

# RISK ASSESSMENT FORM: Safety in Action Week (2) 2021

Date: July 2021

Assessed by: Martin Preisig

Location: Les Ormes Resort -Tennis Centre

No	Activity/Plant/ Materials	Hazard	Persons in Danger	Existing Controls	Severity 1 2 3 4 5	Likelihood 1 2 3 4 5	Initial Rating	Additional Control measures	Final Rating	Review Date
1	Car Park Entrance	Cars	All	Warning signs 'Police Slow' Barriers and cones	4	2	8	Additional warning signs and cones Directional signs to drop off point (see site map) Drop off point created so students do not need to cross traffic entering site.	2	End of day Review September 2021
2	Car Park Exit Drop off / Pick up Point	Cars	Students Teaches	No controls at present	4	2	8	Create drop off and collection point for coaches Assembly point for schools at exit to car park	2	End of day Review September 2021
3	Entrance – Control Point	Cars Slips/trips/falls	All	Cones and Barriers Warning Signs High visibility PPE	3	2	6	Co-ordinators and helpers to direct students, teachers and any parent helpers to designated areas H&S brief to whole group Point Fire assembly point First Aid kit at Control Point Accident log book at Control Point	2	End of day Review September 2021
4	Moving Groups Control Point to Home Safety Road Safety, Play Safety Fire Safety,	Slips/trips/falls Path, staircase and corridor Doors - Finger entrapment	Students Teachers Helpers	Cones and Barriers Warning signs	4	2	8	All groups to be accompanied from Control Point to Home/Kitchen, (ground floor) Road Safety, Play Safety and Fire Safety workshops first floor in main building First Aid – outside main building, inside tennis centre if wet (See site plan) Route to be clear, no obstructions Workshop leaders to meet group at entrance of workshop location All fire doors to be held open when students pass through	1	End of day Review September 2021
5	Moving Groups Control Point to First Aid (Outside Main Building or inside Tennis Centre if wet)	Slips/trips/falls	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors from First Aid scenario	1	2	2	Group accompanied to scenario location, outside main building or inside Tennis Centre Building if wet weather.	1	End of day Review September 2021

6	Moving Groups Kitchen/Home to Play	Slips/trips/fal ls Staircase Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Home to Play workshop on first floor	1	2	2	Group to move in single file up staircase keeping to the left hand side – lead by CAP Co- Ordinator Wait at entrance to Play workshop	1	End of day Review September 2021
7	Moving Groups Play to Road	Slips/trips/fal ls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Play and Road	1	2	2	Group accompanied to scenario location, wait at entrance Workshop leaders to meet group	1	End of day Review September 2021
8	Moving Groups Road to Fire	Slips/trips/fal ls Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Road and Fire	1	2	2	Group accompanied to scenario location, wait at entrance. Workshop leaders to meet group	1	End of day Review September 2021
9	Moving Group from Fire to First Aid (outside the entrance to main building – inside tennis centre if wet)	Slips/trips/fal ls Corridor and Staircase Doors – Finger entrapment	Students Teachers Helpers	Co-ordinators and helpers to direct group to instructors From Fire and First Aid	1	2	2	Group accompanied to scenario location, outside the front of the main building. Students should walk single file down the staircase keeping to the right hand side. Workshop leaders to meet group	1	End of day Review September 2021
10	Moving Groups back to control point at front of main building at the end of the morning or afternoon session	Slips/trips/fal ls- Staircase and corridors Doors - Finger entrapment	Students Teachers Helpers	Workshop leaders to escort their last group back to the Control Point at the front of the main building	4	2	8	All groups to be accompanied from their last workshop back to the Control Point. Students should walk single file down the staircase keeping to the right hand side. Route to be clear, no obstructions All fire doors to be held open when students pass through.	1	End of day Review September 2021
11	At the end of School visit all groups to leave the event	Cars Slips/trips/fal ls	Students Teachers Helpers	Cones and Barriers Warning signs Directional signs Helpers stopping traffic as groups cross road	4	2	8	Coach pick up point adjacent to control point - no need to cross traffic.(see site plan in Teachers information Booklet If coaches and school transport parked in carpark assist in moving students from the event to their transport.	1	End of day Review September 2021

**Risk Rating Formula: Severity x Likelihood**

**Severity: 5 = Fatality**  
**4 = Major Injury or illness**  
**3 = “3 day” injury/illness**  
**2 = Minor injury/illness**  
**1 = First Aid injury/illness**

**Likelihood: 5 = Almost Certain**  
**4 = Very Likely**  
**3 = Likely**  
**2 = Unlikely**  
**1 = Very unlikely**