



# RISK ASSESSMENT

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## **GUIDE TO RISK ASSESSMENT**

An assessment of risk is nothing more than a careful examination of what, in your undertaking could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

### **STEP 1 - IDENTIFY ANY HAZARDS**

*A hazard is something which has the potential to cause harm*

*e.g. noise, electricity, fire, manual handling, people.*

Look for any hazards which you could reasonably expect to result in significant harm and list them.

### **STEP 2 - WHO MIGHT BE HARMED**

Identify groups of people who may be harmed by the hazards you have listed.

### **STEP 3 - IS THE RISK ADEQUATELY CONTROLLED**

*Risk is the chance, great or small, that someone will be harmed by the hazard.*

Identify whether you have already taken precautions against the risks from the hazards you listed. If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Your aim is to make all risks small by adding to your precautions if necessary. For example, have you provided:

- a) adequate information, instruction or training
- b) adequate systems or procedures

### **STEP 4 - WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK**

What more could you reasonably do for those risks which you found were not adequately controlled. Consider where a risk still remains could the task/job be removed, can you choose a safer alternative, can you prevent access to the hazardous area or can you protect people in another way i.e. ensuring only trained people deal with the task. The risks that could affect large amounts of people and/or could cause serious harm should be dealt with first.

### RISK FACTOR CALCULATION SHEET

Identify a HAZARD. Decide on the chance of it happening. Use scale below.

Frequency		Risk band
1	A highly improbable occurrence (not known)	Low
2	A remotely possible (may have happened)	Low
3	An occasional occurrence (known)	Med
4	A frequent occurrence (happens)	Med
5	A frequent and regular occurrence	High
6	Almost a certainty (immediate ACTION to prevent a disaster)	High

Now decide how SEVERE the accident or illness could be. Use scale below.

Severity		Risk band
1	Negligible injuries/illness/damage	Low
2	Minor injury/illness/damage	Low
3	Major injury/illness/damage (RIDDOR?)	Med
4	Single fatality/serious illness/damage	Med
5	Multiple fatality/very serious illness	High
6	Multiple fatalities (including off site) Certain death from consequential illness	High

Frequency x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

**RISK ASSESSMENT CALCULATION TABLE**

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

**RISK ASSESSMENT SCORE**

- |                |             |   |
|----------------|-------------|---|
| <b>1 – 6</b>   | LOW RISK    | Keep assessment under review  |
| <b>8 – 12</b>  | MEDIUM RISK | Put in place effective control measures and monitor   |
| <b>15 – 36</b> | HIGH RISK   | Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work |

This document stands alongside those for each individual sport and the cultural village

**RISK ASSESSMENT RECORD**

**INDOOR SESSIONS INCLUDING REGISTRATION, OEPNING CEREMONY & SWIMMING**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Running into equipment or other participants & blows from balls	Berkshire School Games Event Staff, volunteers and young people	4	2	8	<ul style="list-style-type: none"> <li>Indoor Pre Event Checks- provided by the Event Staff</li> </ul>	<ul style="list-style-type: none"> <li>Controlled exit and entry into registration and opening ceremony; sheltered holding area outside if required .</li> </ul>
Trips & Falls Grazes & Cuts Strains & Muscular Injuries	Berkshire School Games Event Staff, volunteers and young people	4	2	8	<ul style="list-style-type: none"> <li>Paramedic &amp; Medic on site at main events</li> <li>Site risk assessed for tripping hazards by SERCO</li> <li>Areas risk assessed by those running activities</li> </ul>	<ul style="list-style-type: none"> <li>Paramedic is positioned appropriately at key times</li> <li>Schools are told to bring a first aider &amp; first aid kit.</li> </ul>
Faulty facility & equipment	Berkshire School Games Event Staff, volunteers and young people	3	3	9	<ul style="list-style-type: none"> <li>Hired facilities Risk Assessments</li> <li>Pre Event Equipment Checks</li> <li>All equipment to be stored securely when not in use.</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessments to be obtained from Hirer and those delivering events or activities.</li> </ul>
Risk of Falling into the Swimming Pool including drowning	Berkshire School Games Event Staff, volunteers and young people				<ul style="list-style-type: none"> <li>Hired facilities Risk Assessments</li> <li>Pre Event Equipment Checks</li> <li>All equipment to be stored securely when not in use.</li> <li>Duty Lifeguard</li> </ul>	<ul style="list-style-type: none"> <li>Event Equipment stored away from walking areas of pool side</li> <li>Schools staff, participants and young officials briefed prior to event with protocols of movement around the pool side</li> <li>Event Risk Assessment from provider</li> </ul>



**RISK ASSESSMENT RECORD**

**OUTDOOR SESSIONS INCLUDING MOVEMENT AROUND SITE AND INTO & OUT OF OPENING CEREMONY**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Running into equipment or other participants & blows from balls	Berkshire School Games Event Staff, volunteers and young people	4	2	8	<ul style="list-style-type: none"> <li>Outdoor Pre Event Checks provided by the Event Staff</li> <li>Sports Leaders to support management of team movement</li> <li>Team managers and Adult helpers to supervise young people at all times</li> </ul>	<ul style="list-style-type: none"> <li>All staff &amp; leaders to be made aware of hazards</li> </ul>
Trips & Falls						
Grazes & Cuts	Berkshire School Games Event Staff, volunteers and young people	4	2	8	<ul style="list-style-type: none"> <li>Paramedic &amp; Medic on site of main events</li> </ul>	<ul style="list-style-type: none"> <li>Paramedic based at key locations of main events</li> <li>Schools are told to bring a first aider &amp; first aid kit.</li> </ul>
Strains & Muscular Injuries						
Sharps, dog faeces & dangerous objects	Berkshire School Games Event Staff, volunteers and young people	3	3	9	<ul style="list-style-type: none"> <li>Outdoor Pre Event Checks</li> <li>Outdoor Working Practice of venue staff</li> </ul>	<ul style="list-style-type: none"> <li>All Event staff to be advised to contact venue staff</li> </ul>
Crossing roads & Drop Off points	Berkshire School Games Event Staff, volunteers	4	5	20	<ul style="list-style-type: none"> <li>Supervised crossing of roads using staff and volunteers</li> <li>Crossing of roads limited to set areas that can be managed</li> </ul>	<ul style="list-style-type: none"> <li>Team managers to be informed of risk in manuals</li> <li>Identified drop off points remain clear of traffic</li> <li>Over 18's only control the crossings</li> </ul>
Lack of mobile phone signal in the event of an emergency	Berkshire School Games Event Staff, volunteers and young people	2	3	6	<ul style="list-style-type: none"> <li>Outdoor Pre Event Checks provided by the Event Staff</li> <li>Radios used</li> </ul>	<ul style="list-style-type: none"> <li>All staff &amp; leaders to be made aware of hazards and radio protocol</li> </ul>





**RISK ASSESSMENT RECORD**  
**ADVERSE WEATHER CONDITIONS**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Injury or harm caused by strong winds	Berkshire School Games Event Staff, volunteers and young people	2	2	4	<ul style="list-style-type: none"> <li>• Team manual states to be prepared for all weather conditions and lists items to bring e.g water, appropriate clothing and shoes</li> <li>• Weather forecast checked in advance and advance notice sent to schools if thunderstorms or adverse weather are likely. Event staff are also informed of outline of procedures of movement of people.</li> <li>• Indoor areas and trees used for shade.</li> <li>• Kit list identifies requirement for hats and suncream and water bottles.</li> <li>• Drinking water available on site</li> <li>• Monitoring &amp; Visual inspection of areas undertaken by site staff. Event staff highlight any concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• If the weather forecast conditions are too adverse it is the decision of the Event Manager whether the whole event or elements should be cancelled due to safety.</li> <li>• If wet or other inclement weather occurs on the day and is deemed to be dangerous during the event it shall be the Event Managers decision whether the event is to vacate the site due to weather or certain elements should be cancelled</li> <li>• Event briefings outline adverse weather plans</li> </ul>
Injury or harm caused by heavy rain	Berkshire School Games Event Staff, volunteers and young people	2	2	4		
Injury or harm caused by hail/ frost	Berkshire School Games Event Staff, volunteers and young people	2	3	6		
Injury or harm from lightening	Berkshire School Games Event Staff, volunteers and young people	2	4	8		
Injury or Harm from heat exhaustion or sunstroke	Berkshire School Games Event Staff, volunteers and young people	3	4	12		
Injury or harm caused by wet floor and muddy walkways	Berkshire School Games Event Staff, volunteers and young people	3	4	12		

**RISK ASSESSMENT RECORD**  
**WORKING AT HIRED FACILITIES**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Health & Safety issues at the site / facility	Berkshire School Games Event Staff, volunteers, meeting and course attendees and young people	3	3	9	<ul style="list-style-type: none"> <li>• Observe host agencies / hire facilities protocols</li> <li>• Staff are inducted / shown around the site by facility hirer and made aware of procedures (fire etc.)</li> <li>• Ensure all attendees have left the site prior to event staff leaving.</li> <li>• Paramedic and Medic with response vehicle in attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain copy of sites Risk Assessments and Health &amp; Safety Policy</li> <li>• Obtain copy of facilities Emergency Procedures</li> <li>• Identify first Aid procedures and staff at each site.</li> <li>• Briefing held by site</li> </ul>

**RISK ASSESSMENT RECORD**  
**SUPERVISION OF MINORS**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Lack of Supervision	Young People	2	4	8	<ul style="list-style-type: none"> <li>Teams to be supervised by their team managers and helpers at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Schools explicitly told that they have responsibility for their pupils at all times and must provide enough staff in order for this to be safely managed</li> </ul>
Moving and transporting Young People	Berkshire School Games Event Staff, volunteers and young people	2	6	12	<ul style="list-style-type: none"> <li>Parental/teacher permission is gained for any young person being transported by a member of staff or any vehicle hired by the Berkshire School Games.</li> <li>All passengers to use seatbelts, all young people to sit in rear of mini bus etc..</li> <li>All drivers to hold relevant driving licence for vehicle and appropriate insurance and CRB.</li> <li>Transportation of young people involved in the event by members of staff is limited and for extreme emergencies only.</li> </ul>	<ul style="list-style-type: none"> <li>Only transport with seat belts provided for passengers used.</li> <li>Hire vehicles used where required.</li> </ul>

**RISK ASSESSMENT RECORD**  
**CHILD PROTECTION ISSUES**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Abduction & Abuse	Young people	2	4	8	<ul style="list-style-type: none"> <li>• Team mangers to supervise their teams at all times.</li> <li>• Young Leaders and officials part of teams with identified managers</li> <li>• Registration takes place on each day</li> <li>• Welfare plan</li> <li>• Accreditation system in place</li> <li>• All staff and volunteers undergone recruitment procedures.</li> <li>• Staff are encouraged not to work in one-to-one contact with young people.</li> <li>• Welfare induction provided to Young Leaders &amp; volunteers</li> <li>• Young Leaders work in teams of 2 and never alone</li> <li>• Missing young person procedure in place</li> <li>• Headteacher permission given for photography and pink wristbands used to highlight those who cannot be photographed.</li> </ul>	<ul style="list-style-type: none"> <li>• Each Team must have completed a Registration form prior to attending the event with photo consent</li> <li>• Wristbands given to teachers for those who cannot be photographed or with no consent</li> <li>• Accreditation T-shirts/lanyards for id to be provided for event staff and Leaders</li> </ul>

**RISK ASSESSMENT RECORD**

**YOUNG WORKERS/VOLUNTEERS UNDER 18 YRS**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Young workers lack of maturity and awareness of potential risks	Young worker	3	3	9	<ul style="list-style-type: none"> <li>• Young Leaders training day</li> <li>• Managers mentoring, support and ongoing training</li> <li>• Leaders work in teams of two and never alone</li> <li>• Team support &amp; guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff are aware of support needed by young workers</li> <li>• Briefing given</li> </ul>
	Other staff					
	Young people					
Inappropriate training methods	Young worker	3	3	9	<ul style="list-style-type: none"> <li>• Educational training setting used for all young workers.</li> <li>• Training is relevant to each individual young person</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure training methods used relate to young workers knowledge and experiences</li> </ul>
	Other staff					
	Young people					
Health & Safety Issues	Young worker	3	3	9	<ul style="list-style-type: none"> <li>• Young Leader's Induction/training day</li> <li>• Risk Assessments &amp; pre event checks</li> <li>• Hired Venue Risk Assessments</li> <li>• Leaders work in teams of two and never alone</li> <li>• Team support</li> </ul>	
	Other staff					
	Young people					

**RISK ASSESSMENT RECORD**

**YOUNG WORKERS UNDER 18 YRS continued**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Layout of working environment	Young worker	3	3	9	<ul style="list-style-type: none"> <li>• Young Leaders Induction/training day</li> <li>• Berkshire School Games Risk Assessments &amp; pre session checks</li> <li>• Hired Venue Inductions</li> <li>• Hired Venues Risk Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain Hired Venues Risk Assessments</li> <li>• Briefing given</li> </ul>
	Other staff					
	Young people					
Nature of work	Young worker	3	3	9	<ul style="list-style-type: none"> <li>• Leaders work in teams of two and never alone</li> <li>• Managers mentoring</li> <li>• Team support</li> </ul>	
	Other staff					
	Young people					

**RISK ASSESSMENT RECORD**  
**VOLUNTARY WORKERS**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Untrained volunteers	Berkshire School Games Event Staff, volunteers and young people	2	4	8	<ul style="list-style-type: none"> <li>Volunteers selected to work on the programme are appropriately qualified and/or experienced to undertake their role</li> <li>Staff work in teams of min. 2 and never alone</li> <li>Team support</li> </ul>	<ul style="list-style-type: none"> <li>Induction Training provided for volunteers</li> </ul>
Health and safety Issues	Berkshire School Games Event Staff, volunteers and young people	3	3	9	<ul style="list-style-type: none"> <li>Risk Assessments &amp; pre event checks</li> <li>Hired Venue Risk Assessments</li> <li>Staff work in teams of 2 and never alone</li> <li>Team support</li> </ul>	<ul style="list-style-type: none"> <li>Induction Training provided for volunteers</li> </ul>

**RISK ASSESSMENT RECORD**  
**PERSONAL SAFETY**

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
Verbal & physical assault from young people, parents and members of the public	Berkshire School Games Event Staff, volunteers and young people & members of the public	2	4	8	<ul style="list-style-type: none"> <li>Incidents and Accidents Reports</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Event Staff to be called</li> </ul>
Injury from dealing with young people fighting	Berkshire School Games Staff, volunteers and young people	2	3	6	<ul style="list-style-type: none"> <li>Incidents and Accidents Procedures and Report forms</li> <li>Dealing with Aggression Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Berkshire School Games Event Staff, to be called</li> </ul>
Lifting large, awkward and heavy items of equipment	Berkshire School Games Event Staff	2	5	10	<ul style="list-style-type: none"> <li>A separate risk assessment of particular large, heavy and/or awkward pieces of equipment for individual sports will be made and staff will be given advice on handling each piece of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Individual heavy, large or awkward items are risk assessed and appropriate handling advice given to staff.</li> </ul>
Transporting equipment in vehicles	Berkshire School Games Event Staff	4	2	8	<ul style="list-style-type: none"> <li>All equipment should be appropriately stored and if necessary, secured within vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>Where necessary bags /boxes will be provided to store equipment safely.</li> </ul>