

Manchester Schools' PE Association
SCHOOL EVENTS RISK ASSESSEMENT - School Games

Name of Assessor:	C Bland / D Martin / P Schofield	Signature:		Date:	September 2018 – July 2019
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Assessment of Risk For:	MPEA Events and Competitions	Date:	September 2018 – July 2019
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No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk
	Pre Competition				
1.	Accompanying Staff, Officials & Volunteers	All	Greeted by Competition Organiser & briefed on all matters of competition including Health & Safety precautions, event format & rules.	Low	Pre event communication / training of all information including arrivals, parking considerations, rules and risk assessment.
2.	Spectators	All	Greeted by volunteers / event organisers, and shown to spectating area. To be briefed via accompanying staff on acceptable conduct at the competition- see School Games code of conduct. Events taking place on School sites during the School day will not allow for parent spectators. All School staff accompanying students will be required to show evidence of their DBS check and ID.	Low	If spectator space is limited Schools are told in advance
3.	Participants	All	Registration of team numbers and needs of specific pupils identified in advance via entry details sent in from the School. Pupils remain under supervision and behaviour management/ first aid of accompanying staff. Instructed in Code of Conduct.	Low	Registration of teams. Identification of participants with additional needs. The needs of those participants risk managed.
4.	Participants	All	To remove all jewellery and tie back long hair. To be reminded of all safety precautions in individual sports. To ensure they are wearing appropriate clothing & footwear. To be briefed via accompanying staff on acceptable conduct at the event.	Low	Accompanying staff to ensure: Monitor wearing & removal of jewellery. Participants tie back long hair Relay safety instructions to participants. Relay Rules of competition to participants. Relay expectations in terms of sportsmanship & general behaviour

5.	Injury to Participants through non compliance	All	Schools attending competition to have taught their pupils the fundamental sport skills & rules prior to participating in competitive games. Briefing with accompanying staff on all aspects of competition game play.	Low	Pre competition communication with schools to agree competition format and provide rules in advance. Rules provided. Officials well trained to uphold rules.
6.	Activity Area	Participants / Officials	Formal H&S check prior to competition commencing and ongoing checks throughout the event. Ensure the activity area / facility is suitable in size to host the competition in a safe manner and compliant with the rules. Check pitch surfaces are playable (e.g. not frozen, wet etc)	Low	Request for facility to be left in a safe & clean condition following preceding activity. To be aware of relevant guidelines for specific sports competition facility requirements.
7.	Equipment	Participants / Officials	Equipment check prior to competition. To ensure all equipment is safe and secure for use and is correct for the age and standard of participants according to the rules of the competition.	Low	Ensure all participants understand the correct usage of all equipment and to report any faults & damages ASAP during competition.
c	During Event				
8.	Control of Spectators	All	Spectators directed to & marshalled to stay within specific viewing areas. Instructed on any 'No Go' areas.	Low	Informed of expected adherence to published Code of Conduct for Parents / Spectators.
9.	Supervision of Volunteers	All	Volunteers to be trained on their roles prior to the start of competition.	Low	To be monitored / supervised by the Competition Organiser throughout the competition.
10.	Hazards presented by specific sports	Participants	All participants to be aware of & conform to relevant safety precautions pertinent to individual sports	Medium	Competition Organiser to ensure familiarity with accompanying notes in relation to managing risks in specific sports.

11.	Accident or Injury	All	<p>School staff to be responsible for their own pupils' first aid.</p> <p>Qualified First Aider present with easy access to fully stocked first aid kit whilst in Sports halls.</p> <p>Accident / Incident Reporting forms to be available via the site.</p>	Medium	<p>Mobile Telephone or landline accessible to contact relevant emergency services if necessary.</p> <p>Ensure any accidents or incidents are reported on the appropriate forms in line with the host facilities policy.</p> <p>Remind accompanying teachers of their duty of care to their pupils at the competition venue.</p>
12.	Anti Social Behaviour	All	<p>Code of Conducts provided and referred to</p> <p>Adherence by ALL to the published code of conducts.</p>	Low	<p>Relevant authorities (Facility Management staff, Police etc) to be contacted if & when necessary.</p> <p>To ensure all incidents are recorded in line with the 'hosts' incident reporting policy.</p>
General					
13.	Photography	All	<p>Photographs may be taken at School Games website.</p>	Low	<p>Competitors where objections have been raised to photographs being taken are advised to make themselves known to the organisers via their teacher at the start of the event. The organisers will then ensure that these young people are not included in photographs.</p>
14.	Finishing of Event	Users of facility following competition	<p>Facility booked to cover duration of competition.</p> <p>Relevant individuals notified of finish time especially if the facility is used for external bookings.</p>	Low	<p>Event staff / volunteers to marshal entrance & exits until competition finished and facility cleared.</p>
15.	Facility Evacuation	All	<p>To be fully aware of host facilities procedure for evacuation in advance of competition.</p>	Low	<p>All participants, spectators & staff to be briefed on relevant procedures prior to competition.</p>

Risk Priority:	High: Accident likely with possibility of serious injury or loss Medium: Possibility of accident occurring causing minor injury or loss Low: Accident unlikely with control measures in place
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Assessment Review Date:	September 2019
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GOOD PRACTICE IS SAFE PRACTICE

To remove risk entirely from any activity is both impossible and unpractical. In the case of inter school competition the challenge for all concerned is to manage the potential risks that young people may face through their participation in competitive sport.

A risk assessment is a careful examination of what could happen to pupils, colleagues or others in a particular situation and/or environment. They are a legal requirement that require the identification and implementation of precautions to minimise or prevent harm.

The role of the risk assessor is to determine whether a hazard is significant and, if so, to determine and implement the precautions necessary to eliminate or minimise the risk presented.

It is the responsibility of the identified competition organiser to ensure that the above risk assessment is fully implemented prior to the delivery of any inter-school competition.

For all competitions where specialist equipment is required such as Athletics, Gymnastics & Trampoline the competition organiser may decide that a more detailed Risk Assessment is required from the competition organiser/host to ensure that all significant hazards are identified and the necessary precautions taken to minimise the associated risk.

Participating schools should also undertake their own risk assessment for travel to and from the event venue, and ensure they understand their roles and responsibilities in reducing risk at the event.

