**RISK ASSESSMENT:**  
**PHYSICAL EDUCATION DEPARTMENT**

**ACTIVITY:**  
**MATCHES, TOURNAMENTS and FIXTURES**

<table>
<thead>
<tr>
<th>1. Hazard.</th>
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<td>List the significant hazards which may result in serious harm or affect several people.</td>
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<th>2. Who might be harmed?</th>
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<td>List groups of people who are at risk from the hazards identified.</td>
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<th>3. Is the risk adequately controlled?</th>
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<td>List existing controls or note where information may be found.</td>
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<th>4. Further action needed/review.</th>
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<td>List proposed action where risks are not deemed adequately controlled.</td>
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### Prior to Fixture Date
- Pupils unaware of fixture information including:
  - Fixture venue and opponents
  - Member of staff
  - Leave and return times
  - Activity & Equipment needed

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### Leaving school
- pupils

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### Mini Bus/Coach travel to venue
- Accident on route
- Sudden breaking causing movement of passengers
- Tripping over stored baggage
- Crossing roads when embarking/disembarking
- Missing pupils

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- team players (max 55)
- staff (staff ratio: 15-20 pupils)
- bus driver

- staff refer to LEA Risk Assessment for Transporting pupils (Safety on Educational Visits, pgs. 33 - 35)
- staff brief pupils regarding expectations of behaviour
- staff will adhere to staff : pupil ratio
- staff carry emergency numbers and a mobile phone
- staff perform a head count when embarking/disembarking
- staff remind and check pupils are wearing seat belts
- large items of equipment stored below bus or secured on front seats, no bags in aisles
- staff must ensure baggage on mini bus is stored in such a way that it would not be dangerous in the event of a collision and that it would not hinder evacuation of the bus in an emergency.
- experienced bus drivers, hired with the bus company
- staff carry a first aid kit and parental contact information
- staff give clear instructions on embarking/disembarking

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| Arrival at the venue | - Pupils get lost
- Pupils lose personal belongings
- Pupils unsure of expectations
- Pupils not fully prepared | - team players
- staff | - staff brief pupils of expectations regarding behaviour (including general courtesy, litter disposal, etc) and performance
- staff locate a safe, sheltered central meeting area for all pupils in case of a problem
- staff collect in valuables for safe keeping on the bus
- staff locate changing facilities, toilets, emergency exits and playing area
- staff check pupils are prepared with correct kit and equipment (including fluids and sun cream if hot)
- staff ensure pupils are fit to participate and check medical conditions/injuries before starting play (refer to medical information in registers or emergency details)

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| During play | - Pupils get injured
- Reserves wander off and get lost | - team players
- staff | - staff carry first aid kit and check first aid/emergency procedures at the venue
- staff have basic first aid training to deal with minor incidents and can recognise when an incident requires specialist treatment/assistance
- staff remind pupils of expectations and of order of play/times of play so no-one misses their play
- In event of a serious injury refer to Emergency Procedures Form.

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| Departing the venue | - Pupils get lost
- Pupils lose personal belongings
- Pupils unsure of expectations
- Pupils waiting alone for parents to collect them | - team players
- staff | - staff perform a head count at the meeting venue
- staff remind pupils to collect all belongings and equipment (and do final check of venue)
- staff remind pupils of general expectations (including courtesy, thanking umpires, etc)
- staff ensure that all pupils return to school on the bus unless through prior arrangement and that parents
collecting girls understand the time of collection and have supplied written/verbal consent with the member of staff responsible.

| Mini-bus/Coach travel from venue | - team players (max 55) - staff (1 staff : 15-20 pupils) - bus driver | - Same as coach travel to venue

**ALSO:**
- staff ensure that all pupils are collected before the last member of staff leaves school.
- pupils must not be left in the sports centre. It is the responsibility of the member of staff to ensure pupils are collected.
- Pupils may walk or get local transport home if they have prior parental permission, given through Away Fixture Parental Consent Form.

| Fixtures arriving back after 5.00pm when school office is closed. | - team players - staff - bus driver | - Emergency contact numbers taken by member of staff

**ALSO:**
- Emergency contacts arranged prior to fixture with parental contact details and SLT contact details
- Emergency Procedures followed (LEA Safety on Educational Trips pgs. 49-54)