



PE Fixtures, Tournaments and Trips Risk Assessment Emergency Procedures

This policy was approved and ratified by
Wadebridge School in September 2024

This policy and its contents are made available to all Wadebridge School Staff and observed by all Trustees

Author	Version	Authorisation	Approval Date	Effective Date	Next Review	Published to Website
Dave Abbiss	V3	Wadebridge School Senior Leadership Team	September 2024	September 2024	September 2026	Yes



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 	Pupils	<ul style="list-style-type: none"> - Staff must follow the minimum requirements for team managers as published by CAL of PE. - Staff can use classcharts to alert parents and pupils of fixture information on the notice board. - Fixture information should be on Absolute Education to allow staff/admin to see information. 	
<ul style="list-style-type: none"> ● Leaving school 	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 	Team players (max 55) Staff (staff ratio: 15-20 pupils) Bus driver	<ul style="list-style-type: none"> - Any trip over 50 miles must have 2 drivers and a signed off EV form. - 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 (this can be online emerge or a paper copy) - 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 	



		<ul style="list-style-type: none"> - 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 	
<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 <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Same as mini-bus/coach travel to venue <p>ALSO:</p> <ul style="list-style-type: none"> - 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 <p>ALSO:</p> <ul style="list-style-type: none"> - 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 4.00pm when school office may be 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 for all pupils and emergency contact staff including SLT and CAL. - 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) 	