

Headington School Risk Assessment Form

Reference No.

RA FORM V1.3 March 2017

Name of Person completing Risk Assessment	Ryan Demaine	Dept / Position	Performance Director.
School / Building	Running	Date of Assessment	19-09-18
Location/Area	Headington School - Running	Date for Review	19-09-18
Activity / Details of Assessment	Activities within and around the boathouse area (including travel)		

Severity	X	Likelihood	=	Risk
Severity = Level of potential Injury		Likelihood = Chance of injury		Severity x Likelihood = Risk
1 No action, delay only		1 Very unlikely		1 - 6 Acceptable
2 First Aid only, minor damage		2 Unlikely		8 - 10 Tolerable if strictly monitored but try to improve
3 Minor Injury, illness, time off work, damage		3 Possible		12 - 25 UNACCEPTABLE
4 Major injury, disabling illness, major damage		4 Likely		
5 Fatality		5 Very Likely - Imminent		

PART A: All staff who work in/on the area/task/activity being assessed should complete the box below to confirm they have read and understood the contents of this Risk Assessment

NAME <i>[please print]</i>	DATE	SIGNATURE	NOTES/COMMENTS
Chris Hermes - Head of Rowing			
Ryan Demaine - Performance Director			
Alison Williams - Senior Coach			
Lucy Burgess - Development Coach			
Laura Depner - J14 Coach			
Natalie Holden - J14 Coach			
Bruce McLaren - J13 Coach			
Camilla Scarf - J12 Coach			
Alice Plucknett - Junior Support Coach			
James White - Junior Support Coach			

Either insert new lines as required or ensure staff are instructed/trained and evidence recorded and attached

PART B: To be completed by the person carrying out the Risk Assessment

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	
Cars in vicinity of training location. (Car park and road)	All users	Collision with moving object / stationary object. Injury.	Attention drawn to entry and exiting buildings / grounds. Awareness drawn to passing traffic.	4	1	4				
Cars in school grounds / training location grounds. Entering property and exiting property.	All users	Collision with moving object / stationary object. Injury.	Attention drawn to entry and exiting school / training location grounds. Awareness of passing traffic. Girls running outside of school grounds will wear high visibility gear when clocks have been turned back.	4	1	4				
Slips	All users	Injury.	Attention drawn to the fact that floor condition outside may have ice or moisture	2	2	4				
Trips and falls	All users	Injury.	Awareness of hazards when running. Steps; uneven ground; damage to pavement/road.	3	1	3				
Minor accidents	All users	Injury.	All staff qualified first aiders. First aid packs. Health centre staff on duty. For external training locations: doctor / local hospital can be used.	2	1	2				
Major accidents	All users	Injury.	All staff qualified first aiders. First aid packs. Health centre staff on duty. For external training locations: doctor / local hospital can be used.	3	1	3				
Safeguarding	Students	Personal risk /abuse	All staff/ support workers are DBS checked Staff member in attendance at all times	3	1	3				
Collision with fixed obstacle.	All users	Collision with moving object / stationary object. Injury.	Girls / Staff to be vigilant.	2	1	2				
Collision between girls and bikes / cars	All users	Collision with moving object / stationary object. Injury.	Girls / Staff to be vigilant. Girls not to run on the roads. Only use suitable crossing points.	2	1	2				
Hypothermia	All users	Hypothermia	Emergency blankets available. All students instructed to bring changes of warm clothing. All students instructed to bring appropriate food. Warm drinks & shower available in boathouse. All coaches carry mobile phones / radios.	3	1	3				
Sunstroke	All users	Hyperthermia	All persons advised to wear eye protection, appropriate clothing and sun screening cream.	3	1	3				
Dehydration	All users	Injury. Personal harm	All students to have drinks bottles with them. Water drinking fountain located near training hut.	2	1	2				

Cars in USA and Europe drive on right hand side of the road.	All users	Injury	All girls reminded of traffic rules in USA before running. All girls accompanied by Staff member while running	4	1	4	Staff and Pupil vigilance				
Further information											
Assessor's Signature				Date							
HOD's Signature if appropriate				Date							
Notes:	Guidance can be obtained from Head of Department or Health and Safety Co-ordinator.										
	Paper copy printed and kept in Departments risk assessment folder, electronic copy save in Departments Google Drive RA folder, accessed via Moodle										
Report any issues, accidents or near-misses (incident not causing injury but potential to do so) to HoD and accident@headington.org											