**Panathlon Competition Risk Assessment** 

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| Venue | Sir Harry Smith Whittlesey | Event Manager | Mark Bullock |
| Event | Primary Panathlon | Assistant Manager |  |
| Date | Friday 28th January 2022 | Time of event | 10.15 am - 14.45 pm |

### RESPONSIBILITIES

**To ensure that inspections and assessments are carried out before each event**  
The event manager and assistant will undertake the risk assessment. This will be in consultation with the officials running the specific sport.

**Ensure that action is taken to safeguard children, officials and work colleagues**  
All Panathlon personnel will be instructed before the event takes place under guidance of the event manager or assistant event manager.

**Pass on health and safety information to appropriate people**  
**Act upon information received, by logging incidents**

**Controlling risks on event days as conditions change**  
Should any problems be identified - the event managers in consultation with officials and teachers would decide upon a safe outcome. This will involve either changing equipment, moving the event or in extreme cases the sport will be cancelled and no points will be awarded

TASKS  
 **Pre Event**

* Ensure appropriate First Aid cover.
* Ensure that appropriate guidelines are covered for filming and photography of young disabled people. Correct paperwork is available for: Accredited photographers sheet – signing in of all photographers. Yellow sticker available for no photographs.
* Aware of the venues accessibility prior to booking.
* Ask about condition of venue equipment in advance & condition esp Table Tennis tables.
* Check all sports equipment being used for the event.
* Communicate to people taking part appropriate level of abilities for each sport.
* Communicate out for Football specific equipment needed - shin pads.

**Access into the venue**

* Are the door thresholds level into all areas?
* Are there adequate ramps for wheelchair users?

**Toilets**

* How many accessible toilets are available?
* What is access the like?
* How much space is available?
* Can you use a hoist in them?

| Activity | Action Taken | Task checked and completed, initial |
| --- | --- | --- |
| Setting up | Check the indoor surfaces are safe of cracks, stones or wet slippy areas. If necessary, change the surface area being used. |  |
|  | Check all equipment supplied by venue – remove any unsatisfactory equipment from use – this will include chairs, Table Tennis tables, tables, benches. |  |
|  | Check accessible toilets & location of |  |
|  | Find out Fire Evac Location Point. |  |
|  | Find out if Planned Fire Drill taking place today? |  |
|  | Remove or Cone off out of bounds areas – eg. sport hall football goals netting, cricket netting |  |
|  | Check access to brushes; mops are available – if spillage |  |
|  | Conduct a Officials Briefing |  |
| First Aid | Ensure that the First Aid cover arrives or is available from before the activities commence. In the event of a delay – identify the First Aider point of contact, who will cover until they arrive and write their names here…………………………. |  |
| Announcements | Brief all schools – teachers, competitors at the start of the day – include: format, sporting areas, first aiders, photography policy, toilets location, fire evacuation – fire drills, spillages. |  |
|  | **SPORT SPECIFIC** |  |
| Football | Secure all goal posts in to the ground with either pegs or weights (In line with FA regulations on goal post safety) |  |
|  | Check ball pressure of size 4 football in use. |  |
|  | Position the goal away from where teams are sitting, & cone out the area |  |
| Target Cricket | Check condition & stability of table. |  |
|  | Set out the tables in advance of teams arriving with correct lifting and handling. Check the legs are secure. Check the edges of the tables – are they safe for the children using them ? Tape sharp objects if necessary |  |
|  | The ends of the table don’t point towards chairs where team sit. That Target Cricket tables the batsman hits towards a close wall. |  |
|  | After the event - are the tables stored safely and coned off if within the venue? |  |
|  | Stand up banners (if available) are used behind the Polybat tables if possible. |  |
| ALL Other Games | Clear all courts of debris. |  |
|  | Check clear markings |  |
|  | Check stability of chairs for competitors, when used |  |
| Races | Recheck area for spillages and debris. |  |
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| Behaviour | In the event of any misconduct by children, officials or teachers, the event manager must be informed immediately |  |
|  | If the Event Manager is not satisfied with the behaviour or an incident, the child or school concerned must be removed from the competition and transported back to school. |  |
|  | An incident log sheet must be completed, and appropriate action in consultation must be taken. |  |
| End of the event | The Event Manager will announce the end of the event. |  |
|  | If there have been any incidents between competing schools during the day - ensure that the schools are dismissed separately at the end of the event. |  |
|  | All litter is cleared.  The centre must be left in the condition in which it was found. |  |

**POST EVENT**  
Review by the Event Manager. This includes any actions points to be taken forward into next event.

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| Any further information here: |

All Risk Assessments to be kept on file for 3 years.