

RISK ASSESSMENT FORM

Activity or Situation	SHORT GOLF Festival Sheldon/Hardenhuish School
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Potential hazards	Potential Outcome	Likelihood/ Probability	Risk Rating (Outcome x probability)	Action
Fire/Emergency evacuation	5	1	5	Fire assembly points & Fire procedures to be identified and explained to all visiting staff. Visiting schools must have a register of all children in case of emergency. Visiting staff are responsible for ensuring all students are supervised and evacuated to Fire Assembly points.
Pupils getting injured as they take part	2	2	4	Area to be checked by organisers before the event to remove any major hazards. First aiders are present at the event. All equipment is checked for any damage. Safety cones used to identify where non golfers stand during activities. All participants must wear appropriate footwear and clothing.
Student becomes ill/needs medical attention/pupils with medical conditions having difficulty on the course	2	2	4	Visiting staff to ensure they have full medical details of all their students, including emergency contact details. Staff and pupils should be able to access toilet facilities at all times. Pupils reminded to bring their own drinks & inhalers. In hot weather pupils encouraged to seek shade, wear hats, cover up, apply cream and drink plenty of fluids. First aiders from each school are present at the event & all visiting schools to carry first aid kit.
Pupil becomes lost	1	2	2	Pupils told to report to staff at the end of the event.

Additional notes: School staff responsible for the transportation of all pupils and safety within the car park. School staff are responsible for moving pupils safely to the start and back at the end

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

1 – 5	LOW
6 – 12	MED
12 +	HIGH

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