

# General Risk Assessment

Step A – complete details below		Notes:
FA / Venue Details	Ticketing - School Ticketing Programme London Stadium	<i>Initial assessment are to be conducted by FA's</i>
Phase of operation	Construction	<input type="checkbox"/>
	Bump in	<input type="checkbox"/>
	IPC World Para-Athletics Championships	<input checked="" type="checkbox"/>
	Transition	<input type="checkbox"/>
	IAAF World Athletics Championship	<input type="checkbox"/>
	Bump Out	<input type="checkbox"/>
		<i>Tick box to Indicate the phases of operation this assessment applies to. Please note additional assessments maybe required if all phases are not covered</i>
Name of FA Initial Assessor:	Louise Gruchy-Craven	
Title	Schools Project Manager	
Name of H&S Reviewer:	Craig Combe	
Title	Health and Safety Lead	
Additional risk assessment notes:	Hannah Walters (Headteacher)	
EVOLVE:	Hannah Walters – submitted Evolve risk assessment to Kent	

For the purpose of this assessment the following combination of Likelihood and Severity of harm are used to give an indication of the risk level involved for each identified hazard.

**Risk of harm = likelihood x severity**

### 1. Risk Level Matrix

The table below show details of risk levels and follow up actions. Refer to these charts when completing the form for additional guidance if required.

Risk Level Matrix		Severity					
		6 CRITICAL	5 SEVERE	4 SIGNIFICANT	3 MODERATE	2 SLIGHT	1 NEGLIGIBLE
Likelihood	6 PROBABLE	36	30	24	18	12	6
	5 LIKELY	30	25	20	15	10	5
	4 POSSIBLE	24	H	16	12	8	4
	3 UNLIKELY	18	15	12	9	6	3
	2 VERY UNLIKELY	12	10	8	6	4	2
	1 REMOTE	6	5	4	3	2	1

Actions			
VL = Very Low Risk	L = Low Risk	M = Medium Risk	H = High Risk
<p><b>Acceptable Activity – no further actions required</b></p> <p>No further preventive action is necessary, but consideration should be given to more cost-effective solutions, or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained.</p>	<p><b>Acceptable Activity - with controls and suitable supervision</b></p> <p>Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured and limited. Risk reduction measures should be implemented depending on the number of people exposed to the hazard</p>	<p><b>Acceptable only with high level controls – Reassess or contact H&amp;S for further guidance on increased controls</b></p> <p>Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. If further advise is required to reduce the risk contact H&amp;S</p>	<p><b>Unacceptable Risk – no work to be undertaken. Reassess or contact H&amp;S for further guidance</b></p> <p>Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost-effective, legally there is an absolute duty to reduce the risk. In all cases contact H&amp;S for additional advice and support</p>

Step B	Step C	Step D	Step E			Step F	Step G
Hazard • Risk	Those at Risk	Control Measures	Risk Level with control measures L x S = Risk			Risk Level Outcome Additional controls required?	Health & Safety comments and guidance
			L	S	Risk		
<b>Access &amp; Ingress</b> <ul style="list-style-type: none"> <li>School groups arriving all at the same time</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Information gathered from TfL, coach bookings and walking schools identified to pre-plan an expected arrival profile</li> <li>Radio communications from spectator services team leaders to identify mass arrivals</li> <li>Spectator services volunteers to manage queuing at bridges</li> <li>Access lanes open to all school groups, and all four bridges to be utilised</li> <li>Provisions made for young people with accessibility needs.</li> </ul>	5	2	10	Low Risk – with controls and suitable supervision  No additional controls required – control measures should be adhered to	
<b>Access &amp; Ingress</b> <ul style="list-style-type: none"> <li>Issues with security checks as groups enter the London stadium (ie. no tickets or prohibited items in bag).</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Comprehensive information provided to schools prior to event on what can be taken into the London Stadium and that they must bring their ticket and wristband to gain entry</li> <li>Spare wristbands at security to be issued by school host volunteers if forgotten.</li> <li>Ticketing resolution teams on site at each bridge to resolve lost or forgotten tickets</li> </ul>	4	1	4	Very low risk – no further actions required	
<b>Access, Ingress &amp; Egress</b> <ul style="list-style-type: none"> <li>Slips, trips &amp; falls leading to serious injury</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Pedestrian walkways clearly marked and lit with housekeeping being treated as a matter of priority.</li> <li>All workforce has the responsibility to report hazards</li> <li>Chains of command to report these hazards put in place</li> </ul>	4	4	16	Medium risk – acceptable only with high level of control  School adults responsible for maintaining student behaviour and actions.  Encouraging orderly ingress, egress and reduced speed of movement around the stadium.	Accident and near-misses are to be reported

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<b>Access, Ingress &amp; Egress</b> <ul style="list-style-type: none"> <li>Tiredness and fatigue due to long walking routes through QEOP</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Detailed instructions provided to assisting adults about walking routes, access points and activities to do throughout the park to break up the walk</li> <li>Rest areas identified</li> <li>All walking routes will be lined with workforce and stadium stewards to support safe passage</li> </ul>	1	2	2	Very low risk – no further actions required	
<b>Access, Ingress &amp; Egress</b> <ul style="list-style-type: none"> <li>Crossing roads and walking on narrow pavements near to moving traffic</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Detailed instructions provided to assisting adults about walking routes, access points and activities to do throughout the park</li> <li>All walking routes will be lined with workforce and stadium stewards to support safe passage</li> <li>All road crossings will be marshalled</li> <li>Existing pedestrian and zebra crossings will be utilised</li> <li>Roadways throughout the QEOP controlled by Transport team and speed restrictions put in place</li> <li>All pavements used are at least 2m wide</li> </ul>	5	3	15	Medium risk – acceptable only with high level of control  High level control measures are in place  School adults responsible for maintaining student behaviour and actions.  Encouraging orderly movement when crossing roads and walking near moving traffic	Accident and near-misses are to be reported
<b>Accidents</b> <ul style="list-style-type: none"> <li>Inadequate arrangements for dealing with accidents leading to delay in treatment of casualty</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Good communications between workforce and stadium stewards</li> <li>Onsite paramedics and ambulances available on site during competition sessions</li> <li>Workforce to be aware of where first aid facilities are available in the Park and within the London Stadium</li> </ul>	4	3	12	Low Risk – with controls and suitable supervision  No additional controls required – control measures should be adhered to	Accident and near-misses are to be reported
<b>Accidents</b> <ul style="list-style-type: none"> <li>Allergic reaction to insect stings, plants etc</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Workforce to be aware of where first aid facilities are available in the Park and within the London Stadium</li> <li>School adults to carry all medical information and allergies about their students</li> <li>Onsite paramedics and ambulances available on site during competition sessions</li> </ul>	4	4	16	Medium risk – acceptable only with high level of control  High level control measures are in place  School adults responsible for carrying all medical information about their students and any relevant medication	Accident and near-misses are to be reported

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<b>Activities</b> <ul style="list-style-type: none"> <li>Four-hour competition sessions leading to restlessness, misbehaviour and fatigue</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Activity ideas shared with schools via spectator guide to complete on route to the London Stadium</li> <li>Activity packs issued to schools on arrival by school volunteer hosts to complete in their seats</li> <li>School adults responsible for keeping their groups in order and in their seats and quiet during competition – as required</li> <li>Sports Presentation engaged in sourcing appropriate school friendly content.</li> </ul>	4	1	4	Very low risk – no further actions required	
<b>Child Welfare</b> <ul style="list-style-type: none"> <li>Young person becomes separated from school group</li> </ul>	School students	<ul style="list-style-type: none"> <li>School adults to keep their groups together</li> <li>School adults to keep count of their students - headcounts to be carried out whenever group stops</li> <li>Schools advised to travel in small groups c. 20-30 people including adults.</li> <li>All students to wear a wristband with adult/chaperone and school contact information written on it, to call if they become separated from the group and found by workforce</li> <li>Lost child procedure in place and communicated to all workforce via training</li> </ul>	4	4	16	Medium risk – acceptable only with high level of control  High level control measures are in place  School adults responsible for keeping group together and making sure each student wears a wristband.  All workforce on park and in the London stadium aware of school ticketing programme and procedures in place	
<b>Child Welfare</b> <ul style="list-style-type: none"> <li>Issues including illness and fatigue</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>School adults to inform workforce of any issues arising as a result</li> <li>Walking route maps with distances issued in advance via school spectator guide</li> <li>Rest areas identified</li> </ul>	3	3	9	Low Risk – with controls and suitable supervision  No additional controls required – control measures should be adhered to	Accident and near-misses are to be reported
<b>Child Welfare</b> <ul style="list-style-type: none"> <li>Disagreements and aggressive behaviour between students</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>All students expected to adhere to normal school rules, behaviour and conduct</li> <li>School adults responsible for student behaviour and conduct</li> <li>Stadium stewards positioned throughout the London stadium and park to intervene if required</li> </ul>	2	3	6	Very low risk – no further actions required	
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>Serious/fatal injuries to all present if unaware</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>All workforce aware of evacuation procedures through comprehensive training</li> <li>Stadium evacuation procedures to be complied</li> </ul>	4	4	16	Medium risk – acceptable only with high level of control	

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of action to take in an emergency, including full evacuation		<ul style="list-style-type: none"> <li>with</li> <li>Stadium announcements and stadium stewards to lead emergency procedure</li> <li>Stadium control has full view of entire stadium</li> </ul>				High level control measures are in place	
<b>Evacuation procedures</b> <ul style="list-style-type: none"> <li>Communication and support in emergencies to people with additional needs</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Communication to schools attending with students with additional support requirements must bring extra adults to assist</li> <li>School adults will assist in case of an emergency evacuation</li> <li>Accessibility workforce specifically mapped to seating bowl areas with students with additional needs to support emergency evacuation</li> </ul>	4	4	16	Medium risk – acceptable only with high level of control  High level control measures are in place	
<b>First Aid &amp; Medical cover</b> <ul style="list-style-type: none"> <li>A delay in first aid/medical treatment in the event of an accident leading to serious/fatal injury</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Provision of adequate first aid cover on site.</li> <li>Provision of sufficient First Aid supplies on site</li> <li>Good communications between workforce and stadium stewards to raise radio call to first aiders</li> <li>Onsite paramedics and ambulances available on site during competition sessions</li> </ul>	4	3	12	Low Risk – with controls and suitable supervision  No additional controls required – control measures should be adhered to	Accident and near-misses are to be reported
<b>Lighting</b> <ul style="list-style-type: none"> <li>Inadequate / distracting lighting effects / levels leading to slips, trips and falls</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Seating areas and concourse areas in venue will have adequate lighting levels.</li> <li>All walking routes through QEOP are lit by street lamps and take main walking routes</li> </ul>	1	4	4	Very low risk – no further actions required	Accident and near-misses are to be reported
<b>Terrorism</b> <ul style="list-style-type: none"> <li>Act of terrorism leading to multiple fatalities</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Provision of adequate security cover which will be determined by security risk assessment for specific sites.</li> <li>Compliance with Incident Management and Contingency preparedness</li> <li>Security measures in place on all entrances to the London stadium – including prohibited items list</li> <li>Entry refused without valid ticket</li> </ul>	4	6	24	High risk – further guidance required form H&S lead  Adults have contact information of the two trip leaders	
<b>Waste Management</b> <ul style="list-style-type: none"> <li>Accumulation of waste blocking emergency exit routes or hampering movement on walkways leading to</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Waste to be removed at the end of each session and disposed of appropriately.</li> <li>Housekeeping to be treated as a matter of priority.</li> <li>Fire exit runs to be checked daily</li> <li>School volunteer hosts to be issued with black</li> </ul>	1	1	1	Very low risk – no further actions required	

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slips and trips.		bags <ul style="list-style-type: none"> <li>Schools encouraged to dispose of their litter correctly or take it back with them</li> </ul>					
<b>Water (Drinking supply)</b> <ul style="list-style-type: none"> <li>Lack of potable water leading to dehydration and illness</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Provision of adequate supply of fresh drinking water available throughout the London stadium</li> <li>School groups encouraged to bring a re-fillable water bottle</li> <li>Food concessions available throughout the park</li> </ul>	1	3	3	Very low risk – no further actions required	
<b>Weather</b> <ul style="list-style-type: none"> <li>Students/adults may be subject to sunstroke, sunburn or increased potential for skin cancer.</li> <li>Students/adults may be subject to dehydration</li> </ul>	School adults & students	<ul style="list-style-type: none"> <li>Comprehensive information provided to schools prior to event about measures to take and the effects of over exposure to radiation of the sun– e.g. re-fillable water bottle, sunscreen, sunhat,</li> <li>Schools will be responsible for ensuring students bring the appropriate protection and apply it</li> <li>Workforce aware of water fountain points throughout the park and London Stadium</li> <li>Onsite paramedics and ambulances available on site during competition sessions</li> </ul>	2	3	6	Very low risk – no further actions required	Accident and near-misses are to be reported
<b>Weather</b> <ul style="list-style-type: none"> <li>Adverse weather conditions leading to wet and slippery walkways, stairs and seats</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Comprehensive information provided to schools prior to event about measures to take e.g. rain jacket</li> <li>Schools will be responsible for ensuring students bring and wear appropriate clothing</li> <li>Ticketing operations staff able to identify and re-locate school groups sat in exposed areas</li> </ul>	4	3	12	Low Risk – with controls and suitable supervision  No additional controls required – control measures should be adhered to	Accident and near-misses are to be reported
<b>Welfare</b> <ul style="list-style-type: none"> <li>Lack of adequate welfare facilities leading to illness or discomfort</li> </ul>	Workforce, School adults & students	<ul style="list-style-type: none"> <li>Suitable sanitary conveniences will be provided at readily accessible places within easy reach for the school groups</li> <li>Sanitary conveniences will be kept clean and floors and walls washed</li> <li>Sufficient washing facilities will be available near all sanitary conveniences</li> <li>Soap or other suitable cleaning agent will be available</li> <li>Special sanitary facilities for the disabled will be provided</li> <li>Washing stations will have hot and cold running</li> </ul>	1	1	1	Very low risk – no further actions required	

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		water					
<b>Young persons</b> <ul style="list-style-type: none"> <li>Children and young persons may be susceptible to a range of hazards due to their inexperience and lack of awareness.</li> </ul>	School students	<ul style="list-style-type: none"> <li>Students to be chaperoned at all times.</li> <li>Schools recommended to travel in small groups, c. 20-30 people including adults</li> <li>Students will not be asked to be undertaking any hazardous activities.</li> <li>School groups responsible for ensuring relevant adult to student ratio</li> </ul>	3	4	12	Low Risk – with controls and suitable supervision  No additional controls required – control measures should be adhered to	Accident and near-misses are to be reported
<b>Coach accident</b>	School students and staff	<ul style="list-style-type: none"> <li>Use of known coach company to travel there and back</li> <li>Brookline has experience of this trip and knows how to get there, where to park etc.</li> <li>Coach to keep to speed limit and travel at an distance from other vehicles</li> <li>Pupils wearing seat belts ( staff to check before departure)</li> </ul>	2	6	12	Low Risk- with controls in place  Staff and students to be aware of evacuation procedure e.g. through the windows, there is a plastic hammer that knocks them out to create an emergency exit.	Accidents are to be reported  Broken seat belts are to be reported
<b>Entering and exiting the coach</b>	School students and staff	<ul style="list-style-type: none"> <li>Staff members will be on the coach and staff at the door of the coach.</li> <li>Pupils will enter and exit in a line with a designated safe area to wait with supervising adults.</li> <li>Coaches to park in the designated parking area (pre booked)</li> <li>Coaches will park at the new school site in the blocked off area of the car park.</li> <li>Pupils will enter and exit within the area (no moving traffic)</li> </ul>	2	6	12	Low Risk- with controls in place.  Parents to wait for staff to control the exit if the coach, when collecting pupils for a safe hand over.	Accidents are to be reported
<b>Coach break down</b>	School students and staff	<ul style="list-style-type: none"> <li>Staff and pupils to remain on the coach- open windows for ventilation</li> <li>Coach Company contacted to arrange replacement coach.</li> </ul>	3	1	3	Very Low Risk  Staff and pupils only exit coach when the coach lead has assessed the risk and located a safe waiting place.	Report issue to coach company – Brookline- 01732845656
<b>Diversion of coach- un planned</b>	School students and staff	<ul style="list-style-type: none"> <li>Contact key person at school to send a parentmail informing all parents of the delay, reason and what has been put in place.</li> </ul>	6	4	4	Very Low Risk  Communicating information to all.	

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		<ul style="list-style-type: none"> <li>Contact other coaches – coordinate locations and plans – Main group leader to be the key point of contact.</li> </ul>					
<b>Travel sickness</b>	School students and staff	<ul style="list-style-type: none"> <li>Highlight travel sick pupils and arrange for them to seat near the front of the coach.</li> <li>Have sick bags, wipes and water available.</li> <li>Adult near by</li> <li>Any medication to be given prior to travel there and back.</li> </ul>	6	1	6	Very low risk	
<b>Lunch time- getting lost</b>	School students	<ul style="list-style-type: none"> <li>Pupils will have lunch in their stalls.</li> <li>Toilet visits will be completed in small groups with high adult ratio.</li> <li>Playtime will be on the grass area with human barriers.</li> <li>Wrist bands warn with contact information of the group leader</li> </ul>	1	4	4	Very low risk- we have a high adult to pupil ratio	Accident and near-misses are to be reported
<b>Walk to Stadium</b>	School students and staff	<ul style="list-style-type: none"> <li>Leaders at the front and back of the line</li> <li>Group moves together in groups of 30.</li> <li>Adults spread along line with pupils walking in pairs.</li> </ul>	1	4	4	Very low risk- we have a high adult to pupil ratio  Well behaved pupils who know how to do this as it is normal routine.	