Dear Team Manager,

RE: West Yorkshire School Games Winter Festival – Tuesday 27 March 2018

Congratulations on your successful qualification to the West Yorkshire School Games Winter Festival, in association with Leeds Beckett University.

This letter contains detailed information regarding the events to allow the day of the games to run as smoothly as possible. Please ensure you have fully read and understood all the information contained within this letter. You should also visit our website to download the following useful documents (via this link - http://www.yorkshiresport.org/sginfo)

- Schedule of events
- Site map
- Driver information - directions and parking information
- Sport information and rules which apply to you
- Event manual

Schedule of Events

Registration open (green hall): 9am
Opening ceremony (arena) 10am
Sports competitions commence: 11am

Sports events are:
Boccia
Disability sports hall athletics
Hockey
Netball
Orienteering
Change 4 Life
MATP (Motor Activity Training Programme)

**Competitions will begin to close from 1pm.** For times relating specific to your sport, please download the event manual (some competitions will continue until 4pm).

Please be aware that these include approximate finish times only (as times may vary dependant on the number of teams entered). All participants are encouraged to attend the opening ceremony before the individual sports competitions begin.

Each team will be given a pack of district coloured t-shirts during registration, which is open from 9am. We encourage all participants to wear their t-shirts during the opening ceremony - all t-shirt sizes are approximate.

**SCHOOL RESPONSIBILITY**

The named Team Manager is responsible for the welfare of their team members at all times during the event. Each individual team **MUST** have their own assigned team manager.

It is a requirement that Team Managers have the following information for each team member with them on the day:

- Medical information
- Emergency contact information including consent of parents/guardians for the young person to attend the event
- Photo and video consent. If there are any objections regarding the taking of photographs please ensure we are aware of this as soon as possible to allow provision for this to be put in place.

**Please ensure you have read the Welfare and Safeguarding Plan before the event.**

The Team Manager is responsible for the behaviour of their children on the day, please ensure they are respectful of officials decisions within the Spirit of the Games.

**PARKING INFORMATION**

Main parking will be on Leeds Beckett University Headingly Campus. Please proceed to Churchwood Avenue entrance and use postcode LS16 5LF. There is no charge to you to park here for the day.
Please follow event signs marked ‘Participants & Spectators’ – campus security will be in place to assist you. Overflow parking will be on Beckett Park- should the campus become full, you will be directed here by campus security staff.

**REGISTRATION POINT**

All Team Managers will register their team at the Green Hall (you will be directed by signage and marshals). Team Managers are responsible for registering the team and will receive an identification badge which must be worn throughout the day. It is important that young people are fully supervised at all times or they may not be allowed to compete.

**OPENING CEREMONY**

To embrace the cultural element of the School Games, teams will be participating in an Olympic style opening ceremony in the Arena at Leeds Beckett University. Alongside this there will be some performances from community groups and clubs. After the opening ceremony, teams should make their way to the individual sport area (found on the site map) where they will be greeted by the Sport Organiser. YSF staff in green t-shirts will be available to assist you.

**CHANGING AND TOILETS**

**Outdoor sports:**
Pavilion area - Toilets, showers and changing areas for all sports in this area are located next to the pavilion.

**Indoor sports:**
Sports Centre - Toilets, showers and changing areas for all sports in this area are located within the facility.

In addition there will be a changing bed and private room available for disabled participants located at the Indoor Tennis Centre.
N.B. Changing areas will not be secure. Personal possessions left in these areas are at participants own risk. Changing areas are also in use by other members of the university and public (we do not have restricted access), children should be accompanied at all times.

**WELLFARE AND INFORMATION POINT**

The welfare and information point on the day will be located in the Sports Centre Reception. This will be manned at all times during the day by one of the event team. There will be a designated Welfare Officer who can be contacted at any time during the day via the events team.

**SPIRIT OF THE GAMES**

It is a fantastic achievement for the young people to reach the Level 3 School Games and we want to encourage fair play throughout all aspects of the finals.

The event will be supported by young leaders and volunteers. Without their help and dedication, the Games wouldn’t be possible!

Please respect all officials decisions.

By registering to attend, your school, staff and participants agree to abide by the values of the School Games.

**WEATHER CONSIDERATIONS**

Please be prepared for any weather conditions – the competition will be suspended if the conditions become unsafe but rain showers will not stop play. There is little shelter at the hockey event area so please ensure children are dressed appropriately. We suggest you bring bin liners to either wear or to keep your belongings dry if the weather is wet.
LUNCH

Lunch will not be provided on the day for Team Managers or participants. We encourage all participants to bring a drink (in a container they can refill).

Feel free to bring your own packed lunch if required.

PRAYER ROOM

There is a room available for anyone who wishes to use it for prayer. Please ask a member of YSF staff in green and they will direct you appropriately.

CONTACTS

- Event staff will be across the campus in Green polo shirts, please ask if you require any assistance.
- The safeguarding and welfare lead on the day is: Gillian Brown - 07794 248 083
- The event manager is: Lucy Wall – 07722 259 039
- First Aid is being provided by Vie Medic who are experienced paramedics. They will be stationed across the campus and available by event staff radio contact at all times.

FURTHER INFORMATION

- All documents and information can be found on the Yorkshire Sport Foundation website: http://www.yorkshiresport.org/SchoolGames

Across West Yorkshire hundreds of schools have already taken part in local events and competitions as qualifying rounds for the West Yorkshire finals.

We wish you and your team success in your competition and more importantly that it is an enjoyable experience for all.

Yours Sincerely,

Lucy Wall (Event Manager)
**WEST YORKSHIRE 2018 NETBALL RULES**

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Tuesday 27 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Leeds Beckett University</td>
</tr>
<tr>
<td>Format</td>
<td>Traditional seven a side</td>
</tr>
<tr>
<td>Age group(s)</td>
<td>Y7 Girls</td>
</tr>
<tr>
<td>Team &amp; squad numbers</td>
<td>Teams of seven with maximum of ten in squad</td>
</tr>
<tr>
<td>Equipment, kit and PPE</td>
<td>Appropriate sports kit and trainers should be worn. Hair must be tied back, nails must be short and earrings must be removed before playing.</td>
</tr>
<tr>
<td>How to enter</td>
<td>Top two teams per district – speak to your School Games Organiser</td>
</tr>
</tbody>
</table>
| Further information | [http://www.englandnetball.co.uk/my-game/traditional-netball](http://www.englandnetball.co.uk/my-game/traditional-netball)  
|                  | [www.yorkshiresport.org/sginfo](www.yorkshiresport.org/sginfo) |

1 **STARTING OR RESTARTING THE GAME**

The Players are responsible at the start and restart of play.

Centre passes are taken alternately by the Centre, after a goal has been scored. All players must start in the goal thirds except the two Centres. The Centre with the ball starts with either one or both feet in the Centre Circle (if on one foot then the other must not have contact with the ground outside the Centre Circle) and must obey the footwork rule after the whistle has been blown. The opposing Centre stands anywhere within the Centre Third and is free to move. The Centre pass must be caught or touched by a player in or landing in or jumping from a stance in the Centre third.

2 **PLAYING THE BALL**

- A player who has caught or the ball shall play it or shoot for goal within three seconds
- A player may bounce or bat the ball once to gain control
• Once released, the ball must next be touched by another player
• There must be room for a third player between hands of thrower and catcher
• A player on the ground must stand up before playing ball

3 FOOTWORK

Having caught the ball, a player may land or stand on:

**One foot** - while the landing foot remains grounded, the second foot may be moved anywhere any number of times, pivoting on the landing foot if desired. Once the landing foot is lifted, it must not be re-grounded until the ball is released.

**Two feet (simultaneously)** - once one foot is moved, the other is considered to be the landing foot, as above. Hopping or dragging the landing foot is not allowed.

4 SCORING

Only GS or GA can score - they must be completely within the circle when the ball is received in order to shoot for goal.

In the event of a tie at the end of a knock out match two minutes of extra time will be played each way with the second half continuing to golden goal following the initial two minutes.

5 TOSS UP

This is administered for all simultaneous infringements. The two players stand facing each other at their own shooting ends with hands by their sides and the umpire flicks the ball upwards not more than 600m (2ft) in the air as the whistle is blown.

A FREE PASS is awarded for infringement of any of the preceding rules. It may be taken by any player allowed in that area, as soon as they have taken up a stationary position. (A player may not shoot from a free pass in the shooting circle).

6 OBSTRUCTION

Player with ball: the nearer foot of the defender must be 0.9m (3ft) feet from the landing foot of the player with the ball, or the spot where the first foot had landed if one has been lifted. The defender may jump to intercept or defend the ball from this 0.9m (3ft) feet distance.
Player without ball: the defender may be close, but not touching, providing that no effort is made to intercept or defend the ball and there is no interference with the opponents throwing or shooting action. Arms must be in a natural position, not outstretched, and no other part of the body or legs may be used to hamper an opponent.

Intimidation: of any kind, is classed as obstruction.

A standing player is not compelled to move to allow an opponent a free run, but dangerous play must be discouraged, e.g. moving into the landing space of a player already in the air or stepping late into the path of a moving player.

7 CONTACT

No player may contact an opponent, either accidentally or deliberately, in such a way that interferes with the play of that opponent or causes contact to occur.

A Penalty Pass (or Penalty Pass/Penalty Shot if in the shooting circle) is awarded for the above infringements taken from where the infringement occurred. The offending player must stand out of play beside the thrower until the pass or shot has been taken. Any opposing player allowed in that area may take the penalty.

8 DISCIPLINE RULE 19

Players and Team Officials must ensure that they are fully conversant with the rules covering "Breaking the Rules" and "Deliberate Delaying of Play" (including setting of Penalties).

9 RULES OF NETBALL

This is a summary of the general rules of netball. The full Official Netball Rules can be purchased through the England Netball online shop.

The updated rules for 2017-18 can be found at:
https://www.englandnetball.co.uk/make-the-game/officiating/rules-updates/
Withdrawal of Photography Consent

Dear Parents/Guardians,

Throughout the School Games we would like to take photographs and videos during the event to display in a variety of different places including newspapers, websites, social media, newsletters, and sponsorship/promotional brochures.

In order to do this we need your permission to allow your child’s image to be recorded. If you withdraw consent for images to be recorded and published it will not affect their participation in School Games, however may affect participation in certain elements such as the opening ceremony or medal presentations. Any published images will not include the children’s names in accordance with Yorkshire Sport Foundations safeguarding policy.

Yorkshire Sport Foundation will be taking their own photographs at the event but local newspapers and television may also attend.

If you wish to discuss any of the above with me, please do not hesitate to contact me.

If you wish to withdraw your consent for your child’s photography to be used for the School Games 2018 please complete the attached pro-forma.

If you do not withdraw consent we will assume consent is granted.
You should not return the pro-forma if you are happy to allow your child to take part in the items above.

Yours sincerely

Dan Wilson
School Games Manager
Dan.wilson@yorkshiresport.org / 0330 20 20 280

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Withdrawal of photography consent

I would like to withdraw my Consent for my child: Name: __________________________

School: __________________________ District: __________________________

To have their images recorded and published at the School games 2018 (I understand this may affect their participation in some elements of the event.)

Signed: __________________________ Relationship to child: __________________________

Print name: __________________________ Date: __________________________
WELFARE & SAFEGUARDING SUMMARY

I SCHOOL TEAMS

Each school team competing in the level 3 School Games is required to have a nominated Team Manager. Team Managers and additional school staff are responsible for their team members at all times during School Games events – including supervision, health and safety, welfare, behaviour and conduct. This includes ensuring that the young people are appropriately trained and prepared for the event in which they are competing.

Team manager selection is at the discretion of the school. This will usually be a member of the teaching staff and they will have FULL responsibility for the young people in attendance at the Games. Yorkshire Sport Foundation will hold details of each of the team managers in attendance for emergency situations. Therefore, please ensure you have provided your mobile phone contacts prior to the event and during registration.

School Team Managers are required to collect ALL relevant personal information for ALL their participants, including additional staff members.

Team Managers MUST have the following information with them on the day of the event:

✓ Individual emergency contact details for parents – including mobile phone contacts

✓ Information about the specific care needs of any disabled participant. Consent will be obtained from the participants’ parent of any required intimate care needs to be met by staff/volunteers acting in ‘loco parentis’ at the Games.

✓ Information about any medical condition/allergies their child may have – where relevant they must supply sufficient medication for the duration of the event that is to be met by the staff acting in ‘loco parentis’. Consent has also been requested for any treatment to be administered (such as anaesthetics) to the participant in the event of any illness/accident.
Photographic and video consent for their team members. Please return the withdrawal of consent form as soon as possible and if relevant make it known to event staff on the day any young people who do not have consent.

Information about transport arrangements for the event.

Information about any specific religious/cultural needs e.g. time/space to pray.

Please share this information with the school’s Senior Leadership Team.

2 SPORT ORGANISERS

The delivery of the sports competitions is integral to the School Games and the welfare of all participants. Sport Organisers will:

- Be responsible for the organisation and delivery of their respective competition. They will be the first point of contact on all aspects of their event.
- Ensure they are familiar with the sports facilities and facility guidance.
- Complete a pre-activity checklist before the arrival and start of their competition.
- Read and understand the School Games Event Manual and Welfare Plan (provided by Yorkshire Sport Foundation). If details are unclear then advice must be sought from event staff. All reporting procedures should be clear.

Ensure they maintain regular contact and communication with their assigned zone coordinator from the event staff team.

3 ROLES & RESPONSIBILITIES

The event managers, in partnership with the Local Organising Committee Group:

- Will produce the welfare plan and manage implementation of the plan in collaboration with the LOC, Competition Group and delivery partners.
✓ Nominate a Welfare Officer (and deputy) for the duration of the School Games events.

✓ Will aim for best practice in terms of recruitment, selection and training of event staff, ensuring minimum training requirements are adhered to. This includes specific welfare training for all event staff prior to the date of the Games to ensure the staff team is confident in their welfare duties. **All Yorkshire Sport Foundation staff will be trained in dealing with welfare issues and incidents.**

✓ Will NOT hold individual participant information.

✓ Will put disciplinary procedures in place for staff/volunteers working at events.

✓ Will ensure staff are clearly identifiable, via the event uniforms and ID badges. Event staff identified by **GREEN** ID badge and polo shirt.

✓ Will ensure there’s a clear reporting procedure for staff so they know what to do regarding any incident related to child welfare. There will also be a system for them to record any concerns/incidents.

✓ Will ensure there’s an opportunity for staff to debrief and report during and at the end of the event

✓ Will ensure there is sufficient first aid provision.
## Risk Assessment

### Activity Description
School Games Netball Competition

### Assessed by
Lucy Wall

### Date of assessment
October 2017

### Risk Assessment Table

<table>
<thead>
<tr>
<th>Risk No</th>
<th>Hazard/risk</th>
<th>Who is at risk</th>
<th>Control Measures</th>
<th>Person responsible for control measure</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Risk Rating</th>
</tr>
</thead>
</table>
| 1       | Slips, Trips and Falls in and around venue | ALL             | - Close liaison with duty manager to ensure safety procedures are in place  
- Ensure the competition is organised and supervised by experienced personnel  
- Pre event checklist completed  
- Competition manager to brief participants on consumption of food and drink by the courts: reporting spillage and removing rubbish  
- Qualified first aid provision will always be available  
- Benches or bleachers available for spectators | Event manager | 2          | 2         | 4           |
| 2       | Equipment   | Participants    | - Check equipment for any faults or damage before participants arrive – isolate and report damaged equipment  
- Ensure all equipment is used for the purpose which it has been designed for and appropriate to the age and ability of participants.  
- Ensure safe carrying, handling and erecting of equipment  
- Ensure appropriate clothing is worn for the activity  
- Long hair tied back and nails cut  
- Size 4 balls used only  
- Bibs must be securely fastened  
- Nets set up and checked by trained venue staff | Venue  
Sport Organiser | 2          | 2         | 4           |
|         | Safeguarding | Participants    | - Ensure all competition deliverers have an up to date DBS check if needed  
- Ensure all staff are aware of the safeguarding policy | Event manager | 1          | 4         | 4           |

### Risk Classification

- **Risk factor of five or less** – a controlled or insignificant risk
- **Risk factor of greater than five but less than twelve** – Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable
- **Risk Factor of over twelve. The risk is unacceptably high and activity must cease until action has been taken to control the risk.**
## RISK ASSESSMENT

### Risk Factor of five or less
- A controlled or insignificant risk

### Risk Factor of greater than five but less than twelve
- Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable

### Risk Factor of over twelve
- The risk is unacceptably high and activity must cease until action has been taken to control the risk.

### Related risk assessments (state other risk assessments below; this may include other organisations’ risk assessments)

<table>
<thead>
<tr>
<th></th>
<th>Manual Handling</th>
<th>Safeguarding policy</th>
<th>Event Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Personal Protective Equipment (if applicable state PPE required/advised below)

<table>
<thead>
<tr>
<th>PPE required</th>
<th>Comments</th>
<th>PPE Advised</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Risk Factor

- Risk factor of five or less – a controlled or insignificant risk
- Risk factor of greater than five but less than twelve – Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable
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RISK ASSESSMENT

Action plan

<table>
<thead>
<tr>
<th>Action</th>
<th>Person Responsible</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event manager to work closely with sport organiser and communicate detail on the venue prior to competition</td>
<td>Event manager</td>
<td>Event date</td>
</tr>
<tr>
<td>Safety checklist to be completed before competition gets underway</td>
<td>Sport organiser</td>
<td>Event date</td>
</tr>
</tbody>
</table>

Conclusions:
If the above recommendations are followed then risks can be minimised.

Important points to note (not covered above):

1

2

Review date of this Risk Assessment: October 2018

Normally this document should be reviewed annually or more frequently if:
- After an accident/incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed): Lucy Wall Date: 12/10/17

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff and volunteers involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to. Please document who has received this information and when it was provided.

<table>
<thead>
<tr>
<th>Who circulated to</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Team</td>
<td></td>
</tr>
<tr>
<td>Sport Organiser</td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
</tr>
</tbody>
</table>

School Specific Risk Assessment:

Please note, the above assessment is NOT enough for your school to compete in this competition, safety legislation states that you must complete your own specific assessment based on the children you will bring, staffing and travel.

For any questions or for a blank template you may use, contact Lucy Wall – lucy.wall@yorkshiresport.org
To assess the risks of holding a major sporting event on Leeds Beckett university Campus, Tuesday 27th March 2018. The event must go ahead, so all risks should be mitigated or controlled. The event will take place in March 2018 on Leeds Beckett Campus and Beckett park. There will be 6 sport competitions taking place across the indoor and outdoor facilities. 12 Yorkshire Sport Foundation staff will support every aspect of the event. There will also be sport organisers for each sport and approximately 60 volunteers supporting the event, all overseen by the event manager.

**Scope of Risk Assessment**

<table>
<thead>
<tr>
<th>Workplace &amp; Equipment Controls:</th>
<th>Procedural Controls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Clipboards for staff containing policies, template report copies and contact details</td>
<td>- Sufficient staff training for all personnel working the event (manual handling, first aid, safeguarding)</td>
</tr>
<tr>
<td>- Radios for staff to contact each other when spread across the site</td>
<td>- Mandatory Staff briefing the day before the event</td>
</tr>
<tr>
<td>- Share radios with venue staff and first aid company</td>
<td>- A member of staff to be assigned to every sport organiser to assist with logistics</td>
</tr>
<tr>
<td>- Mallet pegs and ropes available to secure all marquees outdoor and weights for indoor use</td>
<td>- Adequate first aid spread across the site and in radio contact with staff</td>
</tr>
<tr>
<td>- Only experienced / qualified personnel to drive vans</td>
<td>- All accident and incidents recorded as soon after the event as possible following the YSF policy</td>
</tr>
<tr>
<td>- Leeds Beckett security staff in place, briefed and contactable if needed</td>
<td>- Safeguarding policy adhered to by all staff</td>
</tr>
<tr>
<td>- Staff to be in provided uniform at all times (to be recognisable to public if in emergency)</td>
<td>- All risk assessments shared and signed by all parties involved</td>
</tr>
<tr>
<td>- Staff to be distributed evenly across the site</td>
<td>- Parking plan in place to manage traffic flow and keep vehicles separate from competitions</td>
</tr>
<tr>
<td>- Food outlets to provide HSE and relevant documents before arrival</td>
<td>- Only Leeds Beckett staff allowed to call ambulance if required (policy shared with staff and 1st aid contractor) with security protocols in place for ambulance to site</td>
</tr>
<tr>
<td>- Stage to be risk assessed after its been put up by company and YSF personnel</td>
<td>- Emergency evacuation and cancellation procedures in place</td>
</tr>
<tr>
<td>- HSE checklist completed once each sport equipment is set up</td>
<td>- Photography opt-out policy adhered to at all times</td>
</tr>
<tr>
<td>- Venue staff only allowed to move bleacher seating in arena</td>
<td></td>
</tr>
<tr>
<td>- Designated Info and help point will be located and staffed at all times at the sports centre reception</td>
<td></td>
</tr>
</tbody>
</table>

**Hazard: Access and egress routes blocked**

<table>
<thead>
<tr>
<th>Persons at Risk</th>
<th>Evaluation of Current Risk</th>
<th>Additional Control Measures Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>Severity</td>
<td>Prob.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard: Age of participants &amp; spectators</th>
<th>Additional Control Measures Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>Participants will all be under the age of 18. They must be supervised by a team manager or parent at all times when on the campus and park. The safeguarding and photography policy will be adhered to at all times. Missing persons to be directed to event tents or results table if indoors (available at each sport) and announced on the PA (kept in care of YSF staff until collected).</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Risk Factor of five or less – a controlled or insignificant risk**

- Risk Factor of Greater than Five but less than twelve – Action to eliminate or further control the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable.
- Risk Factor of over twelve The risk is unacceptably high and activity must cease until action has been taken to control the risk.
### Event Risk Assessment

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Risk Factor</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled People</td>
<td>Mobility impaired people to be assisted by a team manager at all times (plus carers if necessary). Accessible toilet and changing facilities available in all sport areas. Pre-event information sent out to all teams so that routes, parking and access can be pre-planned. Parking available closer to facility for teams who need it (permits provided). Target disability competitions (e.g., Boccia) held in the most accessible facility in campus and timings from opening ceremony to comp are taken into account.</td>
<td>2, 4, 8, No</td>
<td>1, 4, 4, Yes</td>
<td>1</td>
</tr>
<tr>
<td>Crowd management</td>
<td>Competition with the most spectators (Orienteering) taking place on the fields with most space for spectators to reduce the risk of crush. Designated walking route provided from parking areas to competition areas (and maps issued pre-event). Staff to monitor numbers into the arena for opening ceremony and stop / send up to different viewing areas when capacity reached. Arena set up is assessed separately due to risk of crush in and out of the arena.</td>
<td>4, 3, 12, No</td>
<td>4, 1, 4, Yes</td>
<td>4</td>
</tr>
<tr>
<td>Medical resource (insufficient)</td>
<td>Contracting company to undertake risk assessment before event and provide a calculated no of first aid staff. Staff to be spread evenly across the site (with YSF trained staff) and venue duty officer available on radio contact at all times. Medical team to receive sufficient briefing and maps post event. Team managers are encouraged to share any major existing medical conditions of their children with us at registration (and keep emergency details for parents with them at all times). YSF accident and incident reporting procedure to be followed and liaison with Leeds becket university on the reporting of accidents and incidents will be adhered to as per the LBU policy. Additional AED located in the Sport and active lifestyle reception and James Graham security office in James Graham Building.</td>
<td>4, 2, 8, No</td>
<td>4, 1, 4, Yes</td>
<td>4</td>
</tr>
<tr>
<td>Accident and incident procedures</td>
<td>Staff to have undertaken mandatory manual handling training and put this into practise. Staff putting up, taking down and transporting gazebos to always work in pairs. Van available to transport heavy equipment across the site. Trolley available to transport equipment and boxes indoors.</td>
<td>3, 2, 6, Yes</td>
<td>3, 1, 3, Yes</td>
<td>3</td>
</tr>
</tbody>
</table>

Risk Factor of five or less – a controlled or insignificant risk
Risk Factor of Greater than Five but less than twelve – Action to eliminate or further control the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable
Risk Factor of over twelve The risk is unacceptably high and activity must cease until action has been taken to control the risk.
| Litter, waste and hazardous substances | ALL | 4 | 2 | 8 | No | All facilities checked by staff before sport organisers and public arrive. Venue to clear fields of any dog mess. Park to be thoroughly checked for waste during course set up – course adapted as require or waste safely removed. Litter and waste cleared after event before staff leave venue | 4 | 1 | 4 | Yes |
| Weather and ground conditions | ALL | 3 | 4 | 12 | No | Shelter in place for all outdoor events (gazebo) and event info stating that children must be dressed appropriately for more open comps (e.g. cross country) when there will be waiting around. Contingency plan in place where severe weather may stop competitions, communication via twitter and team manager emails. Sufficient water available in all locations and children advised to bring a refillable water bottle. Ground conditions assessed before and during all individual outdoor competitions and a decision to be made by the event manager if conditions become hazardous. Wind will be assessed for gazebos and in the event of high winds gazebos will be securely fixed or dropped to the ground | 3 | 4 | 12 | Yes |
| Other work taking place onsite | ALL | 2 | 3 | 6 | Yes | We are unable to gain sole access of the university so this must be considered. Event manager to work with facilities manager to find out any work taking place which may cause event disruption. Staff working on Beckett’s park must be aware that it’s a public park and contain participants and spectators as much as possible. Staff to be briefed on dealing with public behaviours. | 2 | 3 | 6 | Yes |
| Pregnant and nursing mothers | Pregnant and nursing staff and spectators | 2 | 4 | 8 | Yes | Warm, indoor areas with sufficient seating are available if needed, nursing mothers will be welcomed by staff. First aid provision is always onsite should it be needed. Pregnant YSF staff may have a limited role in the event physically in accordance to the YSF new and expectant mother’s policy – cases to be discussed on an individual basis. | 2 | 4 | 8 | Yes |
| Emergency circumstances and fire | ALL | 4 | 2 | 8 | Yes | Sport organisers to be briefed on all venue procedures, meeting points and ensure no fire exits and routes are blocked. They will be aware of any participant with access requirements who many need additional assistance in emergency circumstances. Yorkshire Sport Foundations major and critical incident plan to be followed if necessary and the event manager to make a call on full event shut down where necessary. Event lead and venue liaison to be | 4 | 2 | 8 | Yes |

| Risk Factor of five or less – a controlled or insignificant risk | Risk Factor of Greater than Five but less than twelve – Action to eliminate or further control the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable | Risk Factor of over twelve The risk is unacceptably high and activity must cease until action has been taken to control the risk |
in radio contact at all times. Adhere to venues smoking procedures - only in designated areas and this is indicated by signage posted at building entrances. This includes the use of vaping devices.

Fire action notices are sited at strategic locations in university buildings and give details of emergency procedures, location of manual call point and assembly points.

### Stage Safety

<table>
<thead>
<tr>
<th>Severity</th>
<th>Probability</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Factor of five or less – a controlled or insignificant risk</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage Safety</th>
<th>ALL</th>
<th>3</th>
<th>2</th>
<th>6</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>External trained contractor to erect the stage and complete all relevant safety checks prior to customer use. Additional staff verbal check before anyone allowed onto the stage, Matting used on and around edge of stage for dance / cheer performances for additional safety. Stage brought in and out via fire door after customers have exited the stage and surrounding area.</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electricity</th>
<th>ALL</th>
<th>3</th>
<th>2</th>
<th>6</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No electrical equipment to be used outdoors / in wet weather conditions. All electrical cables to be covered and put out of the way of trips. All equipment to be tested by the venue (if provided by them) or external contractor. Any staff using the equipment should be briefed on its safe and proper use prior to using. Electrical equipment safely stored away after use and any faults / damages are reported via the correct procedure and removed from service.</td>
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</tbody>
</table>

The university building infrastructure and power supply are all MCB protected and have inspections and testing 5 yearly.

<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Severity Ratings</th>
<th>Probability Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff and contractors are familiar with the site and will receive site maps</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>All staff, volunteers and sport organisers will be recognisable by clothing and ID badges</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>6</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>Minor</td>
<td>Moderate</td>
<td>Major</td>
<td>Catastrophic</td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost Certain</td>
</tr>
</tbody>
</table>