

<p>Event Risk Assessment</p> <p>Event title: CSW School Games - Infant Agility Festival</p> <p>Event date: 17 May 2018</p> <p>Venue: The AT7 Centre, Coventry</p>	<p>Prepared by: Edward Parsons</p> <p>Date: December 2017</p> <p>Event managers: Edward and Zoe Parsons</p> <p>Event staff: tbc</p> <p>Volunteers: tbc</p>

Who / How affected?	Remedy	Responsibility
<p>Indoor Working All visitors to the site, young athletes, event staff, volunteers</p> <ul style="list-style-type: none"> - Injury through collision with athletes, equipment, blows from mini bull-nosed javelins, bean bags and footballs <p>Young athletes, event staff and volunteers</p> <ul style="list-style-type: none"> - Trips, falls, grazes, cuts, strains and muscular injuries 	<p>Clear supervision of all within the area to be maintained at all times with spectators and others to be segregated.</p> <p>Activities to be set up in a fashion to minimise accidental transgression and risk.</p> <p>On-going review and maintenance as required</p> <p>Event staff trained first aiders and medical staff</p>	<p>Event manager, with the support of all staff, volunteers and school staff</p> <p>Event manager</p> <p>All staff and volunteers</p> <p>Event manager – confirm first aiders and medical staff location</p>
<p>Supervision of Minors Young athletes</p> <ul style="list-style-type: none"> - Lack of supervision 	<p>Schools / teams will remain together, establishing a base at the edge of the hall</p> <p>Athletes to be welcomed / briefed and then escorted to and between events, with leaders supervising each group.</p> <p>School Staff to remain with groups throughout.</p> <p>Parents / spectators to remain to the outside of</p>	<p>Event manager to brief event staff and volunteers</p> <p>Event staff</p> <p>Event staff to remind School Staff of responsibilities and monitor.</p>

	<p>hall. School staff to supervise toilet visits.</p>	School staff
<p>Activity Delivery – Infant Agility Young athletes, event staff and volunteers</p> <ul style="list-style-type: none"> - Incorrect layout of equipment including wedge(s) not placed on mat correctly - Tripping or slipping on equipment - Tripping or slipping on ground - Misuse of equipment, especially javelins - Collision with other athlete or staff - Exhaustion 	<p>Hall floor must be clean and clear of any debris or equipment – final layout of activities to be resolved on final inspection of facility. All events to be laid out in accordance with standard event rules. All equipment to be checked prior to use. All equipment to be of an approved type. Equipment not being used to be stored away from activity area. Mats to be kept clean and dry and to be inspected throughout the event. Activity to be suspended in the event of any liquid spillage. Appropriate footwear to be worn at all times. Bull nosed javelins are not to be left out and unattended. Athletes to be briefed as to the event rules. Athletes awaiting trials to be positioned away from mats, throws and sprint areas with special attention made to start and finish points. Athletes should be continuously monitored for signs of distress and should cease activity in the event of any concerns.</p>	<p>Event manager remain responsible throughout Event manager to brief event staff Event staff to brief volunteers and school staff and monitor throughout</p>
<p>Child Protection Young athletes</p> <ul style="list-style-type: none"> - Abduction and abuse 	<p>School Staff to remain within the sports hall at all times. Local Welfare plan All staff and volunteers to carry / wear accreditation</p>	<p>Event staff supervising welcome and engagement with young athletes Event manager</p>

	<p>All staff have been DBS checked, attended training and have appropriate licenses All volunteers have signed self-declarations Staff and volunteers are encouraged not to work in one-to-one contact with young people Welfare induction provided to volunteers</p>	<p>Event manager</p> <p>Event manager to brief event staff and volunteers</p>
<p>Event Staff and Voluntary Staff Event staff, volunteers and young athletes</p> <ul style="list-style-type: none"> - Untrained volunteers - Health and Safety issues 	<p>Volunteers selected to work on the project are appropriately qualified and/or experienced to undertake their role Close supervision of volunteers Team support</p> <p>Risk Assessments & pre event checks Close supervision of volunteers Team support</p>	<p>Event manager and event staff</p> <p>Event manager and event staff</p>
<p>Personal safety and welfare Event staff, volunteers and young athletes</p> <ul style="list-style-type: none"> - Verbal & physical assault from young people, parents and members of the public - Issues of dehydration, exhaustion etc. 	<p>Event manager and Lead Welfare to be called</p> <p>Food and drink to be provided, coupled with scheduled breaks</p>	<p>Event manager and event staff.</p>
<p>Evaluation Given the implementation of all the remedies detailed, all risks are considered low.</p>		
<p>Further points of reference Site / Facility Risk Assessment Infant Agility / Sportshall Infants Resource cards</p>		