

# EXAMPLE OF A RISK ASSESSMENT FOR TRAINING OR EVENTS IN SCHOOL

<b>ACTIVITY: Delivering teacher training or events in school (Page 1 of 3)</b>				<b>DATE OF ASSESSMENT</b>	
<b>ESTABLISHMENT/SCHOOL</b> Concept2			<b>SECTION/TEAM</b> Education Team/ Event team		
<b>WHO MIGHT BE HARMED?</b> Employees, Pupils, Staff and volunteers				<b>HOW MANY ARE AFFECTED?</b>	
<b>DANGER AREAS</b> (including inadequate / lack of arrangements)	<b>TYPICAL CONTROL MEASURES</b>	<b>✓ if in place</b> <b>✗ if not</b>	<b>IF '✗' OR IF ADDITIONAL CONTROL MEASURES NEEDED STATE THE ACTION TO BE TAKEN HERE WITH TIMESCALES</b>	<b>RISK RATING AFTER CONTROL MEASURE</b> High, Medium, Low	
<b>Safely loaded vehicle</b>	<ul style="list-style-type: none"> <li>Load the van with the turbines tightly packed together, the monorail tightly stacked together, and corrugated cardboard between machines</li> </ul>				
	<ul style="list-style-type: none"> <li>All wheels on moveable equipment are locked</li> </ul>				
<b>Driving vehicle to the school</b>	<ul style="list-style-type: none"> <li>Follow the C2 vehicle procedure.</li> </ul>				
<b>Taking vehicle through the school grounds</b>	<ul style="list-style-type: none"> <li>Leave the vehicle in the car park whilst going into reception to organise the best way to get the vehicle close to the venue</li> </ul>				
	<ul style="list-style-type: none"> <li>Check that all obstructions are clear on the route to the venue. For example, gates are opened, bollards are removed and no pupils on the route.</li> </ul>				
	<ul style="list-style-type: none"> <li>When manoeuvring the vehicle inside the grounds, remain aware of obstacles and attentive for pupils around the vehicle</li> </ul>				
	<ul style="list-style-type: none"> <li>Where possible ask for assistance when reversing the vehicle</li> </ul>				
<b>Unloading the equipment into the venue.</b>	<ul style="list-style-type: none"> <li>Make the thoroughfare to the venue clear by removing obstacles and opening doors</li> </ul>				
	<ul style="list-style-type: none"> <li>Unload the equipment using appropriate lifting techniques</li> </ul>				
	<ul style="list-style-type: none"> <li>Bring in and place the equipment into an area out of the thoroughfare</li> </ul>				

<b>ACTIVITY: Delivering teacher training or events in school (Page 2 of 3)</b>				<b>DATE OF ASSESSMENT</b>
--	--	--	--	---------------------------

<b>DANGER AREAS</b> (including inadequate / lack of arrangements)	<b>TYPICAL CONTROL MEASURES</b>	<b>✓ if in place ✗ if not</b>	<b>IF '✗' OR IF ADDITIONAL CONTROL MEASURES NEEDED STATE THE ACTION TO BE TAKEN HERE WITH TIMESCALES</b>	<b>RISK RATING AFTER CONTROL MEASURE</b> High, Medium, Low
<b>Setting up the venue</b>	<ul style="list-style-type: none"> <li>Evaluate the venue for appropriateness in terms of lighting and ventilation. Set up additional lighting or ventilation if required, as appropriate to the session</li> </ul>			
	<ul style="list-style-type: none"> <li>Evaluate the area for the best place to set up screens and machines so that everyone can see and leads can be kept out of the thoroughfare</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure all machines are correctly assembled</li> </ul>			
	<ul style="list-style-type: none"> <li>Secure cables connecting machines out of the way to minimise the trip hazard using tape</li> </ul>			
	<ul style="list-style-type: none"> <li>Secure cables around the monitor neck and machine legs to make sure wires cannot be pulled out</li> </ul>			
	<ul style="list-style-type: none"> <li>Put the projection screen up in a place where attendees will not be blinded by any light source</li> </ul>			
<b>Risk of physical injury through rowing</b>	<ul style="list-style-type: none"> <li>Go through the safe rowing technique in the training with all of the attendees practising on a machine</li> </ul>			
	<ul style="list-style-type: none"> <li>As attendees go through the training, constantly check to ensure their technique is safe.</li> </ul>			
<b>Loading the equipment back into the van</b>	<ul style="list-style-type: none"> <li>Make the thoroughfare to the vehicle clear by removing obstacles and opening doors</li> </ul>			
	<ul style="list-style-type: none"> <li>Break all equipment, remove AV equipment and restore venue to previous state</li> </ul>			
	<ul style="list-style-type: none"> <li>Load the equipment back into the vehicle using appropriate lifting techniques</li> </ul>			
	<ul style="list-style-type: none"> <li>Load the van with the turbines tightly packed together, the monorail tightly stacked together, and corrugated cardboard between machines</li> </ul>			

<b>ACTIVITY: Delivering teacher training or events in school (Page 3 of 3)</b>	<b>DATE OF ASSESSMENT</b>
--	---------------------------

DANGER AREAS (including inadequate / lack of arrangements)	TYPICAL CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' OR IF ADDITIONAL CONTROL MEASURES NEEDED STATE THE ACTION TO BE TAKEN HERE WITH TIMESCALES	RISK RATING AFTER CONTROL MEASURE High, Medium, Low
	<ul style="list-style-type: none"> <li>All wheels on moveable equipment are locked</li> </ul>			
<b>Driving vehicle from the school</b>	<ul style="list-style-type: none"> <li>Follow the C2 vehicle procedure.</li> </ul>			
<b>Are there any other foreseeable hazards associated with the activity?</b>  <b>Please circle YES / NO</b>	<u>List any additional control measures:</u>			

**Reference Documents**

- 📄 'Safe Practice in Physical Education', British Association of Advisers and lecturers in Physical Education. Available from [www.1st4sport.com](http://www.1st4sport.com)
- 📄 NCC Education H&S Manual ([www.nottinghamschools.co.uk/h&s](http://www.nottinghamschools.co.uk/h&s)) - physical education

<b>ASSESSED BY (Print name)</b>	<b>SIGNED</b>	<b>DATE</b>
<b>LINE MANAGER</b>	<b>SIGNED</b>	<b>REVIEW DATE</b>