

# PRIMARY COMPETITIONS RISK ASSESSMENT: 2022-2022

| HAZARD                | RISK MANAGEMENT  | CONTROL MEASURES  |
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| Suitability of Venues | <ul style="list-style-type: none"> <li>All PSG 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>PSG 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>PSG staff to check venue on the day of the event to ensure there are no hazards present. Any identified hazards must be reported.</li> <li>PSG 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>PSG 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 PSG 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 of 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 volunteers must have completed a DBS check along with the relevant HR volunteer's paperwork through the SFLT.</li> <li>Sports Leaders may be present at events to assist with the running of activities. It is the school's responsibility to gain</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing monitoring and evaluation of each event.</li> <li>Volunteers to be briefed on event and rules prior to event, full training will be provided where necessary.</li> <li>PSG staff to ensure any volunteers have an appropriate DBS check, have completed the relevant HR paperwork and has received appropriate induction training.</li> <li>Any leaders required at PSG events to be briefed on event rules and procedures and will receive full training where necessary.</li> <li>All leaders required at PSG events attending from another school will have a member of staff from their school/trust to attend the event with them.</li> <li>PSG staff to make sure all entry forms have been completed fully &amp; returned to the event organiser.</li> <li>GSP staff to ensure all schools signed up to the infant/primary competition package are aware that they</li> </ul> |



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|                          | <p>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.</p>   | <p>must provide a member of staff from their school to attend with the children, in addition to the GSP staff/volunteer included within the package.</p> <ul style="list-style-type: none"> <li>GSP/HSSP staff to collect and safely file all parental consent forms and GDPR data of all participants and leaders that GSP/HSSP staff have been supervising during events.</li> </ul>  |
| <p>Medical / Welfare</p> | <ul style="list-style-type: none"> <li>At least 2 members of the PSG team must hold a first aid certificate.</li> <li>Ensure a member of PSG staff leads a briefing for all volunteers, coaches &amp; participating schools.</li> <li>PSG staff to take a fully stocked first aid kit to GSP hosted events.</li> <li>Ensure every member of staff has access to a fully working, credited mobile phone on them and a land line 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 and also emailed to Greenacre School office (Nikki Ambrose) to be safely recorded on file.</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>GSP/HSSP staff are covered under their employees public liability insurance.</li> </ul> | <ul style="list-style-type: none"> <li>Emergency first aid certificate to be renewed every 3 years by PSG 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>PSG staff to complete relevant paperwork regarding any accidents and send to relevant school (keeping a copy on file).</li> <li>In the case of any serious accidents/emergency situations, PSG staff to contact the participants school and parents asap and keep them informed of the incident and relevant further instructions from medical professionals.</li> <li>If the venue does not provide enough shelter from various weather conditions, the event will then be cancelled.</li> </ul> |



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| Challenging Behaviour         | <ul style="list-style-type: none"> <li>• Appropriate ratios of teachers to pupils are the responsibility of the individual schools.</li> <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> <li>• It is the responsibility of each individual school to ensure that they have a member of staff available to attend the event if necessary to collect a participant/volunteer if and when necessary.</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure individual schools are referred to the guidance of the AfPE Safe Practice Handbook as regards to appropriate teacher to pupil's ratios.</li> <li>• For any school that GSP staff are supervising, there must be an accompanying member of staff from the primary school who holds a DBS check.</li> <li>• Ensure schools are aware that any inappropriate behaviour is not tolerated.</li> <li>• Ensure any school attending a PSG event have access to the code of conduct document.</li> <li>• PSG staff can request that a participant/school leave the event due to poor conduct and behaviour.</li> </ul> |
| Child Protection              | <ul style="list-style-type: none"> <li>• There will be male and female PSG staff / volunteers on duty at all events.</li> <li>• GSP/HSSP staff and 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.</li> <li>• All PSG 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 PSG staff and volunteers to have a DBS check and be briefed about code of conduct for the day.</li> <li>• GSP/HSSP staff to collect and safely file all parental consent forms and GDPR data of all participants and leaders that GSP/HSSP staff have been supervising during events.</li> </ul>   |
| Photography/ Video recording. | <ul style="list-style-type: none"> <li>• An official photographer will be present at events and photographs 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 the school they are with. This includes all photography 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 satisfactory DBS Check.</li> <li>• GSP staff to ensure illuminous wristbands are provided at GSP hosted events to identify participants without parental consent to have photos/video taken.</li> </ul>   |



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|                       | <p>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>Primary participants are not authorised to use any photograph/video equipment (anything with a camera facility).</li> </ul>  | <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/video of any children/young people that are not their own.</li> <li>GSP staff to include within GSP hosted event briefings to individual school staff/volunteers that primary school participants do not have authorisation to take photos/videos.</li> </ul> |
| Emergency Response    | <ul style="list-style-type: none"> <li>PSG staff have access to a mobile phone.</li> <li>PSG staff have access to first aid supplies.</li> <li>Individual schools have access to the participant's emergency contact details and medical information.</li> <li>PSG staff to have emergency contact telephone number of schools that have bought into the infant/primary competition package.</li> <li>PSG staff have 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 GSP/HSSP staff.</li> <li>Incident and accidents to be recorded and reported as necessary.</li> <li>GSP staff to collect emergency contact number of schools that have bought into the Infant/Primary competition package (other than the office number). It is each individual school's responsibility to update GSP staff of any changes to their emergency contact.</li> </ul>   |
| Road Traffic Accident | <ul style="list-style-type: none"> <li>GSP staff have access to a mobile phone.</li> <li>GSP staff have access to first aid supplies on all minibuses.</li> <li>GSP 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 GSP staff.</li> <li>GSP staff to carry consent forms with medical information and emergency contacts of all participants under their care.</li> <li>To contact the primary school, Partnership Manager &amp; GA 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> </ul>  | <ul style="list-style-type: none"> <li>All GSP staff to wear the same uniform so that GSP staff can be easily identified by pupils.</li> </ul>   |



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|                              | <ul style="list-style-type: none"> <li>GSP staff to have an emergency meeting point (usually the main gazebo, venue building, sign in desk etc.)</li> <li>Sign in all pupils at event registration desk.</li> <li>Registers/regular headcounts</li> </ul>   | <ul style="list-style-type: none"> <li>Check your register before getting on &amp; off the minibuses.</li> <li>Ensure pupils know of the emergency meeting point.</li> <li>Pupils are not to go to the toilet, or anywhere else, unless in groups of 3's and have the permission of their lead member of staff.</li> <li>Regularly assess if pupils are responsible enough to go anywhere without teacher/coach/volunteer supervision.</li> <li>GSP staff and volunteers to ensure regular headcounts.</li> </ul>   |
| Reputation Damage            | <ul style="list-style-type: none"> <li>GSP staff &amp; volunteers to be competent and have training as regards to policies and procedures when responsible for pupils during out of school learning opportunities.</li> <li>GSP staff supervising primary schools are deemed to be appropriate and suitable for the job role through safer recruitment at Greencare Academy.</li> </ul>   | <ul style="list-style-type: none"> <li>Maintain professional at all times.</li> <li>GSP staff to assess one's practice against the teacher standards.</li> <li>GSP staff &amp; volunteers to be aware of all policies and procedures.</li> <li>Partnership Manager and GSP 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>PSG 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 wrist band/sticker 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>PSG staff and event organisers have the right to ask members of the public to leave the venue should they be deemed to showing inappropriate behaviour.</li> <li>If the environment becomes hostile and unpredictable, shut down the event and schools to be evacuated immediately back to their schools. PSG 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.</li> </ul> |
| Activities / Sports / Events | <ul style="list-style-type: none"> <li>Each activity or sport will be risk assessed on the day to check for any relevant hazards and recorded appropriately by PSG staff.</li> </ul>  | <ul style="list-style-type: none"> <li>PSG staff to check all facilities and equipment prior to the start of an event.</li> <li>Ensure the latest AfPE Safe Practice book is followed and all staff are aware to check the guidance for any information with regards to any aspects of PE, Sport and Physical Activity.</li> </ul>  |



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|  | <ul style="list-style-type: none"> <li>All activities and events will follow the Association for PE Safe Practice book to ensure all event, activities or sports are safe for all participants and those in attendance.</li> </ul>  |  |
| <p>Covid 19 Pandemic (Social Distancing)</p> | <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>PSG staff to seek regularly updated guidance from the Association of PE &amp; Sport England regarding delivering school sport safely.</li> <li>PSG 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>PSG staff to ensure that they follow government advice to ensure good hygiene for everyone.</li> <li>PSG 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>PSG Event organisers and teachers to encourage social distancing where possible.</li> <li>If necessary, PSG 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>PSG staff to ensure they follow correct absence reporting procedure should they develop any Covid 19 related symptoms.</li> <li>PSG 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> <li></li> </ul> | <ul style="list-style-type: none"> <li>PSG staff to inform schools of confirmed events (virtual or non-virtual) with an up-to-date competitions calendar.</li> <li>PSG 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>PSG/KSG team to plan event specifications/rules carefully ensuring all current social distancing/hygiene measures are advised and adhered to where possible.</li> <li>PSG 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 PSG 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>PSG staff to follow strict hygiene rules when handling any equipment when in closer proximity to other staff/students.</li> <li>PSG 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><li>• Primary 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>• PSG 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>• PSG 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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**RISK ASSESMENT APPROVED BY:** Shelly Bridger      **SIGNATURE:** 

**DATE:** September 2021- August 2022      **JOB TITLE:** Head teacher



The Howard School  
Sport Partnership

