

Risk Assessment

Task/area to be assessed: MOLD RUGBY CLUB	Description of task/area, VISITING MOLD RUGBY CLUB – lunchtime picnic and access to field for games	
Assessing officer: Frances Morgan	Date: 01/09/2025	Review date: 01/09/26

Hazard	Who may be harmed and how	How is it currently controlled	Initial Risk Level			Further action to reduce risk	Risk Outcome			Actioned by	Target date
			Severity	Likelihood	Risk Level		Severity	Likelihood	Risk Level		
Travel to/from site (car or minibus)	Children, Staff, Public Road traffic collision, injury, anxiety	1. All passengers to wear seatbelts 2. Vehicles driven by qualified and insured staff 3. Route pre-planned and shared 4. Emergency contact numbers carried	3	2	6	1. First aid kit and emergency details available in vehicles 2. Staff briefed on emergency procedures 3. Parents informed of transport arrangements 4. Vehicles to have plastic bags in case of sickness, and hand sanitiser or wipes	3	1	3	FMO	2/9/25
Injury from vehicles using the car park	Student, Staff, Public Traffic collision, minor injury, breaks, blood loss, concussion, broken limbs, death	1. Supervised arrival, departure and movement across public access parking area with caution 2. Staff member to close gate once vehicle is parked. 3. Vehicle parked on the left facing the field. 4. Children walk in pairs or single file where needed with an adult supervising at the front and rear of the group. 5. Walk with an awareness of vehicles parked on and near pavements, and objects and potential obstructions on pavements e.g., bins, lamp posts. 6. Walk with awareness of gated area and stairs by the rugby club	5	2	10	1. Staff and children to wear hi-vis item of clothing 2. Briefing of staff and children prior to visit 3. Briefing of staff and children about potential interaction with member of the public or if dogs are encountered and they may be tempted to cross or leave the pavement whilst distracted 4. Children cross car park in an organised and calm manner at appropriate points with good vision of cars parking and moving vehicles	5	1	5	FMO	2/9/25
Lost or separated children/ adults	Children, Staff Disruption, stress, anxiety, panic, possible injuries	1. Group to be supervised closely at all times 2. Staff to remind pupils of boundaries – not further than tables in any direction. (Behind or to the left) 3. Staff members head count before departure, on arrival, and regularly during the trip, after breaks, and on return	3	3	9	1. Children to be briefed 2. Staff to supervise and check numbers 3. Clear instructions for all on staying together and any designated meeting points made clear for all 4. Staff to carry mobile phones 5. Assign walking buddies, student with student, and children to staff	3	1	3	FMO	2/9/25

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		4. Have adequate staff to meet staff to child ratios									
Safeguarding / interaction with members of the public	Children, Staff, Venue Staff, Public Disruption, missing persons, stress, anxiety, image capture	1.Children supervised by DBS checked adult at all times 2. Children supervised with correct ratio of adults to ensure contact with the public is minimal and always under supervision 4.Supervision and vigilance by staff, awareness of general public, dogs 5. Children briefed to stay with walking buddy and/or group to minimise interaction with public 6. Adult routinely head count to ensure all children are accounted for 7. Staff have mobile contact numbers of all other staff and school centre 8.Appropriate usage of electronic devices by participants	3	3	9	1.Children to be informed that they must stay with adults and within specified areas at all times 2. Children to be advised about interacting with members of the public 3. Staff to be vigilant for other walkers and dogs 4. Children to be briefed and staff to be vigilant for use of image capture 5.Regular headcounts 6.Entrance and exit points to be visible to staff	3	1	3	FMO	2/9/25
Slips, trips and falls	Student, Staff Minor injury, sprain, breaks, blood loss, concussion	1. Wear appropriate footwear and have no loose laces 2. Walking only when using walkways and around seating area 3. Use designated walkways and seating area 4. Be mindful and warn of changes in height / uneven surfaces, surface water etc 5. Walk with awareness of gated area and stairs by the rugby club 6. Use available hand rails	3	3	9	1. Inspection of site if new activity 2. Pre-trip briefing about what to expect 3. First aider on site and kit carried by staff 4. Adults to space out across group 5. Remind and check for laces to be secured 6. Staff to be vigilant and remind children not to run, especially in wet areas or uneven surface areas	2	2	4	FMO	2/9/25
Collisions on the field	Student, Staff Minor injury, sprain, breaks, blood loss, concussion	1. Wear appropriate footwear and have no loose laces 2. Being mindful if grassy areas are wet 3. Warn of changes in height / uneven surfaces, surface water etc 4. Check adequate spacing between staff and students when on field	2	3	6	1. Pre-trip briefing about what to expect 2. Staff to be vigilant and remind children not to run, especially in wet areas 3. First aider on site and kit carried by staff 5. Remind and check for laces to be secured	2	2	4	FMO	2/9/25
Equipment injury e.g. ball, bat	Student, Staff Minor injury, sprain, breaks,	1. Wear appropriate footwear and have no loose laces 2. Being mindful if grassy areas are wet	2	3	6	1. Staff to be vigilant and remind children not to run, especially in wet areas	2	2	4	FMO	2/9/25

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	minor blood loss, concussion	3. Warn of changes in height / uneven surfaces, surface water etc 4. Check adequate spacing between staff and students when on field				2. First aider on site and kit carried by staff 3. Promote good technique for throwing and catching to minimise risk of injury					
Behaviour	Children, Staff, Venue Staff, Public Misbehaviour leading to lack of vigilance and resulting in injury, Use of inappropriate language or attitude	1. Individuals supervised by staff 2. Expectations of respect to be clearly relayed to all children being mindful of language and attitude in an all-age environment 3. Be mindful that there maybe other groups using the site and behave accordingly particularly when passing the club room	2	3	6	1. Reminder of expected respect to all children and staff being mindful of language and attitude in an all-age environment 2. Supportive adult supervision and de-escalation techniques ready if needed	2	2	4	FMO	2/9/25
Food and Drink Consumption. Allergens	Children, Staff Choking risk, allergic reaction, anaphylaxis	1. Staff are vigilant and children supervised when eating, encouraged to sit still when eating 2. Use dedicated seating area 3. Staff have first aid training and access to suitable first aid kit 4. Ensure those with allergies are known and carry any relevant medication, EpiPens, Inhalers and other medication 5. Staff to carry mobile phones 6. Staff know procedure to summon emergency assistance and location of nearest A&E	5	3	15	1. Staff to double check all allergy info on the day 2. Children not to share food 3. Staff to doublecheck first aid kit is present, and appropriate medication, EpiPen and inhalers to minimise risk 4. Staff trained in EpiPen and inhaler use	3	3	9	FMO	2/9/25
Illness	Children, Staff, Public Falling ill or becoming unwell whilst on trip. Travel sickness and unknown sudden onset if illness	1. Access to suitable first aid kit and first aid trained member of staff 2. Staff to carry hand sanitiser 3. Staff carry a mobile phone 4. Relevant school staff and parents contacted where appropriate 5. Have up-to-date medical information 6. Staff know procedure to summon emergency assistance and location of nearest A&E 7. School has emergency plan in place and access to contingency funds on visit 8. Staff or children with known motion / travel sickness to take medication prior	3	2	6	1. Staff to be vigilant and offer means of keeping clean prior to eating 2. Remind staff and children to use hand sanitiser if needed 3. Reminder of need for good personal hygiene and washing of hands 4. Collect medical info beforehand if any changes to any individual's circumstances	3	1	3	FMO	2/9/25

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		to journey (probably not needed as only a short journey)									
Public Toilet Facilities	Children, Staff, Venue Staff, Public Hygiene, Safeguarding	1.Children go to the toilet as required supervised by staff 2. Have adequate staff to meet staff to child ratios 3. Ensure hand washing 4. Toilet area and facilities need assessing before child access to check privacy, and safety	3	2	6	1.Reminder of need for good personal hygiene, washing hands 2. Reminder to be vigilant to members of the public / safeguarding	2	2	4		
Fire Venue Emergency	Children, Staff, Venue Staff, Public Burns, minor injury, separation of group	1.In the event of a fire or venue emergency, activities must cease and all staff and children will proceed to the Fire Evacuation Point/Safe Area,(Middle of pitch) and follow any relevant directions or instructions 2. Fire exits and escape routes lead visitors out of the building and hence potential risk of losing members of group 3.Staff check and register children and complete head count for all staff and children	4	2	8	1. Staff to brief children and staff where necessary on any change to the protocols incollaboration with the venue 2. Advised to brief before hand about potential emergency evacuation- students not using building	4	1	4	FMO	2/9/25
Weather, exposure to elements (sun, wind, rain, cold)	Students, Staff Hayfever, sunburn, dehydration, sun-stroke, exposure, temperature sensitivity, cold, wet, hot, frost bite, slippery underfoot, reduced visibility	1. Wear appropriate clothing 2. Bring waterproofs 3. Wear appropriate footwear (walking boots or trainers with grip) 4. Apply sun protection (hats and sunscreen) 5. Wear sunglasses 6. Carry water bottles 7. Shaded area available	3	3	9	1.Staff to monitor weather and check forecast prior to visit 2. Make adjustments tio plans if poor weather is predicted 3.Persons with allergies take antihistamines in advance 4.Sun protection applied in advance 5. Reminder for appropriate attire when needed in advance 6. Remind students and staff to drink fluids regularly and reapply sunscreen	2	2	4	FMO	2/9/25

Notes

Likelihood		Severity				
		1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
	1. Rare	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Almost Certain	5	10	15	20	25
Risk level = severity x likelihood						
	High	15-25	Immediate action			
	Medium	5-12	Action within 30 days			
	Low	1-4	Monitor			

	Risk Assessment ID Number:	1	Revision	
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