

 **GRESHAM'S Sport Risk Assessment 2022/23 Onwards**

Description of Activity	Sport Activities at Gresham's School		Times/ Days of Activity	All Week, All years, Games Time		
Locations of Activity	Playing Fields and Astroturfs 1 & 2 Sports Hall Performance Gym Studio Swimming Pool* (own NOP, EAP) Shooting* (see below) Big School Hall Netball Courts		Member of Staff Responsible for RA	Dominic Atkinson (DHCC) Joe Cowan (Director of Hockey) Helene Buckingham (Director of Netball) George King (S&C Lead) Ben Pienaar (Director of Rugby) Freddie Grounds (Shooting Master)		
Area of Concern	What are the Hazards?	Who might be harmed and how?	Preventive Measures (What are we already doing?)	Anything else to manage risk?	Action by whom?	Comments
1. People						
1. Pupils						
<i>Ratios</i>	Lack of Supervision - Lack of Space	Pupils, Staff <i>Slips, trips, falls, collisions etc. Missing pupils etc.</i>	- 1:15 ratio for Senior School for all activities - Where possible, staffing to be 1:10 at all times	Regular check of the staffing overviews each term	Staff Member in charge of activity	
<i>Clothing</i>	- Inappropriate clothing for activity	Pupils, Staff <i>Cuts, bruises, strains</i>	- Staff to check kit is appropriate to the activity - Pupils are expected to wear to appropriate footwear and sportswear as well as, bring their own water bottles. - If pupils do not have the appropriate kit they will not be able to take part.	Pupils who are unable to wear the expected kit must have written consent from their parents in	Staff Member in charge of activity	

				advance to participate in activity.		
<i>Jewellery</i>	<ul style="list-style-type: none"> - Jewellery - Watches 	<p>Pupils, Staff</p> <p><i>Cuts, bruises, strains, eye injury</i></p>	<ul style="list-style-type: none"> - Staff to ask pupils to remove all jewellery prior to starting the session. - Jewellery that cannot be removed for religious reasons must be made secure before pupil can participate 		Staff Member in charge of activity	
<i>Footwear</i>	<ul style="list-style-type: none"> - Incorrect footwear - Laces untied 	<p>Pupils, Staff</p> <p><i>Cuts, bruises, sprains, strains, pitch contamination</i></p>	<ul style="list-style-type: none"> - Staff to check footwear is appropriate, clean and in good repair - Open footwear is not acceptable - Barefoot is only acceptable when given permission by staff leading session. This may be due to the exercise being performed. 	Brushes to clean shoes	Staff Member in charge of activity	
<i>Awareness of Procedures/ Routines</i>	<ul style="list-style-type: none"> - Pupils unaware of safety issues relating to activity specific routines/ procedures 	<p>Pupils, Staff</p> <p><i>Cuts, bruises, strains, eye injury</i></p>	<ul style="list-style-type: none"> - Pupils should be involved in the risk-management process - Pupils should be made aware of all normal procedures for a gym and field based session. - Earphones and Headphones are not allowed as users must be aware of coaching instruction and potential sounding of the fire alarm. 		Staff Member in charge of activity	
<i>Medical</i>	<ul style="list-style-type: none"> - Unidentified Known medical conditions 	<p>Pupils</p> <p><i>Pre-existing conditions</i></p>	<ul style="list-style-type: none"> - Ensure pupils are medically fit to play - Appropriate water breaks given to pupils based on the weather conditions and or intensity of the activity - First aid kits to be stored at pitch or taken to away matches 		Staff Member in charge of activity	
<i>Expertise</i>	<ul style="list-style-type: none"> - Unsafe session through lack of knowledge/ experience - Staff unaware of H&S 	<p>Pupils, staff</p> <p><i>Cuts, bruises, strains, eye injury</i></p>	<ul style="list-style-type: none"> - Staff should have a current knowledge and understanding of the rules, techniques and tactics of the activity they are supervising or teaching. - Staff supervising other should undergo Internal Assessment as regularly as possible 		Director of Sport	

	guidelines due to experience.					
<i>Supervision</i>	- Lack of appropriate supervision	Pupils <i>Cuts, bruises, strains, eye injury</i>	- Pupils may not enter the facilities without supervision - Pupils should be supervised during all activities - Staff should circulate the group in a way that allows the greatest supervision of all pupils while keeping the risk of injury low - Buddy coaching system to be used for spotting and peer coaching purposes.		Staff Member in charge of activity	
<i>Clothing, footwear & Jewellery</i>	- Inappropriate clothing/ jewellery worn	Pupils, Staff <i>Cuts, bruises, strains, eye injury</i>	- Appropriate clothing to be worn by staff - Jewellery to be removed/ secured appropriately - Appropriate, clean footwear to be worn at all times	Staff are given school sports kit	Staff Member in charge of activity DoSports	
<i>Teaching position</i>	- Inappropriate circulation of teacher	Staff, Student <i>Cuts, bruises, strains, eye injury, trips, falls, collisions</i>	- Staff should circulate around the group in a position that does not endanger pupils or themselves. - Staff to be observant at all times when session starts, especially when heavy loads are lifted/used		Staff Member in charge of activity	
<i>Knowledge of Group</i>	- Lack of knowledge of pre-known medical conditions.	Pupils <i>Major injury from pre-known medical condition.</i>	- The Health Centre and boarding houses have all know serious medical confirmation - Staff are responsible for being aware of this prior to each session - Additional medical information is supplied to staff through a paper register, updated each half term		Staff Member in charge of activity	

2. Specific Areas of use

<i>Work area</i>	- Inappropriate working space	Staff & Pupils <i>Cuts, bruises, strains, eye injury, trips, falls, collisions</i>	- Staff should ensure the space is appropriate to the activity, number and expertise of the pupils. - Staff to ensure that work area is free from all equipment not in use during activity - Where not possible, design of session should be adjusted accordingly. - The surface should be clean and free of any trip hazards made by the equipment.		Staff Member in charge of activity	
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			<ul style="list-style-type: none"> - Consider where pupils may stand – ensure they are close to peers if required to spot. Ensure that there is space equipment and pupils 			
<i>Floor</i>	<ul style="list-style-type: none"> - Uneven floor - Slippery Floor 	<p>Staff & Pupils</p> <p><i>Cuts, bruises, strains from trips, falls, collisions</i></p>	<ul style="list-style-type: none"> - Staff should check ground to ensure there are no risks to safety from Any faults in flooring must be reported immediately to DHCC and Groundsteam. 	<ul style="list-style-type: none"> - Concerns reported to Head Groundsman/ Site team/ DoS 	Staff Member in charge of activity	
<i>Spacing</i>	<ul style="list-style-type: none"> - Too many gym/indoor users. 	<p>Staff & Pupils</p> <p><i>Cuts, head injuries, bruises, sprains strains from trips, falls, collisions</i></p>	<ul style="list-style-type: none"> - Groups should be spaced appropriately based on the activity, age, ability of the pupils as well as taking in to consideration loose balls and direction pupils are working. - User limit should not exceed fire emergency plan. 	<p>If this is not achievable, sessions will need to be modified.</p>	Staff Member in charge of activity	
<i>Location operating procedures</i>	<ul style="list-style-type: none"> - Staff and pupils not knowing operating procedures of location. 	<p>Staff & pupils</p> <p><i>Cuts, head injuries, bruises, sprains strains from trips, falls, collisions.</i></p> <p><i>Injuries through manual handling errors.</i></p>	<ul style="list-style-type: none"> - Pupils should be made aware of the normal procedures and routines for the sessions 		Staff Member in charge of activity	
<i>Emergency procedures</i>	<ul style="list-style-type: none"> - A lack of awareness of emergency procedures 	<p>Staff & Pupils</p> <p><i>Major injury/ death</i></p>	<ul style="list-style-type: none"> - Contact numbers for Houses and medical centre should be carried at all times or at least accessible - Staff and pupils should be made aware of this. - Any injury should be reported to House and medical centre - Accident form should be completed within 48 hours 	<p>Contact numbers of DoH/ HoH/ DoS should also be shared.</p>	Staff Member in charge of activity	

<p><i>Briefing and start of term Procedures</i></p>	<ul style="list-style-type: none"> - Being progressed too soon and completing an exercise ahead of training age or competency. 	<p>Staff & pupils</p> <p><i>Cuts, head injuries, bruises, sprains strains from trips, falls, collisions.</i></p> <p><i>Injuries through manual handling errors.</i></p>	<ul style="list-style-type: none"> - ALL users including staff and students will have a safety and H/S briefing delivered to them from the sport department. - ALL staff must ensure they are aware of any medical issues/requirements of the pupils in charge 	<p>Available on SIMs at beginning of year and updated regularly</p>	<p>Staff Member in charge of activity</p>	
<p><i>Appropriate use</i></p>	<ul style="list-style-type: none"> - Inappropriate use of equipment 	<p>Staff & Pupils</p> <p><i>Cuts, head injuries, bruises, sprains & strains from trips, falls, collisions with pupils, staff or equipment.</i></p>	<ul style="list-style-type: none"> - Equipment used in activities must be used appropriately for the activity and the age, ability and physical make-up of the group. 	<p>Remove and report any equipment that is not to DHCC</p>	<p>Staff Member in charge of activity</p>	
<p><i>Suitable</i></p>	<ul style="list-style-type: none"> - Equipment not suitable for age, weight, activity 	<p>Staff & Pupils</p> <p><i>Cuts, head injuries, bruises, sprains & strains from trips, falls, collisions with pupils, staff or equipment.</i></p>	<ul style="list-style-type: none"> - Equipment should be checked to ensure it is fit for purpose and meets the pupils needs. - Staff should visually check the facilities to ensure no equipment is visibly faulty. If equipment is damaged or faulty it must be reported immediately to DHCC/Groundsteam and not used until permission is granted. - Maintenance of facility will be spot checked by S&C staff. An annual 'Health check' will be completed by the grounds and Jordan Fitness from date of installation for the S&C facility. 	<ul style="list-style-type: none"> - Faulty goals should not be used and reported to the Groundstaff 	<p>Staff Member in charge of activity</p> <p>Head Groundsman</p>	
<p><i>Handling</i></p>	<ul style="list-style-type: none"> - Inappropriate handling/ moving of equipment 	<p>Staff & Pupils</p> <p><i>Cuts, head injuries, bruises, sprains & strains from trips, falls, collisions with pupils, staff or equipment.</i></p>	<ul style="list-style-type: none"> - Pupils should be educated on how to safely move equipment including where appropriate. This should be based on their age, experience and physical make up. - Basic manual handling skills should be taught. - Equipment should only be moved if advised or necessary for purpose of the session. 		<p>Staff Member in charge of activity</p>	

Storage	- Equipment not stored appropriately	Staff & Pupils <i>Cuts, head injuries, bruises, sprains & strains from trips, falls, collisions with pupils, staff or equipment.</i>	- All equipment should be stored in a safe and secure manner when not in use and returned to where it should be stored.		Staff Member in charge of activity	
Checking	- Equipment is not properly checked and so is faulty when used	Staff & Pupils <i>Cuts, head injuries, bruises, sprains & strains from trips, falls from faulty equipment.</i>	- Staff should visually check equipment before each session to ensure it is in good condition. - Cleaning staff will ensure adequate hygiene of facility is maintained. - Staff should visually check all balls and sticks to ensure they are safe for use.		Head Groundsman Member in charge of activity	

3. TRANSPORT This falls under the School policy

4 ORGANISATION

Registration	- Missing pupil	Pupils <i>Major injury possible</i>	- Registration through SOCs - Missing pupils followed up through houses		Staff Member in charge of activity	
Warm Up	- No warm up	Pupils <i>Sprains, strains, breaks</i>	- RAMP/Activate Warm up recommended at the start of each session where activity levels cannot be progressed slowly. However activities should be regressed and progressed based on groups competency. - Focus on movement quality over quantity. - Equipment is only moved if advised by staff supervising and students have had full induction.		Staff Member in charge of activity	
Weather Conditions	- Lightning, Ice, Hard Pitches, Sunshine,		- Staff to take in to consideration the conditions when planning sessions to ensure the wellbeing of all involved. - Foil blankets to be carried in first aid kits.	Training & matchplay should be abandoned if Lightning is seen until it passes. All		

	cold temp, hot temp		<ul style="list-style-type: none"> - Water breaks given appropriately and encourage good habits of hydration. - Where there is bad weather, staff to assess and take necessary steps to ensure that everyone is safe 	should seek safe cover		
<i>Appropriate & Progressive practice</i>	<ul style="list-style-type: none"> - Pupils are unable to cope with demands of the gym session - Inappropriate activities 	<p>Staff & Pupils</p> <p><i>Cuts, sprains, breaks, head injury, eye injury</i></p>	<ul style="list-style-type: none"> - Staff should plan for progression through conditioned practices and mini games that match age, experience, ability and confidence of pupils involved. If not ask Lead S&C for programmes. - ALL students must follow a programme unless given permission from full time S&C staff. - Pupils should be educated on gym etiquette and challenged if they are not demonstrating. - Fundamental movement patterns should be well established before adding load. 		Staff Member in charge of activity	
<i>Setting Up of Equipment</i>	<ul style="list-style-type: none"> - Setting up session 	<p>Staff, Pupils</p> <p><i>Cuts, head injuries, bruises, sprains & strains from trips, falls</i></p>	<ul style="list-style-type: none"> - Use sensible numbers on equipment - Equipment to be spaced out to avoid slips, trips and falls. 		Staff Member in charge of activity	
<i>Fire/ Evacuation</i>	<ul style="list-style-type: none"> - Evacuation procedures not known 	Staff, Pupils	<ul style="list-style-type: none"> - Staff should know Evac location and procedure for the site and share with pupils 		Staff Member in charge of activity	
<i>Medical Emergency</i>	<ul style="list-style-type: none"> - Medical procedures not known 	Staff, Pupils	<ul style="list-style-type: none"> - Health centre to be contacted or DoS/ DoH/ HSM etc. 		Staff Member in charge of activity	
Signed: Dominic Atkinson		Date: 6 th February 2022		Position	DHCC	

Gresham's Rifle Club Risk Assessment 2022/23

TITLE OF ACTIVITY	Small-Bore Target Rifle Shooting	Severity	1	2	3	4	5	(Refer to RA Procedure for further detail on Risk Rating System)
TIMINGS IN WEEK	Tuesday/Thursday/Saturday Games Sessions	Likelihood	Incident	Minor	Serious	Major	Catastrophic	
LOCATION	Gresham's School Indoor Rifle Range	5- Certain	5	10	15	20	25	
ASSESSED BY	Mr. A. D. E. Grounds	4-Probable	4	8	12	16	20	
DATE	August 2022	3-Likely	3	6	9	12	15	
REVISION		2-Remote	2	4	6	8	10	
		1-Improbable	1	2	3	4	5	16-25 High Risk. Do not proceed until risk is below 15
								7-15 Medium Risk. Ensure controls are in place and monitor
								1-6. Low Risk. Keep under review

RISK=LIKELIHOOD X SEVERITY

Ref	Activity/Plant/Environment (1)	Hazard (2)	People affected (3)	Without Controls (4)			Controls required (5)	Responsibility	With Controls (6)		
				L	S	R			L	S	R
01	Small-Bore Target Rifle Shooting	Safe Guarding	Pupils	4	5	20	All persons in the Rifle Range are either pupils or staff of Gresham's School. Any Safe Guarding issues are to be report to the DSL immediately. At no point will a pupil of the School be left unattended with a member of the public.	Freddie Grounds Master i/c Shooting	2	5	10

02		COVID 19	All Persons	4	2	8	All persons are to sanitise hands upon entry to the Rifle Range. All persons are to wear face coverings except when shooting on the firing point. There is no sharing of equipment.		2	2	4
03	Before Shooting	Weapon Handling	Firers	4	5	20	All firers trained and briefed in the safe handling of weapons. Access to ammunition is restricted until firers are on the firing point.		2	5	10
04		Behind the Firing Point	All Persons	4	5	20	All persons briefed on the range codes of conduct. All rifles and equipment to be kept in a safe and orderly fashion at all times when in the Rifle Range.		2	5	10
05	During Shooting	Unauthorized Personnel Entering the	All Persons	4	5	20	Range door kept locked and access controlled by use of keypad. Outdoor red light illuminated during firing.		1	5	5

		Range During Firing.					Range Staff to be vigilant in the prevention of people entering the danger area.				
06		Noise from Weapons	All Persons	4	3	12	<p>Ear defenders are issued to all persons and must be worn whilst on the firing point. There are warning signs beside the door.</p> <p>Range Officer is to enforce the wearing of ear defenders.</p>		2	3	6
07		Weapon Handling	Firers	4	5	20	<p>All firers trained in the correct firing procedure and point of aim.</p> <p>Inexperienced firers will have additional range staff to supervise.</p>		2	5	10
08		Injury During Firing	Firers	4	5	20	<p>All firers trained in the procedure for loading, unloading and misfires.</p> <p>All misfires to be dealt with by the Range Officer and are not to be re-fired.</p> <p>First Aid kit to be behind the firing point and telephone in the gunroom. The School health Centre is on site.</p>		2	5	10

09	After Shooting	Clearing the Firing Point	All Persons	4	5	20	All persons briefed in the correct procedure and a declaration to be taken by the Range Officer. All firers are to insert safety breach flags and the RCO is to inspect each individual rifle.		2	5	10
10	After Shooting	Weapon Handling	Firers	4	5	20	All weapons are stored in the gun locker, separate from the ammunition.		2	5	10
11	In The Range	Consumption of Food / Drink	All Persons	4	3	12	All persons are briefed on the correct procedure and there are warning signs beside the door.		2	3	6
12		Fire	All Persons	4	5	20	Extinguishers available in gunroom, exits clearly marked and all persons briefed.		2	5	10

I confirm that I will comply with the appropriate precautions detailed above and that I have read and understood the information above.

Covid 19 Specific Risk Assessment

Activity	Hazard	People affected	Controls required	Responsibility
<p>This is for all Co-Curricular Activities at Gresham's – Appendix A is the specific information for the activity in question</p>	<p>Transmission of COVID 19</p>	<p>All Persons</p>	<p>Whilst social distancing is not required numbers in venues and locations should be considered</p> <p>All persons are to wash their hands and sanitize when entering and leaving the premises.</p> <p>All persons to wash and sanitize their hands regularly, after coughing and sneezing and after removal of PPE.</p> <p>Sessions to be timed so that sufficient time is allowed for cleaning down.</p> <p>Current Risk assessment/s for this department remain in force and all current Gresham's Risk Assessments and Policies remain in operation.</p> <p>Adequate supplies of Soap and Hand sanitizer to be maintained and distributed.</p> <p>Staff and student are to be trained in the use of hand hygiene</p> <p>Isolation Room or area to be identified for Suspected Covid 19 person.</p> <p>Regular LFT for pupils and staff as per School policy</p> <p>Staff and students are to use their own equipment for the session and not share it</p> <p>Work area to be cleaned down before and after use, and intermittently where necessary.</p> <p>All equipment, machinery, sports equipment to be clean before and after use.</p> <p>All sports training must follow current guidelines set out by their recognised nation body for that sport.</p>	<p>Chris Manders HSO</p> <p>Paul Jochimsen - Estates and Facilities Manager</p> <p>Lynsey Fielding - DSL</p> <p>Dominic Atkinson - DHCC</p>

External Sport Activity Risk Assessment for Visitors during Term Time

Name of Activity

Staff Member

Timings of Activity during the Week

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Pre-Arrival

What will be done to ensure visitors will arrive on time, to the correct place and location etc?

How will this be communicated?

Who will know of their arrival?

Arrival on the Day

What will be done to ensure visitors are met and accompanied before the session starts?

Where will they park?

Post Session

What will be done to ensure visitors depart punctually and are accompanied until departure?

Signed (Member of Staff i/c Activity)

Signed (Line Manager/SLT/GSEL)