



# IPSWICH SCHOOL

CO-EDUCATIONAL DAY AND BOARDING SCHOOL

## RUSHMERE LAUNCH RISK ASSESSMENTS

<b>Assessments completed by.</b>
<b>Date.</b>
<b>Reviewed.</b>

### **Event Safety Risk assessment**

This event risk assessment is designed to cover the launch of the new sports facilities at Ipswich School Sports Centre (Rushmere)

The School Generic Hockey, Netball Risk assessments are to be used in support of this document

### **Consequence of Hazard**

Minor injury  Injury  Over three-day absence  Major injury  Disability or Death

What are the hazards?	Who might be harmed and how?	Proposed Control Measures	What further action is necessary ?
Transport Parking etc	All in Attendance (and others) risk serious, possibly fatal, injuries if struck by a vehicle.	<ul style="list-style-type: none"> <li>All vehicles are to adhere to the Parking Signs, stewards etc, ensuring that they do not block in other patrons and/or Exits.</li> <li>All staff controlling traffic are to wear High visibility vests, e.g. night time</li> <li>Introduce a traffic flow system.</li> <li>Arrange times for performers and support staff vehicles to arrive when the Public are not on site.</li> <li>Prohibit all other vehicle movement, other than emergency services, when the public are on the site</li> </ul>	
Pedestrian /Vehicle conflict	All in Attendance (and others) risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the road.	<ul style="list-style-type: none"> <li>Car parking stewarded and car park well lit.</li> <li>Signage and lighting provided to warn other road users of event.</li> <li><b>Consult on transport plans with Local Police Force and County/Council Highways authority.</b></li> </ul>	
Slips, Trips and Falls	All in Attendance (and others) risk serious injury if they slip or trip, even on the level.	<ul style="list-style-type: none"> <li>All areas are to be kept clear at all times.</li> <li>Steps, changes in level and other tripping hazards fenced off, if not in use.</li> <li>Lighting provided to walkways and general areas in use by the public after dark.</li> <li>Good <b>"housekeeping"</b> – staff 'see it and sort it'.</li> </ul>	
Collapse of Structures	All in Attendance (and others) risk serious, possibly fatal injury if fixed structures collapse.	<ul style="list-style-type: none"> <li>Seating areas are to be erected and checked by a competent person.</li> </ul>	
Medical Emergency	All in Attendance (and others) could become seriously ill if no emergency first aid available.	<ul style="list-style-type: none"> <li>First aid for staff <b>MUST</b> be provided in accordance with School Policy and current Regulations.</li> <li>First Aid point provided for the public with first aiders in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide)</li> </ul>	Consult on plans for medical emergency cover with MATRON.
Lost Children	Children and parents can become separated	<ul style="list-style-type: none"> <li>All staff made aware of the Lost Child procedure.</li> </ul>	
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	<ul style="list-style-type: none"> <li>All electrical systems are to be constructed and maintained in a condition suitable for use and protected as necessary by 30mA residual current circuit breakers.</li> <li>A competent person should certify all electrical installation as to their safety on completion.</li> <li><b>All electrical equipment PAT tested Feb 15.</b></li> </ul>	
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> <li>Fire risk assessment completed March 2015.</li> <li>Staff are to check fire exits and keep exits clear during the event.</li> </ul>	
Food poisoning	Staff, Pupils and the public risk ill health if	<ul style="list-style-type: none"> <li>Catering staff are to monitor throughout</li> </ul>	

	they eat food prepared in unhygienic conditions.		
Work at height	Staff (and others) risk serious, possibly fatal, injuries if they fall from height.	<ul style="list-style-type: none"> <li>• Stages to be erected by a competent person.</li> <li>• All work at height assessed on an individual task basis.</li> <li>• Suitable ladders, in good condition and suitable for heavy work, provided and staff are trained know how to use them.</li> </ul>	
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	<ul style="list-style-type: none"> <li>• All work involving manual handling assessed on an individual task basis.</li> <li>• Aids to manual handling including a range of heavy duty sack barrow and trollies available for staff.</li> </ul>	
<b>TO BE USED IN CONJUNCTION WITH THE GENERIC HOCKEY AND NETBALL RISK ASSESSMENTS.</b>			
Condition of Playing Field(s)	Slips, Trips & Falls	<ul style="list-style-type: none"> <li>• Inspection of the playing field(s) to ensure it is safe for the event to take place</li> <li>• Access to qualified First Aider, First Aid kit and telephone</li> </ul>	
Balls, Players, Spectators and Posts etc.	Injury, Cuts, Collision with Equipment / People	<ul style="list-style-type: none"> <li>• All equipment must be approved</li> <li>• The safety of spectators must be planned into the event, with suitable (Physical) Barriers installed and checked before the event begins.</li> <li>• Signage, warning Spectators of any dangers should also be in place.</li> <li>• All equipment and positioning is to be checked before use.</li> </ul>	

Please use the attached check sheet.

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating	
<b>Frequency :</b> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b>Severity :</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
<b>Risk (Frequency x Severity)</b>	2 X 5 = 10 (medium)
<b>Risk Priority Rating</b>	High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input checked="" type="checkbox"/> Low(1 – 8) <input type="checkbox"/>

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
			X	

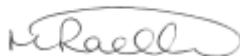
ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
X				

Signed .....

Post/Title ..... Event Organiser.....

Date .....

Reviewed By: M Rackham H&S OFFICER





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It is recommended that this form, be completed by a representative from is used by the event coordinators to ensure that a physical check of the playing areas has been carried out and recorded.

This record can then be kept

**Date:** \_\_\_\_\_ **Court/Pitch:** \_\_\_\_\_

## PRE-EVENT CHECKLIST

	<b>Yes</b>	<b>No</b>
1. Is the court/pitch surface free of debris and in adequate condition?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the lines clearly marked and not peeling off?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the perimeter / run off at least 0.9m wide and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the goal posts secure and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the lighting sufficient to ensure safe play?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are spectators adequately controlled and positioned suitably?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there any other issue that could constitute a hazard to participants?	<input type="checkbox"/>	<input type="checkbox"/>

Details:

## **FIRST AID AND FIRE SAFETY**

8. Is a trained first aider / first aid kit available for treating minor injuries?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there a procedure in place for dealing with major injuries?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are fire exits clearly marked and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are all participants aware of the drill in case of fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>