

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: School Sports Day Activities without Compere

Risk	Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	Further Action to Take
All Activities					
<u>Egg & Spoon Race, Welly Wanging, 3 Legged Race, Wheel Barrow Race, Hula Hoop Racing, 100m Sprint, Tug of War, Relay Race, Bean Bag Race, Caterpillar Tracks, Skipping Race, Sack Race, Tyre Run, Space Hopper Racing, Office Hurdles.</u>					
If the School Sports Day is hired without a compere, ES Promotions advises the client to nominate their own responsible person to oversee the use of the games and ensure all rules are adhered to in order to avoid the risks highlighted below.					
Danger of unnecessary Injury	Ensure that no one uses the equipment who suffers from neck or back problems, heart complaints, is feeling unwell, suffering effects of alcohol of drugs or pregnant.	1	5	5	None
Injury through lack of supervision	Equipment should not be used unsupervised.	1	5	5	None
Unruly Behaviour	The most important rule of all is that the supervisor's decision is final, repeated refusal to abide by the supervisor's guidance will result in closure of the games.	1	2	2	Please ensure this rule is adhered to via your nominated supervisor.
Electrocution	Electrical units are visually inspected for obvious faults. All equipment is PAT tested once a year, cables are covered and only trained and insured staff should have access.	1	3	3	If sockets are used at the venue, we ask the client to check these prior to event.
Injury through over straining	The supervisor is to ensure participants are aware that they should only play to their ability and not to over exert themselves.	2	2	4	None
Extreme Weather causing damage or injury	In the case of heavy rain or strong winds, the games should be moved inside if possible.	2	1	2	If no indoor option is available, games will postpone until safe to resume. We therefore encourage clients to have an alternative indoor venue available if possible.
Injury from trips slips and falls.	Players are to be made aware of any potential hazards at the beginning of each game. The Area where the game is taking place should also be swept of any rubbish or other obstacles that could cause injury.	2	2	4	If supervisor decides ground is too wet, game should be moved inside.

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Where applicable – Injury from thrown object.	Spectators must stand well back from game –supervisor should instruct this. Other players must stand behind the throwing player. Supervisor will also tell players not to throw towards people and only to throw as hard as necessary.	1	2	2	None
Where applicable – Falling from running too fast.	Players are told by supervisor to only run as fast as they feel comfortable with and not to over exert themselves.	1	2	2	None
Where Applicable – Falling caused by obstacles or equipment used in games.	The games should always take place on a soft surface such as grass or safety mats. Players are advised to race at their own pace and not to over exert themselves. Supervisor will highlight the hazards at the beginning of the game and tell the players to be aware of the obstacles.	2	2	4	None.
Sack Race Specific					
Injury from falling over/ tripping over the sack etc	The sack race should always take place on a soft flat surface such as grass.. Players are advised to race at their own pace and not to over exert themselves.	3	2	6	We also advise that players with existing medical conditions that may be aggravated by this game do not take part.
Injury from collisions with other participants or spectators	Race lanes should be spaced apart to reduce risk of contact. Players must race at their own pace. There will be a restriction as to how close the spectators are allowed to get to the race.	2	3	6	Please enforce this rule with your own supervisor if an ES operator is not attending.
Injury from fallen player being jumped on by continuing player.	All players should be given strict instructions before the race begins not to cross into somebody else’s lane and if someone falls into theirs, they must stop racing until the path is cleared,	1	4	4	Please enforce this rule with your own supervisor if an ES operator is not attending.
Tug of War Specific					
Injury from falling	Operator to supervise the game, when the game is won, at no point should a team let go of the rope completely as this will cause the opposing team to fall. Soft surface should be provided to land on i.e. grass or crash mats.	3	1	3	Due to the nature of this game, falling may sometimes be unavoidable, we ask that only fit players take part, e.g. no person with heart, neck or back conditions or pregnant women.
Injury from over straining	The supervisor should ensure that the teams are matched as evenly as possible and inform the players to only pull to their own comfort. If players are out of their depth they should inform the operator and they will halt play.	3	2	6	Please enforce this rule with your own supervisor if an ES Promotions operator isn’t attending the event.

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Adverse weather conditions	Ideally the game should be played outside on grass to provide a soft landing should people fall. If weather causes dangerous conditions e.g. strong wind or rain, the game should be stopped or moved indoors.	2	1	2	Please make sure there is an alternative indoor option if you do not wish for the game to be cancelled in bad weather.
3 legged Race Specific					
Injury from players tied together falling over.	Players are told to race only at their own speed and to partner up with someone of similar height and build to minimise falling. Game should be played preferably on grass to minimise injury if falling does occur.	3	2	6	None
Wheel Barrow Race Specific					
Injury from standing player dropping legs of other player.	Supervisor should ensure that all coupled players have the larger, stronger player as the standing player, they should also be instructed to place legs gently on the floor when finished, not to just drop them.	1	2	2	None
Injury from player on the ground not being able to keep up.	Standing player should listen to player on the ground at all times, if they ask to stop or slow down, this must happen. Supervisor will be watching the players and ensure this rule is kept to.	2	2	4	None
Injury from player on the ground being trampled on by other players or paired player.	Players must stick to their lanes and avoid coming into any contact with other players.	1	3	3	None

L=Likelihood S=Severity L X S = Risk Score with 1 = Lowest Risk and 25 = Highest

Risk and likelihood are worked out using numbers 1-5. These are then multiplied to give the risk score. We recommend that clients undertake their own risk assessment to suit individual needs.

We strive to have no risk score over 10 and anything over 20 would result in ES Promotions not running the kit.

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METHOD STATEMENT FOR SCHOOL SPORTS DAY

All measurements in 'ft'.

UNIT SIZE (L x H x D)	Various
MIN. AREA REQ. (L x D)	Various
POWER REQUIRED	None
OPERATORS	1

- 1) **Arrival on site**
 - > Find a safe and practical entrance point to unload kit
 - > Confirm location is suitable for equipment
 - > Ensure ground is flat and free from obstructions
 - > Allow a minimum of 2ft (0.6m) clearance around unit

- 2) **The Set Up**
 - > Lay out the coloured cones and judge how many lanes to create, and how long the race area is, by the number of guests / participants
 - > Place one of each of the games at the start of each lane
 - > If required, set up bunting around the outside of the race area, or along the edge of each lane

- 3) **The Operation**
 - > Usually, a compere / DJ will cover the sports day, but stick around to help organise teams and races

- 4) **The Pack Down**
 - > Ensure the area is clear of guests before commencing the pack down
 - Pack away all accessories, and
 - > Load van in a safe and secure manner, before checking area for equipment