

**Manchester Schools' PE Association**  
**INTER SCHOOL COMPETITIONS RISK ASSESSEMENT - School Games**

<b>Name of Assessor:</b>	Simon Jones	<b>Signature:</b>		<b>Date:</b>	September 2023
--------------------------	-------------	-------------------	--	--------------	----------------

<b>Assessment of Risk For:</b>	<b>Inter School Competitions. 2023/24</b>	<b>Date:</b>	<b>September 2023</b>
--------------------------------	---	--------------	-----------------------

No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk
	<b>Pre Competition</b>				
1.	Accompanying Staff, Officials & Volunteers	All	Greeted by Competition Organiser & briefed on all matters of competition including Health & Safety precautions, event format & rules.	Low	Pre event communication / training of all information including arrivals, parking considerations, rules and risk assessment.
2.	Spectators	All	Greeted by volunteers / event organisers, and shown to spectating area. To be briefed via accompanying staff on acceptable conduct at the competition- see School Games code of conduct. Events taking place on School sites during the School day will not allow for parent spectators. All School staff accompanying students will be required to show evidence of their DBS check and ID.	Low	If spectator space is limited Schools are told in advance e.g. Swim galas.
3.	Participants	All	Registration of team numbers and needs of specific pupils identified in advance via entry details sent in from the School. Pupils remain under supervision and behaviour management/ first aid of accompanying staff. Instructed in Code of Conduct.	Low	Registration of teams. Identification of participants with additional needs. The needs of those participants risk managed.
4.	Participants	All	To remove all jewellery and tie back long hair.  To be reminded of all safety precautions in individual sports.  To ensure they are wearing appropriate clothing & footwear.  To be briefed via accompanying staff on acceptable conduct at the competition.	Low	Accompanying staff to ensure: Monitor wearing & removal of jewellery. Participants tie back long hair Relay safety instructions to participants. Relay Rules of competition to participants. Relay expectations in terms of sportsmanship & general behaviour

5.	Injury to Participants through non compliance	All	Schools attending competition to have taught their pupils the fundamental sport skills & rules prior to participating in competitive games.  Briefing with accompanying staff on all aspects of competition game play.	Low	Pre competition communication with schools to agree competition format and provide rules in advance. Rules provided. Officials well trained to uphold rules.
6.	Activity Area	Participants / Officials	Formal H&S check prior to competition commencing and ongoing checks throughout the event.  Ensure the activity area / facility is suitable in size to host the competition in a safe manner and compliant with the rules.  Check pitch surfaces are playable (e.g. not frozen, wet etc)	Low	Request for facility to be left in a safe & clean condition following preceding activity.  To be aware of relevant guidelines for specific sports competition facility requirements.
7.	Equipment	Participants / Officials	Equipment check prior to competition. To ensure all equipment is safe and secure for use and is correct for the age and standard of participants according to the rules of the competition.	Low	Ensure all participants understand the correct usage of all equipment and to report any faults & damages ASAP during competition.
<b>c</b>	<b>During Competition</b>				
8.	Control of Spectators	All	Spectators directed to & marshalled to stay within specific viewing areas.  Instructed on any 'No Go' areas.	Low	Informed of expected adherence to published Code of Conduct for Parents / Spectators.
9.	Supervision of Volunteers	All	Volunteers to be trained on their roles prior to the start of competition.	Low	To be monitored / supervised by the Competition Organiser throughout the competition.
10.	Hazards presented by specific sports	Participants	All participants to be aware of & conform to relevant safety precautions pertinent to individual sports ( <b><u>refer to accompanying notes on Page 5</u></b> )	Medium	Competition Organiser to ensure familiarity with accompanying notes in relation to managing risks in specific sports.

11.	Accident or Injury	All	<p>School staff to be responsible for their own pupils' first aid.</p> <p>Qualified First Aider present with easy access to fully stocked first aid kit whilst in Sports halls.</p> <p>Accident / Incident Reporting forms to be available via the site.</p>	Medium	<p>Mobile Telephone or landline accessible to contact relevant emergency services if necessary.</p> <p>Ensure any accidents or incidents are reported on the appropriate forms in line with the host facilities policy.</p> <p>Remind accompanying teachers of their duty of care to their pupils at the competition venue.</p>
12.	Anti Social Behaviour	All	<p>Code of Conducts provided and referred to</p> <p>Adherence by ALL to the published code of conducts.</p>	Low	<p>Relevant authorities (Facility Management staff, Police etc) to be contacted if &amp; when necessary.</p> <p>To ensure all incidents are recorded in line with the 'hosts' incident reporting policy.</p>
<b>General</b>					
13.	Photography	All	<p>Photographs may be taken at School Games and events and may be posted on the <a href="http://www.manchesterschoolpe.co.uk">www.manchesterschoolpe.co.uk</a> website or Twitter @mcrschoolspe</p>	Low	<p>Competitors where objections have been raised to photographs being taken are advised to make themselves known to the organisers via their teacher at the start of the event. The organisers will then ensure that these young people are not included in photographs.</p>
14.	Finishing of Event	Users of facility following competition	<p>Facility booked to cover duration of competition.</p> <p>Relevant individuals notified of finish time especially if the facility is used for external bookings.</p>	Low	<p>Event staff / volunteers to marshal entrance &amp; exits until competition finished and facility cleared.</p>
15.	Facility Evacuation	All	<p>To be fully aware of host facilities procedure for evacuation in advance of competition.</p>	Low	<p>All participants, spectators &amp; staff to be briefed on relevant procedures prior to competition.</p>

<b>Risk Priority:</b>	<b>High:</b>	Accident likely with possibility of serious injury or loss
	<b>Medium:</b>	Possibility of accident occurring causing minor injury or loss
	<b>Low:</b>	Accident unlikely with control measures in place

<b>Assessment Review Date:</b>	September 2023
--------------------------------	----------------

## **GOOD PRACTICE IS SAFE PRACTICE**

To remove risk entirely from any activity is both impossible and unpractical. In the case of inter school competition the challenge for all concerned is to manage the potential risks that young people may face through their participation in competitive sport.

A risk assessment is a careful examination of what could happen to pupils, colleagues or others in a particular situation and/or environment. They are a legal requirement that require the identification and implementation of precautions to minimise or prevent harm.

The role of the risk assessor is to determine whether a hazard is significant and, if so, to determine and implement the precautions necessary to eliminate or minimise the risk presented.

It is the responsibility of the identified competition organiser to ensure that the above risk assessment is fully implemented prior to the delivery of any inter-school competition.

*For all competitions where specialist equipment is required such as Athletics, Gymnastics & Trampoline the competition organiser may decide that a more detailed Risk Assessment is required from the competition organiser/host to ensure that all significant hazards are identified and the necessary precautions taken to minimise the associated risk.*

*Participating schools should also undertake their own risk assessment for travel to and from the event venue, and ensure they understand their roles and responsibilities in reducing risk at the event.*

**ACCOMPANYING NOTES: The advice set out below for specific and/or groups of sports, should be followed by the risk assessor when implementing the above risk assessment:**

<p><b><u>INVASION SPORTS:</u></b> e.g. Basketball, Football, Hockey, Netball, Rugby.</p> <p><b><u>POTENTIAL HAZARDS:</u></b></p> <ul style="list-style-type: none"> <li>• Impact Injury from contact with participants and the ball.</li> <li>• Slips, Trips &amp; Falls.</li> <li>• Impact injury from equipment &amp; unsecured goal posts.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of all Jewellery; tie back long hair.</li> <li>• Appropriate kit and footwear to be worn. E.g. football boots and shin pads; goal keeping gloves</li> <li>• Ensure specialist kit is worn where necessary i.e. Hockey Goal Keepers.</li> <li>• The playing area should safely cater for the numbers involved.</li> <li>• Pre competition health &amp; safety check of activity area for dangerous objects.</li> <li>• Goals / Posts should be firmly secured and/or weighted down.</li> <li>• Participants should not climb or swing on goal posts.</li> <li>• Participants to be made aware of dangers of misuse of equipment.</li> <li>• Netting should be well fitted fitting the frame of the goals only.</li> <li>• Opposing players should not widely disparate in age / year groups.</li> <li>• Where the competition is non contact e.g. TAG Rugby ensure all participants aware of No tackling rule.</li> <li>• Where contact is allowed e.g. tackling / scrummage ensure all participants aware of correct procedures.</li> <li>• Uphold the rules of the game; ensure these are provided to adults at the point of invitation to the competition to enable them to complete their own risk assessments</li> </ul>
<p><b><u>STRIKING &amp; FIELDING SPORTS:</u></b> e.g. Cricket, Golf, Rounders, Softball.</p> <p><b><u>POTENTIAL HAZARDS:</u></b></p> <ul style="list-style-type: none"> <li>• Impact injury from contact with participants, balls and equipment.</li> <li>• Slips, Trips &amp; Falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of all Jewellery; tie back long hair.</li> <li>• Appropriate kit and footwear to be worn.</li> <li>• All competitions to have sufficient space and area for safety of play away from other facility users.</li> <li>• Pre competition health &amp; safety check of activity area for dangerous objects.</li> <li>• Ensure safety restrictions enforced in terms of the distance of fielders from the batter.</li> <li>• Ensure appropriate equipment (bats, size &amp; hardness of balls) are correct for age group(s).</li> <li>• Participants to be made aware of dangers of misuse of equipment.</li> <li>• Ensure specialist safety equipment is worn where necessary in line with advice from the sports Governing Body e.g. Cricket Helmets, Pads, Box etc.</li> <li>• Remind all participants &amp; spectators to keep their eyes on the play at all times to avoid injury from stray balls.</li> <li>• Uphold the rules of the game; ensure these are provided to adults at the point of invitation to the competition to enable them to complete their own risk assessments</li> </ul>

<p><b><u>RACKET SPORTS:</u></b> e.g. Badminton, Squash, Tennis.</p> <p><b><u>POTENTIAL HAZARDS:</u></b></p> <ul style="list-style-type: none"> <li>• Impact injury from contact with participants, balls, shuttlecocks</li> <li>• Slips, Trips &amp; Falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of Jewellery; tie back long hair</li> <li>• Appropriate kit and footwear to be worn.</li> <li>• Appropriate sized court to be used for age group.</li> <li>• Pre competition health &amp; safety check of activity area for dangerous objects.</li> <li>• Remind players of appropriate behaviour around the net.</li> <li>• Participants to be made aware of dangers of misuse of equipment.</li> <li>• Appropriate safety measure to be taken for inexperienced players.</li> <li>• Participants encouraged to be mindful of their opponents and/or partners court position during games to avoid accidental contact.</li> <li>• Non playing participants and spectators to be kept a safe distance form the playing area(s)</li> <li>• Uphold the rules of the game; ensure these are provided to adults at the point of invitation to the competition to enable them to complete their own risk assessments</li> </ul>
<p><b><u>GYMNASTIC ACTIVITIES:</u></b> e.g. Trampoline, gymnastics, Cheer Leading, Dance</p> <p><b><u>POTENTIAL HAZARDS:</u></b></p> <ul style="list-style-type: none"> <li>• Impact injury from contact with participants</li> <li>• Slips, Trips &amp; Falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of Jewellery; tie back long hair</li> <li>• Appropriate kit and footwear to be worn e.g. trampoline shoes or bare feet</li> <li>• Appropriate sized equipment to be used for age group / skill level.</li> <li>• Appropriate skills to be attempted dependant on experience</li> <li>• Pre competition health &amp; safety check of activity area for dangerous objects and clear floor.</li> <li>• Remind participants of appropriate behaviour in the gymnasium / dance studio</li> <li>• Participants to be made aware of dangers of misuse of equipment (e.g. trampoline, apparatus)</li> <li>• Safety rules communicated and enforced (e.g. spotting)</li> <li>• All equipment to be in good condition. Damaged equipment to be removed / unused (e.g. mats)</li> <li>• Uphold the rules of the game; ensure these are provided to adults at the point of invitation to the competition to enable them to complete their own risk assessments</li> </ul>
<p><b><u>ATHLETICS ACTIVITIES:</u></b> e.g. Track &amp; Field, Quad Kids, Sportshall, Cross Country</p> <p><b><u>POTENTIAL HAZARDS:</u></b></p> <ul style="list-style-type: none"> <li>• Impact injury from contact with participants</li> <li>• Slips, Trips &amp; Falls.</li> <li>• Fatigue related</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of Jewellery; tie back long hair</li> <li>• Appropriate kit and footwear to be worn e.g. spikes, shoes with grip for Cross Country</li> <li>• Appropriate sized equipment to be used for age group / skill level.</li> <li>• Appropriate events and distances to be attempted dependant on age group and advice of ESSA and England Athletics</li> <li>• Pre competition health &amp; safety check of activity area for dangerous objects and clear tracks.</li> <li>• Remind participants of appropriate behaviour</li> <li>• Participants to be made aware of dangers of misuse of equipment esp throws</li> <li>• Safety rules communicated and enforced (crossing track, throwing sectors etc)</li> <li>• Check all equipment to be in good condition. Landing beds, sand pits, hurdles</li> <li>• Uphold the rules of athletics; ensure these are provided to adults at the point of invitation to the competition to enable them to complete their own risk assessments</li> </ul>