ACTIVITY: SPORTS TOURNAMENTS / FESTIVALS 2017

HAZARDS: Significant issues	CONTROL MEASURES: Strategies required to manage the risks safely	
	Participating School Responsibilities	**SSP Responsibilities**
LEADER/SUPERVISION: School staff	Accompanying staff approved by head teacher. School staff retain overall responsibility for supervision of their pupils. School staff give permission for pupils to leave room e.g. to go to the toilet. Pupils counted before departing from events.	SSP staff and AOTT's qualified and/or experienced. Events adequately staffed so that teachers from schools are not required to assist and can supervise their pupils. Pupils referred to teacher when seeking permission to leave room e.g. to go to the toilet. SSP staff retain overall responsibility for conduct of leadership students and AOTT's used in the running of events.
Child protection		SSP staff, leadership students and AOTT's CRB/DBS cleared as necessary.
TRAVEL: Vehicle not roadworthy / Incompetent driving		Use of reputable coach / minibus / taxi companies. All vehicles comply with NCC guidelines

Road Traffic Accident Disruptive behaviour distracting driver. Embarking and disembarking from a vehicle Travel in teachers' and parents' cars	Pupils instructed to wear seatbelts. Luggage and equipment securely fastened and clear of aisles and exits. Pupils briefed as to behaviour expected on vehicle. Pupils briefed about how to get on and off coach/minibus and where to assemble. This must be covered by individual school policies.	SSP will offer funding for taxi, minibus or coach travel.
THE ACTIVITY: Range of indoor and outdoor sporting activities.	Pupils of appropriate age and ability (where stated) brought to events .	Sporting activity managed with appropriate teaching / coaching progressions and safety procedures. Relevant NGB guidelines followed e.g. age groups.
THE ACTIVITY: Personal Clothing and Personal Protective Equipment	Appropriate footwear and sports clothing worn. Jewellery removed and long hair tied back. Personal protective equipment worn as stipulated by NGBs in AfPE 'Safe Practice in PE and school sport'. (2016 edition)	Information sent to schools will contain information regarding personal clothing and personal protective equipment where required. In line with the Cramlington School Sports Partnership Events Policy , it is the schools' responsibility to ensure that pupils are adequately equipped to take part in the event.

THE ENVIRONMENT: Extremes of weather	Pupils adequately equipped e.g. warm clothing, waterproof clothing, suncream, sun hats as appropriate for activity and season. Pupils drinking plenty of fluids when exercising in hot weather	Event postponed or cancelled in adverse weather conditions.
Facility e.g. sportshall / pitch.	School staff to report concerns to SSP staff	Facilities checked to ensure they are safe e.g. free of obstructions
Equipment	School staff to report concerns to SSP staff	Equipment checked to ensure it is safe
Injuries	School staff responsible for providing a first aid kit and first aider. Staff to manage treatment of injury Accidents recorded and reported in line with the School's Health and Safety policy.	Telephone to summon emergency assistance at every event. SSP and venue staff will assist with First Aid if necessary Accidents recorded and reported in line with the venue's Health and Safety policy.
THE GROUP: Behavioural and Medical Issues	School staff should make SSP staff aware of any relevant medical or behavioural issues with their pupils (including allergies). Adequate supervision for pupils with identified medical or behavioural issues. Asthmatics reminded to bring inhalers.	Make school staff aware of any medical concerns or persistent behavioural issues with their pupils.
EMERGENCY ACTION:	Manage the situation in accordance with NCC guidelines	Support school staff as asked.

GENERIC RISK ASSESSMENTS/STANDARD OPERATING PROCEDURES USED IN THE COMPILATION OF THIS RISK ASESSMENT:
Northumberland County Council – The Safe Management of Off-Site Educational Visits
afPE – Safe Practice in Physical Education and School Sport 2016 Edition

ONGOING RISK ASSESSMENT AND RISK MANAGEMENT:
All staff must respond to changing or unforeseen circumstances e.g. changes in weather, pupils' behaviour, ineffective officiating, dangerous play. School staff retain overall responsibility for withdrawing their pupils from an activity if they do not consider it safe.

ALTERNATIVE ARRANGEMENTS:
If sufficient suitably qualified or experienced staff are not available to run the event safely, or if inclement weather makes it unsafe to play, the event will be postponed or cancelled by SSP staff.

REVIEW COMMENTS:
This risk assessment will be reviewed at the beginning of each academic year or more often if new legislation/guidelines relating to the safe management of educational off-site visits are published.

Signed: GEMarsden

Position: Cramlington SSP Coordinator

Date: 23rd September 2016