

## Cramlington & Seaton Valley School Sport Partnership: RISK ASSESSMENT

**ACTIVITY: COMPETITONS / FESTIVALS / LEADERSHIP**

<b>HAZARDS: Significant issues</b>	<b>CONTROL MEASURES: Strategies required to manage the risks safely</b>	
	<b>Participating School Responsibilities</b>	<b>SSP Responsibilities</b>
<b>LEADER/SUPERVISION:</b> School staff           Child protection	<p>Accompanying staff approved by head teacher.</p> <p>School staff retain overall responsibility for supervision of their pupils.</p> <p>School staff give permission for pupils to leave room e.g. to go to the toilet.</p> <p>Pupils counted before departing from events.</p>	<p>SSP staff and AOTT's qualified and/or experienced.</p> <p>Events adequately staffed so that teachers from schools are not required to assist and can supervise their pupils.</p> <p>Pupils referred to teacher when seeking permission to leave room e.g. to go to the toilet.</p> <p>SSP staff retain overall responsibility for conduct of leadership students and AOTT's used in the running of events.</p> <p>SSP staff, leadership students and AOTT's CRB/DBS cleared as necessary.</p>
<b>TRAVEL:</b> Vehicle not roadworthy / Incompetent driving  Road Traffic Accident    Disruptive behaviour distracting driver.   Embarking and disembarking from a vehicle	<p>All transport booked with reputable travel companies.</p> <p>Pupils instructed to wear seatbelts. Luggage and equipment securely fastened and clear of aisles and exits.</p> <p>Pupils briefed as to behaviour expected on vehicle.</p> <p>Pupils briefed about how to get on and off coach/minibus and where to assemble.</p>	N/A

Travel in teachers' and parents' cars	This must be covered by individual school policies.	
<b>THE ACTIVITY:</b> Range of indoor and outdoor sport related activities, may include competitions & leadership training.	Pupils of appropriate age and ability (where stated) brought to events  Ensure pupils wear personal protective equipment and appropriate footwear and sports clothing as advised by the 'Association for Physical Education' (AfPE) in their 'Safe Practice in PE & School Sport' publication.  Jewellery removed and long hair tied back.	Sporting activity managed with appropriate teaching /coaching progressions and safety procedures.  Follow guidelines recommended by AfPE in their 'Safe Practice in PE & School Sport' publication.  Relevant NGB guidelines followed e.g. age groups.
<b>THE ENVIRONMENT:</b> Extremes of weather     Facility e.g. sports hall / pitch.  Equipment  Injuries	Pupils adequately equipped e.g. warm clothing, waterproof clothing, sun cream, sun hats as appropriate for activity and season.  Pupils drinking plenty of fluids when exercising in hot weather  School staff to report concerns to SSP staff  School staff to report concerns to SSP staff  School staff to manage treatment of injury  Accidents recorded and reported in line with the School's Health and Safety policy.	Event postponed or cancelled in unsafe weather conditions.     Facilities checked to ensure they are safe e.g. free of obstructions  Equipment checked to ensure it is safe  First Aid kit, First Aider and telephone to summon emergency assistance at every event.  Accidents recorded and reported in line with the venue's Health and Safety policy.
<b>THE GROUP:</b> Behavioural and Medical Issues	School staff should make SSP staff aware of any relevant medical or behavioural issues with their pupils (including allergies).	Make school staff aware of any medical concerns or persistent behavioural issues with their pupils.

	<p>Adequate supervision for pupils with identified medical or behavioural issues.</p> <p>Asthmatics reminded to bring inhalers.</p>	
<b>EMERGENCY ACTION:</b>	Manage the situation in accordance with NCC guidelines	Support school staff as asked.

**GENERIC RISK ASSESSMENTS/STANDARD OPERATING PROCEDURES USED IN THE COMPILATION OF THIS RISK ASSESSMENT:**

Northumberland County Council – The Safe Management of Off-Site Educational Visits  
 AfPE – Safe Practice in Physical Education & School Sport (July 2016 edition)  
 BAALPE – Guidance on the Organisation of Inter-School fixtures and Area Sports Events

**ONGOING RISK ASSESSMENT AND RISK MANAGEMENT:**

All staff must respond to changing or unforeseen circumstances e.g. changes in weather, pupils' behaviour, ineffective officiating and dangerous play.  
**School staff retain overall responsibility for withdrawing their pupils from an activity if they do not consider it safe.**

**ALTERNATIVE ARRANGEMENTS:**

If sufficient suitably qualified or experienced staff are not available to run the event safely, or if inclement weather makes it unsafe to play, the event will be postponed or cancelled by SSP staff.

**REVIEW COMMENTS:**

This risk assessment will be reviewed at the beginning of each academic year or more often if new legislation/guidelines relating to the safe management of educational off-site visits are published.

Signed: *Marie-Anne Dowson*

Position: Sports Partnership Manager

Date: 22<sup>nd</sup> September 2016