

# SSG RISK ASSESSMENT: 2021-2022

HAZARD	RISK MANAGEMENT	CONTROL MEASURES
Suitability of Venues	<ul style="list-style-type: none"> <li>All SSG events will take place at a Leisure Centre, Sports Club, or School.</li> <li>All venues will comply with health &amp; safety regulations.</li> <li>There will be sufficient toilets &amp; changing areas for the number of participants &amp; spectators expected at each event.</li> <li>Equipment will be checked prior to the event and be in safe working order.</li> <li>SSG staff will be made familiar with relevant emergency procedures of the venue prior to each event &amp; these procedures will be adopted on the day of the event by all staff volunteers &amp; participants.</li> <li>Each venue should provide enough cover from all types of weather elements for all staff, volunteers &amp; participants.</li> </ul>	<ul style="list-style-type: none"> <li>All venues will have their own risk assessment of the venue.</li> <li>All venues will have their own public liability insurance certificate.</li> <li>SSG staff to check the venue on the day of the event to ensure there are no hazards present. Any identified hazards must be reported.</li> <li>SSG staff to brief teachers &amp; volunteers at the start of the event about relevant procedures &amp; expected standards of behaviour throughout the day.</li> <li>Teachers must register their school's attendance on the day with the event organisers.</li> <li>SSG staff will brief teachers &amp; volunteers regarding all emergency procedures and exits prior to the start of the event.</li> <li>If the venue does not provide enough shelter from various weather conditions, the event will then be cancelled.</li> </ul>
Staff Competence	<ul style="list-style-type: none"> <li>All SSG staff will have a completed DBS check prior to the event. If a DBS check has yet to be returned another member of staff must be present at all times.</li> <li>It is the responsibility of each individual school to make sure that all entry forms have been completed correctly.</li> <li>It is the responsibility of each individual school to have obtained consent forms for each individual participant which must be signed by a relevant parent/guardian.</li> <li>It is the responsibility of each individual school to ensure that their pupils are fully prepared for the event.</li> <li>Appropriate ratios of staff to participants are the responsibility of the individual schools.</li> <li>All adult volunteers must have completed an enhanced DBS check which must have been seen by an HSSP/GSP member of staff.</li> </ul>	<ul style="list-style-type: none"> <li>On-going monitoring and evaluation of each event.</li> <li>Volunteers are to be briefed on events and rules prior to the event, full training will be provided where necessary.</li> <li>SSG staff to ensure any volunteers have an appropriate DBS check, have completed the relevant HR paperwork, and have received appropriate induction training.</li> <li>SSG staff to make sure all entry forms have been completed fully &amp; returned to the event organiser.</li> <li>SSG staff to ensure any volunteers have an appropriate DBS check.</li> <li>Any leaders required at SSG events to be briefed on event rules and procedures and will receive full training where necessary</li> <li>All leaders required at SSG events attending from another school will have a member of staff from their school/trust to</li> </ul>



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	<ul style="list-style-type: none"> <li>Sports Leaders may be present at events to assist with the running of activities. It is the school's responsibility to gain consent forms of these pupils prior to the event and a member of the school staff must be present and fully responsible for all the leaders.</li> </ul>	attend the events at all times to supervise the leaders when off site.
Medical / Welfare	<ul style="list-style-type: none"> <li>At least 2 members of the SSG team must hold a first-aid certificate.</li> <li>Ensure a member of SSG staff leads a briefing for all volunteers, coaches &amp; participants.</li> <li>SSG staff to take a fully stocked first aid kit to the event.</li> <li>Ensure every member of staff has a fully working, credited mobile phone on them and a landline is nearby in case of an emergency.</li> <li>Incident / Accident report forms will be available to all staff to complete at events when any form of first aid is administered. After each event, any accidents need to be reported back to the employing school.</li> <li>Gaining medical information on participants is the responsibility of each individual school.</li> <li>Deciding upon whether a participant is fit to attend and participate in an event is the responsibility of each individual school.</li> <li>Ensuring participants have all the necessary weather-appropriate sporting kit/resources and food/drink supply is the responsibility of each individual school.</li> <li>Each venue should provide enough cover from all types of weather elements for all staff, volunteers &amp; participants.</li> <li>SSG staff is covered under their employee's public liability insurance.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency first aid certificate to be renewed every 3 years by SSG staff.</li> <li>First aid kits to be kept restocked.</li> <li>Schools are reminded that contact details and medical information is their responsibility.</li> <li>Schools are reminded that it is their responsibility to check participants are prepared and fit to attend events before leaving their school site.</li> <li>SSG staff to complete relevant paperwork regarding any accidents and send it to the relevant school (Keeping a copy on file).</li> <li>In the case of any serious accidents/emergency situations, the participant's school member of staff is to contact the participant's school and parents asap and keep them informed of the incident and relevant further instructions from medical professionals. SSG staff will call the emergency services and follow all medical advice given by medical professionals.</li> <li>If the venue does not provide enough shelter from various weather conditions, the event will then be cancelled.</li> </ul>
Challenging Behaviour	<ul style="list-style-type: none"> <li>Appropriate ratios of teachers to pupils are the responsibility of each individual school. The recommendation for staff to pupil ratio at SSG events is one member of staff to two teams. For larger SSG events, like</li> </ul>	<ul style="list-style-type: none"> <li>Ensure schools are aware that any inappropriate behaviour is not tolerated.</li> </ul>



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	<p>district athletics, the recommendation is three members of staff to sixty pupils plus three suitable sixth formers to support the staff. All staff should be clearly visible to pupils at events at all times.</p> <ul style="list-style-type: none"> <li>It is the responsibility of each individual school to ensure all consent forms are fully completed and that they have access to the information if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure teachers know that we have a code of conduct policy and they can see it, or ask for a copy of the policy at any time.</li> <li>Ensure the code of conduct policy is printed and available in the SSG folder.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>There will be male and female SSG staff/volunteers on duty at all events.</li> <li>SSG staff and adult volunteer appointments are subject to satisfactory enhanced disclosure checks and satisfactory references.</li> <li>Appropriate ratios of teachers to pupils are the responsibility of each individual school. The recommendation for staff to pupil ratio at SSG events is one member of staff to two teams. For larger SSG events, like district athletics, the recommendation is three members of staff to sixty pupils plus three suitable sixth formers to support the staff. All staff should be clearly visible to pupils at events at all times.</li> <li>All HSSP and GSP staff will have attended Safeguarding and Protecting Children training.</li> <li>Incident / Accident forms must be available to all staff to complete at events.</li> <li>It is the responsibility of each individual school to transport participants to and from events.</li> </ul>	<ul style="list-style-type: none"> <li>Incidents to be recorded and reported as necessary.</li> <li>All adult volunteers to have a DBS check and be briefed about the code of conduct for the day.</li> <li>Ensure teachers know that we have a Child Protection and safeguarding policy and they can see it, or ask for a copy of the policy at any time.</li> <li>Ensure the Child Protection policy is printed and available in the SSG folder.</li> </ul>
Photography	<ul style="list-style-type: none"> <li>An official photographer will be present at events and photographs when taken may be used in future promotional materials, including use on websites &amp; social media.</li> <li>Anyone wanting to take photographs on the day needs to gain authorisation from the event organiser by completing a photography registration form stating their full name and</li> </ul>	<ul style="list-style-type: none"> <li>All registered photographers must be issued with a sticker so everyone at the event knows they are registered to take photographs.</li> <li>The official photographer will have a DBS Check.</li> <li>SSG staff to ensure illuminous wristbands are provided at events to identify participants without parental consent to have photos/video taken.</li> </ul>



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	<p>the school they are with. This includes all photography and video equipment; this includes the use of mobile phones with a camera facility. Registration should take place as soon as the event commences, this is for child protection reasons.</p>	<ul style="list-style-type: none"> <li>● It is the individual school's responsibility to ensure any participant who doesn't have parental consent to have photographs/videos taken at the event to collect an illuminous wristband so that they are easily identifiable.</li> <li>● All registered photographers must be told that participants with wristbands cannot have their photo/video taken and they cannot share images of any photos/videos of any children/young people that are not their own.</li> </ul>
Emergency Response	<ul style="list-style-type: none"> <li>● SSG staff has access to a mobile phone.</li> <li>● SSG staff has access to first aid supplies.</li> <li>● Individual schools have access to the participant's emergency contact details and medical information.</li> <li>● SSG staff has access to accident/incident report forms.</li> </ul>	<ul style="list-style-type: none"> <li>● First aid supplies to be replenished as necessary.</li> <li>● Emergency first aid certificate to be renewed every 3 years by SSG staff.</li> <li>● Incident and accidents to be recorded and reported as necessary.</li> </ul>
Road Traffic Accident	<ul style="list-style-type: none"> <li>● SSG staff has access to a mobile phone.</li> <li>● SSG staff has access to first aid supplies on all minibuses.</li> <li>● SSG staff to have completed a first aid training course.</li> <li>● Individual schools have access to the participant's emergency contact details and medical information.</li> </ul>	<ul style="list-style-type: none"> <li>● First aid supplies to be replenished as necessary.</li> <li>● Emergency first aid certificate to be renewed every 3 years by SSG staff.</li> <li>● Secondary Teachers/Team Manager staff to carry consent forms with medical information and emergency contacts of all participants under their care.</li> <li>● To contact the Secondary School, Partnership Manager &amp; the Howard School /Greenacre Academy head teacher and ask for any necessary immediate support.</li> <li>● Follow any instructions from emergency services.</li> </ul>
Students Getting Lost	<ul style="list-style-type: none"> <li>● Appropriate ratios of teachers to pupils are the responsibility of each individual school.</li> <li>● SSG staff to have an emergency meeting point (usually the main gazebo, venue building/event registration desk)</li> <li>● Sign in all participants at the event registration desk.</li> <li>● Registers/regular headcounts</li> </ul>	<ul style="list-style-type: none"> <li>● All SSG staff to wear the same uniform so that staff/volunteers can be easily identified by pupils.</li> <li>● Secondary School staff are advised to wear a staff kit/top that is easily identifiable.</li> </ul>



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	<ul style="list-style-type: none"> <li>• <b>**Work mobile phone number**</b> pupils with mobiles can be given this number to contact an SSG/ Secondary School member of staff if they get lost.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual school team manager' teachers are in charge to check their participant/leader register before getting on off the minibuses.</li> <li>• Participants are not to go to the toilet, or anywhere else, unless in groups of 3's.</li> <li>• Regularly assess if pupils are responsible enough to go anywhere without teacher/coach/volunteer supervision.</li> </ul>
Reputation Damage	<ul style="list-style-type: none"> <li>• SSG staff to be competent and have training as regards policies and procedures when responsible for pupils during out of school learning opportunities.</li> <li>• SSG staff supervising Secondary Schools to be no less than a level 2 coach, and have evidence of suitable knowledge and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain professionalism at all times.</li> <li>• Assess one's practice against the teacher's standards.</li> <li>• SSG staff to be aware of all policies and procedures.</li> <li>• To follow the SSG code of conduct policy and ensure that all schools can see this, or ask for a copy of the policy at any time.</li> <li>• Partnership Manager and SSG staff to regularly observe and review volunteer's suitability at events and immediately stop the use of a particular volunteer if deemed necessary.</li> </ul>
Behaviour of the Public	<ul style="list-style-type: none"> <li>• GSP staff &amp; event organisers to keep the venue a safe learning environment for all participants.</li> <li>• Visitors to be registered at the event desk.</li> <li>• Visitors to be given a wristband so that they can be easily identified.</li> <li>• All visitors are to register cameras should they wish to take photographs and be made aware of any pupils that haven't got permission for their photograph to be used publically.</li> </ul>	<ul style="list-style-type: none"> <li>• SSG staff and event organisers have the right to ask members of the public to leave the venue should they be deemed to demonstrating inappropriate behaviour.</li> <li>• If the environment becomes hostile and unpredictable, shut down the event and participants &amp; teachers to be evacuated immediately back to their schools. SSG staff to monitor all areas and block anyone else from coming in or out of the area until all schools are safely dismissed.</li> <li>• If the venue is Medway Park, a professional security agency may be employed and arranged for the day at large-scale SSG Events.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• If the venue is Medway Park, a professional security agency may be deployed and a arranged for the day at large-scale SSG Events.</li> <li>• All visitors sign in and out to large scale events</li> <li>• Pupils are to be easily identified by providing all with a wristband.</li> </ul>	<ul style="list-style-type: none"> <li>• Claire Moore to book all security for agreed events.</li> <li>• Event organisers to provide the wristbands.</li> <li>• All schools and HOD's have been informed of new procedures at large-scale SSG events.</li> <li>• Emergency evacuation procedures to be included within event briefing.</li> </ul>




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	<ul style="list-style-type: none"> <li>• Pupils should all be wearing an appropriate school PE uniform and be easily identifiable.</li> <li>• All responsible adults for each school sign in at the registration desk.</li> </ul>	
Covid Health and Safety Precautions	<ul style="list-style-type: none"> <li>• GSP &amp; HSSP to regularly follow and seek guidance from their host school SLT as regards to what is safe and not safe to deliver.</li> <li>• SSG staff to seek regularly updated guidance from the Association of PE &amp; Sport England regarding delivering school sport safely.</li> <li>• SSG staff to ensure that any equipment used in their delivery/events to be appropriately cleaned after each use according to up-to-date government guidance.</li> <li>• SSG staff to ensure that they follow government advice to ensure good hygiene for everyone.</li> <li>• SSG staff to ensure occupied spaces are well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of covid 19.</li> <li>• SSG Event organisers and teachers to encourage social distancing where possible.</li> <li>• If necessary, SSG staff to follow the isolation/ PCR testing procedures stated by government guidance/employee's policy (where staff have come into contact with a person testing positive for covid 19 and are not themselves doubled vaccinated).</li> <li>• SSG staff to ensure they follow correct absence reporting procedure should they develop any Covid 19 related symptoms.</li> <li>• SSG staff should go and get a PCR test if they test positive on a lateral flow test.</li> <li>• Event Organisers to restrict spectators and the number of teams as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• SSG staff to inform schools of confirmed events (virtual or non-virtual) with an up-to-date competitions calendar.</li> <li>• SSG staff to inform schools of any changes/cancellations at the earliest convenience (especially in the event of an additional wave of the virus and/or change in government guidelines).</li> <li>• GSP partnership manager to liaise with the GA safeguarding lead (Owen Smith) to ensure each GSP hosted event is risk assessed appropriately and in accordance and in agreement with GA SLT.</li> <li>• SSG/KSG team to plan event specifications/rules carefully ensuring all current social distancing/hygiene measures are advised and adhered to where possible.</li> <li>• SSG school staff to ensure that each individual school is aware of what procedures they should have follow and consult with their own schools on their latest covid risk assessment and seek agreement from their own SLT, before agreeing to attend any SSG event.</li> <li>• Should external visitors be allowed to collect equipment from GSP for virtual competitions, all equipment should be cleaned with anti-bacterial products upon handing over and the return of the piece of the equipment. Distance between staff should be obtained at all times.</li> <li>• SSG staff to follow strict hygiene rules when handling any equipment when in closer proximity to other staff/students.</li> <li>• SSG staff to inform the event manager and their head teacher if they develop any symptoms and/or test positive on a lateral flow test, to follow current government guidelines, and track and trace procedures.</li> </ul>



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	<ul style="list-style-type: none"> <li>Event Organisers will be encouraging the announcement of results/scoreboards via social media rather than a physical notice board, to avoid pupil and teacher social gatherings.</li> </ul>	<ul style="list-style-type: none"> <li>SSG staff are advised to be socially distancing from other staff and students where possible.</li> <li>School teams to be kept in their zoned areas, including school sign name. Teachers are encouraged to keep students in these zones unless competing or visiting the toilet.</li> <li>SSG staff to ensure a hand sanitising station and encourage schools to bring their own sanitiser/face masks (should they wish to wear them in the waiting zones).</li> <li>Teachers are to ensure their students and themselves regularly sanitise their hands.</li> <li>Teachers and Event Organisers are advised to stand socially distanced including during the event briefing and when communicating with students and teachers on-court/pitches/track and field.</li> <li>No spectators at indoor events and schools are advised not to promote parent spectators at outdoor event also.</li> <li>No results boards are displayed (to be put on social media instead) as this encourages crowd gathering.</li> <li>SSG event manager to advise teachers/schools to ensure they do let their students wonder out of their zoned waiting areas unless visiting the toilet.</li> <li>The Event Organiser will advise Team Managers/Teachers from each individual school to use the QR code (App) at the Event Registration desk and leave their contact details.</li> </ul>
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<p><b>RISK ASSESMENT APPROVED BY:</b> Shelly Bridger</p> <p><b>DATE:</b> September 2021- August 2022</p>	<p><b>SIGNATURE:</b> </p> <p><b>JOB TITLE:</b> Head teacher</p>
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