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| --- | --- | --- | --- | --- | --- | --- |
|  | | Potential consequence / severity of outcome | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | | None  no injury or adverse effects | Minor  first aid injury | Moderate  lost time injury | Major  hospital treatment | Catastrophic  disabling injury or death |
| Could happen, but probably never will. | 1 - Rare | 1 | 2 | 3 | 4 | 5 |
| Not likely to occur in normal circumstances. | 2 - Unlikely | 2 | 4 | 6 | 8 | 10 |
| May occur at some time. | 3 - Possible | 3 | 6 | 9 | 12 | 15 |
| Expected to occur at some time. | 4 - Likely | 4 | 8 | 12 | 16 | 20 |
| Likely to occur on many occasions. | 5 – Almost certain | 5 | 10 | 15 | 20 | 25 |

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| Total | Level of risk | Timescale / action |
| 1 to 5 | Low | No additional physical control measures are required however monitoring is necessary to ensure controls are maintained. |
| 6 to 10 | Medium | 3-6 months - efforts should be made to reduce the risk to an acceptable level. |
| 12 to 25 | High, or stop | Immediate - work should not be started until the risk has been reduced to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce risk even with unlimited resources, work will have to be stopped. |

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| **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Raw risk rating** | **Step 3**  What do you have in place? | **Step 4**  Is anything further needed?  Yes / No | **Step 5**  Action and review | **Residual risk rating** |
| Spot hazards by:   * Walking around your workplace. * Asking those doing the task what they think. * Checking manufacturers’ instructions. * Considering health hazards. | Identify groups of people:   * employees * lone workers * pupils * service users * temporary / agency staff * contractors * volunteers * members of the public * children (including work experience). | When there are no control measures are in place.  State total score. | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:   * guarding * training * procedures, safe systems of work * personal protective equipment (PPE). | You need to make sure that you have reduced risks ‘so far as is reasonably practicable’.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, indicate ‘yes’ and list what needs to be undertaken in the action column. | Remember to prioritise hazards that are high-risk and have serious consequences first:   * List the actions required and who needs to complete and by when. * Check actions are correctly completed. * Check controls remain in place. * Review the risk assessment annually, or earlier if there is an incident or if the work activity changes. | Level of risk when all control measures are in place.  State total score. |

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| **Activity / operation / event e.g. rounders, football, dance, gymnastics, trampolining:** | | | | | | | | | |
| **Establishment:** | | | | | | **Assessment date:** | | | |
| **Assessor name / position:** | | | | | | **Review date:** | | | |
| **Step 1**  Identify the hazards | **Step 2**  Who might  be harmed and how? | **Raw risk rating**  state total score | **Step 3**  What do you have in place? | **Step 4**  Anything further  needed?  **Yes / No** | **Step 5**  Action and review | | | | |
| **Action required** | | **Residual risk rating**  state total score | **Responsible**  **person** | **Date completed** |
| Wearing of jewellery or personal items. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Jewellery may become caught in PE or sports apparatus, or by another person causing an injury. |  |  |  |  | |  |  |  |
| Gymnastic, play or sports equipment not inspected annually by a specialist company. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to faulty equipment. |  |  |  |  | |  |  |  |
| Faulty play or sports equipment not taken out of commission or securely taped off to prevent use. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to broken equipment e.g. collapse, sharp object. |  |  |  |  | |  |  |  |
| No record of regular sports, play equipment or activity area inspections being conducted.  *(Weekly as a minimum and recorded on a simple checklist, and corrective action taken).* | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury through faults not identified, fixed or equipment taken out of commission. |  |  |  |  | |  |  |  |
| Sport or activity areas not checked before use. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to slip, trip, fall on obstacle or sharp object. |  |  |  |  | |  |  |  |
| Sport or activity areas not set up correctly.  *(Area should be sufficient to meet the demands of the activity and size of group with adequate run off areas at the sides and ends).* | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to collision or incorrect set-up. |  |  |  |  | |  |  |  |
| Equipment not visually checked before use. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to faulty equipment. |  |  |  |  | |  |  |  |
| Inappropriate clothing or footwear worn during PE or sports activities. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to slip, trip, fall. |  |  |  |  | |  |  |  |
| Instructions not provided in the safe practices of the sport or activity. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury through lack of safety knowledge. |  |  |  |  | |  |  |  |
| Insufficient supervision of PE or sport activities.  *(Consider the maximum number of students/service users to teacher ratio for the PE or sport activity).* | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to an accident or incident. |  |  |  |  | |  |  |  |
| Equipment not stored correctly and is not easily accessible. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Manual handling or struck by injuries. |  |  |  |  | |  |  |  |
| Lack of appropriate knowledge/training to instruct PE or sport activities.  *(e.g. trampolining requires appropriately qualified staff).* | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to accident or incident. |  |  |  |  | |  |  |  |
| Employees or 3rd parties not trained or have knowledge in manual handling of inanimate loads when handling/moving PE or sport equipment. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to lack of knowledge of moving and handling methods. |  |  |  |  | |  |  |  |
| No warmup before activities undertaken and cooldown after. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury through lack of warmup and cooldown. |  |  |  |  | |  |  |  |
| Insufficient safety equipment / personal protection available and used e.g. equipment guards, shin pads, mouth guards. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury through lack of protection. |  |  |  |  | |  |  |  |
| Control, discipline, or behavioural problems which may cause safety concerns. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to bad behaviour and disruption. |  |  |  |  | |  |  |  |
| Multi sports activities not correctly distanced from each other (e.g. during events, sports day or after school clubs).  *(Struck by incidents may occur).* | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury through lack of protection from equipment being used within each activity (e.g. running, jumping, balls, javelins, shotput). |  |  |  |  | |  |  |  |
| PE or sport activities held outside in severe weather.  *(e.g. cold, wet, ice, wind, extreme heat).* | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury/harm (e.g. slippery surfaces, sunstroke, dehydration). |  |  |  |  | |  |  |  |
| Insufficient knowledge of pupil, service user, or employee medical conditions (consider Agency staff). | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury due to participation in PE or sport activities when not fit to do so. |  |  |  |  | |  |  |  |
| Emergency (including lockdown) procedures not known or in place. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury, stress due to lack of processes in place. |  |  |  |  | |  |  |  |
| First aid equipment or procedures (including accident reporting) and responsibilities not known by staff. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury or illness not treated promptly due to lack of knowledge. |  |  |  |  | |  |  |  |
| Visual, hearing, motor or cognitive impairment not catered for appropriately to enable them to participate safely. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, contractors, and students.  Injury through lack of safety provision to perform tasks safely. |  |  |  |  | |  |  |  |