

Risk Assessment Form For After School Clubs/ Matches on the field/ School Playground at St. John's Primary School



Hazard	People Affected	Likelihood	Possible Outcome	Risk Potential L-M-H (Before control measures)	Reasons	Precautions or Control Measures	Risk Potential L-M-H (After control measures applied)	Reasons
Child does not attend relevant club	Parent Staff Pupil	Foreseeable (3)	Child in danger (3)	Medium	Foreseeable and major injury 3x3=9	<ul style="list-style-type: none"> Register to be taken at the beginning of the club Children not present to be immediately investigated 	Low Acceptable	2x3=6
Staff member not present to receive children into club <ul style="list-style-type: none"> Staff member absent Staff member engage with parent 	Parents Pupils Staff	Foreseeable (3)	Child in danger (3)	Medium	Foreseeable and major injury 3x3=9	Alternative arrangements made by PE co-ordinator. Parents advised that club cancelled	Low Acceptable	2x3=6
Child goes missing at the end of the club <ul style="list-style-type: none"> child leaves by alternative exit child goes with adult other than parent 	Staff Pupil Parents	Foreseeable (3)	Child in Danger (3)	Medium	Foreseeable and major injur 3x3=9	<ul style="list-style-type: none"> all children to be dismissed by the teacher in charge of the club children to identify adult that is 	Low Acceptable	2x3=6

						collecting them, <ul style="list-style-type: none"> • child to exit via the main point that the adult is manning • Parents to advise if there is alternative collection arrangements and advise the club leader. • Office to check and advise of any changes notified. 		
Defective floor surface <ul style="list-style-type: none"> ☒ Potholes ☒ Uneven surface ☒ Fouling by animal faeces 	Parents Pupils Staff Public	Regular (5)	Fall (3) Major injury to 1 person	High	Regular x major injury 5x3=15	Warn children of risks Mark any known holes and arrange for them to be filled Cancel event if heavy rain has preceded Caretaker checks ground each morning Sports coach to recheck field area prior to each use.	Low Acceptable	2x3=6
Broken glass ☒ Glass on floor	Parents Pupils	Foreseeable (3)	Cuts (2) minor injury	Low	Foreseeable x minor injury	Area with broken glass coned off and	Low Acceptable	3x2=6

	Staff Public		to one person		3x2=6	cleared Any visible glass shards cleared immediately		
Defective sports equipment ☒ Wall equipment not secure ☒ Broken equipment still out for use	Parents Pupils Staff Public	Foreseeable (3)	Fall/cause harm (3) Major injury to one person	Medium	Foreseeable x major injury 3x3=9	☒ Inspection and maintenance carried out regularly ☒ Defectives items removed and clearly marked so not used	Low Acceptable	2x3=6
Inadequate supervision ☒ Child absconds ☒ Incorrect use of equipment ☒ Stranger on premises	Pupils Staff	Possible (2)	Child in danger (3)	Low	Possible x major injury 2x3=6	☒ Teacher places themselves in full view of all children during activity ☒ Teacher outlines area of field to be used for activity ☒ Teacher makes contact with any unknown adult to enter field and calls for back up if needed	Low Acceptable	2x3=6
Competence of instructors ☒ Staff not confident in use of all equipment	Parents Pupils Staff Public	Foreseeable (3)	Fall/come to harm (3) Major injury to one person	Medium	Foreseeable x major injury 3x3=9	☒ All staff confident in using wall equipment ☒ Children supervised at all times ☒ Clear rules for use of equipment established	Low Acceptable	2x3=6

Inadequate kit ☒ Not wearing suitable footwear ☒ Jewellery being worn ☒ Long hair not tied back	Pupils Staff	Foreseeable (3)	Fall/come to harm (3) Major injury to one person	Medium	Foreseeable x major injury 3x3=9	Staff to ensure that all children are wearing suitable equipment ☒ Long hair to be tied back ☒ Jewellery to be removed or covers (earrings)	Low Acceptable	2x3=6
Insufficient and/or unsuitable first aid cover ☒ Child becomes injured during a club	Pupils Staff	Possible (2)	Fractures/hospital (3) Major injury to one person	Low	Possible x major injury 2x3=6	☒ First aid equipment on site and close to use ☒ Designated qualified first aiders available ☒ Access to telephones available in school ☒ Mobile phone available to use Outdoors First Aid Procedures applied at all times	Low Acceptable	2x3=6
Tripping on manholes covers on football pitch	Pupils staff	Possible (2)	Slipping over; bruising, cuts (3) Major injury to one person	Low	Possible x major injury 2x3=6	During cross country ☒ either a member of staff stands there or a cone is put over the manhole.	Low Acceptable	2x3=6
Goal posts ☒ misuse of them	Pupils	Possible (2)	Hanging on goal posts-falling,	Low	Possible x major injury 2x3=6	☒ Practice away from goal posts.	Low Acceptable	2x3=6

☑ broken parts			bruising, broken bones(3) Major injury to one person			☑ Warn children about misuse of posts. ☑ Inform caretaker of any broken part and keep pupils away.		
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Date of assessment review _____ Carried out by Miss K O'Grady PE Co-ordinator – Signed _____

Mrs J Betts (signature) _____ (Position) _____

Date for review December 2023 (unless change of circumstances indicate earlier re-assessment).

Likelihood 1 = Improbable (probability close to zero) 2 = Possible (remote chance) 3 = Foreseeable (has been known) 4 = Likely (at least annual) 5 = Regular Occurrence	Possible Outcome (Degree of harm) 1 = Trivial 2 = Minor (cuts, bruises, sprains) 3 = Major injury – 1 person (fractures / hospital) 4 = Major injury - several persons 5 = Death	Risk Potential = Likelihood x Possible Outcome 1 – 6 = Low Acceptable 7 – 12 = Medium Action needed 13 – 25 = High Unacceptable
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