

SHAPE Learning Partnership

Risk Assessment

Type of activity:	Fun 2 Run
Assessment carried out by:	SHAPE Partnership
Reviewed date:	2025/26

Note to schools	<p>SHAPE Learning Partnership aim to ensure the facilities and activities are safe and appropriate for pupils. It is the responsibility of the school to ensure;</p> <ul style="list-style-type: none"> ● Obtained approval from Headteacher and other relevant authorities ● Photo/video and consent including medical obtained from parents/carers ● Register of pupils ● Sufficient staffing levels of staff to pupils ● Pupils are safe at all times ● Staff, pupils and spectators are aware of the code of conduct ● Toileting ● Pupils have appropriate clothing and resources for activities (sun cream, water, safety equipment) ● Conduct regular head counts ● Warm up and cool down of pupils ● Jewellery is removed ● First aid of pupils
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Probability key	<p>L – No chance, low chance M – Medium chance H – High chance, very high chance</p>
Severity key	<p>L – No injury/minor first aid M – First aid treatment, doctor or hospital H – Major injury</p>
Residual risk	Low = acceptable

Medium and high requires additional action to reduce risk

Hazard	Who is affected	Probability	X	Severity	=	Overall Rating	Control Measures	Residual Risk
Accessing venue	All	L	X	L	=	L	Pupils will be with school staff or parents/carers when entering the venue - Schools All must follow the health and safety regulations of the venue – Schools and SHAPE	L
Trips, slips and falls	All	L	X	L	=	L	Facility checked for hazards regularly for items including: holes, significantly uneven surfaces, stones, glass, sharp plastic shards, animal excrement and unsecured goalposts on outdoor grass or artificial pitches; excessive dust wet patches, slippery surfaces, hazardous projections, unprotected windows, low-level mirrors or fixed equipment that encroaches on the playing area in indoor facilities – SHAPE	L
Equipment including branding	All	L	X	L	=	L	All equipment checked for condition prior to use. Appropriate equipment will be used for age and ability. Equipment will be stored in a safe manner and secured appropriately when not in use. Pupils may use equipment if supervised by SHAPE Partnership staff, school staff or a sports leader – Schools and SHAPE	L
Personal injuries	Pupils	L	X	M	=	M	Pupil's medical conditions are known by their school staff. Appropriate clothing worn and resources brought to the competition (water, sun cream, safety equipment). All jewellery removed, hair tied back and shoelaces tied. Appropriate breaks given - Schools	L
Weather conditions	All	M	X	L	=	M	Staff will check weather forecast and adjust plans accordingly – Schools and SHAPE	L

Toilets	Pupils	L	X	L	=	L	Toileting pupils is the responsibility of school staff. Toilets will be highlighted by SHAPE Partnership staff. Pupils must ask permission from their school staff and it is their decision to allow pupils to go to the toilet - Schools	L
Evacuation procedure	All	L	X	M	=	M	Fire extinguishers/notices etc. present. Fire procedure checked and all briefed – SHAPE	L
Appropriately trained staff	Pupils	L	x	L	=	L	Delivery staff will have the confidence and competence to deliver the activities. Have a current working knowledge and understanding of the rules, techniques and tactics of the activity. Sports leaders will have clear role and responsibilities and be supervised by a member of staff – SHAPE	L
Supervision	Pupils	L	X	M	=	M	School Staff are responsible for pupil's welfare at all times. Keep groups together and conduct regular head counts – Schools	L
Warm up and cool downs	Pupils	L	X	M	=	M	School Staff are responsible for the warm up and cool down of pupils – Schools	
First Aid	Pupils	L	X	M	=	M	First aid is the responsibility of the school staff– Schools A first aid bag and telephone will be on site and available to use – SHAPE	L
Pupils	Pupils	L	X	L	=	L	Pupils with additional needs are catered for appropriately. SHAPE staff will adapt the activity accordingly and use specialist equipment – Schools and SHAPE	L
Trespassers / Visitors / Dogs	All	L	X	L	=	L	All activities must be stopped if a stray dog or trespassers threaten the group. School and SHAPE Partnership Staff will take appropriate action to safeguard pupils – Schools and SHAPE	L
Activity	Fun 2 Run							

Venue								
Hazard	Who is affected	Probability	X	Severity	=	Overall Rating	Control Measures	Residual Risk
Car parking	All	L	X	M	=	M	Pupils will be entering the venue with School Staff and must follow the health and safety regulations of the venue – Schools	L
Appropriate Footwear and equipment	Pupils	L	X	L	=	L	All staff and pupils must change into footwear suitable for the activities. School Staff must inspect the condition of the footwear prior to the pupils playing – Schools	L
Equipment	All	L	X	M	=	M	All equipment is checked prior to use by School Staff and SHAPE partnership. The correct equipment to be used for the age and ability of pupils – Schools and SHAPE Equipment can only be used is supervised by School Staff, SHAPE Staff or a trained sports leader – Schools and SHAPE	L
Collision of pupils	Pupils	L	x	M	=	M	SHAPE Partnership to brief pupils at the start of the event and Staff and Sports leaders to enforce the rules for the safety of the pupils – SHAPE Pupils under control and behaving in an appropriate manner – Schools	L
Playing area	All	L	X	L	=	L	Playing area will be inspected for hazards prior to use – SHAPE Playing area has adequate space around the outside to store equipment/have spectators watch from – SHAPE Pupils to be visual at all times – Schools	L