

**Risk Assessment for Somerset School Games Finals – 3<sup>rd</sup> and 4<sup>th</sup> April 2019  
Millfield School, Street. BA16 0YD**

<b>What Hazards are present or may be generated?</b>	<b>- What precautions (existing controls) are already in place to either eliminate or reduce the risk of an accident happening?</b>
1. Transport Passengers Equipment	<ul style="list-style-type: none"> <li>- Schools organise their own transport to events using their school transport protocol</li> <li>- Teachers to accompany pupils to all venues – in particular when crossing the roads to the main campus and to Butleigh fields and hockey pitches.</li> <li>- Determine appropriate meeting point or drop off and pick up points</li> <li>- Equipment stored and used safely and is age appropriate</li> </ul>
2. Unfamiliar Situations & Surroundings	<ul style="list-style-type: none"> <li>- Most schools are now familiar with Millfield, but clear signage around the venue will be displayed.</li> <li>- Playing surface/area and equipment checked for any objects/dangers by the Sports Co-ordinator at each venue.</li> <li>- Teacher/member of staff made aware of evacuation procedures at briefing</li> </ul>
3. Adverse Weather Conditions	<ul style="list-style-type: none"> <li>- Events will be cancelled by Somerset Activity &amp; Sports Partnership (SASP) if the weather is deemed to be unsuitable for the Event.</li> <li>- The Event Manager will liaise with Millfield Enterprises and Sport Co-ordinators and make the decision about cancellation</li> <li>- School staff should ensure their pupils are suitably prepared with warm clothing/sun cream</li> <li>- Shelter/shade will be provided at some venues. Schools can bring their own shelters/gazebos. This will be taken into account when making the decision about cancelling an event.</li> </ul>
4. Participants & Supervision	<ul style="list-style-type: none"> <li>- Schools give pupils instructions about the activity prior to arrival</li> <li>- Participants are checked for suitable clothing/footwear and removal of jewellery by accompanying teacher/member of school staff</li> <li>- Schools will provide adequate ratio of pupils : adults referring to their school policy for external trips/visits</li> <li>- Teacher/member of staff will do head count on arrival, throughout &amp; on departure</li> <li>- On arrival, the teacher/accompanying member of staff should discuss a base/area/meeting point. This information must be passed onto participants by the teacher/ accompanying member of staff</li> <li>- Supervision to toilets by own school staff</li> </ul>

<p>5. Unacceptable Behaviour (from participants or spectators)</p>	<ul style="list-style-type: none"> <li>- Any unacceptable behaviour should be reported to SASP staff <b>at the event</b> so that it can be dealt with immediately</li> <li>- SASP Staff/organiser informs and discusses unacceptable behaviour with staff from the relevant school</li> <li>- SASP Staff/organiser can ask for a child to be removed from an activity if their behaviour is deemed to be unsafe for themselves or others around them</li> <li>- Teacher/member of staff will be asked to liaise with parents to ensure they are situated in the designated area and that their conduct is appropriate</li> </ul>
<p>6. Pupils with SEND/medical concerns</p>	<ul style="list-style-type: none"> <li>- Teachers/school staff to ensure relevant consent/medical conditions are known</li> <li>- Schools to provide adequate ratio of pupils : adults</li> </ul>
<p>7. Injuries</p>	<ul style="list-style-type: none"> <li>- Events are delivered by fully trained/qualified/competent staff</li> <li>- Sports Leaders are briefed prior to the event</li> <li>- Teachers are made aware of any additional safety requirements e.g. gum shields for hockey, shin pads for hockey &amp; football</li> <li>- Any safety concerns should be raised with the organiser <b>immediately</b></li> <li>- Schools should bring their own first aid kit with them, but Event Medics will be on site and can administer First Aid.</li> <li>- Event Medics must be contacted through the Event Manager, via a Sports Co-ordinator or SASP Staff.</li> <li>- Schools have obtained relevant consent forms and are aware of the medical needs of all of their pupils</li> <li>- Accidents should be reported to SASP Staff immediately and recorded on an accident form as well as reporting it using their school procedure</li> <li>- A mobile phone is available for emergencies at all venues</li> </ul>
<p>8. Child Protection</p>	<ul style="list-style-type: none"> <li>- All SASP staff are DBS checked and receive annual Child Protection training</li> <li>- Staff accompanying school teams are identified by the schools and have undergone relevant DBS checks and CP Training</li> <li>- Teachers are asked at registration to inform SASP staff of any child who cannot be photographed. Photographs will not be taken of any child from that school, by SASP Staff, without first speaking with the accompanying Teacher to identify those children not to be photographed.</li> <li>- Teachers are asked to only take photographs of their children.</li> <li>- Parents/spectators are asked to check with their children's Teacher before taking photographs and to only photograph their children.</li> <li>- Any suspicious behaviour by adults spectating events to be reported to SASP staff immediately</li> <li>- School declaration forms regarding photography and participation will be completed by school staff and handed in at registration.</li> </ul>