				
	<ul style="list-style-type: none"> Check that all obstructions are clear on the route to the venue. For example, gates are opened, bollards are removed and no pupils on the route. 				
	<ul style="list-style-type: none"> When manoeuvring the vehicle inside the grounds, remain aware of obstacles and attentive for pupils around the vehicle 				
	<ul style="list-style-type: none"> Where possible ask for assistance when reversing the vehicle 				
Unloading the equipment into the venue.	<ul style="list-style-type: none"> Make the thoroughfare to the venue clear by removing obstacles and opening doors 				
	<ul style="list-style-type: none"> Unload the equipment using appropriate lifting techniques 				
	<ul style="list-style-type: none"> Bring in and place the equipment into an area out of the thoroughfare 				

ACTIVITY: Delivering events in schools or other venues (Page 2 of 3)	DATE OF ASSESSMENT
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DANGER AREAS (including inadequate / lack of arrangements)	TYPICAL CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' OR IF ADDITIONAL CONTROL MEASURES NEEDED STATE THE ACTION TO BE TAKEN HERE WITH TIMESCALES	RISK RATING AFTER CONTROL MEASURE High, Medium, Low
Setting up the venue	<ul style="list-style-type: none"> Evaluate the venue for appropriateness in terms of lighting and ventilation. Set up additional lighting or ventilation if required, as appropriate to the session 			
	<ul style="list-style-type: none"> Evaluate the area for the best place to set up screens and machines so that everyone can see and leads can be kept out of the thoroughfare 			
	<ul style="list-style-type: none"> Ensure all machines are correctly assembled 			
	<ul style="list-style-type: none"> Secure cables connecting machines out of the way to minimise the trip hazard using tape 			
	<ul style="list-style-type: none"> Secure cables around the monitor neck and machine legs to make sure wires cannot be pulled out 			
	<ul style="list-style-type: none"> Put the projection screen up in a place where attendees will not be blinded by any light source 			
Risk of physical injury through rowing	<ul style="list-style-type: none"> Ensure adequate supervision is available for the age and abilities of the event attendees 			
Loading the equipment back into the van	<ul style="list-style-type: none"> Make the thoroughfare to the vehicle clear by removing obstacles and opening doors 			
	<ul style="list-style-type: none"> Break all equipment, remove AV equipment and restore venue to previous state 			
	<ul style="list-style-type: none"> Load the equipment back into the vehicle using appropriate lifting techniques 			
	<ul style="list-style-type: none"> Load the van with the turbines tightly packed together, the monorail tightly stacked together, and corrugated cardboard between machines 			
	<ul style="list-style-type: none"> All wheels on moveable equipment are locked 			

ACTIVITY: Delivering events in schools or other venues (Page 3 of 3)				DATE OF ASSESSMENT	
DANGER AREAS (including inadequate / lack of arrangements)	TYPICAL CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' OR IF ADDITIONAL CONTROL MEASURES NEEDED STATE THE ACTION TO BE TAKEN HERE WITH TIMESCALES	RISK RATING AFTER CONTROL MEASURE High, Medium, Low	
Driving vehicle from the school	<ul style="list-style-type: none"> Follow the appropriate vehicle procedure. 				
Are there any other foreseeable hazards associated with the activity? Please circle YES / NO	<u>List any additional control measures:</u>				
<u>Reference Documents</u> <ul style="list-style-type: none"> ‘Safe Practice in Physical Education’, British Association of Advisers and lecturers in Physical Education. Available from www.1st4sport.com NCC Education H&S Manual (www.nottinghamschools.co.uk/h&s) - physical education 					
ASSESSED BY (Print name)			SIGNED	DATE	
LINE MANAGER			SIGNED	REVIEW DATE	