

<b>Activity</b>		<b>Location</b>	<b>Kingswood Secondary Academy</b>	<b>Date</b>	
<b>Venue Specific Information</b>	<p><b>Please report to the main reception on arrival</b> <b>Please park in the visitor's car park.</b></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
<b>A. PEOPLE: 1. Player/ team managers:</b> 1. Are there any times when group sizes or teacher/student ratios make a situation unsafe? 2. 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? 3. Are there any control/discipline/behaviour problems by any student/group with any adult teaching them that causes safety concerns? 4. Is clothing appropriate for each activity? 5. Is the policy to remove jewellery and other personal effects applied consistently? 6. Is movement to the playing areas safe and orderly? 7. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?	1. Low Risk 2. Satisfactory 3. Low Risk 4. Low Risk 5. Low risk 6. Low risk 7. Satisfactory			1. Schools to provide suitable player/ staff ratios. 2. Teachers/ Team managers in charge are responsible for pupils staying in the playing areas. Event staff to remind school staff that a member of staff is to chaperone pupils to the changing toilets if needed. 3. School Games Code of conduct sent out at the start of the invitation process. 4. Details of kit sent out in pre-event correspondence. Teachers to ensure pupils are suitably dressed. 5. In line with NCC Guidelines all jewellery must be removed. Event staff/ referees and school staff to monitor. 6. Access to the playing area is maintained in accordance with host facilities policy. Players/ Spectators instructed to use the pathway. 7. 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.
<b>B. PEOPLE: 2. Referee's</b> 1. Do umpires adequately supervise matches at all times? 2. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? Are emergency evacuation procedures known?	1. Safe 2. Satisfactory			1. Young Leaders will oversee the event alongside NGB staff, Kingswood Staff and Nsport staff. These leaders will have received training in advance to ensure they are safe and skilled to fulfil the role. 2. Leaders to be informed of emergency procedures before the start of the competition.
<b>C. PEOPLE 3. Spectators</b> 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?	1. Safe 2. Safe 3. Satisfactory 4. Safe 5. Safe			1. Spectators are to only watch the competition from the viewing gallery 2. Schools made aware of parent's 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. 3. Access to the playing area is maintained in accordance with host facilities policy. Spectators instructed to use the pathway up to the playing area on arrival. 4. 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. 5. All event staff to know these details from host school and pass on where appropriate.
<b>D. Equipment: 1. Playing Equipment</b>				1. All equipment will be suitable for the age, size, strength,

1. Is equipment used only for the purpose it was designed and in good condition?	1. Safe			ability and experience of the teams involved and in line with nationally recognised guidelines. 2. Potentially hazardous equipment will be stored in a safe place where pupils cannot access them.
<b>D. Equipment: 2. Additional Equipment</b> 1. Are there any other equipment-related safety concerns that require attention? (List them here): 1. Additional Goals, -football & hockey and full-size tennis nets. 2. Score tables	1. Safe			1. Additional equipment not in use will be secured and clearly marked off at the side of the courts in line with host school's policies. 2. Score table and seats for non participants will be outside the competition area.. No object will be left on the floor around the table to avoid trips.
<b>E. ORGANISATION: 1. Teams/ Referees:</b> 1. Are fixture lists always known/ checked? 2. Non-Playing teams 3. Briefings	1. Safe 2. Safe 3. Safe			1. Event staff to provide a running order for the date. 2. Where a team is not competing, they will be asked to stand on the side of the courts away from the events. 3. Event staff to hold a briefing with staff before the competition starts. Briefing to include RA policies and format of the competition.
<b>F. ORGANISATION: 1. Spectators:</b> 1. Spectators viewing area	1. Satisfactory			1. Event staff to inform parents of recommended viewing areas. Event staff to continually remind spectators.
<b>G. Facilities:</b> 1. Changing facilities 2. Toilets 3. Fire and Evacuation Procedures.	1. Satisfactory 2. Satisfactory 3. Safe			1. Participants are to come changed for the event. 2. Toilet Facilities are available for all on site. Members of staff from respective schools will oversee transferring children to the toilet. 3. Evacuation point is the school playing field so all event staff/ players/ referees/ school staff and spectators to congregate on this facility.