

# SUSSEX SCHOOL GAMES 2018



## FORMS AND TEMPLATES

WEDNESDAY 27 JUNE 2018, K2, CRAWLEY

[www.sussexschoolgames.org](http://www.sussexschoolgames.org)



Corporate partner:



# APPENDICES AND FORM TEMPLATES

## Appendix 1 Photography/Video Use Registration Form

### SUSSEX SCHOOL GAMES

Parent/Guardian and Media

ID Presented?  Yes  No

Type of ID seen: \_\_\_\_\_

Sticker No ID: \_\_\_\_\_

To be completed by the photographer / camera operator

NB: Individuals should be registered even if they are sharing a camera

Name: \_\_\_\_\_

Home address (please print): \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Contact telephone number: \_\_\_\_\_

School or organisation connected with: \_\_\_\_\_

#### AGREED PHOTOGRAPHY USAGE – please complete and sign this statement

I am taking photographs / video footage for the purpose of (please tick all that apply):

- Personal use, for close friends and family only (images not accessible to the general public)
- School use (images not accessible to the general public)
- Media use (for websites, newsletters, publicity material etc.)

I hereby agree that all details are correct on this form and will abide by the event rules on photography stated in the photography guidance document.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### MEDIA ONLY – please sign this statement

I understand that Active Sussex may contact me via the details above to request use of the images resulting from this photo / film shoot. This may include reproductions or adaptations of the images for all general purposes, and at any time, in relation to Active Sussex's work. Young people identified by a sticker should **not** be photographed.

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Appendix 2 Photography and Video Footage Guidelines

### Raising concerns

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of young and disabled sports people in vulnerable positions. Everyone should be vigilant about this possibility.

Any concerns during an event should be reported to an event official or other responsible person.

### Event rules on photography

If you wish to take photos please abide by the following;

- Complete a photography/video consent form fully and display consent sticker at all times
- If you are a professional photographer/ videographer or invited press please display your professional identification at all times
- Do not photograph young people identified by a sticker
- Be clear about what is considered appropriate in terms of behaviour and the content of the photography
- Do not put yourself or others in danger due to intrusive positioning during game play
- Do not have unsupervised access to participants or a one-to-one photo sessions during the event
- Do not conduct photo sessions outside the event or at a participant's home

Organisers and others will reasonably wish to take wide angled, more general photos of the event sites, opening and closing ceremonies, and so on. Therefore parents/carers and children should be aware that these images will be taken during, or at specific points during the event and it has been deemed unreasonable, practical or proportionate to require parental consent for non 'identifying' photographs/footage.

### Using photographs of children on websites and social networks

Photographs of children and young people on websites and social networks can pose direct or indirect risks to their subjects. For example, images accompanied by personal information – 'this is X who likes to play netball' – could be used by an individual to learn more about a child prior to 'grooming' them for abuse. Or the content of the photo could be used or adapted for inappropriate use.

Therefore any images taken at the event should be appropriately used in relation to the sport or activity, and the following steps should be taken by photographers to reduce the potential for misuse;

- Avoid using children's names (first name or surname) in photograph captions. So if the child is named avoid using his or her photograph. If the photograph is used, avoid naming the child
- Ask for children's permission to use their image. This ensures that they are aware of the way their image is being used to represent the sport
- Only use images of children in suitable dress to reduce the risk of inappropriate use. For example, photographs of children who have participated in swimming should wear a t-shirt for pictures to be taken from the waist up or should only be taken shoulder up if no t-shirt is worn
- Young people identified by a sticker should not be photographed

## Appendix 3 Accident, Incident Guidelines and Forms

### Third Party Reporting

Third Party Accident Types to be recorded (all connected to the event including event team, pupils, visitors and contractors).

Below is a list which shows the accident types that need to be reported the Accident & Incident report form.

The majority of accidents should be reported because they can help to show trends which might help to prevent more serious accidents. Even accidents that do not result in any lost time can help us to identify ways in which we can make our future events safer.

### The following list is a guide:

1. Anything causing significant injury i.e. heavy fall resulting in: cuts or bruises, requiring more than a few moments recovery time; referral to hospital; the need to contact relatives (e.g. parents in the case of a child)
2. Anything resulting in lost time (including the day of the accident)
3. Incidents involving damaged or faulty premises, plant or equipment
4. Incidents apparently arising from insufficient supervision
5. Accidents caused by a third party (e.g. road traffic accidents)
6. Any significant incident involving assault or violence
7. Even a minor fall or a 'near miss', with no significant cause and no significant injury might give a clue to, for example damaged flooring,

that might cause more accidents if it is not reported

It is extremely important that all incidents and accidents are recorded. This is the responsibility of the AWO's and the SWO's in conjunction with First Aiders or paramedics when necessary to ensure that documentation is fully completed and submitted to the Event Welfare Manager as soon as possible after the form has been completed.

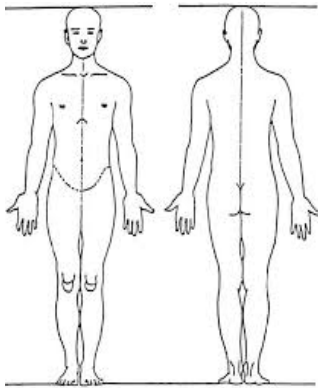
It is the responsibility of the Area Welfare Manager to inform the Event Welfare Manager of the outcomes of any hospitalisation of their participants to ensure accurate reporting.

In the case of incidents involving hospitalisation, the Event Welfare Manager will make a follow up call to enquire about the welfare of the injured person.

# APPENDICES AND FORM TEMPLATES

ACCIDENT/INCIDENT REPORT FORM (To be used for any Accidents, Injuries or Welfare Incidents)		
Area accident occurred:	Date:	Time:

Casualty Details		
Name:	Date of Birth:	Gender: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
Contact details	School / Organisation:	

Casualty Details		
Details leading up to accident/incident and Presenting Complaint:	<b>Please indicate</b> Abrasion (A) Burn (B) Contusion (C) Dislocation (D) Fracture (F) Haemorrhage (H) Laceration (L) Pain (P) Swelling (S)	
Does the casualty have an allergies?		
Are they on any medication?		
Previous medical history?		
Last eaten/drank:		

PATIENT OBSERVATIONS			
	reading 1	reading 2	<b>Please give casualties state of consciousness using AVPU</b> Alert Responds to voice <b>Treatment Given:</b>  Advised to seek further medical attention: Y <input type="checkbox"/> N <input type="checkbox"/> Head injury leaflet issued: Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
time taken			
B/P			
O2%			
HR/min			
RR/min			
Temp °C			
NEWS score			
<b>Ambulance called:</b> <b>Time of arrival:</b> <b>Who called:</b>			
Incident number:			

STAFF & WITNESSES DETAILS		
Witnesses name:	Witnesses signature:	Telephone number:
	_____	
Name of persons who gave treatment:	Signature(s):	Level:
	_____	

# APPENDICES AND FORM TEMPLATES

## EMERGENCY REPORT FORM

To be used for any welfare incidents (i.e. bullying, trip hazard, feeling unwell, child protection concern) or accidents that don't require treatment from an official first aider

NB: If an accident requires first aid staff treatment then the ACCIDENT REPORT FORM should be used

<b>Date of incident:</b>	<b>Time:</b>
<b>Location:</b>	<b>Sport/Activity</b> (if applicable):
<b>Details of individual involved in incident</b> (if applicable): Name: _____ Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth: _____ Ethnic Background: (if Discrimination Incident) Parent/carer contact telephone number (if concerning a child): _____	<b>School/Organisation individual connected to:</b>  <b>School/Organisation contact person:</b>  <b>Name:</b>  <b>Number:</b>
<b>Name of individual(s) who dealt with incident/accident:</b>	
<b>Nature of incident/accident:</b>	
<b>Details leading up to the incident/accident:</b>	
<b>Details of what has taken place as a result of the incident/accident:</b> (Please detail names and contact numbers of those who have been contacted)	
<b>Has the incident been resolved:</b> Y <input type="checkbox"/> N <input type="checkbox"/> If NO please provide details of next steps:	
<b>Details of any witnesses:</b> Name(s): _____ Contact number(s): _____ Signatures(s): _____	<b>Any witness comments:</b>
<b>Welfare team personnel:</b>  Signed: _____ Print Name: _____	

## Appendix 4 Code of Ethics and Conduct

Sport can have a powerful and positive influence on people – especially young people.

Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted. Every adult has a legal and moral responsibility to protect the young people and disabled adults in sport from abuse.

**Adopting best practice will help to safeguard young people and disabled adults from potential abuse, as well as protecting coaches and other adults in positions of responsibility from potential false allegations of abuse. We all have a duty of care towards young and vulnerable people and can help to protect them from abuse.**

As a member of the Sussex School Games team you will be a vital part of the development of individuals through improving their enjoyment and performance in sport.

This is achieved by:

- Identifying and meeting the needs of individuals
- Improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- Creating an environment in which individuals are motivated to maintain participation and improve performance

You should comply with the principles of good ethical practice listed below:

1. You must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport – regardless of age, culture, gender, disability, language, racial origin, religious belief or sexual identity
2. You must place the well-being and safety of the participants above the development of performance. You must follow all guidelines laid down by the sports governing body.
3. You must develop an appropriate working relationship with participants, based on mutual trust and respect. You must not exert undue influence to obtain personal benefit or reward
4. You must encourage and guide participants to accept responsibility for their own behaviour and performance
5. You must hold up-to-date and nationally recognised qualifications as appropriate for the level of responsibility of tasks you are allocated to undertake
6. You must ensure the activities you direct or advocate are appropriate for the age, maturity, experience and ability of the individual
7. You should, at the outset, clarify with participants (and where appropriate with their parents) exactly what is expected of them and what participants are entitled to expect from their coach/teacher
8. You should cooperate fully with other specialists (e.g. coaches, officials, child welfare professionals, doctors, and event management) in the best interests of the participant.
9. You should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
10. You must consistently display high standards of behaviour and appearance

## Appendix 5 Code of Conduct

The enjoyment and safety of our competitors, workforce and adults at the Sussex School Games is of great importance. Please help us ensure that the event is a success by following our Code of Conduct

### Competitors

- Always do your best, even if you are losing or if your opponents are stronger
- Play fairly; don't cheat, complain or waste time
- Never be rude to your teammates, opponents, referees, spectators or your manager/coach
- Always do what the referee tells you to
- Shake hands with your opponents at the end of the game/race
- Listen to your manager/coach and listen to what he/she says

### Teachers, School Staff, Coaches and Adults

- Remain outside of the field of play unless given the referees permission
- Never engage in or tolerate offensive, insulting or abusive language or behaviour
- Always respect the referees/officials decisions
- Applaud effort and good play as well as success
- Never criticise a player for making a mistake. Mistakes are part of learning
- Ensure that competition and sport rules are adhered to at all times
- Always display and promote high standards of behaviour
- Remember that you too are representing your school
- Remember that children play for FUN

Should the Code of Conduct be broken, by a child or an adult (including spectators), the Sport Lead will contact the Event Referee. The Event Referee could apply the following sanctions: an official warning, a points penalty, removal of an individual from the field of play or competition, disqualification of the school and/or a ban from subsequent competition.



## Appendix 6 The Spirit of the Games

### Area Welfare Managers are reminded that:

- The emphasis is on the enjoyment of competing fairly. Area Welfare Managers should emphasise to team members that they are representing their schools and should behave accordingly
- They are responsible for the behaviour of their team during the Games
- No competitor should be entered who is known not to be eligible and the onus is on schools to ensure that all competitors are eligible to participate in the School Games
- The emphasis is on enjoyment, competing fairly, and displaying a good standard of behaviour at all times

### Competitors should be reminded that:

- Winning at all costs is not encouraged and teams must play within the rules of the competition and the sport
- No intimidation of referees or officials will be tolerated and competitors should accept all decisions, at all times, without argument
- Foul and abusive language will not be tolerated. Offending competitors will be dealt with by the Organisers who have the power to stop the event in progress

### Adults should be reminded:

- Foul and abusive language will not be tolerated
- The Organisers will deal immediately with offensive spectators and have the power to stop the event in progress
- To actively support all teams and exemplify sporting fairness
- They should display good sporting behaviour at all times – No other standard of behaviour will be tolerated

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Sport: Overall

Venue: K2

Hazard (What could cause harm?)	Risk to (Who is affected?)	Risk (What could happen?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
First aid cover	Participants/Public / Staff	Potential injury and lack of treatment	Adequate first aid services on all sites and contactable by event staff. First-aid in venues available including identification of staff trained in first aid. Emergency numbers available.	M	
Inadequate crowd management	Participants/Public / Staff	Potential injury and disruption of event	Venue and event staff trained/briefed in case of overcrowding (Extreme weather) Arrangements in place to manage crowd and disperse in an orderly manner	L	
Staff in Regulated Activity without a DBS check	Staff/Participants	Potential risk if staff in  Regulated Activity have not had a DBS check	Schools & NGBs responsible for their related checks where applicable. No day volunteers or event staff need DBS checks	M	
Poorly trained/briefed Marshals	Participants/Public / Staff	Failure to act correctly/ effectively could lead to poor decisions/ disruption of event	Event staff are briefed and marshals are briefed – all event staff and marshals are identifiable and contactable	L	
Anti-social Behaviour	Participants/Public / Staff	Risk to individuals themselves as well as potential disruption of event	Venue staff first point of contact to deal with any issues – marshals and event staff briefed. Venue staff to call police if required	L	
Poor Communications	Staff	Loss/lack of communication could lead to misunderstanding and poor event organisation	All key event staff have radios and are trained in their use.  Mobile phones are used as a back-up- a list of key numbers is available. Key venue staff have access to radios and can be contacted \ by event staff. Emergency numbers are available at event control.	L	

# APPENDICES AND FORM TEMPLATES

Hazard (What could cause harm?)	Risk to (Who is affected?)	Risk (What could happen?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Slips, trips and falls	Participants/Public / Staff	Risk to individuals. Injury due to trailing wires/ cables and poorly – erected equipment	All equipment inspected on an on-going basis and corrective action taken Event and venue staff to check all playing surfaces prior to use and to be checked by officials during game time  Surfaces regularly inspected to ensure suitable and safe to play  Clear any hazards. Ensure suitable clothing / footwear.  Check performance area prior to any performance	M	Check all areas prior to event
Extreme Weather	Participants/Public / Staff	Risk to individuals	Conditions monitored per sport. A decision on the events taking place will be made on a sport by sport basis and communicated to teams / schools.	L	
Car parking	Participants/Public / Staff	Potential injury, damage to cars & minibuses	Car Parking to be marshalled. School own risk assessment to cover travel to and from events.	M	
Evacuation & Emergency procedures	Participants/Public / Staff	Injury & Death	Evacuation & emergency procedures in place at all venues. Staff trained and practice drills undertaken. Staff and marshals briefed.	M	
Fire / Explosion	Participants/Public / Staff	Injury & Death	Staff trained on evacuation procedures – marshals briefed on procedures. Evacuation to designated sites confirmed.	M	
Terrorism	Participants/Public / Staff	Injury & Death	Site staff trained and event staff to remain vigilant throughout. No public promotion of the event beforehand.	M	
Confirmed missing child	Participants/Public	Potential distress to lost child and parents	Welfare plan in place. Arrangements in place with lead welfare officer, venue and event managers to deal with lost child	M	
Additional onsite activities	Participants/Public	Injury	Event staff leading on additional activities. Staff to ensure that equipment is properly set-up and safe for use, and that participant numbers are appropriate at one time.	M	

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Sport: Track & Field Athletics

Venue: K2 Sportshall

Assessor: Becca Harman

Injury from Competing	Athletes while competing suffer from normal sporting injuries	Competitors	<ul style="list-style-type: none"> <li>• First Aid Cover &amp; hospital referral policy</li> </ul>	L	No further action required.
Injury due to Weather conditions	Injuries due to wet conditions Heat exhaustion	Competitors and Officials	<ul style="list-style-type: none"> <li>• Wear suitable clothing</li> <li>• Water available</li> <li>• Shade available in stand</li> </ul>	L	If wet the field referee will decide if throwing needs to change to standing throws only
Throwing implements	A Shot Putt or Vortex/Javelin hitting someone	Competitors & Officials	<ul style="list-style-type: none"> <li>• Only competitors and officials allowed inside the Track NO spectators allowed inside the Track perimeter</li> <li>• Officials operate strict rules on throwing as per rules of competition</li> </ul>	M	Announcer to remind spectators regularly to stay outside perimeter railings
Competitors walking across track to events	Someone could walk in front of runners	Runner	<ul style="list-style-type: none"> <li>• Competitors called to field events when there is a break in track running</li> <li>• Team mangers to keep team together and only send people to events when track is clear</li> </ul>	L	Announcer to remind spectators regularly to stay outside perimeter railings

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Sussex School Games: Street 20 Cricket

Venue: Broadfield 3G

Assessor: Barry Meaney

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Inexperienced Staff / Volunteers and Stewards	Chain of command between Staff, Venue and volunteers not clear	Vols / Staff	<ul style="list-style-type: none"> <li>Staff &amp; volunteer information sent out in advance and briefing on day</li> <li>Operational Manual Distributed in advance</li> </ul>	L	No further action required.
Safety in Car Parks and Arrivals / Drop Off	<p>Pedestrians hit by moving vehicles. Car accidents.</p> <p>Unmarked car park</p>	Officials, Participants & Staff	<ul style="list-style-type: none"> <li>Site regularly operates events and deals with car parking issues.</li> <li>Clearly marked entrances and exits. staff (with Hi-Vis jackets) on duty to direct coaches and cars</li> <li>Children under supervision of responsible adult.</li> <li>Parking restrictions for area directly around sports cage.</li> <li>All teams to arrive and depart using designated route</li> </ul>	M	Car Parking Plan Developed and to be implemented. Signage to be placed in car park areas advising drivers of the extra children and to take care. Signage in place to direct participants from Drop Off / parking areas.
Injury from Competing / or during the event. Specific to Cricket & use of outdoor facility.	Participants are competing in sports events. Normal sporting injuries could occur.	Child	<ul style="list-style-type: none"> <li>First Aid cover is at all events.</li> <li>Hospital transfer policy as part of Event Welfare Plan.</li> <li>All players to wear appropriate clothing and footwear</li> <li>All players to be informed of procedures for the tournament including potential hazards at pre event briefing</li> <li>Designated areas identified for spectators –both players not involved in matches and casual spectators</li> <li>Teams to have own risk assessments in place for schools travelling to outside events.</li> <li>Spectator area clearly marked and away from playing area.</li> </ul>	M	Relevant Information sent to schools
Obstructions, wet surface. Wet/windy conditions.	Slips, trips and falls.	Participants and staff	<ul style="list-style-type: none"> <li>Report all incidents to venue staff.</li> <li>Weather situation monitored and appropriate action taken if inclement.</li> </ul>	M	No further action required
First aid personnel	Injured person does not receive assistance from a qualified person.	Injured person	<ul style="list-style-type: none"> <li>All teams and event volunteers to have knowledge of nearest First Aid Point</li> </ul>	M	First Aider to be stationed at Broadfield 3G
Photography	Unauthorised/unwanted images of children being used inappropriately	Child	<ul style="list-style-type: none"> <li>All participants will have had written permission from parent/carer via the school they come with.</li> <li>Camera registration to take place at all venues.</li> <li>Photography Wristband Policy implemented. (for more information see welfare policy)</li> </ul>	M	No further action required.

# APPENDICES AND FORM TEMPLATES

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Confusion with who's doing what	Child safety issues	Child participants, Volunteers	<ul style="list-style-type: none"> <li>• Training of all officials in sports specific roles as to their responsibilities during SGO Area volunteer training.</li> <li>• Establish a chain of command; all staff made aware of chain of command via instructions at Briefing conducted by Site mgr.</li> <li>• Accidents to reported up the chain and records kept</li> <li>• Welfare Officers and trained staff will be available throughout the event.</li> <li>• Welfare Manager for the competition is Barry Meaney</li> </ul>	L	No further action required.

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## RISK ASSESSMENT FORM

Tri-Golf

Venue: Astro-turf

Assessor: Liz Price

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Injury from Competing / or during the event.	Participants are competing in sports events. Normal sporting injuries could occur. Injury from golf club, ball or fall.	Child	<ul style="list-style-type: none"> <li>• First Aid cover is at all events.</li> <li>• Hospital transfer policy as part of Event Welfare Plan</li> <li>• All equipment used is suitable for the children's ages (Primary -Tri-golf).</li> <li>• Games organised/ set up as follows to reduce risk of injury:</li> <li>• Safety areas placed 3m (3 club lengths) behind children's hitting area. Only one club is used per teeing area. Maximum two tees per game. Children should not run with clubs. No real golf balls used. Tri-golf balls are soft foam and clubs are plastic.</li> <li>• All equipment stored away from children waiting to play in safety area.</li> <li>• A "STOP" command is shouted and made clear in safety talk at start of activity in case anyone moves out the of the safety area whilst not taking part. Children will only hit when leader says so. Check all behind safety area.</li> <li>• Children not playing to be behind red safety cones at all times. All children hit golf balls under controlled conditions into the same target area and in same direction. No one should be in danger of being hit with ball.</li> <li>• All golf clubs checked before start of play for any breakages.</li> </ul>	L	No further action required.
Weather Conditions	Injuries from, slips, trips and falls on wet surfaces. Suffer from heat exhaustion. Cancellation of Outdoor Events	All	<ul style="list-style-type: none"> <li>• Wear correct clothing</li> <li>• Water available</li> <li>• Children under supervision, directed not to run</li> <li>• Policy on Postponement and cancellation of outdoor events if adverse weather.</li> <li>• Welfare plan highlights shade requirements.</li> <li>• Briefing of staff and team managers.</li> </ul>	L	No further action required.
Obstructions, wet ground etc	Slips, trips and fall	Participants and staff	<ul style="list-style-type: none"> <li>• Report all incidents to venue staff.</li> <li>• During set up all areas and surfaces to be checked for any damage and to ensure they are not slippery and free from obstructions.</li> <li>• Playing surface to be checked to highlight uneven areas</li> </ul>	L	No further action required
First aid personnel	Injured person does not receive assistance from a qualified person.	Injured person	<ul style="list-style-type: none"> <li>• In addition, the Sussex School Games will bring in qualified, professional cover that will be easily seen and positioned at sports.</li> </ul>	L	No further action required

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## RISK ASSESSMENT FORM

Super Sixes Golf

Venue: Cottesmore Golf Club

Assessor: Liz Price/Andy Wright

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Injury from Competing / or during the event.	Participants are competing in sports events. Normal sporting injuries could occur. Injury from golf club, ball or fall.	Child	<ul style="list-style-type: none"> <li>• First Aid cover is at all events</li> <li>• Hospital transfer policy as part of Event Welfare Plan</li> <li>• Briefing of staff and team managers</li> <li>• Clear instructions to participants on safety rules</li> <li>• All equipment used is suitable for age and ability, Secondary I Golf Xtreme</li> <li>• All golf clubs checked before start of play for any breakages.</li> <li>• All participants must be a minimum of 3 metres or 3 club lengths away from the person playing a shot. (Red cones are used to mark this clearly and each hole is supported by a leader or adult to ensure safety and fair play).</li> <li>• After the tee shot, the next shot is always the one furthest away from the target, and all players must wait the correct distance behind the person playing this shot.</li> </ul>	L	No further action required.
Weather Conditions	Injuries from, slips, trips and falls on wet surfaces. Suffer from heat exhaustion. Cancellation of Outdoor Events	All	<ul style="list-style-type: none"> <li>• Wear correct clothing</li> <li>• Water available</li> <li>• Participants directed not to run</li> <li>• Policy on Postponement and cancellation of outdoor events if adverse weather</li> <li>• Welfare plan highlights shade requirements</li> <li>• Briefing of staff and team managers</li> <li>• Access to club house</li> </ul>	L	No further action required.
Obstructions, wet ground etc	Slips, trips and fall	Participants and staff	<ul style="list-style-type: none"> <li>• Report all incidents to venue staff</li> <li>• During set up, all areas and surfaces to be checked for any damages and to ensure they are not slippery and free from obstruction</li> <li>• Playing surfaces to be checked to highlight uneven areas</li> </ul>	L	No further action required
Spectators	Injured person does not receive assistance from a qualified person.	Injured person	<ul style="list-style-type: none"> <li>• In addition, the Sussex School Games will bring in qualified, professional cover that will be easily seen and positioned at sports.</li> </ul>	L	No further action required
First aid personnel	Injured person does not receive assistance from a qualified person	Injured person	<ul style="list-style-type: none"> <li>• In addition, the Sussex School Games will bring in qualified professional cover that will be easily seen and positioned at sports.</li> </ul>	L	No further action required



# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Key Steps Gymnastic Competition

Venue: Hawth Gym at K2

Assessor: Emma Greenough

Hazard (What could cause harm?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Accompanying Staff, Officials & Volunteers	All	<ul style="list-style-type: none"> <li>Greeted by Competition Organiser &amp; debriefed on all matters of competition including Health &amp; Safety precautions, event format &amp; rules.</li> </ul>	L	Pre event communication / training.
Spectators	All	<ul style="list-style-type: none"> <li>No spectators are allowed into the competition area</li> <li>All teams will have 1/2 members of staff.</li> </ul>	L	No additional action required
Participants	All	<ul style="list-style-type: none"> <li>Under supervision and behaviour management of accompanying staff. Instructed in Code of Conduct.</li> </ul>	L	No additional action required
Participants		<ul style="list-style-type: none"> <li>To remove all jewellery.</li> <li>To be reminded of all safety precautions in individual sports</li> <li>To ensure they are wearing appropriate clothing &amp; footwear</li> <li>To be briefed via accompanying staff on acceptable conduct at the competition.</li> </ul>	L	Accompanying staff to: <ul style="list-style-type: none"> <li>Monitor wearing &amp; removal of jewellery.</li> <li>Relay safety instructions to participants.</li> <li>Relay Rules of competition to participants.</li> <li>Relay expectations in terms of sportsmanship &amp; general behaviour</li> </ul>
Injury to Participants through non compliance	All	<ul style="list-style-type: none"> <li>Schools attending competition to have taught their pupils the fundamental gymnastic skills prior to participating in the Key Steps Competition</li> <li>Briefing with accompanying staff on all aspects of competition game play.</li> </ul>	L	Pre competition communication with schools to agree competition format and provide rules in advance.
Activity Area - Hawth Gym club area	Participants / Officials	<ul style="list-style-type: none"> <li>Formal H&amp;S check prior to competition commencing and ongoing checks throughout the event</li> <li>Ensure the activity area / facility is suitable in size to host the competition in a safe manner.</li> </ul>	L	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.
Equipment	Participants / Officials	<ul style="list-style-type: none"> <li>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.</li> </ul>	L	Ensure all participants understand the correct usage of all equipment and to report any faults & damages ASAP during competition.
Supervision of Volunteers	All	<ul style="list-style-type: none"> <li>Volunteers to be trained on their roles prior to the start of competition.</li> </ul>	L	To be monitored / supervised by the Competition Organiser throughout the competition.

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Key Steps Gymnastic Competition

Venue: Hawth Gym at K2

Assessor: Emma Greenough

Hazard (What could cause harm?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Hazards presented by specific sports	Participants	<ul style="list-style-type: none"> <li>All participants to be aware of &amp; conform to relevant safety precautions pertinent to individual sports</li> </ul>	M	Competition Organiser to ensure familiarity with accompanying notes in relation to managing risks in specific sports.
Accident or Injury	All	<ul style="list-style-type: none"> <li>Qualified First Aider present with easy access to fully stocked first aid kit.</li> <li>First Aid Point &amp; First Aider to be easily identifiable.</li> <li>Accident / Incident Reporting forms to be available</li> </ul>	M	<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>
Anti Social Behaviour	All	<ul style="list-style-type: none"> <li>Code of Conducts provided and referred to</li> <li>Adherence by ALL to the published code of conducts.</li> </ul>	L	<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>
Photography	All	<ul style="list-style-type: none"> <li>Only event staff allowed to take photographs or those who have signed permission form</li> </ul>	L	<p>All staff and spectators to be registered and informed of photography policy.</p> <p>To be monitored by all event staff and 'Unofficial' photographers challenged by Competition Organiser.</p>
Finishing of Event	Users of facility following competition	<ul style="list-style-type: none"> <li>Facility booked to cover duration of competition.</li> <li>Relevant individuals notified of finish time especially if the facility is used for external bookings.</li> </ul>	L	Event staff / volunteers to marshal entrance & exits until competition finished and facility cleared.
Facility Evacuation	All	<ul style="list-style-type: none"> <li>To be fully aware of host facilities procedure for evacuation in advance of competition.</li> </ul>	L	All participants, spectators & staff to be briefed on relevant procedures prior to competition.

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Netball

Venue: K2 Leisure Centre, Outdoor Courts – Crawley

Assessor: Dan Jenner

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Injury from competition	Sprains/strains, bruising, cuts, grazing, concussion from tripping	Participants	<ul style="list-style-type: none"> <li>Injuries resulting through the nature of a contested sport are to be expected.</li> <li>To control the risk of injury in these circumstances, competition will follow IFNA rules with regards to safety on and off court and playing of the game. In particular: IFNA Rule 1.4 (Players) Shall wear suitable footwear. Spiked soles may not be worn No item of jewellery, except wedding band or medical alert bracelet shall be worn. If either are worn, each shall be taped No adornment that may endanger player safety shall be worn Fingernails shall be short and smooth</li> <li>All teams to have designated first aider present. Further first aid provision from qualified first aid team organised by SSG organisers. First aiders will be located within sight of netball playing area and will be available throughout the day.</li> <li>Hospital transfer policy included as part of event welfare plan – in line with Venue's own policy.</li> </ul>	M	No further action required
Playing Area: Netball posts – base stand, damaged posts	Sprains/strains, bruising, cuts, grazing, concussion from tripping	All attending	<p>Venue staff to ensure netball posts are in good condition before use</p> <p>SGO/NGB rep to check post condition before activity.</p> <p>SGO/NGB rep to make attendees aware of trip hazard from post base (if not inserted into ground)</p>	M	No further action required
Playing area: Bags/equipment around court edges	Sprains/strains, bruising, cuts, grazing, concussion from tripping	All attending	<ul style="list-style-type: none"> <li>Team Managers to ensure all equipment/bags are kept outside of playing area. Where this is not possible they must be kept away from side lines and as far back from the baseline as possible and at the minimum 2metres away from the baseline.</li> </ul>	M	No further action required
Playing area: Obstructions: scoring table & PA systems	Sprains/strains, bruising, cuts, grazing, concussion from tripping	All attending	<ul style="list-style-type: none"> <li>Event staff to ensure all equipment (table, chairs, PA system etc.) kept away from playing area where possible. If not possible, equipment should be kept away from side and base lines and outside of court run off distances at all times.</li> </ul>	L	No further action required

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Netball

Venue: K2 Leisure Centre, Outdoor Courts – Crawley

Assessor: Dan Jenner

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Playing area: Floor surface -slips/trips including whilst in motion(playing)	Twisted/sprained ankles, bruising, grazing, concussion	All attending	<ul style="list-style-type: none"> <li>SGO/NGB rep to ensure playing area is free from clutter, equipment and/or rubbish before use. Contact venue staff if any issues.</li> <li>SGO/NGB rep to check facility for additional hazards and notify attendees if these cannot be removed.</li> <li>Any spillages should be cleared to prevent slips/trips. All attendees to be wearing correct footwear</li> </ul>	M	No further action required
Playing area: Division nets	Injury resulting from trips	All attending	<ul style="list-style-type: none"> <li>SGO/NGB rep to check net in initial venue check, and ensure net is secured correctly.</li> </ul>	L	No further action required
Playing: Struck with netball (playing/ spectating) Struck with netball (fingers)	Bruising, concussion  Sprains, bruising, fractured fingers	All attending	<ul style="list-style-type: none"> <li>If applicable, court division nets to be used correctly.</li> <li>SGO/NGB lead to ensure enough space for activity</li> <li>Where possible, spectators should not enter the playing area, and remain outside whilst spectating. Only Team Managers and team first aiders should be allowed into the playing area with teams.</li> <li>Coaches to ensure all attending participate correctly, including pass and receiving correctly to prevent injury.</li> </ul>	M	No further action required
Playing: Collision (with walls, posts, spectators)	Cuts, bruises, grazes, concussion	All attending	<ul style="list-style-type: none"> <li>Sufficient run off surrounding court</li> <li>Team managers to ensure all bags and equipment are kept back and away from court</li> <li>SGO/NGB rep to make all attending aware of run off area, and highlight any risk.</li> <li>Only umpires to be allowed to stand between courts – all players and team officials must be at the ends of the court (and away from the baseline). Spectators must be outside of the playing area.</li> <li>Where possible, appropriate protective padding used for netball posts.</li> </ul>	M	No further action required

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Netball

Venue: K2 Leisure Centre, Outdoor Courts – Crawley

Assessor: Dan Jenner

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Outdoor Areas: Community access –potential for broken glass, used needles etc.	Cuts/exposure to infection	All attending	<ul style="list-style-type: none"> <li>Venue staff to have complete check of facility before event SGO/NGB rep to complete venue checklist on morning of event and report any concerns to venue staff.</li> </ul>	L	No further action required
Weather Conditions wet weather extreme heat	Slips/trips on wet surfaces, Heat exhaustion	All attending	<ul style="list-style-type: none"> <li>SGO/NGB rep to check suitability of venue use in wet weather conditions prior to event.</li> <li>Will make attendees aware of potential hazards.</li> <li>SGO/NGB lead to ensure water available for event staff.</li> <li>In pre-event information all team managers reminded to ensure participants bring water bottles for use through out the event</li> </ul> <p>Additional policies: Postponement and cancellation of outdoor events in adverse weather</p> <p>Welfare plan to highlight shade requirements</p>	M	No further action required
Welfare  Photography Policy	Bullying / Intimidation  Access to individuals not involved in the event due to community use	All attending	<ul style="list-style-type: none"> <li>One member of event staff (NGB rep) to act as Welfare Lead for event</li> <li>All event staff vigilant and to report any concerns to Welfare Lead.</li> <li>All spectators to remain outside of playing areas</li> <li>If balls leave playing area, they will be collected by responsible adult.</li> <li>Gates onto playing area should be shut, where possible, once games have commenced.</li> <li>All attendees wishing to take photos must register at the event tables</li> </ul>	M	No further action required
Fire	Burns, fatalities	All attending	<ul style="list-style-type: none"> <li>All attending to follow facility fire evacuation procedure</li> <li>SGO/NGB rep to make themselves familiar with evacuation procedure and relay this information to attendees during event briefing.</li> </ul>	M	No further action required
Medical Conditions	Any attending with identified condition	All attending	<ul style="list-style-type: none"> <li>Team managers to be aware of any conditions/injuries which may affect participation of children within their teams.</li> <li>Incident report to be completed in event of any occurrence requiring first aid treatment etc.</li> </ul>	M	No further action required

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Stoolball

Venue: Thomas Bennett Playing Field

Assessor: Rachel Virgo

Hazard (What could cause harm?)	Risk	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Playing Surface	Injury to players	Players Officials	<ul style="list-style-type: none"> <li>Safety check prior to the competition</li> <li>Ensure playing is surface is clear and flat</li> </ul>	L	No further action required
Stool ball bases(unstable or players running colliding with)	Injury to players	Players Officials	<ul style="list-style-type: none"> <li>Ensure wooden squares are secured firmly to the metal bases</li> <li>Officiate game ensuring players run effectively between bases</li> </ul>	M	First aider on stand by and aware of procedures
Ensure there is no contact between players colliding when running from base to	Injury to players	Players Officials	<ul style="list-style-type: none"> <li>Check that pitch is marked out correctly</li> <li>Check that the playing surface is clear and flat</li> <li>Matches refereed by qualified officials/ coaches</li> </ul>	M	First aider on standby and event organiser aware of emergency procedures
Non participating teams	Players could enter the field of play, or leave designated playing areas (balls could enter the field of play)	Players	<ul style="list-style-type: none"> <li>Teachers to be in charge of their team when they are not playing</li> <li>Main facilities clearly sign posted incase players leave stool ball area.</li> <li>Allocate certain areas for each team to sit / warm up</li> </ul>	L	No further action required
Supervision before, between and after the competitions	Players	Players	<ul style="list-style-type: none"> <li>Teachers to be in charge of their team when they are not playing</li> <li>Toilets and refreshment areas to be clearly marked, with appropriate supervision</li> <li>Staff to be given clear instructions</li> </ul>	L	No further action required
Injuries from equipment	Players could get struck by the ball during a game	Players	<ul style="list-style-type: none"> <li>Ensure complete control in game</li> <li>Encourage fielders to focus during game</li> <li>Make sure all equipment is in working order (Correct grip on bats)</li> </ul>	L	No further action required
Weather conditions	Players could slip or fall over if weather poor weather conditions Players could be effected by heat	Players	<ul style="list-style-type: none"> <li>Ensure correct footwear is worn</li> <li>Make sure fluids and water available for participants</li> </ul>	L	No further action required

# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Sportshall Parallel

Venue: Sports Hall

Assessor: Mike Hart

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
The Activity clear instructions and expectations for all taking part.	Injury from playing sport/games e.g. sprained ankle, broken bones.	Participants & Staff	<ul style="list-style-type: none"> <li>SGO / NGB Lead will provide the briefings to all staff, volunteers and participants at the beginning of the event.</li> <li>All competitions will be run at a level suitable to the ability of the participants</li> <li>Procedures in place for the reporting and management of incidents / accidents and are made clear to staff and volunteers at the start of the session.</li> </ul>	L	No further action required
Participants Medical conditions Different abilities Challenging behaviour Appropriate attire for the activity.	Injury from playing sport/games e.g. sprained ankle, broken bones  Injury from other individual	Participants Staff Volunteers	<ul style="list-style-type: none"> <li>SGO / NGB Lead will assess the ability levels and adapt the content of the activity accordingly.</li> <li>Health and medical details are the responsibility of the schools which is made clear when they enter the competition.</li> <li>Challenging behaviour will be isolated, preferably by a teacher from the school the child is from. Individual taken away from the situation and calm down – before being permitted to join back in.</li> <li>Participants asked to wear suitable attire for activity. Sharp objects such as jewellery to be removed prior to participation</li> </ul>	L	No further action required
Equipment Activity equipment e.g. speed bounce, turning boards etc.. Personal belongings.	Injury from playing sport/games e.g. sprained ankle, broken bones, cuts etc....	Participants Staff Volunteers	<ul style="list-style-type: none"> <li>Equipment used is appropriate for age &amp; size of participants and for the activity being delivered</li> <li>Checking the equipment before use making sure it is put up properly and dismantled correctly. Ensure that it is in full working order</li> <li>PAT testing – Ensure all electrical equipment is fully PAT tested and in full working order</li> <li>Personal belongings to be stored safely away from the activity area.</li> <li>Advise participants, staff, volunteers and sports leaders to take care using equipment..</li> </ul>	M	Continued assessment throughout the event by the lead SGO and NGB
Designated activity area Wet surfaces, uneven surfaces, hazards, trips and falls, equipment.	Injury from playing sport/games e.g. sprained ankle, broken bones, cuts etc....	Participants Staff Volunteers	<ul style="list-style-type: none"> <li>Check the area before the event removing hazards where possible.</li> <li>Notify venue management if there are any problems with the venue.</li> <li>Alert participants/spectators to any potential hazards in order to avoid injury, trips and falls.</li> <li>All spectators will be reminded to keep their distance from the activity areas.</li> <li>Make sure activities are set up making the correct use of the indoor space.</li> </ul>	M	Continued assessment throughout by lead SGO and NGB
First Aid / Toilets / General H&S			<ul style="list-style-type: none"> <li>Lead SGO / NGB organiser to give information on location of toilets &amp; changing rooms and first aid arrangements at the activity.</li> </ul>	L	SGO/NGB lead briefed on the event first aid, fire and lost child procedures



# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Quicksticks Hockey

Venue: K2 Artificial Pitch

Assessor: Sean O'Connor

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Injury from Competing / or during the event.	Participants are competing in sports events. Normal sporting injuries could occur. Injury from ball, stick or falling on astro.	Child	<ul style="list-style-type: none"> <li>Advise correct protective equipment worn, and advise on safe play/etiquette: shin pads and mouth guards recommended</li> <li>First Aid cover is at all events.</li> <li>Hospital transfer policy as part of Event Welfare Plan</li> <li>Quicksticks balls used- Large for visual but light- minimising injury from impact</li> <li>Sports leaders consistently on pitches ready to report any injuries</li> </ul>	L	No further action required
Weather Conditions	Injuries from, slips, trips and falls on wet astro surface. Suffer from heat exhaustion. Cancellation of Outdoor Events	All	<ul style="list-style-type: none"> <li>Wear correct clothing</li> <li>Water available</li> <li>Children under supervision from teacher (who knows the child)</li> <li>Directed not to run</li> <li>Policy on Postponement and cancellation of outdoor events if adverse weather.</li> </ul>	L	No further action required
Obstructions	Slips, trips and falls or knocked against equipment: astro will have portable goals	Participants and staff	<ul style="list-style-type: none"> <li>Ensure that all portable goals are safely secure</li> <li>Report all incidents to venue staff.</li> <li>Ensure all obstructions not being used are stored safely to the side of the playing area</li> </ul>	L	No further action required
First aid personnel	Injured person does not receive assistance from a qualified person.	Injured person	<ul style="list-style-type: none"> <li>In addition, the Sussex School Games will bring in qualified, professional cover that will be easily seen and positioned at central points.</li> <li>Use of radios can also ensure quick and effective treatment if necessary</li> </ul>	L	No further action required
Welfare	Photographs taken of children- by strangers	Child	<ul style="list-style-type: none"> <li>All photographers must have signed consent. Anyone taken photographs without consent will be challenged</li> </ul>	L	No further action required
Outdoor circulation areas.	Assault, physical abuse, sharp objects, broken glass, used condoms.	All participants & staff	<ul style="list-style-type: none"> <li>Event Staff do regular visual checks of facilities and report hazards to venue management</li> <li>Written procedures for reporting emphasise that the system applies to outdoor area</li> </ul>	L	No further action required



# APPENDICES AND FORM TEMPLATES

## RISK ASSESSMENT FORM

Football

Venue: TBCC Playing Field

Assessor: Jade Harker

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Unsafe playing surface	Injury to players	Players, Officials	<ul style="list-style-type: none"> <li>Safety check prior to the competition</li> </ul>	L	No further action required
Goalposts (unstable or players running colliding with)	Injury to players	Players, Officials	<ul style="list-style-type: none"> <li>Ensure goals posts are secured firmly into ground and nets secured.</li> </ul>	M	First aider on standby and event organiser aware of emergency procedures
Contact between players and by ball during the game	Injury to players	Players, Officials	<ul style="list-style-type: none"> <li>Check players kit is appropriate.</li> <li>Matches refereed by qualified officials/coaches</li> </ul>	M	First aider on standby and event organiser aware of emergency procedures
Teams not playing in current match	Players wander off or get lost. Potential for unknown adults to mix with players.	Players	<ul style="list-style-type: none"> <li>Teachers to be in charge of their team when they are not playing</li> <li>Toilets and refreshment areas to be clearly marked, with appropriate supervision</li> </ul>	L	No further action required
Supervision before, between and after the competitions	Players wander off or get lost. Potential for unknown adults to mix with players	Players	<ul style="list-style-type: none"> <li>Teachers to be in charge of their team when they are not playing</li> <li>Toilets and refreshment areas to be clearly marked, with appropriate supervision</li> </ul>	L	No further action required

## RISK ASSESSMENT FORM

Parkour

Venue: Squash Courts

Assessor: Dave Downey

Hazard (What could cause harm?)	Risk (What could happen?)	Risk to (Who is affected?)	Existing Controls (What is done to minimise the risk?)	Risk Rating H – High M – Medium L – Low	Further Action Required
Set up & breakdown of equipment	Lifting, handling injuries including muscular/skeletal, crushing, impact, falling	Staff, volunteers & participants	<ul style="list-style-type: none"> <li>Coach fully trained, aware of proper use of equipment and safe layout</li> </ul>	M	<p>Coach to ensure assistance is given with set up and pack away of equipment. Coach to demonstrate safe routes and use of equipment before use.</p> <p>Coach to inspect equipment before use</p> <p>Coach to ensure that layout of equipment is not too close to squash court walls, and has a logical and safe route to avoid collisions.</p>
Activity	Participant injuries	Participants	<ul style="list-style-type: none"> <li>DBS checked, currently qualified coaches. First aid qualified coach aware of reporting and recording procedures.</li> <li>Coach to run through and demonstrate correct technique before participants use each piece of equipment.</li> <li>Clear and swept squash court and check for any potential hazards.</li> <li>Coach to ensure that every participant has no existing injuries or medical conditions that might be a barrier to participation</li> </ul>	M	<p>Participants instructed on proper use, will be checked and tested that properly connected before use. Will only be used under supervision, with no "horseplay" allowed.</p> <p>Coach to ensure equipment is as central as possible within the squash court, so not too close to walls.</p>

