

RISK ASSESMENT FOR BEDS AND LUTON SCHOOL GAMES COUNTY FINALS

2021-2022

ISSUES	SAFE / LOW RISK	UNSAFE / SIGNIFICANT RISK	PUPILS (P), STAFF (S), OTHERS (V) AFFECTED	PRECAUTIONS ALREADY TAKEN ADDITIONAL PRECAUTIONS / PROCEDURES NEEDED TO MAKE SAFE	CHECKED BY:
<p>PEOPLE</p> <p>1.Participants:</p> <ul style="list-style-type: none"> • Instructions clear re group/team sizes matching ability, size, age, demand of activity ? • additional supervision required? <ul style="list-style-type: none"> •control/discipline/behaviour issues during event outlined and communicated? <ul style="list-style-type: none"> • Clear directions communicated to schools to ensure: <ul style="list-style-type: none"> • clothing appropriate for activity and conditions • jewellery and other personal effects removed • safety equipment/personal protection adequate • students/performers know routines and procedures relevant to event • relevant medical conditions made known to event staff/officials? 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p>P</p> <p>P,S</p> <p>P,S</p> <p>P</p> <p>P</p>	<p>All schools have received information regarding the event</p> <p>All schools to provide the correct pupil : staff ratio. TBL will also be providing staffing at each event</p> <p>Prior to event all schools to receive a code of conduct for the event</p> <p>All schools to receive a letter prior to the event highlighting what is expected in terms of clothing, jewellery, equipment and programme for the day.</p> <p>Schools to ensure that they inform the event leader in writing any</p>	

<ul style="list-style-type: none"> • Disability Act requirements implemented re access and involvement in sport for those with cognitive, visual, hearing or motor impairment? <p>2. Staffing</p> <ul style="list-style-type: none"> • event staff identifiable to others? • event staff trained in whatever aspects thought necessary and briefing planned for day? (e.g. emergency evacuation) • efficiency and effectiveness of event staff checked? • competence, CRB checks and qualifications(if required) of officials checked? • all staff, including school staff and young leaders, know limits of role/responsibility? • Measures taken to communicate and ensure effective involvement of school staff? 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>P,S,V</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>	<p>pre-existing medical conditions. This will be put in event folder</p> <p>n/a</p> <p>All event staff will be in labelled blue polo shirts</p> <p>All event staff will be briefed prior to the event starting and will have an event folder with safety information for reference</p> <p>School Games Makes have all been chosen and trained prior to the event and all other volunteers have been briefed prior to the event</p> <p>All officials have been trained prior to the event and either CRB / DBS checked or have completed a self declaration form</p> <p>This is displayed on the code of conduct</p> <p>Information provided to schools prior to the event and briefing at the start of the competition</p>	
---	--	--	--	--	--

<ul style="list-style-type: none"> • control and discipline adequate by all staff involved? • effective communication planned between event and school staff? • insurance cover where needed? 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>S</p> <p>S</p> <p>P,S,V</p>	<p>All staff have been given and made aware of the code of conduct expected of them</p> <p>Event staff to introduce themselves and give briefing prior to competition starting</p> <p>Event is covered by Active Luton's public liability insurance</p>	
<p>CONTEXT</p> <p>1. Venue</p> <ul style="list-style-type: none"> • appropriate for the event and groups involved – parking, access, age-related activity areas, spectators, marshalling, supervision, security of boundaries, equipment etc? 	<p>✓</p>		<p>P,S,V</p>	<p>Parking: - sufficient parking is available at venues</p> <p>Spectators: - this varies from event to event – details will be in the information letter that goes out to schools</p> <p>All children are to be informed that they must not leave the venue and all schools have been informed that they are responsible for the safety of their children</p> <p>All schools have the responsibility to supervise the whereabouts of their own children. During the activity event staff will ensure that all activity is taking place in a safe manner</p> <p>Equipment:- All equipment is to be checked by event staff to ensure safety prior to the start of competition</p> <p>Venue risk assessment states that all areas are fit for purpose and event staff to complete</p>	

<ul style="list-style-type: none"> • safe for the purpose it is being used – secure footing, protected lighting, run-off areas, equipment in good condition etc? • risk assessments seen/discussed and issues identified that are relevant to the event and the groups involved ? • first aid cover/fire regulations/emergency procedures and provision discussed and checked? • contingency arrangements if outdoor venue/inclement weather? • registration point/s clear, signed and do not create bottlenecks? • limits of pupil/staff movement within the venue identified and communicated particularly for any participants with disabilities? • school staff communication with event staff considered? 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S,P</p> <p>S</p>	<p>assessment of area prior to start of competition</p> <p>Risk assessments seen by all event leaders prior to the day and discussed in team meeting Venue has provided information regarding what to do in case of fire or emergency. This is in each event folder. First Aid is covered by teachers. Event leaders to ensure that they are fully aware of procedures prior to the day and to brief school staff and pupils on the day in case of fire / emergency</p> <p>N/A</p> <p>This will be at the entrance to the venue</p> <p>At the start of each event pupils and staff will be briefed as to where they are allowed to go and school staff must ensure their pupils adhere to this.</p> <p>All event staff will be in blue labelled polo shirts to ensure that they are easily identified for school staff</p>	
---	--	--	---	--	--

<ul style="list-style-type: none"> • re-hydration provision? <ul style="list-style-type: none"> • temperature/weather conditions considered and information and advice given ? <p>2. Equipment</p> <ul style="list-style-type: none"> • to be used for purpose designed? • suitable for the activity/ age group/ ability? • any quality/quantity/ accessibility/storage/handling/retrieval issues set out and communicated to performers via the schools information? • checked before use by staff /deliverers and performers? • Strictly no improvisation? • safety/rescue equipment present? <p>3.Transport</p> <ul style="list-style-type: none"> • responsibility for organising transport clearly identified? 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>P,S,V</p> <p>P,S,V</p> <p>S</p> <p>S</p>	<p>All involved are asked to bring a packed lunch and drink with them. Venue has access to water to refill bottles.</p> <p>All schools have been informed that pupils must bring appropriate clothing for the event.</p> <p>Event briefing to all involved will ask that equipment is treated with respect. Equipment will be checked prior to start of activity and safety reminders on use of equipment will be given as necessary by event staff</p> <p>All schools are responsible for transporting children to and from the event.</p>	
<p>ORGANISATION</p> <p>1. Purpose/demand of the event</p> <ul style="list-style-type: none"> • purpose/demands appropriate to the groups involved? <ul style="list-style-type: none"> • age/ability/gender requirements discussed with NGBs and LOC, communicated to the schools? 	<p>✓</p> <p>✓</p>		<p>P,S</p> <p>P,S</p>	<p>All activities have been planned to ensure that pupils can cope with what is expected of them</p> <p>NGB formats have been followed where appropriate and frameworks agreed. All schools</p>	

<p>2. Approvals</p> <ul style="list-style-type: none"> • local authority/ LOC partners/ Schools approved? • venue approval following RA? • parents/carers (via the schools)? 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>P,S</p>	<p>are aware of competition formats.</p> <p>Normal Operating Procedures have been seen for the venue Each school is responsible for attaining approval from parents to bring their pupils to the event</p>	
<p>3. Activity programme</p> <ul style="list-style-type: none"> • programme matched to age/ability range as agreed through LOC and schools? 	<p>✓</p>		<p>P,S</p>	<p>Programme has been designed to meet a range of ages and abilities and has been agreed by the SGO network</p>	
<ul style="list-style-type: none"> • schedule provides appropriate activity and recovery periods? 	<p>✓</p>		<p>P,S</p>	<p>Each events schedule has been planned to ensure that it is appropriate for the activity involved</p>	
<ul style="list-style-type: none"> • roles and responsibilities of all staff including school staff clearly set out and communicated? 	<p>✓</p>		<p>S</p>	<p>All staff involved have a copy of the code of conduct and are made aware of this prior to competition starting</p>	
<ul style="list-style-type: none"> • Responsibility for supervision/ management of groups not active at particular times agreed? 	<p>✓</p>		<p>P,S</p>	<p>School staff are aware that they are responsible for the supervision and safety of their pupils when not participating</p>	
<ul style="list-style-type: none"> • contingency plan thought through – “what ifs” considered/covered? 	<p>✓</p>		<p>S</p>	<p>Event leaders are experienced enough to make changes to the programme in the event that a team does not turn up If a venue is not fit for purpose (i.e a flood or fire the day before) we</p>	

<ul style="list-style-type: none"> • emergency action procedures planned and communicated? 	✓		S	<p>would have to contact local schools in the area to try and secure sportshall space</p> <p>Venue has an emergency action plan. This information is in each event folder and has been communicated to event leaders. All school staff and participants will be briefed as to what to do in the case of an emergency at the start of the day</p>	
<ul style="list-style-type: none"> • insurance provision researched and any additional insurance sought? 	✓		S	<p>Insurance at the event is covered by Active Luton's Public Liability Insurance</p>	
<p>4. Arrival at venue</p> <ul style="list-style-type: none"> • supervision of parking arranged? 	✓		P,S,V	<p>Schools are responsible for parking and escorting their children through the carpark</p>	
<ul style="list-style-type: none"> • clear directions , and signage to registration/changing/ facility? 	✓		P,S,V	<p>Signs will be up to show direction when needed</p>	
<ul style="list-style-type: none"> • "no-go" areas identified? <p>5. Post-event evaluation</p> <ul style="list-style-type: none"> • safety issues addressed effectively? • legal requirements met? • venue considered suitable? <p>quality, quantity and appropriateness of equipment to age group acceptable?</p>	✓		P,S,V	<p>This will done via a briefing at the start of the event</p>	

<ul style="list-style-type: none">• activity demands were matched to group abilities?• schedule and flow/duration of event satisfactory?• supervision/management of participants by event staff and school staff?• Effectiveness of emergency procedures?• effectiveness of risk assessment? <p>Administration?</p> <ul style="list-style-type: none">• Communication?• first aid provision/emergency action?• effectiveness of contingency planning?• Any incidents and near misses?• any shared use issues?• insurance cover?• transport – if part of event responsibility?					
---	--	--	--	--	--