Appendix L

RISK MANAGEMENT CONSIDERATIONS FOR CENTRALLY ORGANISED SPORTS EVENTS

Any sports event which involves a central venue and groups of pupils from a number of schools requires a three-stage risk assessment process.

1. **The venue manager/owner/host** needs to have a risk assessment that identifies the hazards, evaluates the risks and establishes appropriate controls to make the venue safe for the purpose it is being offered to the user group. This may be known as a risk assessment or normal operating procedures and emergency action plan.

2. **The event organiser (SSCO etc)** needs to know the content, issues and required procedures/standards arising from the venue risk assessment that are relevant to the planned event and group involved. These need to form part of the pre-event guidance and information provided to the staff managing groups from the schools involved.

    Swimming pools, leisure centres, independent arenas are usually thorough in doing risk assessments – school venues vary widely. Where the venue risk assessment is lacking or not available the event organiser needs to complete a venue assessment prior to the event.

    The event organiser then needs to take account of the venue issues and the organisation of the planned event to complete an event risk assessment. The relevant issues from this assessment need to be clearly communicated to the staff managing groups attending the event, usually in the form of event programming, procedures, essential information or guidance for the staff.

3. **The school staff** need to take account of the information received from the event organiser about the venue and organisation of the event and carry out a risk assessment for their group preparing for the event, getting there, managing and supervising the group whilst at the event and getting them back to school/into the parents' care safely. SSCOs may find it worthwhile providing guidance on the completion of this school-focused risk assessment.

The event organiser/s and school staff should make the generic risk assessment format set out here specific to their circumstances by developing the relevant aspects and deleting any not relevant to them.

The **venue risk assessment** should provide information on such issues as:

ASPECT	KEY ISSUES	CONSIDERATIONS
Safety and suitability of venue for purpose of letting	a. Parking/access	- sufficient space and markings where necessary - pedestrian routes identified - speed limit and other vehicular signs in place - surface does not create tripping hazards
	b. Facility	- access appropriate for number and mobility of user group - changing area – space, pegs, floor surface etc safe? - shower facilities – temperature control, space, non-slippery, no sharp projections etc? - access to facility – are external doors secured to prevent unauthorized access for high risk activities/environments? - is route and access from changing rooms to activity area safe for participants, especially young/infirm? - playing surface/water clarity safe? - security of footing - non-slippery, no sunken/raised areas? - maximum free/safe work and run-off areas for demands of activity – no obstructions and projections likely to cause injury? - height of work area and lighting appropriate and safe for activity? - goalposts/boards/nets etc safe, secure and in good condition? - is work /playing area clearly defined and safe for use? - any obvious entrapments? - maximum participant loads set out? - are Disability Act requirements re access and involvement in sport for those with cognitive, visual, hearing or motor impairment applied? - are other risk factors identified?
	c. Emergency action/provision	- first-aid arrangements/responsibilities known and communicated? - emergency/accident procedures/contingency plans known and communicated? - safety/rescue/first aid equipment present and in correct locations? - fire extinguishers/notices etc present and in correct locations? - fire exits clear with emergency egress possible? - safety signs present and in correct locations? - consideration given to emergency evacuation in cold weather by partially clothed participants - safety/emergency signals known and applied by staff and these communicated to participants

	d. Movement/ circulation	• sufficient space for orderly movement to work area
	e. Equipment	• quality, range and maintenance of equipment • storage/location of equipment • high risk equipment disabled unless used in letting • safety equipment in good order and in place
	f. Venue staffing	• supervisory ratios, responsibilities and systems of work set out and applied • safety standards/qualifications set out and applied

The **event organiser** should consider issues such as:

ASPECT	KEY ISSUES	CONSIDERATIONS
1. Planning	a. Purpose of the event	• clear purpose/objectives/demands appropriate to the groups involved • age/ability/gender requirements applied
	b. Approvals	• local authority/ Partnership/ Head Teacher • venue • parents/carers
	c. Venue	• appropriate for the event and groups involved – parking, access, age-related activity areas, spectators, marshalling, supervision, security of boundaries, equipment etc • safe for the purpose it is being used – secure footing, protected lighting, run-off areas, equipment in good condition etc • risk assessments seen/discussed and issues identified that are relevant to the event and the groups involved • first aid cover/fire regulations/emergency procedures and provision discussed and checked • potential hazards identified and minimised • contingency arrangements if outdoor venue/inclement weather • registration point/s clear and do not create bottlenecks • limits of pupil/staff movement within the venue identified and communicated • communication system with whole group effective at any time • school staff communication with event staff considered • supervision requirements • re-hydration provision • quality, quality, location and suitability of equipment checked and planned for • temperature/weather conditions taken into account and advice formulated • any shared use issues taken into account

		• check insurance cover - additional insurance needed?
	d. Transport	• responsibility for organising transport clearly identified • local and legal requirements checked and met – drivers, child restraints etc • accredited companies used • schedule planned and checked • contingency plan mapped out • safe embarkation/disembarkation points identified • potential hazards identified and communicated
	e. Activity programme	• event meets local authority requirements and guidance • programme matched to age/ability range • schedule provides appropriate activity and recovery periods • roles and responsibilities of school staff clearly set out and communicated • supervision/management of groups not active at particular times • seasonal considerations taken into account • competence, DBS checks and qualifications (if required) of officials checked • contingency plan thought through – cover the "what ifs" • event staff identifiable to others • event staff trained in whatever aspects thought necessary (e.g. emergency evacuation) • emergency action procedures planned and communicated • establish where any remote supervision occurs – e.g. cross country running/orienteering – check safety and ensure schools are aware • check what insurance provided and arrange additional where necessary. Inform schools of cover
2. Management Of the event	a. Arrival	• supervision of parking necessary? • clear directions to registration/changing/ facility • "no-go" areas identified
	b. Event	• initiate and maintain on-going risk assessment throughout event and intervene if necessary • potential hazards identified and pupils forewarned • any shared use issues • suitability of venue/activity/opposition for pupils involved • re-hydration provision • monitor programme schedule - appropriate?
	c. Staffing	• efficiency and effectiveness of event staff • quality and fitness of activity officials • safety awareness

		• communication between event and school staff • effectiveness of school staff
3. Evaluating the event		What: • how well objectives were met • initial planning • meeting any legal requirements • suitability of venue • quality, quantity and appropriateness of equipment to age group • match of activity demand to group abilities • schedule and flow/duration of event • supervision/management • pupil welfare • emergency procedures • effectiveness of risk assessment • administration • communication • first aid provision/emergency action • effectiveness of contingency planning • group management • incidents and near misses • any shared use issues • insurance cover • transport – if part of event responsibility • school staff feedback • possible improvements/adjustments for next time
		How: • debrief event staff and others involved • reflection by event organiser
		When: • before leaving the venue • soon after event

The **school staff** should risk assess the whole event in relation to their group including taking account of, and applying where relevant, the information provided by the event organiser in considering such issues as:

ASPECT	KEY ISSUES	CONSIDERATIONS
1. Planning	a. Purpose of the event	• clear purpose/objectives appropriate to the group involved • suitability of event to group
	b. Approvals	• Head Teacher/Principal aware • parents aware of itinerary, programme, particular needs and conditions, emergency contact system, venue address, estimated time of return.

		• consent forms distributed, received and signed
		• local authority and school requirements and guidance are known and applied
	c. The group	• Group composition: ➢ age ➢ gender ➢ previous experience ➢ capability ➢ numbers ➢ medical conditions in relation to the activity programme known ➢ match to activity ➢ fitness for the activity ➢ cultural/social/family issues • Group selection: ➢ known to the leader ➢ behaviour ➢ interest/competence/confidence in the event/activity ➢ previous experience ➢ maturity ➢ gender balance ➢ any age restrictions ➢ accepting school's code of conduct • Catering for individual special needs: ➢ mobility ➢ behaviour ➢ psychological ➢ medical
	d. Staffing	• Staffing requirements: ➢ staff-pupil ratio ➢ ratio to demands of activity/needs of group (is additional supervision required?) ➢ DBS disclosure issues • Selecting staff: ➢ leader's experience/abilities/confidence/ leadership skills ➢ deputy leader identified - if relevant ➢ identified roles and responsibilities of staff ➢ staff experience/expertise in the activity ➢ familiarity with location ➢ knowledge/relationships with age-group ➢ personal qualities – relationships/ management/ maturity/ interests/ control and discipline ➢ medical implications in relation to the event

		➢ qualifications relevant to the event – driving/ first-aid/ teaching-coaching awards
		• fitness for the activity – if relevant • safety awareness – including observation and analysis skills where relevant

	e. Venue	• Considerations:
		  ➢ up to date knowledge of facility/location implications provided by the event organizer
		  ➢ communication of these to the pupils, staff and parents if relevant

	f. Programme	• Considerations:
		  ➢ who has duty of care and at what points
		  ➢ match to group capability
		  ➢ preparation and training of the group
		  ➢ schedule of events/activities – e.g. rest periods
		  ➢ quality of resources/equipment to be provided by the school
		  ➢ check of group's personal clothing, equipment and resources
		  ➢ first aid requirements provided/to be taken
		  ➢ non-activity time – supervision/ management arrangements
		  ➢ contingency plans
		  ➢ additional insurance needed or provided?
		  ➢ parents informed of itinerary and dispersal arrangements
		  ➢ maintain on-going risk assessment throughout event and intervene if necessary

	g. Travel	• Considerations: ➢ transport arrangements/ driving requirements

	h. Risk Assessment	• Process:
		  ➢ consider, apply and communicate all relevant information from the event organizer
		  ➢ review any previous school risk assessments for similar events
		  ➢ identify potential hazards relating to the group, journey, event, environmental conditions, communication, return, dismissal and emergency/contingency plans
		  ➢ identify those who could be harmed by the hazards
		  ➢ evaluate the risks
		  ➢ identify necessary controls to manage the situation safely
		  ➢ record the process
		  ➢ inform those involved – pupils, staff, parents, event organizer – where relevant
		  ➢ review as required

	i. Insurance	• check insurance cover and arrange additional if required • inform parents where cover is not provided and clarify whose responsibility for additional insurance

2. Managing the group at the event	a. Group management	• Briefings:
		  ➤ staff – to know roles/responsibilities, communication between staff and staff/pupils, routines, procedures, requirements, individual responsibilities, code of conduct
		  ➤ pupils – to know routines, procedures, requirements, individual responsibilities, code of conduct

		• Organisation:
		  ➤ assembly:
		    - register group
		    - safe assembly point
		    - check essentials (kit, medicines, personal protection, weather protection etc) are brought
		    - organisation for embarking
		
		  ➤ journey:
		    - group list and emergency contact information taken/available at school
		    - head counts before leaving school and venue
		    - first aid provision available if needed
		    - pupils aware of procedures
		    - pupils and staff forewarned of potential hazards
		    - appropriate standards of behaviour set
		    - minibus/coach regulations relevant
		    - sufficient seating
		    - organisation for group walking/crossing roads
		
		  ➤ event:
		    - list of group carried by all school staff
		    - known central contact points
		    - begin on-going risk assessment on arrival
		    - potential hazards identified and pupils forewarned
		    - any shared use issues
		    - suitability of venue/activity/opposition for pupils involved
		    - re-hydration provision
		    - any need for sub-groups supervised by individual adults
		    - extent of freedom of movement known/limits defined

		- only staff have mobile phones/policy on use of phones - deployment and supervision of pupils with individual special needs

		– personal clothing and equipment checked before activity begins
		  – first aid provision known
		  – emergency procedures known by pupils and staff
		  – regular scanning/head counts
		  – head count/kit check before return journey
		
		➢ dispersal:
		  – clear arrangements for dispersal – where and when parents assume responsibility
		  – no random drop-offs
		  – organisation for disembarking
		
		• Monitoring:
		➢ emergency evacuation arrangements – assembly location, register etc
		➢ security of venue
		➢ suitability of activity for age/experience
		➢ group response to demands of activity
		➢ changing environmental conditions
		➢ staff deployment
		➢ supervision of groups
		➢ pupil welfare – medical conditions etc
		➢ standards of other staff – e.g. event staff, officials
		➢ behaviour
		➢ on-going risk assessment
		➢ programme/schedule
		➢ communication between staff/ with event staff/ with group etc
		
		• Seasonal considerations:
		➢ weather forecasts
		➢ clothing
		➢ shelter
		➢ duration of event
		➢ any need to amend staffing

	c. Contingency planning	• Establish: ➢ group details left at school/taken with staff ➢ guaranteed availability of emergency contact person at school ➢ emergency cascade communication system

		➢ arrangements for dealing with major incidents involving other agencies

		• Alternative plan in event of unforeseen circumstances:
		➢ transport breakdown
		➢ delay
		➢ illness
		➢ injury – and availability of first aid
		➢ poor weather conditions
		➢ changes in activities
		➢ next of kin unavailable – during or after the event
		
		• Incident management:
		➢ minor (dealt with within group/event):
		  – dealing with the incident
		  – managing the whole group
		  – assessing the situation
		  – continuing the event or returning to school
		
		➢ major (involving other agencies):
		  – immediate action at the scene
		  – implement procedures for contact with:
		    ▪ emergency services
		    ▪ school
		    ▪ immediate family
		    ▪ media
		  – dealing with the incident
		  – managing the whole group
		  – assessing the situation
		  – continuing the activity or returning to school
		  – record essential information
		  – post incident arrangements for whole group
		  – post incident care of whole group
		  – action by school Crisis Committee

3. Evaluating the event	a. Post event evaluation	▪ What: ➢ how well objectives were met ➢ initial planning ➢ meeting any legal requirements ➢ match of activity demand to group abilities ➢ ratios ➢ supervision/management ➢ pupil welfare ➢ emergency procedures ➢ effectiveness of risk assessment ➢ administration ➢ effectiveness of contingency planning ➢ group management ➢ incidents and near misses

		➤ possible improvements/adjustments for next time ➤ any necessary feedback to Head Teacher/parents • How: ➤ debrief group, staff and others involved ➤ reflection by group leader ➤ report – to head teacher/governors etc • When: ➤ before leaving the venue soon after returning to school

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