

RISK ASSESSMENT: PHYSICAL EDUCATION DEPARTMENT

ACTIVITY: MATCHES, TOURNAMENTS and FIXTURES

1. Hazard. <i>List the significant hazards which may result in serious harm or affect several people.</i>	2. Who might be harmed? <i>List groups of people who are at risk from the hazards identified.</i>	3. Is the risk adequately controlled? <i>List existing controls or note where information may be found.</i>	4. Further action needed/review. <i>List proposed action where risks are not deemed adequately controlled.</i>
<ul style="list-style-type: none"> • Prior to Fixture Date - Pupils unaware of fixture information including: - Fixture venue and opponents - Member of staff - Leave and return times - Activity & Equipment needed 	<ul style="list-style-type: none"> - Pupils 	<ul style="list-style-type: none"> - Staff must follow the minimum requirements for team managers as published by CAL of PE. - Main points: - 	
<ul style="list-style-type: none"> • Leaving school 	<ul style="list-style-type: none"> - pupils 	<ul style="list-style-type: none"> - Consideration of time when moving mini bus from the playground. - Care should be taken when driving out of school grounds 	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> - team players (max 55) - staff (staff ratio: 15-20 pupils) - bus driver 	<ul style="list-style-type: none"> - 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. 	

		<ul style="list-style-type: none"> - 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 	
<ul style="list-style-type: none"> • Arrival at the venue - Pupils get lost - Pupils lose personal belongings - Pupils unsure of expectations - Pupils not fully prepared 	<ul style="list-style-type: none"> - team players - staff 	<ul style="list-style-type: none"> - 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) 	
<ul style="list-style-type: none"> • During play - Pupils get injured - Reserves wander off and get lost 	<ul style="list-style-type: none"> - team players - staff 	<ul style="list-style-type: none"> - 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. 	
<ul style="list-style-type: none"> • Departing the venue - Pupils get lost - Pupils lose personal belongings - Pupils unsure of expectations - Pupils waiting alone for parents to collect them 	<ul style="list-style-type: none"> - team players - staff 	<ul style="list-style-type: none"> - 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.	
<ul style="list-style-type: none"> • Mini-bus/Coach travel from venue - Same as mini-bus/coach travel to venue ALSO: - Pupils waiting alone at school for parents to collect them 	<ul style="list-style-type: none"> - team players (max 55) - staff (1 staff : 15-20 pupils) - bus driver 	<ul style="list-style-type: none"> - 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. 	
<p>Fixtures arriving back after 5.00pm when school office is closed.</p> <ul style="list-style-type: none"> - Pupils not collected by parents - Injury to pupils after 5.00pm - Emergency/breakdown during travel back from venue 	<ul style="list-style-type: none"> - team players - staff - bus driver 	<ul style="list-style-type: none"> - Emergency contact numbers taken by member of staff - 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) 	