

Risk assessment for outing to Rufford old hall

Date of visit: 20th August 2024

Location: Rufford old hall, Rufford, Ormskirk

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Hazard	Risk	Control Measures	Responsibility
Outdoor Sports Activities	Risk of injury (e.g., falls, collisions)	<ul style="list-style-type: none">- Ensure all equipment is in good condition and used correctly.- Conduct a briefing on safety rules.- Supervise activities closely.	Event Organizers / Supervisors
Balance Bikes	Risk of falls and injuries	<ul style="list-style-type: none">- Ensure bikes are in good condition.- Provide helmets for all children.- Supervise use of bikes closely.- Limit the area where bikes can be ridden.	Event Organizers / Supervisors
Sports Day Equipment (e.g., bean bags, hoops)	Tripping or injury from equipment	<ul style="list-style-type: none">- Set up equipment in designated areas- Inspect equipment before use.- Supervise children while using the equipment.	Event Organizers / Supervisors

Hazard	Risk	Control Measures	Responsibility
Picnic Areas	Food allergies and choking hazards	<ul style="list-style-type: none"> - Request information on any known allergies beforehand. - Ensure food is safely stored and prepared. - Have first aid trained staff available. 	Event Organizers / Supervisors
Victorian Tea-Room	Allergic reactions to food	<ul style="list-style-type: none"> - Inform participants of any potential allergens in the food. - Ensure staff are aware of allergy information. - Provide an alternative for those with allergies. 	Event Organizers / Supervisors
Weather Conditions	Heatstroke, dehydration, or rain	<ul style="list-style-type: none"> - Monitor weather forecast and prepare for changes. - Provide shaded areas and plenty of water. - Have contingency plans for adverse weather. 	Event Organizers / Supervisors
General Supervision	Lack of supervision leading to accidents	<ul style="list-style-type: none"> - Maintain a ratio of 1 adult to 4 children. - Ensure all adults are aware of their supervisory roles. - Conduct regular headcounts. 	Event Organizers / Supervisors
Emergency Situations	Medical emergencies or accidents	<ul style="list-style-type: none"> - Carry a fully stocked first aid kit. 	Event Organizers / Supervisors

Hazard	Risk	Control Measures	Responsibility
		<ul style="list-style-type: none"> - Have emergency contact numbers and a mobile phone available. - Ensure at least one person is first aid trained. 	
Venue Hazards	Slips, trips, and falls on site	<ul style="list-style-type: none"> - Ensure pathways are clear and safe. - Mark any potential trip hazards. 	Event Organizers / Supervisors

Notes:

- Ensure that all staff are briefed on this risk assessment and are aware of their roles and responsibilities.
- Regularly review and update the risk assessment as needed based on any changes or observations during the event.

This assessment aims to ensure a safe and enjoyable day for all participants.