

Risk Assessment

NB: For further information and guidance please refer to the Risk Assessment Toolkit on the intranet.

A. Outline of activity or task to be assessed: Football festivals

Form Number HF.Gen.04v2

Directorate: _____

Workplace/Team: Shrewsbury Town Foundation

Date of Assessment: 10/10/25 Manager/Line Manager/Headteacher (PRINT): Simon Tisdale

Name of ASSESSOR (PRINT): Simon Tisdale Signature: _____

Signature: *Simon Tisdale* Date for Re-assessment: October 26

Hazard is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. RISK MATRIX - This section is used for guidance to complete Section C.

level of risk = likelihood x severity

PRIORITY OF ACTION

- HIGH** 17 - 25 **Unacceptable - Stop work or activity until immediate improvements can be made.**
- MEDIUM** 10 - 16 **Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.**
- LOW** 5 - 9 **Adequate but look to improve by next review.**
- VERY LOW** 1 - 4 **Residual risk acceptable and no further action will be required all the time the controls measures are maintained.**

5 x 5 RISK ASSESSMENT MATRIX

↑ Increasing consequence or severity	5	5 LOW	10 MED	15 MED	20 HIGH	25 HIGH
	4	4 VERY LOW	8 LOW	12 MED	16 MED	20 HIGH
	3	3 VERY LOW	6 LOW	9 LOW	12 MED	15 MED
	2	2 VERY LOW	4 VERY LOW	6 LOW	8 LOW	10 MED
	1	1 VERY LOW	2 VERY LOW	3 VERY LOW	4 VERY LOW	5 LOW
		1	2	3	4	5
		← Increasing likelihood or probability →				

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed	What are you already doing (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
		and how the hazard could cause harm					Who	When
1	Activity	Pupils	<ul style="list-style-type: none"> ➤ Pupils have warm up and cool down exercises at the beginning and end of each lesson. Pupils are made aware of the need to do this & why it is important to do so. Pupils are consciously kept moving to ensure they remain warm. ➤ PE Lead Training – progressive schemes to be used relevant to age and maturity of children. Eg – team size /running distances. ➤ Appropriate clothing and equipment (see below) ➤ Playing areas and suitability of weather to be considered (see below) ➤ Access to Qualified First Aiders and First Aid Materials ➤ Appropriate class management (supported by scheme of work) ➤ Children taught to take responsibility for their own and others safety whilst participating in activities ➤ Group size is appropriate to ensure progression is made within a safe 	3 x 3 Low	To be briefed to all Coaches	2 x 3 Low		
		Musculoskeletal Injuries Impact Injuries Abrasions Bruising Fractures						

			<p>environment</p> <ul style="list-style-type: none"> ➤ Gender issues are considered when contact activities are taking place – follow NGB guidelines. ➤ Safety procedures / activity should be consistent specifically for the school 					
2	Long Hair	Pupils	<ul style="list-style-type: none"> ➤ Pupils are instructed to tie long hair back prior to the lesson commencing ➤ Supervision by teachers and teaching assistants 	3 x 2	Staff to be reminded to instruct pupils to tie long hair back prior to the lesson.	2 x 2	All relevant staff	
		<p>Caught in equipment</p> <p>Obscuring line of vision</p>		Very Low				
3	Jewellery	Pupils	<ul style="list-style-type: none"> ➤ Foundation will follow the school's policy that jewellery is not to be worn at school unless for religious reasons. Recently pierced ears are taped over with micro-pore tape 	2 x 2	None	N/A	N/A	N/A
		Pulling, catching, tearing of skin		Very Low				
4	Slips, Trips, Falls on the 3G Astro, football hub pods, <u>concourse</u>	Pupils	<ul style="list-style-type: none"> ➤ Appropriate footwear is worn at all times – trainers Astro-turf trainers or moulded boots– playing area should be considered depending on footwear available. ➤ Supervision by teachers, teaching assistants and Sports Coaches. ➤ Outside area to be used is checked prior to the session to ensure there are no obstructions and sufficient space is available 	3 x 3	Children to be supervised at all times within the grounds of the stadium. Children must WALK inside the concourse area and removal of boots is advised to limit the risk of slips	N/A	N/A	N/A
		<p>Abrasions</p> <p>Musculoskeletal Injuries</p> <p>Concussion</p> <p>Fractures</p> <p>Bruising</p>		Low				

		Shock	<p>for the relevant activity</p> <ul style="list-style-type: none"> ➤ Suitable surface on school playground for activities undertaken ➤ The concourse area becomes slippery when wet and is not suitable for walking upon in football boots ➤ During wet/icy weather conditions lessons are held indoors ➤ Qualified First Aiders ➤ First Aid Materials at several first aid points around the schools 					
5	Inclement Weather Conditions	Pupils	<ul style="list-style-type: none"> ➤ Children are prohibited from going outside in extreme heat without sun cream and hats ➤ Drinking water is readily available 	1 x 3 Very Low	The PE lead will be entitled to challenge the activities suggested if it increases risk to the participants and teaching staff.	N/A	N/A	N/A
		<p>Sun: Sunburn, Dehydration, Sunstroke</p> <p>Rain/Cold: Hypothermia</p> <p>Snow/Ice: Fractures Bruising Concussion</p>	<ul style="list-style-type: none"> ➤ During wet, icy or snowy conditions – lesson content will be reviewed and revised as necessary. Weather conditions should not impede safety however, some activities can still go ahead. Review pupils' footwear considering the wet/icy conditions – boots or Astro-turf trainers should always be worn. Consideration should be made to the educational value of the session if very cold although some activities can still go ahead if coats are worn (e.g. orienteering/ running activities). ➤ Use of the 3G is not permitted during extreme wet weather/ flooding. ➤ Lessons do not take place during thunder 	2 x 3 Low				

			<p>storms.</p> <ul style="list-style-type: none"> ➤ The position of the sun is considered if it interferes with players' vision (e.g. – during 					
6	Equipment	<p>Pupils</p> <hr/> <p>Impact Injuries & Falls: Bruising Concussion Cuts/Grazes Shock</p>	<ul style="list-style-type: none"> ➤ Locked store containing play equipment reducing damage to equipment and unauthorised access (specific to the school setting) ➤ Access to store is restricted to staff unless selected pupils are closely supervised ➤ All equipment will be inspected by a Teacher/Coach prior to use ➤ protective equipment to be used (shin pads/ gum shields etc) ➤ Pupils inducted into the safe use of equipment during lessons e.g. – hockey sticks, rounders bats, tennis rackets ➤ Posts will be checked to ensure they are stable and secure when not in use. ➤ Equipment not in use will be removed from the area ➤ Faulty equipment should be removed from access by pupils until repaired or replaced. ➤ Students should be taught about safe playing / waiting areas during activities ➤ Children advised how to carry equipment 	<p>2 x 2</p> <p>Very Low</p>	<p>It is the schools responsibility to ensure that the coach is provided with the appropriate equipment (if using specific planned school equipment) to carry out the planned activities.</p>		ST/AJ	

			<p>safely</p> <ul style="list-style-type: none"> ➤ All external equipment should adhere to all of the above and be stored safely outside of the playing area boundaries. 					
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7	Clothing & Footwear	Pupils	<ul style="list-style-type: none"> ➤ Appropriate clothing (PE kit) is worn at all times relevant to the activity and environmental conditions ➤ Astro-turf trainers and football boots (no metal studs or blades are permitted for use) ➤ Shin pads and football boots should be worn in all competitive matches (fixtures) 	2 x 2 Very low	None	N/A	N/A	N/A
		<p>Obstructing movement Slips Becoming caught on equipment</p>						

8	Space	Pupils	<ul style="list-style-type: none"> ➤ Area to be used for lessons is checked prior to commencement of sessions to ensure adequate space is available for the activity and there are no obstructions ➤ Area is demarcated using cones ➤ Playing areas should be checked for dips and holes and risk assessed /Children warned / coned off ➤ Playing area should be kept clear of spare equipment – practicing groups should be advised to keep away from match areas to prevent stray balls affecting play. 	1 x 3 Very Low	Children should walk when travelling outside the 3G to limit risk of slips, trips and falls. Boots are advised to be removed whilst walking in the concourse area.	N/A	N/A	N/A
		<p>Collision Impact Injuries & Falls: Bruising Cuts/Grazes Shock</p>						

			<ul style="list-style-type: none"> ➤ Playing areas should be suitably spaced apart to allow ball 'run-off areas' to avoid kicked balls striking spectators or non-participants ➤ Areas will be checked prior to the lesson to ensure all surfaces are clean, even, firm, dry and non-slip. ➤ The concourse area (under the stadium) becomes slippery when wet. Boots are not suitable footwear for this area. 								
9	Foundation staff schools visiting	<table border="1"> <tr> <td>Pupils</td> </tr> <tr> <td>STF staff – access and navigating the environment</td> </tr> <tr> <td>Risk of trips, falls, collisions, cuts & abrasions, impact injuries</td> </tr> </table>	Pupils	STF staff – access and navigating the environment	Risk of trips, falls, collisions, cuts & abrasions, impact injuries	<p>Visiting staff - once adults signed in will be guided to the relevant areas of use expected to access the building for drinking water and for toileting as well as the areas expected for the activities planned.</p> <ul style="list-style-type: none"> ➤ During arrival, staff badges visible or designated ➤ first aiders available during the day. Staff identify first aid stations ➤ Foundation Sports first aid kit available ➤ Fully stocked first aid kits with schools and with the event staff. ➤ Car parking spaces made available within walking distance to the venue with a safe area of exit and entrance to the vehicle. ➤ All children travelling to the concourse, 3G, café, toilets should be supervised at all times. Children to use the zebra crossings with an adult supervising and the clearly marked yellow walkway surrounding the stadium 	1 x 3 Very Low	Communication with the school to plan the arrival of staff; providing information relevant to the staffs safety their physiological needs and their ability to perform planned activities safely in the environment.	N/A	N/A	N/A
Pupils											
STF staff – access and navigating the environment											
Risk of trips, falls, collisions, cuts & abrasions, impact injuries											

			buildings. ➤ STF staff made aware of any structural damage or building work present at the facilities before planned activities take place					
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D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- The supporting guidance documents in the health and safety policy must be referred to before undertaking the task identified in this risk assessment.
- Staff training will be identified from the risk assessment for the task to ensure they can work safely.
- Training records will be kept on a central database and reviewed and monitored regularly.
- Staff will be consulted when choosing work equipment.

N.B. This risk assessment must be reviewed annually and signed and agreed by all those who undertake the tasks.

