

Tillingbourne Junior School Sports Events

Risk Assessment for: Inter School Sports Events hosted by Tillingbourne School	
Name(s): Andy Powell, Lyn Wills	Head teacher: David Evans
	Governor: Chris Hipwell
Organisation: Surrey LEA Primary School	
Assessment undertaken (date): September 2008	Signed:
Review date: Annual	

Hazards	Who is at risk?	Control Measures	Review
Arrival and departure of visitors to the school.	All	<ul style="list-style-type: none"> • Parking needs to be pre-determined. • For large events (more than 1 school) Bollards, signs and traffic monitors (dressed in fluorescent jackets) to be placed in the appropriate places to guide traffic. • All children briefed and reminded of safety around traffic and where possible all normal 'safe' travel routes to be used around the school. • A member of staff must stay until the end of the event to ensure all have departed safely and the area is clear. 	Inform visiting staff of how busy the site is 2.55 to 3.45 and the need for close supervision of children at all times
Supervision	<ul style="list-style-type: none"> • Children • Teachers • Coaches • Volunteer helpers 	<ul style="list-style-type: none"> • Surrey County Council recommends a ratio of adult/child supervision as Yr.1-3 1:6 and Yr.4-6 1:10 • Keep ratios as high as possible. No unqualified persons should be left alone with children at any time. • Supervisors from other schools should be made aware of who is in charge of the event, where the main office 	

	<ul style="list-style-type: none"> Parents and supporters 	<p>and medical room is and where the toilets are.</p> <ul style="list-style-type: none"> The main office is where contact details for parents, coach companies and other schools etc. can be found. Supervisors from other schools are responsible for their own children at all times. It is the responsibility of visiting schools to provide appropriate supervision for the children they send to any Tillingbourne event Mobiles to be held on the field in case of emergency. A specific person to be in charge for overseeing the event. Ensure that children maintain the agreed standards of behaviour. Children should receive a general safety talk prior to event. This should include stranger danger and clear boundaries of areas they may move about in. Children should seek a marshal if necessary. Children may only go to the toilet with permission of the adult in charge of the party from their school who should supervise them. At the end of the event the adult in charge should check that all children have lifts home and travel with a responsible adult. No child should leave without first informing the adult/s in charge from their school. All visitors should be reminded of the amount of traffic on the site at the end of the school day and great care should be taken when crossing the car park at any time. 	
Communication		<ul style="list-style-type: none"> Clear safety briefing be given on arrival to all children and staff 	No children to play anywhere near cars.
Injury / Medical	All	<ul style="list-style-type: none"> Have appropriate access to first aid. Understand emergency procedures and be able to carry them out, eg. Inform appropriate local emergency services. Follow procedures as instructed by staff. Do immediate roll call. Contact any relevant necessary people. Do not speak to press or media. Do not allow children to do so. Ensure all medication for children who need or might need it, is taken. Asthmatics need to carry inhaler and epipens kept safe for emergencies. 	Staff from other schools will take responsibility for the medication for their children

Adverse weather(hot,cold,wet)	All	<ul style="list-style-type: none"> • Check weather forecasts. Advise warm clothing and waterproofs/sun hats and cream in letter home if appropriate, together with suitable refreshments. • If cancellation of the event is necessary, contact other schools at earliest possible time. 	This should be by phone not by email
Appropriate clothing for event.	All	<ul style="list-style-type: none"> • Children should be advised to bring appropriate clothing for activity. • Long hair should be tied back. • No jewellery to be worn. 	Visiting schools need to check their own children
Site	All	<ul style="list-style-type: none"> • Check course/pitch is free from fouling, litter, and where a hard surface fallen leaves etc. 	
Special needs.	Relevant children	<ul style="list-style-type: none"> • Arrangements are made for children needing extra supervision and care. 	This is the responsibility of staff from the participating schools

* NB Refer to associated documents

- **4s Network Meeting Autumn 2004 (CD**
- **Guidelines for Educational Visits and Outdoor Education Activities.**