

Risk Assessment for Multi-Skills Sports Festival

Event Details:

- **Event:** Multi-Skills Sports Festival
 - **Location:** Le Cateau Primary School
 - **Organizer:** ML Sports and Fitness
 - **Participants:** Reception-aged children (ages 4-5)
 - **Date:** 20th May 2025
 - **Supervisors:** ML Sports and Fitness staff, school staff, and volunteers
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Risk Assessment Chart

| Hazard | Who Might Be Harmed? | Risk Level (Low/Medium/High) | Control Measures | Further Actions |
|---------------------------------------|-----------------------------|-------------------------------------|---|---|
| Slips, trips, and falls | Children, staff, coaches | Medium | - Ensure playing area is clear of obstacles and hazards. - Use non-slip mats where necessary. - Encourage children to wear suitable footwear. | Regularly check playing surfaces throughout the event. |
| Collisions with other children | Children | Medium | - Ensure activities are well-spaced. - Limit group sizes to avoid overcrowding. - Use soft equipment where possible. | Brief children on spatial awareness and safe movement. |
| Injury from sports equipment | Children, staff | Low-Medium | - Use age-appropriate, soft equipment. - Supervise all activities closely. - Teach correct handling techniques. | Coaches to demonstrate safe use of equipment before activities begin. |

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| Overexertion and fatigue | Children | Medium | - Provide regular rest and water breaks. - Adapt activities to suit age and ability. | Monitor children for signs of tiredness and adjust sessions accordingly. |
| Dehydration | Children | Medium | - Encourage children to drink water regularly. - Provide access to drinking stations. | Staff to remind children to drink fluids throughout the event. |
| Sun exposure (if outdoors) | Children, staff | Medium | - Recommend hats and sunscreen. - Provide shaded areas for rest. | Inform parents in advance to send children with appropriate protection. |
| Weather conditions (if outdoors) | Children, staff | Medium | - Monitor weather forecast. - Have an indoor contingency plan. | Adjust or postpone activities if weather conditions become unsafe. |
| Child wandering off / lost child | Children | High | - Assign each group a designated adult. - Use wristbands or name tags. - Keep entrance/exit points monitored. | Perform regular headcounts and have a clear lost-child procedure in place. |
| Safeguarding concerns | Children | High | - Ensure all staff and coaches have DBS checks. - Follow safeguarding policies and procedures. | Brief all staff on safeguarding responsibilities before the event. |
| Medical emergencies / pre-existing conditions | Children | High | - Gather medical information and emergency contacts before the event. - Have first aiders on-site. - Ensure access to first aid kits. | Brief staff on medical conditions and emergency response procedures. |

This assessment ensures that all necessary **safety measures** are in place for a **successful and safe** event