

RISK ASSESSMENT FORM

Activity or Situation	GYMNASTICS HARDENHUISH SCHOOL
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Potential hazards	Potential Outcome	Likelihood/Probability	Risk Rating (Outcome x probability)	Action
Fire/Emergency evacuation	5	1	5	Staff escorting children must be made aware of Fire procedures in main reception. Fire assembly points to be identified. Visiting schools must have register of all children in case of evacuation. Visiting staff are responsible for ensuring all their children are evacuated to Fire Assembly points.
Student becomes lost	2	1	2	Visiting children must be supervised at all times by own staff or agreed alternative staff (must have full clearance) School security procedures to be followed where all doors are locked. All site staff should be aware that primary children are visiting and be aware of possibility of lone children.
Student becomes ill/needs medical attention	2	2	4	Visiting staff to ensure they have full medical details of all their children, including emergency contact details. Trained first aiders only to implement first aid. Children must have access to drinking water and be able to access toilets at all times.
Activity specific injury	3	2	6	Check all equipment is safe and age appropriate. Staff to ensure children understand how to safely use all equipment and are dressed appropriately with hair tied back & jewellery and socks removed.
Moving of equipment and setting up	2	3	6	Student helpers to be shown how to safely carry equipment and to work in pairs. Shoes to be worn at all times

Slip/Trip/Fall	3	2	6	School site H&S procedures are in place. All venues, apparatus and equipment must be checked before use. Staff to outline any potential hazards to children. Staff to ensure children understand how to safely use all equipment and are dressed appropriately with hair tied back, jewellery and socks removed.

Additional notes: Visiting school to inform venue of any specialist access requirements

Potential Outcome	Numerical Value	Likelihood/Probability	Numerical Value	Risk Rating	
Minor injury	1	Unlikely	1	1 – 5	LOW
Injury needing medical attention	2	Low possibility	2	6 – 12	MED
Injury-off work/school	3	Possible	3	12 +	HIGH
Serious injury/long term	4	Probable	4		
Fatality	5	Near certainty	5		

Low Risk	Visit may proceed
Medium Risk	Consultation with Head required
High Risk	VISIT MAY ONLY PROCEED WITH COUNTY APPROVAL