

RISK ASSESSMENT FORM

Location: Trinity Road, Aston

Event: KS2 Archery Skills Festival

Dates: 16th June 2026

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.	H M L	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
Transport to activity	Participants and Staff	M	Individual school risk assessments.	Schools to keep their individual risk assessments updated.	M
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.	M
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.	L
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.	M
Participants wearing large earrings, rings, chains, long necklaces and bracelets.	Participants	L	Briefing of participants – remove before competition.		L

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Inappropriate clothing and/or footwear of Participants. Toilets Equipment Young leaders / officials	Participants Participants and Staff Soft archery (clickers) equipment to be used. Young leaders to be trained on activities.	L H M M	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. Students and staff will be allocated one changing room per school with separate toilets. These will be cleaned before and after use. Ensure that all schools understand how to use the equipment through a briefing. Young leaders to attend training day.	Cleaner to be aware of dates / times of events.	L M M

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Date: 01/09/2025

Signed:



Name: Helen Tonks (Partnership Manager)