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| Year Group | Year 5/6 | Activity / Sport | Table Tennis | | |
| Location | Linslade School | | | | |
| Event Date | Tuesday 2nd October 2024 | | | | |
| Reviewed | By whom | Stewart Seymour | | Date    Review Date | September 2024  August 2025 |

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| Risk of Injury | **(LR) Low Risk** – No real medical attention required such as slight graze  **(LMR) Medium Low Risk** – Need for some assistance, athlete able to continue but may need something such as ice pack for relief  **(MR) Medium Risk** – When an athlete requires more than ice treatment such as first aid equipment required for any cuts and bruises and if in a centre trained site site called  **(HR) High Risk** – Need for external first aid such as ambulance services |

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| Note to schools | Whilst the LLSSP aim to ensure that facilities and activities are safe and appropriate to ensure that all athletes leave the competition / event / day safely it is the **RESPONSIBILITY OF THE SCHOOL** to ensure that all children remain in their care and practice safely whilst in attendance.  A school responsibility will include the following which isn’t an exhaustive list; - toilet runs, safe practice when non participating, signing in and out, photo and medical consent, administering first aid to students, appropriate clothing and safety equipment such as shin guards. | | |
| **Generic Risk Assessment for Leighton Linslade School Games Events, Competitions and Festivals** | | |
| **What Hazards are present or may be generated?** | | **What precautions (existing controls) are already in place to either eliminate or reduce the risk of an accident happening?** |
| * Transport * Passengers * Equipment | | * For Schools organising their own transport to events using their school transport protocol * For Schools receiving LLSSP organised transport, we use recognised local companies that have seat belts fitted   + It is the school’s responsibility to request transportation risk assessments, as appropriate. * Determine appropriate meeting point or drop off and pick up points * Equipment stored and used safely and is age appropriate |
| * Unfamiliar Situations & Surroundings | | * Most venues are known to organisers and are regarded as safe (school or local authority leisure provider facilities or local sports club) * If an unfamiliar site, participants will be met/directed to the area of activity (if not clearly signposted) * Playing surface/area and equipment checked for any objects/dangers * Teacher/member of staff made aware of evacuation procedures at briefing |
| * Adverse Weather Conditions | | * Events will be cancelled by Leighton Linslade School Sports Partnership (LLSSP) if the weather is deemed to be unsuitable for an activity * The venue & LLSSP will check the playing surface and make the decision about cancellation * School staff should ensure their pupils are suitably prepared with warm clothing/sun cream * Limited shelter/shade may 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 |
| * Participants & Supervision | | * Schools give pupils instructions about the activity prior to arrival. * Participants are checked for suitable clothing/footwear and removal of jewellery by accompanying teacher/member of school staff. * Schools will provide adequate ratio of pupils : adults referring to their school policy for external trips/visits * Teacher/member of staff will do head count on arrival, throughout & on departure * 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 * Supervision to toilets by own school staff |
| * Unacceptable Behaviour   (From participants or spectators) | | * Any unacceptable behaviour should be reported to LLSSP staff at the event so that it can be dealt with immediately * LLSSP Staff/organiser informs and discusses unacceptable behaviour with staff from the relevant school * LLSSP 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 * 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 |
| * Spectators | | * Schools will be advised in advance of the event as to whether external spectators are allowed to attend and any time / area restrictions that may be necessary for Health and Safety and Safeguarding * Spectators must follow the LLSSP School Games Code of Conduct |
| * Pupils with SEND/medical concerns | | * Teachers/school staff to ensure relevant consent/medical conditions are known * Schools to provide adequate ratio of pupils : adults |
| * Injuries | | * Events are delivered by fully trained/qualified/competent staff * Sports Leaders are briefed prior to the event * Teachers are made aware of any additional safety requirements e.g. gum shields for hockey, shin pads for hockey & football - Any safety concerns should be raised with the organiser immediately * First Aid kit & provision available from LLSP Staff - Schools have obtained relevant consent forms and are aware of the medical needs of all of their pupils, Schools are responsible for administering their own first aid. * Accidents should be reported to LLSSP Staff immediately and recorded on an accident form as well as reporting it using their school procedure * A mobile phone is available for emergencies at all venues |
| * Child Protection | | * All LLSSP staff are DBS checked and receive annual Child Protection training * Staff accompanying school teams are identified by the schools and have undergone relevant DBS checks / procedures deemed appropriate by the school. * Teachers are asked at registration to inform LLSSP staff of any child who cannot be photographed – Any child identified as not being able to photographed will be given a wrist band to wear, it’s the school’s responsibility to ensure that child wears it during the whole event. * Photographs will not be taken of any child from that school, by LLSSP Staff, without first speaking with the accompanying Teacher to identify those children not to be photographed. * Teachers are asked to only take photographs of their children. * Parents/spectators are asked to check with their children’s Teacher before taking photographs and to only photograph their children. They must register with the LLSSP organiser and sign the LLSSP photo consent forms and wear the appropriate sticker to say they have registered. * Any suspicious behaviour by adults spectating events to be reported to SASP staff immediately - School declaration |

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| Specific Risk Assessment to the event / Activity |
| **Additional Notes**  The event and controls measures for activities will be run in conjunction with the National Governing Body Rules.  Sports Leaders from local Middle / Upper schools will be assisting and delivering aspects of the event- Training has been organised and delivered by LLSSP Staff  The Venue is open park land with public access, A designated area for schools will be set up and no external individuals (non-School or LLSSP Staff) will be allowed into the designated area.  School staff are responsible for monitoring and controlling their young people outside of the designated school area.  A site inspection will be conducted the day before and on the day of the event to ensure the course route is safe and appropriate, the course may be altered if areas deemed to high a risk. |

**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:**

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| **RACKET SPORTS:**  e.g. Badminton, Squash, Tennis, Table Tennis  **POTENTIAL HAZARDS:**   * Impact injury from contact with participants, balls, shuttlecocks   Slips, Trips & Falls. | * Removal of jewellery; tie back long hair * Appropriate kit and footwear to be worn. * Appropriate sized court to be used for age group. * Pre competition health & safety check of activity area for dangerous objects. * Remind players of appropriate behaviour around the net. * Participants to be made aware of dangers of misuse of equipment. * Appropriate safety measure to be taken for inexperienced players. * Participants encouraged to be mindful of their opponents and/or partners court position during games to avoid accidental contact. * Non playing participants and spectators to be kept a safe distance form the playing area(s) * 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 |