

## Health & Safety Risk Assessment for IPSSA Cross Country Event 2020

**Location:** Royal Hospital School

**Date of Risk Assessment:** March 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
People	Staff for event, First Aider, Pupils taking part and staff from schools supporting pupils, young leaders	<ul style="list-style-type: none"> <li>All staff from schools will supervise the pupils taking part in the event</li> <li>Teacher briefing will take place before the event</li> <li>School Games staff will lead and brief all schools on day of format</li> </ul>	<ul style="list-style-type: none"> <li>Ensure final site check takes place on the day of the event whilst setting up the venue ready for the schools to arrive</li> <li>Prepare notes for teachers briefing and add in details on the day as needed for schools</li> </ul>	A Furlong		
Facility	School facility but will check for litter and dog mess	<ul style="list-style-type: none"> <li>Pupils under supervision from teachers and school staff</li> <li>Patrol of site when setting up and collecting of dog mess as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Final walk round on the day prior to the event starting</li> <li>Weather conditions to be considered on the day for safety and perhaps course changes will need to be made</li> </ul>	A Furlong		
Transport	Car Parking	<ul style="list-style-type: none"> <li>Schools providing own transports to event</li> <li>Use Parade Ground for parking</li> <li>Mark out space for Mayor cart</li> </ul>	<ul style="list-style-type: none"> <li>Have 4 staff to manager car park area</li> <li>Provide School Games staff as well to support</li> <li>Schools advised on access to park with their confirmation details</li> </ul>	A Furlong and RHS staff		

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Equipment	Staff setting up the course Toilets	<ul style="list-style-type: none"> <li>All staff helping are experienced in running the event</li> <li>Portaloos will arrive early on site to avoid being set up when schools arrive</li> <li>First Aid provision will also arrive at site early to set up prior to schools arriving</li> </ul>	<ul style="list-style-type: none"> <li>Site walk once set up route</li> <li>Leaders to be briefed on route management</li> <li>Toilets checked on day</li> <li>First aider to attend briefing for schools and leaders</li> </ul>	A Furlong		

**Any other comments:** The weather may impact on the day but long range forecast is unclear at the present time. Site is in good condition at the moment but any heavy rain in the days prior to the event may impact on the event but will need to consider this for the day.

The key issue is schools taking the appropriate responsibility for updating their parents correctly and advising cars not to arrive on site before 9.30am and 1.30pm

Staffing is all in place and First aid and portaloos confirmed for the event

Final walk round of site to take place on event day prior by School Games staff

Start / Finish line – being swapped around this year and going to amend the funnel and make narrower where the pupils run and add a barrier on either side to prevent parents / pupils pushing in and impacting on racers

Going to put some barriers up near finish area to keep people off the course

Tickets to be issued on finish line for placing and all colour coordinated

**Assessment carried out by:** A Furlong

**Review date:** March 2020