

## Dartford School Games Partnership – Event Risk Assessment

Event:	Sportshall Athletics Year 3/4	Location:	North Kent College
Staff / Teacher In Charge:	Jon Rye / Adam Burgess	Date / Time:	12/11/19 0930-1230
Other staff attending:	Sportshall Associates: Adam Burgess North Kent College: Young Sports Leaders x 23 Primary Schools: At least one member of staff to accompany the pupils		

Hazard	Persons at risk	How at Risk	Control Measures	Risk rating	Comments
Getting Lost	Pupil	Getting lost / abduction / truancy	<ul style="list-style-type: none"> <li>Safety talk to students during pre event briefing</li> <li>Secondary Schools will be asked to undertake own risk assessment for the day</li> <li>Primary School Teachers will be responsible for control of their own school team</li> <li>Control mechanisms have been put in place to ensure no child leaves centre unsupervised.</li> </ul>	Low	
Injury	Pupil	Tripping, Slipping, Falling	<ul style="list-style-type: none"> <li>Primary Schools have been given information to ensure appropriate clothing and footwear are worn</li> <li>Participants and Teachers are given talks on safety and information on emergency procedures.</li> <li>Qualified First Aiders will be on site.</li> <li>All Primary School participants have completed parent consent forms to take part including medical disclaimers and photography consent form.</li> <li>Only qualified leaders to lead sessions and give instructions.</li> </ul>	Low	<p>A first Aid station will be set up</p> <p>Qualified first aiders will be on site at all times.</p>
Inadequate Supervision	Pupil		<ul style="list-style-type: none"> <li>SL Students may be supervising various areas of building - They will receive briefing instructions from lead coaches.</li> <li>Staff have been appointed to be responsible for monitoring SL students</li> <li>Appointed staff are to ensure that SL students are where they should be and their expectations are met.</li> <li>All schools to receive letters highlighting that the building is a public building open to the public.</li> </ul>	Low	
Students with special medical needs	Pupil	Through specific injury / medical condition	<ul style="list-style-type: none"> <li>Permission letter to be received – states if the student has any specific medical condition we should be aware about before event</li> </ul>	Low	First Aid station set up
Transport	All	Road Crossing/	<ul style="list-style-type: none"> <li>All staff and students to park in the main car park</li> </ul>	Low	

Emergency Evacuation	All	Fire, Power Failure, Bomb Threat	<ul style="list-style-type: none"> <li>• SL Students have been briefed on emergency evacuation procedures.</li> <li>• Brief sessions to teachers and players will include emergency evacuation procedures.</li> <li>• All Guests must enter via leisure centre front door.</li> </ul>	Low	Emergency evacuation procedure will be followed
Photography	All		<ul style="list-style-type: none"> <li>• No external photography of the event will be permitted, parents and teachers are permitted to take photographs of their own children but we would ask them not to use social media sites. Consent forms from participants should have been received.</li> </ul>	Low	
Venue/Equipment	All		<ul style="list-style-type: none"> <li>• Area will be checked for hazards and cleared of debris</li> <li>• All equipment will be checked before use and monitored throughout the tournament</li> <li>• Suitable equipment is chosen appropriate to the age group &amp; activity.</li> <li>• Safe areas will be set up for non-participants/spectators</li> </ul>	Low	<p>Staff talks given</p> <p>Advice given to pupils.</p> <p>Control of pupils by Teacher in charge</p>
General Physical Activity	Pupil	Injury / strain	<ul style="list-style-type: none"> <li>• Warm up and warm down will be conducted</li> <li>• Participants and Teachers are given talks on safety and information on emergency procedures.</li> <li>• Qualified First Aiders will be on site.</li> </ul>	Low	<p>Staff briefing given</p> <p>Advice given to pupils.</p>
Appropriate attire	Pupil	Injury	<ul style="list-style-type: none"> <li>• Primary Schools have been given information to ensure appropriate clothing and footwear are worn</li> <li>• Participants and Teachers are given talks on safety and information on emergency procedures.</li> <li>• Qualified First Aiders will be on site.</li> <li>• Hair must be tied back and jewellery removed as per BAALPE guidance.</li> </ul>	Low	Control by teacher in charge
Footwear	Pupil	Slipping over	<ul style="list-style-type: none"> <li>• Primary Schools have been given information to ensure appropriate clothing and footwear are worn</li> <li>• Participants and Teachers are given talks on safety and information on emergency procedures.</li> <li>• Qualified First Aiders will be on site.</li> </ul>	Low	Control by teacher in charge
Personal Effects	Pupil	Theft / mislaying	<ul style="list-style-type: none"> <li>• Teachers from respective school will collect valuables</li> <li>• Encourage pupils to leave valuables at home, prior to attending the event</li> </ul>	Low	Control by teacher in charge