

SCHOOL GAMES PROGRAMME: RISK ASSESSMENT

ACTIVITY: SPORTS TOURNAMENTS / FESTIVALS

HAZARDS: Significant issues	CONTROL MEASURES: Strategies required to manage the risks safely	
	Participating School Responsibilities	SGO Responsibilities
<p>LEADER/SUPERVISION: School staff</p> <p>Child protection</p>	<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>SGO 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>SGO staff retain overall responsibility for conduct of leadership students and AOTT's used in the running of events.</p> <p>SGO staff, leadership students and AOTT's DBS cleared as necessary.</p>
<p>TRAVEL: Vehicle not roadworthy / Incompetent driving</p> <p>Road Traffic Accident</p>	<p>Pupils instructed to wear seatbelts. Luggage and equipment securely fastened and clear of aisles and exits.</p>	<p>N/A</p>

<p>Disruptive behaviour distracting driver.</p> <p>Embarking and disembarking from a vehicle</p> <p>Travel in teachers' and parents' cars</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> <p>This must be covered by individual school policies.</p>	
<p>THE ACTIVITY: Range of indoor and outdoor sporting activities.</p>	<p>Pupils of appropriate age and ability (where stated) brought to events</p> <p>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 (2020 edition).</p> <p>Jewellery removed and long hair tied back.</p>	<p>Sporting activity managed with appropriate teaching /coaching progressions and safety procedures.</p> <p>Follow guidelines recommended by AfPE in their 'Safe Practice in PE & School Sport' publication (2020 edition).</p> <p>Relevant NGB guidelines followed e.g. age groups.</p>
<p>THE ENVIRONMENT: Extremes of weather</p>	<p>Pupils adequately equipped e.g. warm clothing, waterproof clothing, sun cream, sun hats as appropriate for activity and season.</p> <p>Pupils drinking plenty of fluids when exercising in hot weather</p>	<p>Event postponed or cancelled in adverse weather conditions.</p>

<p>Facility e.g. sports hall / pitch.</p> <p>Equipment</p> <p>Injuries</p>	<p>School staff to report concerns to SGO staff</p> <p>School staff to report concerns to SGO staff</p> <p>School staff to manage treatment of injury. School are responsible for carrying a first aid kit</p> <p>Accidents recorded and reported in line with the School's Health and Safety policy.</p>	<p>Facilities checked to ensure they are safe e.g. free of obstructions</p> <p>Equipment checked to ensure it is safe</p> <p>First Aider and telephone to summon emergency assistance at every event.</p> <p>Accidents recorded and reported in line with the venue's Health and Safety policy.</p>
<p>THE GROUP: Behavioural and Medical Issues</p>	<p>School staff should make SGO staff aware of any relevant medical or behavioural issues with their pupils (including allergies).</p> <p>Adequate supervision for pupils with identified medical or behavioural issues.</p> <p>Asthmatics reminded to bring inhalers.</p>	<p>Make school staff aware of any medical concerns or persistent behavioural issues with their pupils.</p>
<p>EMERGENCY ACTION:</p>	<p>Manage the situation in accordance with NCC guidelines</p>	<p>Support school staff as asked.</p>

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 (Sept 2020 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 SGO 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: *G. Smith and N. Robinson*

Position: School Games Organisers for Cramlington & Seaton Valley

Date: May 2022