

RISK ASSESSMENT FORM

Location: Trinity Road, Aston

Event: KS2 Archery

Dates: 9th May 2023

Sport: Archery

H – High, M – Medium, L - Low


| IDENTIFY HAZARD | WHO MIGHT BE HARMED | LIST ANY CONTROLS | ADDITIONAL CONTROLS |
|---|--|--|--|
| Look for hazards, which you could reasonably expect to result in harm under the conditions at the workplace. e.g. Slips/Trips, Fire, Electricity, Dust, Noise, Chemicals, Moving Parts, Vehicles, Fumes, Low Temp, Manual Handling | Do not list individuals, identify groups. E.g. Members of the public. Pay extra attention to: - Inexperienced Staff, Staff with disabilities and Visitors. | List any precautions that are in place | List any additional controls that may be used to improve those that are in use at present: - Remove the risk completely, add additional guarding, reduce the exposure time, substitute the task, PPE as a last resort. |
| Transport to activity | Participants and Staff | M | Individual school risk assessments. |
| Parking / collecting participants | Participants / staff / parents | M | Ensure court area is kept clear of obstructions at all times. Make clear to all participants that the car park is out of bounds once the competition begins. |
| Pre event information | Participants and Staff | M | Briefing to take place on the Trinity Road field. All schools to have allocated zones which they will need to stay in with staff supervision. |
| Hygiene during the event | Participants, staff | M | All staff / pupils to be given a set of hand gels to use during the event. |
| Participants wearing large earrings, rings, chains, long necklaces and bracelets. | Participants | L | Briefing of participants – remove before competition. |

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| Inappropriate clothing and/or footwear of Participants. | Participants | L | Briefing of Participants. It is preferable that participants are wearing a loose fitting top/"T" shirt, loose fitting trousers/tracksuit trousers and non marking training shoes. | | L |
| Toilets | Participants and Staff | H | Students and staff will be allocated one changing room per school with separate toilets. These will be cleaned before and after use. | Cleaner to be aware of dates / times of events. | M |
| Equipment | Soft archery (clickers) equipment to be used. | M | Ensure that all schools understand how to use the equipment through a briefing. | | M |
| Young leaders / officials | Young leaders / officials to maintain social distancing and hygiene procedures. | M | Young leaders and officials to be provided with hygiene gels and reminded of social distancing procedures. | | M |
| COVID Reporting procedures | A lead contact name and phone number will need to be provided to the event organisers in advance. | M | Send out Google form where details must be filled in by the staff member attending the event. | | M |

H – High, M – Medium, L - Low

Date: 09 / 03/ 2023

Signed:



Name: Helen Tonks (Partnership Manager)

Ref: LK//Risk Assessment Form.msw