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| Risk Assessment Form |  | nhssp |
| **Organisation:** North Herts School Sport Partnership(NHSSP) |  |

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| Event: <event title> | Event Organiser: <name> |
| **Event Details:** <venue> <timings>  | Date of Event: <dd/mm/yy>  |
| **Assessment by:** <name> | **Date:** <date of assessment> | Date for review: 1 year |
| **Hazard / Risk** | **Control Measures** | **Comments / Actions** | **In place****Y/N** |
| **Transport**Children, staff, leaders, drivers | School staff are responsible for organising and managing the transport of the participants to and from the event. NHSSP staff and volunteers are responsible for making their own way to the event in plenty of time.  | See ‘Parking’ | Y |
| **Activity**Children, staff, leaders, volunteers | The event is taking place on a school/community site during/outside of school hours. The Event Organiser, NHSSP staff and volunteers will have DBS, first aid qualifications, and coaching badges where applicable. All equipment should be safe and appropriate for the age group; checked before use and is fit for purpose.  | Suitable allocation of staff, volunteers and leaders to activities to ensure supervision needs met. Equipment checked prior to the event.  | Y |
| **Facilities**Children, staff, leaders, volunteers | Inspection of venue to ensure the event is safe to take place. Removal of any dangerous items a safe distance from the activity area. Knowledge of nearest toilets.  | All sites checked beforehand.  | Y |
| **Medical and care needs of young people**Children and staff | School staff are responsible for the medical needs of their participants. Schools should have a first aid kit, first aider and telephone with them in case of emergencies. School staff are responsible for making the Event Organiser aware of any additional needs. | Participants should wear school kit and school staff should wear kit and / or their school ID badges so they can be identified by NHSSP. NHSSP staff and volunteers will be in appropriate kit that makes them identifiable.  | Y |
| **Emergency Procedures**Children, staff, leaders, volunteers | The Event Organiser will brief school staff at the start of the event to advise them on the emergency procedures and where the nearest toilets are. School staff should have registers and team sheets with them.  | Briefing before the event will ensure staff know their role during an emergency procedure. Copies of team sheets given to Event Organiser.  | Y |
| **Child Protection**Children  | NHSSP staff DBS and safeguarding trained. Schools to advise NHSSP of any children who cannot be photographed, they will be issued with a green wristband for easily identification. NHSSP photographer will be in relevant kit for ID purposes. Prohibited use of cameras, unless taking photos of own participants. If the event is taking place on a school site, during school hours, parents and spectators are not permitted from a safeguarding perspective. | Ask school staff at the start whether they have any participants who cannot be photographed so they can be issued with green wristbands and removed from any photographs taken. School staff should wear kit and / or their school badges for ID purposes. NHSSP code of conduct emailed out beforehand to all attending schools. It is the school’s responsibility to ensure this message is passed on to those attending the event.  | Y |
| **Parking**Drivers | <enter parking information for relevant venue> | <any additional information on local parking> | Y |
| **Disability access**Those with a disability  | Ensure the venue is fully accessible with adequate accessible toilet facilities. School staff responsibility to let the Event Organiser know if they are bringing participants with a disability.  | Inspection of site beforehand. Inform relevant participants and schools of accessible routes.  | Y |
| **Covid-19**Children, staff, leaders, volunteers | All participants, officials, volunteers and spectators should self-assess for symptoms of coronavirus. Everyone should continue to follow good hygiene practices – regularly sanitise or wash hands, avoid sharing water bottles, and not shake hands with the opposition. Teams should sanitise hands and equipment at regular intervals. Schools are encouraged to bring sanitisers (hand gel and wipes) for their own pupils / equipment. | Anyone with suspected or confirmed covid-19 should not attend the event and follow NHS guidance. NHSSP requests that you consider doing a lateral flow test the day before or the morning of an activity to ensure our event is as safe as possible. Full government guidance on coronavirus measures for grassroots sport participants, providers and facility operators can be viewed [here](https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators#participation). | Y |
| **Name:** <name> | **Signed:** <sign> | **Date:**<dd/mm/yy> |