


# Risk Assessment - Venue

CSP: MSP		<div></div>											
Area of work: L3 School Games													
Location: Wavertree Sports Park													
Activity: Multi-sport events 4th & 5th July (plus set up day 3rd July)													
Prepared by: Marketing & Events Officer (MSP)													
Month: Jul													
Year: 2018													

Likelihood	Impact	Risk rating
1 = Very unlikely	1 = Relatively insignificant	1 - 8 Core team individual officer/ Event Organiser/lead SGO
2 = Unlikely	2 = Minor	9 - 25 MSP Manager in consultation with individual with appropriate skills and knowledge relating to the risk identified
3 = Possible	3 = Significant	
4 = Quite Likely	4 = Serious	
5 = Very likely, almost certain	5 = Severe impact on objectives, catastrophic	

Risk Category	No	Potential Hazard	Likelihood	Impact	Risk Rating	Who might be harmed	Risk Owner	Current Controls in Place	Additional Action to be Taken	Likelihood beyond control measures	Impact beyond control measures	Risk Rating beyond control measures	Persons Responsible	Date for Completion
Example	1	Slip Trips and Falls	4	1	4	Participant	Events Officer	Slip Hazard Signs in place where necessary	Event organisers will check periodically throughout the day	4	2	8	Events Officer	Mar
	2	Handling Heavy Equipment	4	4	16	Staff	Events Officer	Staff trained	Trolleys supplied to reduce the risk of lifting	4	4	16	Marketing Officer	Apr
	1	Movement of pedestrians across roadways and car parks resulting in road traffic accident	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Traffic Management Plan produced to manage movement of traffic in relation to event.	Dedicated pedestrian-only area created around the Games Control area (last section of car park before Tennis Centre) to reduce vehicular risks to participants, particularly during the peak arrival and post opening ceremony times.	2	4	8	Traffic manager (MSP) & Team manager (school)	July
	2	Injury to event staff during set up of equipment	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Equipment for event chosen with safe set up in mind and is fit-for-purpose. Set up takes place before competitors arrive. Staff advised to adhere to HSE guidance on lifting.	Multiple staff manning event to allow for 2 person lift as required. In the event of high winds certain items of branding will not be erected or taken down if up when wind speed increases excessively. Branding to be set up to avoid trip hazards. Cutters required for de-installing cable-ties which secure some branding items will be locked away during the event until needed.	2	3	6	MSP staff	July
	3	Faulty equipment or other physical hazards	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Venue responsible for upkeep of its equipment and playing areas and has risk controls in place. Any equipment brought by the sport organisers, or MSP will be checked before use for defects.	Both MSP and the sports organiser will walk the floor before the event to do a final check for unforeseen physical hazards. Should hazards emerge adequate warning measure will be used, or play stopped if required.	2	4	8	Venue, MSP staff and Sport Organiser	July
	4	Movement of competitors around Wavertree Sports Park	3	3	9	Young Participant	Marketing & Events Officer (MSP)	Team managers are responsible for the safety and wellbeing of their competitors and for supervising movement around the site. Team managers should take particular care when escorting children from the parking area or drop-off points, bearing in mind vehicle movements will continue to take place in the publicly-accessible car park. All arrivals will be directed to the area for Opening Ceremony and then walked by Team Managers to sport facilities. All pedestrian areas will be checked for hazards before teams arrive. Opening Ceremony area will be checked for hazards in relation to all opening ceremony activity.	Team managers to be told that, as far as possible, competitors should arrive ready to compete, without the need to get changed. Team managers will be advised that we do not recommend toilet visits which are unaccompanied, due to the venue toilets being accessible by the general public/other centre users. Security staff and stewards will be positioned to direct the flow of visitors.	2	3	6	Team Manager (school)	July
	5	Injury from un-used equipment	3	4	12	Young Participant	Marketing & Events Officer (MSP)	Team managers are in place to supervise the competitors. Competitors are not allowed to use equipment except during times when they are competing, or the sport organiser has sanctioned the use of equipment for the purposes of warming up. Competitors are not allowed into adjoining store rooms and must not enter areas other than the designated competition areas and public-access areas.	Venue staff and cctv monitors unauthorised access to store areas.	2	4	8	Team Manager (school)/Venue	July

Operational	6	Injury from competitive sports equipment or in the course of playing competitive sport	3	4	12	Young Participant	Marketing & Events Officer (MSP)	All competitions are organised by an approved sports organiser. Competitions are played in line with Youth Sport Trust guidelines and, where applicable, NGB guidelines. Competition formats are also age appropriate. Sport organisers will use appropriate equipment and competitions will be played to pre-defined rules, which will be circulated to schools ahead of time. Information about safety equipment and appropriate footwear which children must wear for particular sports is circulated along with the rules to schools. In the event of injury from equipment during play first aid will be available on site (number of first aiders to be appropriate to the estimated number of event attendees). A risk assessment walk around will be conducted by MSP on the morning of the event to check if any new risks have arisen since this document was written. In addition each Sport Organiser will be required to complete a risk assessment form to confirm they have inspected the area of play for their sport before play starts.	In the event of injury from equipment or during play externally-contracted first-aiders, Jigsaw Medical, will be on hand to provide first aid. Defibrillators are also available on site via the Tennis Centre and Aquatics Centre reception desks. The MSP School Games Welfare & Safeguarding Policy 2018, which all School Team Managers or representatives must sign when registering makes the strong recommendation that: '... schools send both a Team Manager, plus one other responsible adult with the team to each event, so that in the event one pupil needs to be taken to hospital the other staff member can look after the other team members' <b>In addition to that, the Swimming rules stipulate 'Each team must provide a minimum of 2 team staff, 1 male and 1 female to work on the poolside with their swimmers. It is recommended that you provide 3 member of staff were possible.'</b>	2	3	6	Event Organiser and MSP	July
	7	Injury to spectators	2	4	8	All individuals are at risk	Marketing & Events Officer (MSP)	Spectators are ushered to the seating area and not allowed on the competition floor. First aid will be available on site (number of first aiders to be appropriate to the estimated number of event attendees) in case of injury.	n/a	1	4	4	MSP staff	July
	8	Wearing of the 'Jigstar' School Games Mascot costume by staff or adult volunteers could cause overheating, slips due to restricted vision and injury to individual wearing it due to costume weight	3	4	12	Staff	Marketing & Events Officer	Individuals selected to wear the costume will be selected on basis of being injury-free and big enough to comfortably wear the costume. Time periods in the costume will be limited to 20 minutes at any one time - less during very hot weather, with a minimum 10-minute break between wearing's.	A second adult will accompany the mascot wearer at all times to assist with putting on the costume and with guiding the wearer to avoid trip hazards.	1	4	4	Marketing & Events Officer(MSP)	July
	10	Evacuation of site due to fire or other hazards	2	5	10	All individuals are at risk	Marketing & Events Officer (MSP)	Venue's operating procedures will be deployed to deal with emergency evacuation, led by venue staff.	n/a	2	5	10	Venue	July
	11	Terrorism threat	1	5	5	All individuals are at risk	Marketing & Events Officer (MSP)	Security stewards and event staff monitor the site throughout the day.	Event Lead to liaise with Police counter-terrorism team and Liverpool City Council Risk team to enquire if additional measures required. N.B Even during the heightened threat level in summer 2018 the event was deemed to remain low risk and no additional measures were deemed needed.	1	5	5	Venue	July
	12	Assorted risks due to large volumes of people on site - e.g. overcrowding/crushing	3	5	15	All individuals are at risk	Marketing & Events Officer (MSP)	Online registration for schools participating allows us to monitor numbers of event attendees and ensure that these do not take individual areas of the site or the site as a whole over capacity in addition to anticipated public site use. Opening ceremony is held outdoors with overspill space around its perimeter to allow safe gathering of the participants en masse.	Event stewards will be on hand and briefed to ensure safe movement of crowds. MSP staff and stewards will be on hand to ensure that significant numbers of unauthorised attendees do not gain access to the facility to avoid exceeding safe limits.	2	4	8	Marketing & Events Officer(MSP)	July
	13	Site is open to public use - risk of hazardous litter, dog fouling etc. in outdoor areas	4	4	16	All individuals are at risk	Marketing & Events Officer (MSP)	Request been submitted to site manager to ensure areas to be used as part of the School Games have been cleared of hazardous litter/waste ahead of the event starting.	Event staff will walk the event site immediately prior to the event to cross check for and remove hazardous material.	2	4	8	Venue	July
Legal & Compliance	1	Injury or first aid response	5	4	20	All individuals are at risk	Marketing & Events Officer (MSP)	Risk Assessment should remove any immediate risks, briefing of all sports organisers, team managers and participants will reduce likelihood of injury.	In the event of injury from equipment or during play externally-contracted first-aiders, Jigsaw Medical, will be on hand to provide first aid. Defibrillators are also available on site via the Tennis Centre and Aquatics Centre reception desks. All MSP Core Team to have access to mobile phone for emergencies.	3	3	9	Marketing & Events Officer(MSP)	July
	2	Safeguarding and protecting children and vulnerable adults	2	5	10	All young people are at risk	Manager (Workforce)	MSP School Games Welfare & Safeguarding Policy 2018 and practice will be adopted, including a designated Child Protection Officer available on call throughout the event, <b>Andrew Wileman 07808 057105</b>	Childline number will be made available on site on the day.	1	5	5	Manager (Workforce)	July

3	Inappropriate conduct of visitors on site	2	4	8	All individuals are at risk	Marketing & Events Officer (MSP)	Codes of Conducts have been developed for all volunteers, coaches, participants and spectators. Each Event Organiser will be responsible - with event support - for enforcing appropriate conduct. In addition a policy on the taking of photos/videos has been developed to ensure good practice in this area	All MSP staff have mobile phones to contact the Police in the unlikely event of inappropriate behaviour which cannot be dealt with by site or MSP staff.	1	4	4	Venue, MSP staff and Sport Organiser	July
<p>Since new risks could arise between the preparation of this report and the event taking place, an MSP member of staff will be assigned to review the risk assessment immediately before the event starting and to monitor any additional risks arising throughout it.</p> <p>Should new risks be identified by the event organiser, MSP or SGO staff they should be recorded below, by the assigned member of the MSP team along with corresponding control measure. If the 'Likelihood beyond control measures' multiplied by the 'Impact beyond control measures' rates 9 or above the event should be halted. The risk should then immediately be reviewed by the School Games Organiser lead for the event and a manager from MSP to establish if any further controls can be put in place which may allow the event to continue as planned.</p>													