

Risk Assessment: Reception Summer Games
Colburn Primary School – Hosted by ML Sports and Fitness

Date of Event: 29th April 2026

Location: Colburn Primary School

Assessor Name: Matty Turnbull

Date of Assessment: 27th April 2026

Hazard Identification & Risk Assessment

Hazard	Who Might Be Harmed?	Risk Level (L/M/H)	Control Measures
Slips, Trips & Falls	Children, Staff, Spectators	Medium	- Ensure the running surface is even and free from obstacles.- Conduct a inspection of the playing areas.- First aid available on-site.
Weather Conditions (Heat, Cold, Rain)	Children, Staff	Low	- Check weather forecast in advance.- Ensure children are appropriately dressed.- Provide water breaks in warm conditions.- Modify or postpone the event if weather is extreme.
Dehydration/Exhaustion	Children	Low	- Encourage hydration before, during, and after the activities.- Allow rest breaks if needed.- Monitor for signs of fatigue and overheating.
Collisions with Other Children	Children	Low	- Split into smaller groups.- Clearly mark playing areas.
Lost or Unsupervised Children	Children	Low	- Assign staff to supervise designated areas.- Conduct headcounts before and after the event.- Use bibs for easy identification.
Injury from Uneven or Hard Surfaces	Children	Medium	- Run on grass or soft surfaces where possible.- Ensure appropriate footwear is worn.- Have first aiders on standby.

Medical Emergency (e.g., Asthma, Allergic Reaction)	Children	Medium	- Ensure emergency contact details are available.- Have a first aid kit on-site.- Staff to be briefed on medical conditions of participants.
Parental/Guardian Supervision & Spectator Safety	Spectators	Low	- Designated spectator areas.- Clear signage for entry and exit points.- Monitor crowd control.
Use of Equipment & Obstacles	Children	Medium	- Ensure all equipment is age-appropriate and checked for safety before use.- Secure obstacles to prevent movement or tipping.- Provide clear instructions on how to safely navigate obstacles. Have staff positioned at key points to assist and supervise.

Emergency Procedures:

1. **First Aid:** First aiders will be present with a fully stocked first aid kit. Any injuries will be recorded and reported to parents/guardians.
2. **Lost Child Procedure:** In the event of a missing child, staff will conduct a search while keeping other children supervised. Parents and relevant authorities will be informed if necessary.
3. **Severe Weather Protocol:** If conditions become unsafe, the event will be paused or canceled, and children will be taken to a safe indoor area.
4. **Evacuation Plan:** In case of an emergency, follow the school's evacuation procedure. Staff will direct children and spectators to the nearest safe exit.