

RISK ASSESSMENT FORM

Location: Billesley Tennis Centre

Event: Year 7 /8 Sports Hall Athletics

Dates: 20th January 2026

Sport: Sports Hall Athletics

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 before the start of the event by Eddie Parsons.	Staff awareness, clear zones marked with cones. L
Participants wearing large earrings, rings, chains, long necklaces and bracelets.	Participants	L	Briefing of participants – remove before competition.	M L

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
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 told where to use the toilets on site.	Cleaner to be aware of dates / times of events.	M
Equipment	Equipment to be sourced by Eddie Parsons	M	Ensure all equipment is safe to use.		M
Young leaders / officials	Young leaders / officials to be briefed before activity.	M			M
Illness / Injury 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: 01/09/2025

Signed:



Name: Helen Tonks (Partnership Manager)

Ref: LK//Risk Assessment Form.msw