

Activity	Location West Glebe	Date
Venue Specific Information	Parking is situated within the allotted parking spaces of West Glebe Toilets are situated in the main pavilion.	

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
A. PEOPLE: 1. Player/ team managers: <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 West Glebe Facility. Event staff to remind school staff that a member of staff is to chaperone pupils to the changing facilities if needed. 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. 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. PEOPLE: 2. Official's <ol style="list-style-type: none"> Do officials adequately supervise matches at all times? Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? Are emergency evacuation procedures known? 	<ol style="list-style-type: none"> Safe Satisfactory Safe 			<ol style="list-style-type: none"> Young Leaders will oversee the activities. These Young Leaders will have received training in advance to ensure they are safe and skilled to fulfil the role. Where YL's are not possible teachers from the schools attending will referee. YL's will have been trained school staff in preparation.
C. PEOPLE 3. Spectators <ol style="list-style-type: none"> Watching of the event Code of conduct Is movement to the playing areas safe and orderly? Is access to each facility safely managed? Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? Are emergency evacuation procedures known? 	<ol style="list-style-type: none"> Safe Safe Satisfactory Safe Safe 			<ol style="list-style-type: none"> Spectators are to only watch the activities from outside the athlete's area. School Staff and SSP staff to marshal. 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. 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. 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. All event staff to know these details from host school and pass on where appropriate.
D. Equipment: 1. Playing Equipment				<ol style="list-style-type: none"> 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			<p>ability and experience of the teams involved and in line with nationally recognised guidelines.</p> <p>2. Potentially hazardous equipment (e.g. hard balls) will be stored in a safe place where pupils cannot access them.</p>
<p>D. Equipment: 2. Additional Equipment</p> <p>1. Are there any other equipment-related safety concerns that require attention? (List them here):</p> <p>1. Additional Goals</p> <p>2. Play Equipment</p>	1. Safe			<p>1. Additional Goals will be highlighted and marked out to avoid injury.</p> <p>2. The play equipment in West Glebe will be marked as out of bounds and won't be available for student's access.</p>
<p>E. ORGANISATION: 1. Teams/ Referees:</p> <p>1. Are running orders always known/ checked?</p> <p>2. Non Playing teams</p> <p>3. Briefings</p> <p>4. Rubbish/ Litter</p>	<p>1. Safe</p> <p>2. Safe</p> <p>3. Safe</p>			<p>1. Event staff to provide a running order for all schools and officials.</p> <p>2. When an athlete is not racing, they will be asked to stay in with their teacher in the athletes areas. All participants who are waiting are to be supervised by school staff.</p> <p>3. Event staff to hold a briefing with staff before the competition starts. Briefing to include RA policies and format of the competition.</p> <p>4. All schools will have been provided with bin bags to collect rubbish. Schools are advised to remove these at the end of the competition.</p>
<p>F. ORGANISATION: 1. Spectators:</p> <p>1. Spectators viewing area</p>	1. Satisfactory			1. Event staff to inform parents of recommended viewing areas.
<p>G. Facilities:</p> <p>1. Changing facilities</p> <p>2. Toilets</p> <p>3. Fire and Evacuation Procedures.</p>	<p>1. Satisfactory</p> <p>2. Satisfactory</p> <p>3. Safe</p> <p>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.</p> <p>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> <p>3. Evacuation point is in line with the Stadium Policy. Event leads and Stadium staff to confirm these details before and on the day.</p>