



RISK ASSESSMENT FOR MATCHES,
TOURNAMENTS & FIXTURES

PRIORY SCHOOL

Risk Assessment for Matches, Tournaments & Fixtures

[Next Update – September 2018]



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Hazard List the significant hazards which may result in serious harm or affect several people.	Who might be harmed? List groups of people who are at risk from the hazards identified.	Controls Is the risk adequately controlled? List existing controls or note where information may be found.	Further action needed/review List proposed action where risks are not deemed adequately controlled.	Risk Rating Low / Medium / High (1-3)
Prior to Fixture date Pupils unaware of fixture information including: Fixture venue and opponents Member of staff Leave and return times Activity & Equipment needed	Students	Staff to send letters (using Priory template) to students at least 1 week in advance with information on dates, times, venues, transport & kit etc		Probability: 2 Severity: 1



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<p>Leaving School</p> <p>Ensuring all students present</p> <p>Incident when leaving car park</p>	<p>Students</p>	<p>Consideration of time when moving mini bus from the school car park.</p> <p>Take emergency contact lists, medical lists and any necessary medication for students involved.</p> <p>Take register so know who is there / who needs to return.</p> <p>Care should be taken when driving out of school grounds</p> <p>Mini Bus/Coach travel to venue</p>		<p>Probability: 1</p> <p>Severity: 2</p>
<p>Mini Bus/Coach travel to venue</p> <p>Accident on route</p> <p>Sudden breaking causing movement of passengers</p> <p>Tripping over stored baggage</p> <p>Crossing roads when embarking/disembarking</p> <p>Missing students</p>	<p>Team players</p> <p>Staff</p> <p>Bus driver</p>	<p>Qualified driver to drive minibus / coach</p> <p>Staff brief students regarding expectations of behaviour</p> <p>Staff will adhere to staff : student ratio</p> <p>Staff carry emergency numbers and a mobile phone</p> <p>Staff perform a head count when embarking/disembarking</p> <p>Staff remind and check students are wearing seat belts</p> <p>Large items of equipment stored under seats, no bags in aisles</p> <p>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</p> <p>Staff carry a first aid kit, details of individual medical information and parental contact information</p> <p>Staff give clear instructions on embarking/disembarking</p>		<p>Probability: 2</p> <p>Severity: 3</p>



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<p>Arrival at the venue</p> <p>Students get lost Students lose personal belongings Students unsure of expectations Students not fully prepared</p>	<p>Team players Staff</p>	<p>Staff brief students of expectations regarding behaviour (including general courtesy, litter disposal, etc) and performance Staff locate a safe, sheltered central meeting area for all students 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 students are prepared with correct kit and equipment (including fluids and sun cream if hot) Staff ensure students are fit to participate and check medical conditions/injuries before starting play (refer to medical information in registers or emergency details)</p>		<p>Probability: 2</p> <p>Severity: 2</p>
<p>During play</p> <p>Students are injured Reserves wander off and get lost</p>	<p>Team players Staff</p>	<p>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 students of expectation and of order of play/times of play so no one misses their play In event of a injuries, complete Injury Report Form & give to Principle</p>		<p>Probability: 2</p> <p>Severity: 2</p>



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<p>Departing the venue</p>	<p>Team players Staff</p>	<p>Staff take register before departing to ensure all students present. Staff remind students to collect all belongings and equipment (and do final check of venue) Staff remind students of general expectations (including courtesy, thanking umpires etc) Staff ensure that all students return to school on the bus unless through prior arrangement and that parents collecting students understand the time of collection and have supplied written/verbal consent with the member of staff responsible</p>		<p>Probability: 2 Severity: 2</p>
<p>Mini Bus/Coach travel from venue</p>	<p>Team players Staff Bus driver</p>	<p>Same as coach travel to venue ALSO Staff ensure that all students are collected before the last member of staff leaves school Students must not be left in the school. It is the responsibility of the member of staff to ensure students are collected Students may walk or get local transport home if they have prior parental permission, given through Parental Consent Form</p>		<p>Probability: 2 Severity: 3</p>
<p>Fixtures arriving back after 4.00pm when school office is closed</p>	<p>Team players Staff</p>	<p>Emergency contact numbers taken by member of staff & school phone taken</p>		<p>Probability: 1 Severity: 1</p>