Risk Assessment (Sports Day)

Next Review Date: 29 September 2027

Last Reviewed: 29 September 2026

Description	Who	When	Associated Hazard	Control Measures	Risk Rating (L/M/H) 1 = Not very likely 2= Medium Likelihood 3 = Very Likely	Managed by	In Place (Y/N)
Equipment	ASM Staff/ Participants	During activity	Equipment misuse	All staff are trained in the safe use of equipment e.g. peg goals down etc. Equipment is cleaned on a regular basis to avoid any cross contamination with in regard to infectious illness Equipment is checked daily to ensure it is safe to use and fit for purpose. All equipment visually checked	H/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				for defects by ASM Staff. Ensure all staff have appropriate cleaning materials and are fully trained in Covid safe procedures and correct PPE must be worn All equipment visually checked for defects by ASM Staff.			
Poor behaviour management of children leading to injury	ASM Staff/ Participants	During activity	Danger of unnecessary Injury	Staff should be qualified or experienced, used to working with the age group concerned and considered competent to ensure that this activity is undertaken safely. Knowledge of basic first aid is desirable. ASM staff vigilance during session – participants not complying with rules removed from activity – group leader to be responsible for behaviour of group.	M/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Bumps/collisions/Slips/trips/Falls on equipment (cones, mats, spots).	ASM Staff/ Participants	During activity	Larger participants colliding with smaller participants.	Responsible adult supervising always. Staff wear uniform and trainers to prevent trip and falls.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				All external school walkways are fitted with handrails. Any spillages are cleaned away immediately by staff. All Children to wear full PE kit including trainers for outdoor and pumps for indoor. T&C's to include the use of sensible sports shoes. Daily site checks to be carried out by staff and records retained.			
Weather conditions affecting staff and children adversely.	ASM Staff/ Participants	During activity	Heat, sun, cold, wind, rain, ice or other adverse weather conditions	Monitor local conditions and the venue/site. Provide hydration and rest/shade in warm weather; adapt or stop vigorous activity when conditions become unsafe. Follow UKHSA/Met Office weather-health alerts and host-school procedures. Do not use outdoor equipment when surfaces, visibility or wind make the activity unsafe.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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Incorrect use of equipment or Failure of equipment	ASM Staff/ Participants	During activity	Equipment failure, damage to sports area. Entrapment	Emphasise safety messages and the rules of the game. Work in groups where ratios are managed. Ensure safe space for game activities. Establish safe spacing between each group.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Manuel handling of equipment.	ASM Staff/ Participants	During activity	Movement based injury	Manual handling activities are limited to avoid injury and where required follow safe techniques as trained. Equipment is carried in small batches to limited manual handling activities.	H/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Footwear	ASM Staff/ Participants	During activity	Slip, trips, and falls. Damage to surface area where activity is taking part	Only appropriate approved footwear on pitch • Includes staff, students, and visitors. No exceptions • Checks to be made during facility inspections. • Signs in place and communicated to school community.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Snow/Ice/Excessive rain/Extreme Weather	ASM Staff/ Participants	During activity	Slips, trips, and falls	Regular inspections during periods of severe weather. Facility closed if the area is	L/1	ASM Sports Health and Safety leader/Staff/	Y

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				compromised. No activity in any periods of extreme weather, (snow/thunder/etc)		Managing Director who will also liaise with the school	
Spectators/Staff/Visitors	ASM Staff/ Participants	During activity	Collisions and bumps	Only children and Coach on the surface area where activity is taking part. All other staff/visitors/students to stand behind the fence of the surface area where activity is taking part.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Jewellery	ASM Staff/ Participants	During activity	Cuts and Abrasions	Ensure all jewellery (including watches are removed before sports activity)	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Drinks (hot/cold)	ASM Staff/ Participants	During activity	Slips, trips, and falls	No hot drinks in or immediately adjacent to the activity area; staff hot drinks must be kept in a secure staff-only location.	M/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
General Facility issues (Damage - Vandalism)	ASM Staff/ Participants	During activity	Varied	Staff to report issues to Facilities Management ASAP	L/1	ASM Sports Health and Safety leader/Staff/ Managing	Y

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				• Picked up during facility inspection/opening facility. • Staff advised to report damage. • Facility to be locked overnight and weekends.		Director who will also liaise with the school	
First Aid	ASM Staff/ Participants	During activity	Varied	Nominated on-site first aider notified of any injuries. Recorded via my asm. Parents notified if warranted.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Clothing	ASM Staff/ Participants	During activity	Varied	Only appropriate clothing to be worn: • Includes staff, students, and visitors. No exceptions • Sporty flexible attire	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Foliage	ASM Staff/ Participants	During activity	Varied	Ensure foliage is maintained to ensure a safe activity space. Any fallen leaves need to be collected with the area being free from excessive mud and debris.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will	Y

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						also liaise with the school	
Asthma	ASM Staff/ Participants	During activity	Asthma attack Breathlessness	Ensure all pupils requiring an inhaler have it with them. Ensure the protocol is followed in the event of excessive exercise. Notify first aiders if an inhaler is used. Ensure pupils get appropriated rest period if required.	H/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Insufficient Lighting	ASM Staff/ Participants	During activity	Bumps, collisions	Light up every area where possible. Adequate lighting will ensure that children are safe and less likely to slip, trip or fall. If lighting falls to a poor standard activity stops.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Fire exits	ASM Staff/ Participants	During sports During evacuation	Slips, trips, and falls	Ensure no game related equipment is used in a way where it could potentially block fire exit routes.	H/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Roof tiles and windows	ASM Staff/ Participants	During sports	Impact injury Cuts and abrasions	Ensure roof tiles and windows are not interrupted during activities and games.	L/1	ASM Sports Health and Safety leader/Staff/ Managing	Y

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				Ensure games are performed in a direction whereby roof tiles and windows can be avoided.		Director who will also liaise with the school	
Surrounding industrial fences and gates	ASM Staff/ Participants	During sports	Entrapment	Ensure games and activities are set up leaving a safe distance from the perimeter of the sports area.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Stairs on site	ASM Staff/ Participants	Ongoing	Slips, trips, and falls. Bumps	Ensure the stairs are clear for use and non-slip. Ensure a handrail is in place. Ensure the children are walking in a safe orderly way.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y
Persons developing illnesses or symptoms during a session.	ASM Staff/ Participants	Ongoing observation.	Unwell, sickness	If staff, young people, or children become unwell on site with a new, continuous cough or an elevated temperature they should be sent home. If they are unable to leave immediately in their own transport, they should be isolated while awaiting their collection. Children under eighteen should be supervised by one adult, if safe and appropriate, in an open-air space away from equipment, minimising the risk of transfer to	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				the accompanying staff member. If a child is awaiting collection, and it is not safe or appropriate for them to be in an open-air space, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent, or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an			

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				emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was taken unwell with a new, continuous cough or an elevated temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for appropriate duration recommended by current public-health guidance after any contact with someone who is unwell. All household members of the unwell person must leave together; this includes siblings and parents that may also be on site as staff or volunteers. Once an unwell person has been identified care should be taken to thoroughly clean down all surfaces and equipment that they have been in contact with.			
Media consent	ASM Staff/ Participants		NA	parent or guardian will indicate whether they consent to media usage via myasm. Lead coach will	L/1	ASM Sports Health and Safety leader/Staff/	Y

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				check this information before using any form of social media.		Managing Director who will also liaise with the school	
Cleaning of contaminated areas.	ASM Staff/ Participants	Ongoing observation	NA	leaning an area with normal household disinfectant after someone with suspected coronavirus (infectious illness) has left will reduce the risk of passing the infection on to other people. If an area can be kept closed and secure for current public-health guidance, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by current public-health guidance. Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double bagged, then stored securely for current public-health guidance then thrown away in the regular rubbish after cleaning is finished. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				particular attention to frequently touched areas and surfaces, such as bathrooms, grabrails in corridors and stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (infectious illness), consider using protection for the eyes, mouth, and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for appropriate duration recommended by current public-health guidance, and after removing gloves, aprons and other protection used while cleaning.			
End of session deep cleaning.	ASM Staff/ Participants	Ongoing observation	NA	ASM Sports staff will be responsible for the stringent routine cleaning of their communal walkways and activity areas at their venues. Throughout the day the ASM staff should be cleaning frequently touched contact points as detailed below. In addition to this it is expected that each venue is cleaned routinely in line with the venue's	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				current infection-control arrangements. This is to preserve the safety of the 'daily activity/venue arrangements'. Coaches are expected to clean			
Surface contamination and ongoing cleaning as needed.	ASM Staff/ Participants	Ongoing observation	NA	ASM Sports staff will be provided with their own cleaning kit for the purpose of sanitizing equipment. The kit will include multi-purpose cleaner, cleaning/disinfecting wipes and hand gel. Along with disposable cloths, gloves, aprons, and bin bags. Staff will be advised on the safe use and storage of the kit at the point of issuing. The kit and its contents will be always kept with the coach and kept out of reach of children. Where this is not Coaches are encouraged to return it to their vehicle in between use. It is the responsibility of the coach to replenish their kit from the provisions at the ASM Sports office. If a coach's individual RA states that they are not to attend the office, then they should inform a member of the management team when kit supplies are running low.	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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Person to person contamination	ASM Staff/ Participants	Ongoing observation		discuss with young children daily the importance of good hand hygiene. Supervise young children to ensure they wash their hands for appropriate duration recommended by current public-health guidance more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues. Everyone should maintain appropriate hand hygiene, particularly after toileting, before eating and after contact with bodily fluids. Additional hand washing opportunities should be highlighted by the ASM Sports coach or setting staff where he/she feels it is appropriate. Coaches should not offer hand sanitiser to children, as it may cause irritation to the skin. Where water and drinks should not be refillable at communal water fountains. Encourage children to bring enough to drink from home. If water bottles must be refilled this should be supervised by an adult to ensure that the bottle does not touch the tap. Hand	L/1	ASM Sports Health and Safety leader/Staff/ Managing Director who will also liaise with the school	Y

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				shaking and hand to hand contact games (such as circle games like 'The farmers in his den') should be removed from the programme of activities. Activities that require minimal hand contact are preferable. For example: football.			
Safeguarding and child protection	ASM staff/participants	Before and during activity	Safeguarding concern, abuse, neglect, child-on-child abuse, harassment or inappropriate staff conduct	All ASM staff/volunteers/contractors working with children must follow ASM and the host school's safeguarding arrangements and know how to contact the DSL/deputy. Concerns must be reported without delay, including low-level concerns and concerns about staff/contractors. Staff must maintain professional boundaries, appropriate supervision and safe collection arrangements. Child-on-child abuse, discriminatory/derogatory behaviour, sexual harassment/violence and serious violence are safeguarding matters and must be acted upon in line with the safeguarding procedure.	M/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y
Staff competence, safer recruitment and DBS	ASM Staff/Volunteers/Contractors	Before deployment	Inappropriate or insufficiently	Staff must be appropriately trained, competent and briefed for the activity and age group.	M/1	ASM Sports Health and Safety Leader /	Y

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		and during activity	competent person working with children	DBS eligibility/check requirements must be determined before deployment in accordance with current KCSIE 2026/DBS rules and the school's/ASM safer recruitment arrangements. Staff must complete required safeguarding and activity-specific training and understand their responsibilities. Where a role is regulated activity, required checks must be completed before the person starts that regulated work.		Managing Director / Lead Coach in liaison with host school	
Medical needs, allergies, medication and SEND	ASM Staff/Participants	Before and during activity	Medical emergency, deterioration of condition, allergic reaction, exclusion or unsafe participation	Obtain and use relevant medical, allergy, dietary, medication and SEND information through the school's/ASM agreed secure process. Follow individual healthcare plans and emergency medication arrangements. Staff must know how to respond to asthma, anaphylaxis, diabetes, epilepsy and other disclosed conditions relevant to the activity. Make reasonable adjustments and adapt equipment, space, instructions, intensity or participation where reasonably practicable; do not impose	H/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y

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				blanket restrictions solely because a child has SEND or a disability. Carry out an individual dynamic risk assessment where needs create activity-specific risks.			
First aid, emergency response and incident reporting	ASM Staff/Participants/Visitors	During activity and following incident	Injury, illness, delayed emergency response or failure to learn from an incident	A suitable first-aid needs assessment must be in place for the setting/activity, including consideration of children and other non-employees. A suitably trained first aider/appointed person and appropriate first-aid equipment must be available as determined by the assessment. Staff must know the emergency address/location, access route, telephone arrangements and evacuation procedure. Record accidents, near misses and safeguarding incidents through the appropriate ASM/school system; assess every incident for RIDDOR reporting and notify the school/parent/carer as required by the relevant procedure.	H/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y
Information security, photography and media	ASM Staff/Participants	Before and during activity	Data breach, inappropriate image use or disclosure of	Use only approved ASM/school systems and devices for personal information and images. Collect and share the minimum	M/1	ASM Sports Health and Safety Leader / Managing	Y

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			personal/safeguarding information	information necessary. Check the applicable photography/media permissions and restrictions before taking or publishing images; do not use personal devices unless specifically authorised. Safeguarding information must be shared promptly where necessary to protect a child, while records remain secure and access is limited to those who need it. Follow ASM privacy/data-protection procedures and the host school's requirements.		Director / Lead Coach in liaison with host school	
Illness, infection prevention and hygiene	ASM Staff/Participants	Before and during activity	Spread of infection or participation while unwell	Follow current public-health advice and the host school's infection-control arrangements rather than obsolete COVID-specific measures. Encourage appropriate hand hygiene, respiratory hygiene and routine cleaning of high-touch/shared equipment. Do not require a child or staff member who is acutely unwell to participate; follow the setting's arrangements for supervision, isolation where appropriate and collection/medical advice.	L/1	ASM Sports Health and Safety Leader / Managing Director / Lead Coach in liaison with host school	Y

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				Cleaning products must be stored and used safely and in accordance with COSHH requirements where applicable.			

2026 Review/Update completed by: N Marren Date: 29-09-26

Date 01-06-26

2026 independent/management spot check: Pending

Date: 01-06-26

2026 compliance basis: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; Health and Safety (First-Aid) Regulations 1981; PUWER 1998 where work equipment applies; Manual Handling Operations Regulations 1992 where applicable; PPE at Work Regulations 1992 (as amended) where applicable; Equality Act 2010 and reasonable-adjustment duties; Children Act 1989/section 175 Education Act 2002 and KCSIE 2026 where applicable; Working Together to Safeguard Children 2026; Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025; and afPE Safe Practice in Physical Education, School Sport and Physical Activity (2024 edition/current online guidance). Local school/site safeguarding, emergency, medical, fire and premises procedures also apply. This generic assessment must be supplemented by a site-specific dynamic risk assessment before delivery.