

Sports Tournaments / Festivals - Risk Assessment 2019-20

Hazard	Risk	Preventative Measures	Action By	Risk After Preventative Measures
Supervision of pupils	Medium	<ul style="list-style-type: none"> Pupils to be supervised by school staff at all times – regular head counts to be taken, pupils to ask permission to go to toilet and be supervised by a member of staff Appropriate staff:pupil ratios in place in line with school policy Pupils reminded not to leave the venue/area unaccompanied School staff to have contact details and medical information for all pupils Ensure that pupils needing medication have necessary medications with them at the event and are closely supervised where appropriate Accompanying staff reminded that they have responsibility for first line first aid cover for their pupils, including carrying a first aid kit and recording of incidents they deal with. Additional first aid support will be provided by the venue as necessary 	<p>School Staff</p> <p>School Staff School Staff School Staff</p> <p>School Staff</p> <p>School Staff</p>	Low
Incident during journey to/from event	Medium	<ul style="list-style-type: none"> Journeys will be by reputable private hire bus company Each school to make their own arrangements for supervision for coach journeys to comply with school policy SSP staff to liaise with schools to establish safe pick up/drop off location at each school Coaches to drop off/pick up in the designated area where provided or safe place if there is no designated area Travel in teachers' and parents' cars must be covered by individual school policies. SSP offer funding for taxi, minibus or coach travel to all SSP events 	<p>SSP School Staff</p> <p>SSP Staff</p> <p>School Staff/ Coach driver</p> <p>School Staff/SSP</p>	Low
Activity	Medium	<ul style="list-style-type: none"> Sporting activities managed with appropriate teaching/coaching progressions and safety procedures Pupils of appropriate age and ability brought to events Appropriate footwear and clothing worn. Jewellery removed and long hair tied back Follow guidelines recommended by AfPE in "Safe Practice in PE and School Sport" (2016 edition). If sufficient suitably qualified or experienced staff are not available 	<p>SSP Staff</p> <p>School Staff School Staff</p> <p>School Staff/SSP Staff SSP Staff</p>	Low

		to run the event safely the event will be postponed or cancelled		
Facility	Medium	<ul style="list-style-type: none"> Facilities checked to ensure they are safe, e.g. free from obstructions, floor is dry etc. School staff report concerns to SSP staff, e.g. if a pupil spills water 	SSP Staff Venue Staff School Staff	Low
Child Protection Incident	Medium	<ul style="list-style-type: none"> Pupils under supervision of school staff at all times Events designed to enable school staff to be able to supervise pupils throughout SSP staff retain overall responsibility for conduct of leadership students and AOTTs used in the running of events School staff to give permission for pupils to leave working area, e.g. to go to the toilet, and to supervise adequately Any issues or unusual/inappropriate behaviour should be reported to SSP/Venue staff SSP staff, leadership students and AOTTs DBS cleared and identity checked as necessary 	School Staff SSP/School Staff SSP Staff School Staff School Staff SSP Staff SSP Staff	Low
Accident or Injury -Trips, falls, sports injury	High	<ul style="list-style-type: none"> Accompanying staff reminded that they have responsibility for first line first aid cover for their pupils, including carrying a first aid kit and recording of incidents they deal with in line with school policies. Additional first aid support will be provided by the venue/SSP staff where appropriate All incidents to be recorded by school staff and reported to the School Sport Partnership staff to be recorded by venue staff where appropriate Emergency telephone access available by staff mobile phone and venue telephone School staff will be expected to arrange parental contact and further care in the event of an injury, in line with school policy 	School Staff Venue Staff SSP Staff School Staff/SSP Staff/Venue Staff SSP Staff/Venue Staff School Staff	Medium
Challenging Behaviour / Additional Needs	Medium	<ul style="list-style-type: none"> Schools should make SSP staff aware of any relevant behavioural issues. Schools should make SSP staff aware in advance of any additional needs of pupils. SSP staff to make suitable adjustments School staff maintain responsibility for supervision of their pupils at all times 	School Staff School Staff/SSP Staff School Staff	Low
Extremes of weather	Medium	<ul style="list-style-type: none"> Event postponed or cancelled if adverse weather conditions make participation unsafe. School Staff to make decision regarding participation in inclement weather if deemed safe to play. 	SSP Staff School Staff	Low

		<ul style="list-style-type: none"> Pupils adequately equipped eg warm clothing, waterproof clothing, suncream, sun hats as appropriate for the activity and season Pupils bring water and are given opportunity to drink plenty of fluids in hot weather 	<p>School Staff</p> <p>SSP Staff / School Staff</p>	
Photography	Medium	<ul style="list-style-type: none"> School staff are responsible for seeking parental consent for photographic materials to be taken and used Photos will not be taken by SSP staff but schools will be asked to share photographs for use in SSP newsletter, SSP social media, Sports Awards etc. 	<p>School Staff</p> <p>School Staff /SSP staff</p>	Low
GDPR	Medium	<ul style="list-style-type: none"> Events will be organised with schools providing only pupil numbers and relevant pupil information beforehand. Data will be kept securely and deleted/destroyed once the event is completed 	SSP Staff	Low
Emergency Action	Low	<ul style="list-style-type: none"> School staff to manage the situation in accordance with NCC guidelines SSP staff to support school staff as asked 	<p>School Staff</p> <p>SSP Staff</p>	Low
Ongoing Risk Assessment and Risk Management	Medium	<ul style="list-style-type: none"> All staff must respond to changing or unforeseen circumstances, e.g. changes in weather, pupil behaviour, ineffective leadership etc. School Staff retain overall responsibility for withdrawing their pupils from an activity if they do not consider it safe 	<p>All Staff</p> <p>School Staff</p>	Low