

MILTON KEYNES COLLEGE
RISK ASSESSMENT

High = H
Medium = M
Low = L
Negligible = N

| Category | Hazard/Event | Who is affected Staff/Student/Visitor Disabled/Child/Contactor | Absolute Risk Score | | | Priority | Risk Controls | Residual Risk Score | | | Priority | Respons-ibility | Action Required | Time-scale (1 day) (1wk) (3mths) | Review 1 | Review 2 | Review 3 | |
|----------|---|--|---------------------|-----------------------|----------------|----------|---|---------------------|-----------------------|----------------|----------|------------------|--|---|-------------------|----------|----------|--|
| | | | Probable Likelihood | Potential Consequence | Absolute Score | | | Probable Likelihood | Potential Consequence | Residual Score | | | | | | | | |
| | Adventurous and Team Building Activities | | | | | | | | | | | | | | | | | |
| | All of the above(row43-45) | | | | | | | | | | | | | | | | | |
| | Fitness Activities including student/staff personal training | | | | | | | | | | | | | | | | | |
| | All of the above(row43-45) | | | | | | | | | | | | | | | | | |
| | Teamwork Building Unit Specification | | | | | | | | | | | | | | | | | |
| | All of the above(row22-28) | | | | | | | | | | | | | | | | | |
| | Fitness Testing | | | | | | | | | | | | | | | | | |
| | All of the above | | | | | | | | | | | | | | | | | |
| | Drill for Public Services | | | | | | | | | | | | | | | | | |
| | All of the Above | | | | | | | | | | | | | | | | | |
| 8 | MANUAL HANDLING | | | | 0 | | | | | 0 | | | | | | | | |
| | Invasion Games | | | | | | | | | | | | | | | | | |
| | Setting up and collapsing football goals | Staff/Student/Visitor | 5 | 2 | 10 | M | when setting up and packing away. Reminders of correct lifting. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | Before activity starts | | | | |
| | Moving benches and mats | Staff/Student/Visitor | 4 | 3 | 12 | M | packing away equipment, 2 person lifts. | 2 | 3 | 6 | L | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | After each use | End of each shift | | | |
| | Moving Tables and Chairs | Staff/Student/Visitor | 4 | 3 | 12 | M | packing away equipment, 2 person lifts. | 2 | 3 | 6 | L | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | After each session | | | | |
| | Moving equipment in and out of store cupboards | Staff/Student/Visitor | 3 | 2 | 6 | L | packing away equipment, 2 person lifts. | 2 | 2 | 4 | N | Staff & students | Cupboard doors locked after use | After each use | End of each shift | | | |
| | Net/Wall Games | | | | | | | | | | | | | | | | | |
| | Setting up and collapsing tabletennis tables | Staff/Student/Visitor | 5 | 2 | 10 | M | Supervised by trained staff/coaches when setting up and collapsing. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | Before activity starts | | | | |
| | Setting up and collapsing of Volleyball posts and net | Staff/Student/Visitor | 5 | 2 | 10 | M | Supervised by trained staff/coaches when setting up and collapsing. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | Before activity starts | | | | |
| | Setting up and collapsing of posts/nets | Staff/Student/Visitor | 4 | 2 | 8 | L | Supervised by trained staff/coaches when setting up and collapsing. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | Before activity starts | | | | |
| | Dance Activities | | | | | | | | | | | | | | | | | |
| | Carrying others | Staff/Student/Visitor | 3 | 3 | 9 | L | Students are explained the rules/regsa/boundaries. Supervised | 2 | 3 | 6 | L | Staff & students | Students are explained the instructions . Supervised activity | Before activity starts | | | | |
| | Adventurous and Team Building Activities | | | | | | | | | | | | | | | | | |
| | Carrying others | Staff/Student/Visitor | 3 | 3 | 9 | L | Students are explained the rules/regsa/boundaries. Supervised | 2 | 3 | 6 | L | Staff & students | Students are explained the instructions . Supervised activity | Before activity starts | | | | |
| | Athletic Activities | | | | | | | | | | | | | | | | | |
| | N/A | | | | | | | | | | | | | | | | | |
| | Striking & Fielding Games | | | | | | | | | | | | | | | | | |
| | Moving equipment in and out of store cupboards | Staff/Student/Visitor | 3 | 2 | 6 | L | packing away equipment, 2 person lifts. | 2 | 2 | 4 | N | Staff & students | Cupboard doors locked after use | After each use | End of each shift | | | |
| | Fitness Activities including student/staff personal training | | | | | | | | | | | | | | | | | |
| | Moving/using/setting up weighted equipment or Tables and Chairs | Staff/Student/Visitor | 5 | 2 | 10 | M | when setting up, using and clearing away. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up/method of use of equipment. Supervised activity | Before activity starts | | | | |
| | Teamwork Building Unit Specification | | | | | | | | | | | | | | | | | |
| | Moving/using/setting up weighted equipment or Tables and Chairs | Staff/Student/Visitor | 5 | 2 | 10 | M | when setting up, using and clearing away. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up/method of use of equipment. Supervised activity | Before activity starts | | | | |
| | Fitness Testing | | | | | | | | | | | | | | | | | |
| | Moving/using/setting up weighted equipment or Tables and Chairs | Staff/Student/Visitor | 5 | 2 | 10 | M | when setting up, using and clearing away. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up/method of use of equipment. Supervised activity | Before activity starts | | | | |
| | Drill for Public Services | | | | | | | | | | | | | | | | | |
| | Moving/using/setting up weighted equipment or Tables and Chairs | Staff/Student/Visitor | 5 | 2 | 10 | M | when setting up, using and clearing away. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions and correct set up/method of use of equipment. Supervised activity | Before activity starts | | | | |
| 12 | 12 STRUCK BY A MOVING / FLYING / FALLING /STATIONARY OBJECT | | | | | | | | | | | | | | | | | |
| | Invasion Games | | | | | | | | | | | | | | | | | |
| | Goal posts/Posts&Nets falling over | Staff/Student/Visitor | 2 | 2 | 4 | N | Goals anchored to wall | 1 | 2 | 2 | N | Staff & students | Students are explained the instructions and correct set up of equipment. Supervised activity | Before activity starts | | | | |
| | Student struck by equipment (accidental or intentional) | Student/Visitor | 2 | 2 | 4 | N | Students are explained the rules/regsa/boundaries. Supervised | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions . Supervised activity | Before activity starts | | | | |
| | Equipment falling over in store cupboard | Staff/Student/Visitor | 2 | 2 | 4 | N | Cupboards kept locked when not in use | 2 | 2 | 4 | N | Staff & students | Cupboard doors locked after use | Before activity starts | | | | |
| | Running at speed into stationary objects (goalposts, Nets, Walls equipment) | Student/Visitor | 3 | 3 | 9 | L | Clearly visible against wall colouring. | 1 | 2 | 2 | N | Staff & students | Students are explained the rules/regsa/boundaries. Supervised activity | Before activity starts | | | | |
| | Inproper usage of equipment | Student/Visitor | 4 | 3 | 12 | M | times. H&S stated before each session. Students are explained the | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions . Supervised activity | Before activity starts | | | | |
| | Net/Wall Games | | | | | | | | | | | | | | | | | |
| | All of the above(row80-84) | | | | | | | | | | | | | | | | | |
| | Dance Activities | | | | | | | | | | | | | | | | | |
| | N/A | | | | | | | | | | | | | | | | | |
| | Athletic Activities | | | | | | | | | | | | | | | | | |
| | Struck while running outside by objects (tree branches) | Staff/Student/Visitor | 1 | 4 | 4 | N | times. H&S stated before each session. Students are explained the | 1 | 2 | 2 | N | Staff & students | Students are explained the rules/regsa/boundaries. Supervised activity | Before activity starts | | | | |
| | Running at speed into stationary objects (goalposts, Nets, Walls) | Staff/Student/Visitor | 2 | 2 | 4 | N | Clearly visible against wall colouring. | 1 | 2 | 2 | N | Staff & students | Students are explained the rules/regsa/boundaries. Supervised activity | Before activity starts | | | | |
| | Striking & Fielding Games | | | | | | | | | | | | | | | | | |

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| Category | Hazard/Event | Who is affected Staff/Student/Visitor Disabled/Child/Contactor | Absolute Risk Score | | Priority | Risk Controls | Residual Risk Score | | | Priority | Respons-ibility | Action Required | Time-scale (1 day) (1wk) (1mth) (3mths) | Review 1 | Review 2 | Review 3 |
|----------|--|--|---------------------|-----------------------|----------|---------------|--|-----------------------|----------------|----------|-----------------|--------------------|---|------------------------|----------|----------|
| | | | Probable Likelihood | Potential Consequence | | | Probable Likelihood | Potential Consequence | Residual Score | | | | | | | |
| | All of the above(row80-84) | | | | | | | | | | | | | | | |
| | Adventurous and Team Building Activities | | | | | | | | | | | | | | | |
| | Inproper usage of equipment by participant | Staff/Student/Visitor | 4 | 3 | 12 | M | times. H&S stated before each session. Students are explained the use, students to be supervised at all times. | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions. Supervised activity | Before activity starts | | |
| | Equipment falling over in store cupboard or outside | Staff/Student/Visitor | 2 | 2 | 4 | N | | 2 | 2 | 4 | N | Staff & students | Cupboard doors locked after use | Before activity starts | | |
| | Fitness Activities including student:staff personal training | | | | | | | | | | | | | | | |
| | Inproper usage of equipment by participant. Improperusage of equipment by staff during student: staff 1:1 PT | Student/Visitor | 4 | 3 | 12 | M | times. H&S stated before each session. Students are explained the | 2 | 2 | 4 | N | Staff & students | During the student:staff or PT, if students are unsure of any action to take they are advised to contact a member of staff. | Before activity starts | | |
| | Drill for Public Services | | | | | | | | | | | | | | | |
| | Inproper behaviour by student | Student/Visitor | 4 | 3 | 12 | M | times. H&S stated before each session. Students are explained the | 2 | 2 | 4 | N | Staff & students | During the student:staff or PT, if students are unsure of any action to take they are advised to contact a member of staff. | Before activity starts | | |
| 13 | 13 USING EQUIPMENT (Display Screen, Electrical & Other) | | | | | | | | | | | | | | | |
| | Invasion Games | | | | | | | | | | | | | | | |
| | Inproper usage of equipment by participant | Staff/Student/Visitor | 4 | 3 | 12 | M | times. H&S stated before each session. Students are explained the | 2 | 2 | 4 | N | Staff & students | Students are explained the instructions. Supervised activity | Before activity starts | | |
| | Net/Wall Games | | | | | | | | | | | | | | | |
| | All of the above(row100) | | | | | | | | | | | | | | | |
| | Dance Activities | | | | | | | | | | | | | | | |
| | All of the above(row100) | | | | | | | | | | | | | | | |
| | Athletic Activities | | | | | | | | | | | | | | | |
| | All of the above(row100) | | | | | | | | | | | | | | | |
| | Striking & Fielding Games | | | | | | | | | | | | | | | |
| | All of the above(row100) | | | | | | | | | | | | | | | |
| | Adventurous and Team Building Activities | | | | | | | | | | | | | | | |
| | All of the above(row100) | | | | | | | | | | | | | | | |
| | Fitness Activities including student:staff personal training and Fitness Testing | | | | | | | | | | | | | | | |
| | All of the above(row100) | | | | | | | | | | | | | | | |
| | Team Building Activities as per Specification | | | | | | | | | | | | | | | |
| | All of the above | | | | 0 | | | | | 0 | | | | | | |
| 18 | 18 ACCESSIBILITY | | | | | | | | | | | | | | | |
| | Invasion Games | | | | | | | | | | | | | | | |
| | Lack of space | Staff/Student/Visitor | 3 | 4 | 12 | M | Space provided meets minimum standards for activity | 3 | 3 | 9 | L | Staff and students | Regular inspections | Monthly | | |
| | Lack of facilities | Staff/Student/Visitor | 3 | 4 | 12 | M | Facilities including toilets, washing facilities and drinking water provided | 3 | 3 | 9 | L | Staff and students | Regular inspections | Monthly | | |
| | Net/Wall Games | | | | | | | | | | | | | | | |
| | All of the above(row115+116) | | | | | | | | | | | | | | | |
| | Dance Activities | | | | | | | | | | | | | | | |
| | All of the above(row115+116) | | | | | | | | | | | | | | | |
| | Athletic Activities | | | | | | | | | | | | | | | |
| | All of the above(row115+116) | | | | | | | | | | | | | | | |
| | Striking & Fielding Games | | | | | | | | | | | | | | | |
| | All of the above(row115+116) | | | | | | | | | | | | | | | |
| | Adventurous and Team Building Activities | | | | | | | | | | | | | | | |
| | All of the above(row115+116) | | | | | | | | | | | | | | | |
| | Fitness Activities including student:staff personal training | | | | | | | | | | | | | | | |
| | Screening of students prior to taking part in physical activity and Fitness Testing | | 2 | 2 | 4 | N | consent form prior to taking part in activity. Where the student gives a | 2 | 2 | 4 | N | Staff and students | Verbal screen before each session and ParQ actioned. | before each session | | |