ERSA SCHOOLS RACE RISK ASSESSMENT

Name of Assessor: Sarah Warne	**Signature:**	Sarah Warne	**Date:**	FEB 2026

Date:	**Febuary 2026**

Regional Race held at Norfolk Snowsports Club

NOTE:

- **These events are held at public venues for which ERSA is not responsible. Responsibility for operation of the venue including any mechanical equipment lies with the slope operator.**

- **Responsibility for supervision of athletes outside of the competition area (defined as the start area, race slope and finish area) lies with Schools and their appointed representatives. Schools are reminded that as a condition of entry schools should follow their own procedures in respect of checking the appropriateness of any third parties they appoint to supervise or manage their teams.**

- **Snowsport England and ERSA remind Schools that when appointing third-parties to coach their athletes they should ensure that the coach is suitably experienced, holds appropriate qualifications and is acting only within relevant certifications.**

ERSA is responsible only for operation of the race within the competition area.

This risk assessment applies to the operation of the race itself within the competition area and MUST be read alongside risk assessments of Schools, any third parties they appoint, and the slope operator.

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No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk after Mitigation	Additional Controls Required to Minimise Risk
	Pre Competition				
1.	Accompanying Staff, Officials & Volunteers	All	• Pre event communication including arrivals, parking considerations, rules of event. • Publication of race information to Schools via Email and via GBSKI to mitigate risk that schools do not communicate effectively to parents. • Team managers and Officials briefed at Team Managers Meeting (TMM).	Low	Communication via PA system
2.	Spectators	All	• Spectators to remain in public area at all times. • Only athletes, officials and qualified race coaches allowed to enter the competition area during Course Inspection. • Schools have agreed to be bound by rules of event which include Code of Conduct.	Low	Reminder at TMM that Code of Conduct applies to all including Spectators.
3.	Participants	All	• Registration of team numbers and needs of specific pupils identified in advance via entry details sent in from the School. • Pupils remain under supervision and behaviour management of accompanying staff. Agreed by schools in both Membership form and Race Entry Form.	Low	Registration of teams. Identification of participants with additional needs. The needs of those participants risk managed.
4.	Attire and Equipment	All	• Attire: Racers must wear suitable protection for arms and legs including long trousers, long sleeve shirt, which must cover the midriff, and gloves. • Helmets: Proper ski helmets must be worn. It is advisable for pupils to wear their own	Low	Reminder to Team Managers at TMM to: • Relay safety instructions to participants. • Relay Rules of competition to participants. • Relay expectations in terms of sportsmanship & general behaviour

			helmet. Slopes have very few to rent/borrow. No cameras, camera mountings, coverings or stickers are allowed. • Bungs on Poles: Under Snowsport England safety rules, competitors must either use the slope's ski sticks, or ensure that their own ones have tip protectors (rubber bungs). • These rules communicated prior to race via Bulletin 1, sent to schools, published on Race Entry System and GBSKI.		
5.	Injury to Participants through inexperience or non compliance	All	• Schools attending competition to have taught their pupils the fundamental skills & rules prior to participating in competitive events. • Briefing with accompanying staff on all aspects of competition and rules at TMM. • Start Referee to visually inspect athletes entering start gate. • Junior(Cat 1) athletes prevented from taking part in Senior (Cat 2+) competition • Cat 1 competition held using 'stubby' gates • Cat 2+ competition held using full gates	Medium	Pre competition communication with schools to set out competition format and provide rules in advance. Rules provided. Key Officials well experienced and / or trained to uphold safety and rules; volunteers briefed by Key Officials. Team managers reminded to check conformity of their athletes kit at TMM.

6.	Activity Area	Participants / Officials	• Facility confirmed suitable in size to host the competition in a safe manner and compliant with the rules. • Course-setter to be qualified individual having passed SSE course-setter qualification or equivalent. • Course to be set in accordance with British Artificial Competition Rules as amended but without control gates save for first, last and those within combinations (but not exist gate to combination). • Safety of Course to be assessed by Chief of Race and ROTP and approved prior to commencement of Course Inspection and monitored continuously during event by all officials. Any official has capacity to halt race at any time. Official halting race to confirm course-clear prior to recommencement. Only Chief of Race can re-commence race. • Chief's inspection to include at a minimum: safety of start area, safety of start ramp, wires to be clear of athletes, provision of cover to start gate on a balance of risks approach (see weather), position and separation of gates, confirmation of absence of obstructions in course, quality and security of matting in racing line and near to gates, obstacles in potential path of athletes outside of racing line particularly in event of a fall, safety of finish area including a clear run-off, ability of	Low	Confirmation by Race Secretary that senior officials (Chief, Referee, Start Referee) as well as Course Setter hold relevant appropriate qualifications and are aware of course requirements

			athletes to access lift without crossing runoff area • Chief of Race and / or Regional Rep and / or Race Secretary to brief volunteers prior to race. • Course inspection to be conducted on skis but athletes must not ski the course, must come to a full stop between each gate. • On a balance of risks, Athletes may be accompanied on course inspection by a coach or more experienced athlete if requested by school. Schools to be reminded to make their own assessment of such person who will not be working for ERSA but will be employed by School in that regard. ERSA may provide assistance with course inspection with use of Dry slope Ambassadors / experienced athletes that have been briefed by ERSA.		
c	**During Competition**				
8.	Weather	ALL	• Pre-race briefing notes provided to schools highlighting risk of inclement weather and advising that schools may wish to provide gazebos to provide cover for athletes whilst in public areas outdoors, to remind athletes to keep hydrated and to apply sunscreen where required.	Low	

			• Chief of Race to maintain awareness of weather conditions during race. • Athletes to be called up in groups to minimise wait time in exposed area. • On particularly hot or cold days (or at indoor snow races) time spent by all (but junior athletes in particular) inside of race area to be minimised. • Water to be provided to race officials, who should also be warned to wear sunscreen and a hat whilst outdoors in all weather conditions as they are likely to be stationary for prolonged periods. • If conditions are expected to be excessively hot during summer races (usually June, July, August but see weather forecast) water to be made available for athletes • In windy conditions gazebos to be tied down. Awareness that gusts can occur on hills. • In the event of thunder / lightning racing to be immediately suspended and ALL to leave the hill. • In the event of torrential rain (not merely ongoing rain), consideration given to taking a short break whilst worst conditions pass		

9.	Control of Athletes	Participants, officials and Volunteers	• Start Marshals to control top of hill during racing, ensure that athletes are prepared and in order, not posing risk to other athletes or to event. • Start Referee or equivalent to control start area and ensure athletes only allowed to commence when course is clear, unobstructed and safe. • Start Referee or equivalent to visually inspect athlete as enter start gate to check boots clipped into skis, boots closed, long attire, helmets and bungs in accordance with published requirements. • Any athlete whose attire or kit not per required standards not to be allowed to start. • Finish Marshal to supervise finish area and ensure that athletes exist quickly following completion of run.	Low	Reminder at TMM
10.	Supervision of Volunteers	Participants, officials and Volunteers	Volunteers to be briefed on their roles at Officials Meeting prior to commencement of racing by suitably experienced and qualified person (usually Chief, Regional Rep, or Race Secretary). Briefing to include instruction that: - in all circumstances safety of officials and athletes comes first, ahead of rules of the event.	Low	All volunteers be monitored / supervised by the Competition Organiser throughout the competition. All Officials and Volunteers to wear high-vis vests whilst within race area.

			- To maintain a watch for ingress of spectators, animals, obstacles such as rubbish within the racing area - To approach and reassure athletes if they are subject to a fall, but not to move or touch athletes unless directed to do so by qualified first aider At least 2 suitable experienced and / or qualified Officials to be present at each event (Usually Chief, Referee, Start and / or Finish Referee, Race Secretary).		
11.	Non-participants within race area	Participants, officials and Volunteers	Under no circumstances are spectators (defined as all of those who are not participants, officials, volunteers performing a specified on-hill role, or coaches) to enter the race area. Only athletes, officials and coaches will be permitted on the hill during course inspection or at the top of the hill during racing. On a balance of risks, those presenting as Coaches requested by their school to supervise athletes for their school will be permitted but schools are reminded that they are employed by the school and not by ERSA and that the school should make an appropriate risk assessment as to whether this is appropriate.	Low	Officials and Start marshals to be reminded at Officials Meeting to request parents to leave the race area immediately. Similarly, to be reminded that whilst coaches may be permitted they are not subject to safeguarding checks by ERSA and should be monitored whilst within the race area. Reminder via PA system and at TMM
12.		Participants	All participants to be aware of & conform to rules in respect of race especially with regard to attire. Schools to remind athletes. All athletes to comply with facility requirements in respect of use of slope and lifts. Schools to remind athletes. Start Referee to inspect athletes as they enter start gate.	Medium	Reminder at TMM and via PA Briefing of Officials and Volunteers

	Hazards presented by skiing.		SSE guidance on concussion to be applied rigorously: no athlete with suspected head injury to be permitted to start. 'If in doubt, sit them out'. Athletes and schools are responsible for their own kit. ERSA staff, officials and volunteers should not interfere with an athletes kit but if in doubt as to safety should prevent a start and refer the matter back to the athletes Coach or School Any official to halt race on occurrence of fall, obstacle or equipment failure or displacement.		
13.	Management of Accident or Injury to Athlete whilst competing	All	Outside of race area: per provision of venue in accordance with their risk assessment. Within race area: See Event Medical Assessment as published on GBSKI and ERSA Race Entry Website	Medium	Team Managers to be reminded at TMM
14.	Anti Social Behaviour or behaviour in contravention of ERSA Welfare Policies	All	Code of Conducts and Rules published Adherence by ALL to the published code of conducts. Nominated Event Welfare Officer present at all times. EWO to be either qualified and certified per SSE requirements or otherwise a teacher but not a coach. The ERSA Welfare Officer will remain available to EWOs to contact by telephone throughout and after the events. Arrangements confirmed as appropriate by Snowsport England.	Low	Introduction of EWO at TMM. Blue vest to be worn. Relevant authorities (Facility Management staff, Police etc) to be contacted if & when necessary. To ensure all incidents are recorded in line with the incident reporting policy and reported to Snowsport England.

	General				
15.	Photography	All	ERSA is not responsible for and does not control photography in the public areas. ERSA adopts an 'opt-in' policy in respect of official photography. Schools indicate this at the time of race entry on a per athlete basis. If an event photographer is appointed then they will be given a copy of the no-photography list prior to the race. Photographs will be contained in secured directories per school and only provided to team managers on a per-school basis. Schools to be responsible for distribution to their athletes and parents.	Low	Reminder at TMM
16.	Finishing of Event	Users of facility following competition	Facility booked to cover duration of competition. Relevant individuals notified of finish time especially if the facility is used for external bookings.	Low	Event staff / volunteers to marshall entrance & exits until competition finished and facility cleared.
17.	Facility Evacuation	All	To be fully aware of host facilities procedure for evacuation in advance of competition.	Low	All participants, spectators & staff to be briefed on relevant procedures prior to competition.

Risk Priority:	**High:**	Accident likely with possibility of serious injury or loss
	Medium:	Possibility of accident occurring causing minor injury or loss
	Low:	Accident unlikely with control measures in place

Reviewer:	MARTIN DADE
Assessment Review Date:	FEBUARY 2026
Next Update & Review:	FEBUARY 2027

GOOD PRACTICE IS SAFE PRACTICE

To remove risk entirely from any activity is both impossible and unpractical. In the case of inter school competition the challenge for all concerned is to manage the potential risks that young people may face through their participation in competitive sport.

A risk assessment is a careful examination of what could happen to pupils, colleagues or others in a particular situation and/or environment. They are a legal requirement that require the identification and implementation of precautions to minimise or prevent harm.

The role of the risk assessor is to determine whether a hazard is significant and, if so, to determine and implement the precautions necessary to eliminate or minimise the risk presented.

Participating schools should also undertake their own risk assessment for travel to and from the event venue, and ensure they understand their roles and responsibilities in reducing risk at the event.

FIRE RISK ASSESSMENT (V2)

COMPANY NAME:	Norfolk Snowsports Club	**DATE OF RISK ASSESSMENT:**	15/07/2025
ACCOUNTABILITY:	Executive Committee, General Manager	**WORKPLACE:**	Club house and surrounding buildings
RESPONSIBLE PERSON:	Hannah Gook (HG) and Lee Rice (LR)	**ASSESSMENT NUMBER:**	V2
WHO MIGHT BE HARMED?	Staff, volunteers, members, contractors, visitors		

WHAT ARE THE HAZARDS?	Y or N	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
Sources of Ignition						
• Is smoking permitted?	Y	Permitted outside the building only	Consider designated smoking area.	Executive		
• Do work processes involve “hot work” such as welding or flame cutting?	Y	Melting wax on a portable stove to make blocks in workshop. Stove never left on unattended	Tool box training for all maintenance staff.	LR		
		Welding to be done by qualified external contractors only.	Managed as part of contractor policy, ensure area for activity is kept clear of combustible material if work in progress	LR		
• Are there portable heaters?	Y	Annual PAT testing	None	LR		
• Is the electrical installation damaged or faulty?	N	Annual PAT testing. 5 yearly building electrical test.	5 yearly electrical test to be completed in October 2029	LR		
• Are extension cables and/or multi-way adaptors used?	Y	Annual PAT test Must be fully uncoiled when in use	None	LR		

WHAT ARE THE HAZARDS?	Y or N	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
Sources of Fuel						
• Are there flammable liquids/substances/gases present?	Y	Maintenance room: Paint, Aerosols kept in locked containers Compound: Gas Bottles. Secured Containers: None Sheds: None Cleaner cupboard: None Kitchen: Cooking oil: old oil disposed of; new oil stored away from heat sources	None None None None None None			
• Are excessive amounts of packaging stored?	N	Recycling Bins emptied regularly Recycling skip emptied regularly	None None			
• Is combustible waste allowed to accumulate/where?	N	Recycling Bins in bar and offices emptied regularly Recycling skip in club grounds, away from buildings, is emptied regularly	None None			
• Is the building of combustible construction (NB brick structure with wooden elements)?	Y	Fire extinguishers; fire exits; fire drills for staff	None			
Sources of Oxygen						
• Is there ventilation or air conditioning equipment that might "fan" the fire?	Y	Ceiling fans in the bar and function room. Staff close down procedure includes switch off of fans	None			
• Are there any oxygen bottles stored in the work area?	N					
Persons at Risk						
• Employees	Y	Fire drills induction and periodic	Log training and fire drills	HG		

WHAT ARE THE HAZARDS?	Y or N	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
• Volunteers	Y	Fire procedures at induction	Annual reminder of fire procedures	LR		
• Contractors	Y	Trained staff and volunteers on site at all times	None			
• Members / visitors (incl. members of the public)	Y	Trained staff and volunteers on site at all times	None			
• Persons with special needs e.g. disabled, visually impaired, deaf etc.	Y	Trained staff and volunteers on site at all times PEEPs to be produced where required	Training on evacuation & PEEPs to be given to all staff and key volunteers	HG		
Procedures, Training and Precautions • Has a fire drill taken place in the last 12 months?	Y					
• Are records kept of drills and evacuation?	Y	No log of last drills; noted on induction sheet only	Keep log of drills up to date	LR / HG		
• Are there written procedures for drills and evacuations?	Y					
Fire Detection and Warning • Can the detection system discover a fire quickly enough to allow evacuation?	Y	Smoke detectors; break glass points				
• Can the means of raising the alarm be heard	Y					

WHAT ARE THE HAZARDS?	Y or N	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
throughout the workplace?						
Fire Fighting • Are fire points equipped with suitable extinguishers?	Y	Extinguishers and fire blankets in place – Annual inspection and service by external provider	None	LR		
• Are fire points clear and unobstructed?	Y	Housekeeping walk round logged and carried out once a month	None	LR		
• Has adequate training been given to those expected to use extinguishers?	N		Set up fire training	HG / LR		
• Are hose reels in good order?	N	No hose reels	None			
• Is the sprinkler system (if one is fitted) in sound working order?	N	No sprinkler system	None			
Means of Escape • Are the fire exits suitable for the number of persons likely to be present on the premises? NB consider vulnerable persons such as those in wheelchairs	Y	Numbers of people are kept within fire recommendations.	Training on evacuation to be given to all staff	HG / LR		
• Are escape routes: o clearly signed?	Y					

WHAT ARE THE HAZARDS?	Y or N	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
○ fitted with emergency lighting where necessary? ○ kept clear of obstructions? • Are there clear instructions about assembly points?	Y Y	Housekeeping walk round logged and carried out once a month Fire exit points clearly marked.	None Fire assembly point signs in car park and in field	LR		
Other Features:						

Page of
Review Date: 15/07/2025
Assessed by: Hannah Gook
Review required before/on: 15/07/2026

Help and guidance

Hazard Identification

- Sources of ignition
- Combustible materials in the workplace – consider storage arrangements, particularly if external (exposure to malicious ignition).
- Structural features that might aid the spread of fire, combustible elements of construction.
- People at risk – especially significant or vulnerable groups
- Controls of ignition sources – e.g. workplace inspections, periodic electrical installation and portable appliance testing, storage of flammable liquids.

Fire Detection and Warning

- There should be suitable and sufficient methods for detecting fire and raising the alarm.
- The measures in place should not only deal with the raising of the alarm within the building but consider the benefits of remote signalling to summon the Fire Brigade.
- Regular testing and maintenance of the fire detection devices is essential.
- Consider installation of a BS 5839 Pt 1: 2002, compliant system.

Fire Fighting

- Consider the appropriateness and suitability of the means of fighting fire, this can range from hand held extinguishers and fire blankets through to fixed systems, such as sprinkler systems, the extent of protections will depend upon the nature of the risk.
- Fire fighting equipment should be appropriate for the hazard/materials likely to be involved in any fire to allow safe use of the extinguisher, e.g. provision of a Co2 extinguisher to deal with fires in electrical equipment.
- Employees who are expected to use them should receive appropriate training.
- All fire fighting equipment should be subject to regular inspection and testing as appropriate.

Means of Escape

- There should be clearly marked routes that are kept clear of obstructions. Exit doors should open into the open air and there should be clearly marked routes leading people to assembly points.
- Evacuation drills should be carried out on a regular basis.

Emergency Planning

- There should be clearly written procedures about the action to be taken in the event of an emergency.
- These procedures should be communicated to all staff, with appropriate notices displayed around your workplace.

Further Information

- Additional information and guidance can be accessed from the HSE's website www.hse.gov.uk

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Our Reference: 0/NORF60
Date: 25 November 2025

TO WHOM IT MAY CONCERN

Policyholder:	**Norfolk Ski Club Limited(The)**
Policyholder Address:	Norfolk Snowsports Club, Whitlingham Lane, Trowse, Norwich, NR14 8TW
Business Description:	**Artificial Ski Slope for use of skiing, tubing and boarding for Club Members and external parties. Clubhouse with bar and function rooms.**
Indemnity to Principles:	Included

We are Insurance Brokers for the above client and this letter provides a brief outline of their insurance details for the period shown.

Insurer:	**Sportscover via AIG**
Policy Numbers:	**PLON99/0119454**
Period of Insurance:	12 months from 28 November 2025
Class of Insurance:	**Employers Liability**
Indemnity Limit:	**£10,000,000** including costs any one occurrence and/or series of occurrences arising out of any one event. Reduced to **£5,000,000** in respect of Terrorism claims
Class of Insurance:	**Public/Products Liability**
Indemnity Limit:	**£5,000,000** any one occurrence and unlimited in the period of insurance in respect of Public Liability and in total during the period of insurance in respect of Products Liability
Geographical Limits:	England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man and territorial waters.

Insurer:	**Sportscover via AIG**
Policy Numbers:	**PLON99/0119454**
Period of Insurance:	12 months from 28 November 2025
Class of Insurance:	**Professional Indemnity**
Indemnity Limit:	**£1,000,000** in the aggregate, including all costs

The policy cover shown above is subject to the full terms, conditions, exclusions and any specific warranties, endorsements and excesses applying. The information given is a summary of cover in force at the time of writing; cancellation or mid-term alterations can occur during the period of insurance. The current position can be confirmed upon request. Should the above-mentioned contract(s) of insurance be cancelled, assigned, or changed during the above policy period in such manner as to affect this document, no obligation to inform the Holder of this document is accepted by the Undersigned or by the Company

These statements have been made in good faith and we cannot accept any liability whatsoever for any inadvertent or negligent act, error, or omission on our part in preparing these statements or for any loss, damage or expense thereby occasioned to any recipient of this letter. Should any further information be required then please contact our offices.

Yours faithfully



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For and on behalf of Alan Boswell Insurance Brokers Limited