

RISK ASSESSMENT FORM

Activity or Situation	Christmas Cross-Country Hardenhuish School and Fields, Sheldon School Fields
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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 are running - Slip/Trip/Fall (Twigs, leaves and sticks may be on the course)	2	2	4	Course to be walked by organisers before the event to remove any major hazards. First aiders from each school are present at the event. All visiting schools to carry first aid kit. Marshals are positioned all around the course. Any pupil with an injury will report to a marshal. . Pupils are told to avoid contact with other runners and to ensure that they are careful at all times. All participants must wear appropriate footwear and clothing.
Student becomes Ill/needs medical attention/Pupils with medical conditions having difficulty on the course/Pupils with low levels of fitness getting into 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 are reminded at the start of the race to have inhalers with them if required. Marshals are positioned all around the course. Pupils only run a safe distance for their age. If pupils are in extreme discomfort,

				marshals will remove them from the race.
Pupil becomes lost	1	2	2	Pupils are told to report to team managers at the end of the race. Marshals are instructed to bring any pupils who pull out of the race to the finish area at the end of the race.
Pupils drinking	2	2	4	Staff to be responsible for allergies
Surface is too icy or too wet and pupils fall, slip and injure themselves.	2	2	4	Organisers to visit course in advance to check safety. Schools are routinely advised to encourage pupils to bring appropriate footwear for muddy, slippery conditions. Safety announcements always made to pupils at the start of each race. Marshals warn the runners to be aware of excess moisture.
Parents encroaching too close during the race or at the finish.	1	2	2	Tape is placed around the course to prevent spectators encroaching. Marshals will prevent spectators from encroaching too close at the finish.

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 from Hardenhuish to Sheldon.

A check will be made on the morning itself to see if ground conditions are unsafe and if this is the case then the event will be cancelled.

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