

<b>Activity</b>	<b>Location</b> Corby Technical School	<b>Date</b>
<b>Venue Specific Information</b>	Parking is situated within the allotted parking spaces at CTS School. Limited disabled parking spaces but plenty of unoccupied parking spaces for minibuses.	

ISSUES	SATISFACTORY/ SAFE/LOW RISK (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED?	CONTROL REMEDIES PROPOSED
<b>A. PEOPLE: 1. Player/ team managers:</b> <ol style="list-style-type: none"> <li>Are there any times when group sizes or teacher/student ratios make a situation unsafe?</li> <li>Are students supervised at all times? Are there any times when additional supervision is required but not provided? Are there any times when students are not supervised that give cause for concern?</li> <li>Are there any control/discipline/behaviour problems by any student/group with any adult teaching them that causes safety concerns?</li> <li>Is clothing appropriate for each activity?</li> <li>Is the policy to remove jewellery and other personal effects applied consistently?</li> <li>Is safety equipment/personal protection available and used where needed – e.g. shin pads?</li> <li>Is movement to the playing areas safe and orderly?</li> <li>Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?</li> </ol>	<ol style="list-style-type: none"> <li>Low Risk</li> <li>Satisfactory</li> <li>Low Risk</li> <li>Low Risk</li> <li>Low risk</li> <li>Satisfactory</li> <li>Low risk</li> <li>Satisfactory</li> </ol>			<ol style="list-style-type: none"> <li>Schools to provide suitable player/ staff ratios.</li> <li>Teachers/ Team managers in charge are responsible for pupils staying in the sportshall. Event staff to remind school staff that a member of staff is to chaperone pupils to the changing facilities if needed.</li> <li>School Games Code of conduct sent out at the start of the invitation process.</li> <li>Details of kit sent out in pre event correspondence. Teachers to ensure pupils are suitably dressed.</li> <li>In line with NCC Guidelines all jewellery must be removed. Event staff/ referees and school staff to monitor.</li> <li></li> <li>Access to the playing area is maintained in accordance with host facilities policy. Players/ Staff instructed to sign in at reception to the school.</li> <li>All schools informed to bring a basic first aider with the team to the event, where this is not possible the first aid providers will be member of staff from the event team.</li> </ol>
<b>B. PEOPLE: 2. Referee's/ Officials</b> <ol style="list-style-type: none"> <li>Do referees adequately supervise activities at all times?</li> <li>Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?</li> <li>Are emergency evacuation procedures known?</li> </ol>	<ol style="list-style-type: none"> <li>Safe</li> <li>Satisfactory</li> <li>Safe</li> </ol>			<ol style="list-style-type: none"> <li>Young Leaders from CTS will oversee the activities. These Young Leaders will have received training in advance to ensure they are safe and skilled to fulfil the role.</li> <li>Young Leaders to be made aware of emergency procedures for evacuating themselves and visitors on site.</li> </ol>
<b>C. PEOPLE 3. Spectators</b> <ol style="list-style-type: none"> <li>Watching of activities</li> <li>Code of conduct</li> <li>Is movement to the playing areas safe and orderly? Is access to each facility safely managed?</li> <li>Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?</li> <li>Are emergency evacuation procedures known?</li> </ol>	<ol style="list-style-type: none"> <li>Safe</li> <li>Safe</li> <li>Satisfactory</li> <li>Safe</li> <li>Safe</li> </ol>			<ol style="list-style-type: none"> <li>Spectators are to only watch activities from the designated areas. These will be explained at the start and ongoing throughout the festival/</li> <li>Schools made aware of parents code of conduct set out by event organisers. Any parent there is representing that school. Parents/ Supporters will be the responsibility of the school to ensure behaviour is maintained. Where this is not possible event staff will take control.</li> <li>Access to the playing area is maintained in accordance with host facilities policy. Spectators instructed to sign in at reception to the school.</li> <li>Members of the event team will be first aid trained and a clear first aid point will be available. For emergency first aid, dial 999 and member of event staff or host school to go to main reception and wait for emergency aid.</li> <li>All event staff to know these details from host school and pass on where appropriate.</li> </ol>

<p><b>D. Equipment: 1. Playing Equipment</b> 1. Is equipment used only for the purpose it was designed and in good condition?</p>	<p>1. Safe</p>			<p>1. All equipment will be suitable for the age, size, strength, ability and experience of the teams involved and in line with nationally recognised guidelines. 2. Potentially hazardous equipment (e.g. hard balls) will be stored in a safe place where pupils cannot access them.</p>
<p><b>D. Equipment: 2. Additional Equipment</b> 1. Are there any other equipment-related safety concerns that require attention? (List them here): 1. Score tables</p>	<p>1. Safe</p>			<p>1. Score table will be at least 2 metres from any other equipment. No object will be left on the floor around the table to avoid trips.</p>
<p><b>F. ORGANISATION: 1. Spectators:</b> 1. Spectators viewing area</p>	<p>1. Satisfactory</p>			<p>1. Event staff to inform parents of recommended viewing areas. Event staff to monitor spectators to ensure they follow code of conducts and host schools policy of parking.</p>
<p><b>G. Facilities:</b> 1. Changing facilities 2. Toilets 3. Fire and Evacuation Procedures. 4. Playing area</p>	<p>1. Satisfactory 2. Satisfactory 3. Safe 4. Satisfactory</p>			<p>1. Changing Facilities are available for all players. Members of staff from respective schools will be in charge of the changing of clothes for all of their athletes. Event staff recommendation made beforehand that arriving in sportswear is more suitable than on sight changing. 2. Toilet Facilities are available for all on sight. Members of staff from respective schools will be in charge of transferring children to the toilet. 3. Evacuation point is the AstroTurf so all event staff/ players/ referees/ school staff and spectators to congregate on this facility. 4. The playing area will be maintained by the site staff of the host facility. The partnership will inspect this before the event and take all available precautions to ensure safety. Where an area of play is deemed unsafe before or during the activity play will immediately be stopped.</p>