

Activity	Location	Date
Venue Specific Information	<p>Orienteering East Carlton Park</p> <p>Schools must have 1 adult per 8 children. <u>A full briefing will be provided to all children and staff before they leave the main reception point of East Carlton Park.</u> Parking is situated on site. Schools are recommended to have 1 adult per team. SSP/ Northamptonshire Sport/ Corby Council Staff will float around the course helping supervise, A pond is on site and schools/ pupils will be advised on staying clear. As there is water based at East Carlton Park it is essential that all staff have a mobile phone with them. The markers will not be placed directly next to the water. The SSP will provide numbers for East Carlton Park and SSP staff to be used in an emergency.</p>	

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
<p>A. PEOPLE:</p> <p>1. Player/ team managers:</p> <ol style="list-style-type: none"> Are there any times when group sizes or teacher/student ratios make a situation unsafe? 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? Are there any control/discipline/behaviour problems by any student/group with any adult teaching them that causes safety concerns? Is clothing appropriate for each activity? Is the policy to remove jewellery and other personal effects applied consistently? Is safety equipment/personal protection available and used where needed – e.g. shin pads? Is movement to the playing areas safe and orderly? Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? 	<ol style="list-style-type: none"> Low Risk Satisfactory Low Risk Low Risk Low risk Satisfactory Low risk Satisfactory 			<ol style="list-style-type: none"> Schools to provide suitable player/ staff ratios. Teachers/ Team managers in charge are responsible for pupils staying on the course. Event staff to remind school staff that a member of staff is to chaperone pupils to the changing facilities if needed. Each member of School Staff will be provided with a route map of the course including the country park routes. In the vent of getting lost, School Staff are advised to follow the country park trails until they regain their bearings or contact the Event staff using the number provided at the top of the page. Rangers at the Country Park will be on hand to support the Event staff in the case of finding lost groups. School Games Code of conduct sent out at the start of the invitation process. Details of kit sent out in pre event correspondence. Teachers to ensure pupils are suitably dressed. In line with NCC Guidelines all jewellery must be removed. Event staff/ referees and school staff to monitor. N/A Access to the playing area is maintained in accordance with host facilities policy. Upon booking places to attend the event, all schools were informed that a responsible adult must accompany each group of children irrespective of the number of groups attending. These members of school staff are responsible for ensuring children do not run away from their group. At the briefing upon arrival at the event, the Young People will be briefed that should they get separated from their group to remain where they are and wait for assistance. A reminder of stranger danger will also be provided given

				<p>that the Country Park is still open to the public. Once the School Staff are aware of a missing child, they must immediately contact the Event Organiser using the phone number provided. Once the EO has been informed, Rangers at the Country Park will be informed and a search carried out. School Staff are advised to retrace their route ensuring the rest of their group are closely following.</p> <p>8. 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.</p>
<p>B. PEOPLE: 2. Official's</p> <p>1. Do officials adequately supervise matches always? 2. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? 3. Are emergency evacuation procedures known?</p>	<p>1. Safe 2. Satisfactory 3. Safe</p>			<p>1. N/A</p>
<p>C. PEOPLE 3. Spectators</p> <p>1. Watching of matches 2. Code of conduct 3. Is movement to the playing areas safe and orderly? Is access to each facility safely managed? 4. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? 5. Are emergency evacuation procedures known?</p>	<p>1. Safe 2. Safe 3. Satisfactory 4. Safe 5. Safe</p>			<p>1. As the park is open to members of the public we ask that school staff and event staff are vigilant of other spectators and report anything suspicious immediately to event lead. 2. All event staff to know these details from event lead and pass on where appropriate.</p>
<p>D. Equipment: 1. Playing Equipment</p> <p>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>E. ORGANISATION: 1. Teams/ Referees:</p> <p>1. Are running orders always known/ checked? 2. Non Playing teams 3. Briefings 4. Rubbish/ Litter</p>	<p>1. Safe 2. Safe 3. Safe</p>			<p>1. Event staff to provide a running order for all schools and officials. 2. Where a team is not out on the course they are the responsibility of school staff, they will be asked to stay in a designated area. All participants who are waiting are to be supervised by school staff. 3. Event staff to hold a briefing with staff before the competition starts. Briefing to include RA policies and format of the competition. 4. All schools will have been provided with bin bags to collect rubbish. Schools are advised to remove these at the end of the event.</p>
<p>F. ORGANISATION: 1. Spectators:</p> <p>1. Spectators viewing area</p>	<p>1. Satisfactory</p>			<p>1. Event staff to inform parents of recommended viewing areas. Viewing will be from the clear grassed area and not in the wood.</p>
<p>G. Facilities:</p> <p>1. Changing facilities 2. Toilets 3. Fire and Evacuation Procedures.</p>	<p>1. Satisfactory 2. Satisfactory 3. Safe 4. Satisfactory</p>			<p>1. No changing facilities are available. 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 site 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.</p>

				3. Evacuation point is in line with the East Carlton Policy. Event leads and Stadium staff to confirm these details before and on the day.
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