

## RISK ASSESSMENT FORM

**Location: Trinity Road, Aston**

**Event: Year 3+4, 5+6 Archery**

**Dates: 5<sup>th</sup> June 2024**

**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.
	H M L		H M L
Transport to activity	Participants and Staff	M Individual school risk assessments.	Schools to keep their individual risk assessments updated.
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.	Staff / pupil awareness. Parents will only be able to pick up young people, not attend / spectate.
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.	Staff awareness, clear zones marked with cones.
Hygiene during the event	Participants, staff	M All staff / pupils to be given a set of hand gels to use during the event.	Encourage pupils to maintain social distancing and use of gels.
Participants wearing large earrings, rings, chains, long necklaces and bracelets.	Participants	L Briefing of participants – remove before competition.	
	L		L

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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.		
Equipment set up	Red cones used for safety zones.	M	Safety zone explained to students before the activity takes place.		

**H – High, M – Medium, L - Low**

Date: 05/09/ 2023

Signed:



Ref: LK//Risk Assessment Form.msw

Name: Helen Tonks (Partnership Manager)

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