WEST YORKSHIRE SCHOOL GAMES HOCKEY FINALS

PART OF THE WEST YORKSHIRE SCHOOL GAMES WINTER FESTIVAL

IN ASSOCIATION WITH LEEDS BECKETT UNIVERSITY

WEDNESDAY 25 MARCH 2020

Congratulations on your successful qualification to the West Yorkshire School Games Hockey finals.

This letter contains detailed information regarding the event to allow it to run as smoothly as possible. Please ensure you have fully read and understood all the information contained within this pack.

1 SCHEDULE OF EVENTS

Registration opens: 09.00 in the GREEN HALL (marshals will be in place to direct you on campus)

Opening Ceremony: 10.00

Competition begins: 11.00

Competition ends (including medal presentation): 15:00

*Competition end times are approximate, but the latest that the competition could possibly go on until.

Each team will be given a pack of district coloured t-shirts during registration. We encourage all participants to wear their t-shirts for the opening ceremony, event and medal presentations - all t-shirt sizes are approximate.

2 PARKING

Arrival at Leeds Beckett University, Headingly Campus, Leeds.

On campus parking is only available for teams with disabled members, officials and event team staff. Contact emma.binnersley@yorkshiresport.org if you qualify for this to be added to the priority parking list.
Parking for all other mini buses and cars will be on Becketts Park fields, managed by LBU security staff. Please park here and follow the pedestrian / marshalled route to the green hall to register.

The postcode for Sat Nav users is LS6 3QH for parking on Beckett Park Fields.

3 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 attendance, and 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. The Team manager is responsible for the behaviour of their children on the day; please ensure they are respectful of official’s decisions within the spirit of the games.

4 CHANGING AND TOILETS

Toilets and changing areas are located within the facility, including accessible changing.

Indoor sports will be able to use campus facility changing and toilets, there are additional facilities located at the track and astro areas for all outdoor sports. We recommend that your team arrive in their sportswear ready to compete.

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 public (we do not have restricted access), children should be accompanied at all times.
5 **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 whose help and dedication, the Games wouldn’t be possible!

Please respect all decisions of the officials.

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

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6 **WEATHER CONSIDERATIONS**

This year’s festival will utilise combination of indoor and outdoor campus facilities. We will only cancel any part of the event if conditions become unsafe (this decision will be made jointly with the sport organiser and event manager should a situation arise).

If you are unsure the event may take place, in the first instance check our twitter page for all up to date info @YorkshireSport. We will contact all registered team managers directly if we intend on cancelling an event.

7 **REFRESHMENTS**

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) and a packed lunch, however there will be areas both indoors and outdoors where you can purchase hot and cold food and drinks from.

8 Contacts

Event staff will be across the facility in Green polo shirts with a green ID badge, please ask if you require any assistance.

The event manager should you require anything on or before the day is:

Event Manager / 0330 20 20 280 / 07722 259 039

Further Information & all documents relating to the event can be found on the Yorkshire Sport Foundation website: [http://www.yorkshiresport.org/sginfo](http://www.yorkshiresport.org/sginfo) including the full Event Manual which should answer any outstanding questions you may have.

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

9 Competition info

<table>
<thead>
<tr>
<th>Date &amp; Time:</th>
<th>Wednesday 25\textsuperscript{th} March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue:</td>
<td>Leeds Beckett University</td>
</tr>
<tr>
<td>Format:</td>
<td>Quick sticks 4 a side mixed game</td>
</tr>
<tr>
<td>Age group(s):</td>
<td>Y5 &amp; 6 mixed</td>
</tr>
<tr>
<td>Team &amp; squad numbers:</td>
<td>Teams of 4 with maximum of 6 in squad</td>
</tr>
<tr>
<td>Kit / Equipment / PPE:</td>
<td>Pupils MUST wear shin pads/protectors. Schools to provide their own shin pads and hockey sticks. AfPE recommend that pupils wear personally designed mouth guards. Appropriate clothing and footwear to be worn (no jewellery)</td>
</tr>
</tbody>
</table>
**How to Enter:**

4 teams per district - contact your School Games Organiser

**Further information:**

http://www.playquicksticks.co.uk/?cat_id=35&level=1

www.yorkshiresport.org/sginfo

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**MATCH OFFICIAL:**

A person who is deemed responsible (teacher, parent, coach) for a team shall be named as a ‘Match Official’. There shall be two Match Officials per game (one from each team).

Match Officials shall have a ‘duty of care’ for each participant and must supervise the game and assist the players and the umpires in creating an environment of fair play and safety.

The overall responsibility for the game is held by the two Match Officials.

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**TEAMS:**

There are NO Goalkeepers in Quicksticks. A team consists of six players; four of which are on the field of play at any one time, with the remaining three team members encouraged to take on leadership roles such as umpiring and managing. It is suggested that the leadership roles are rotated among the team at the end of each playing period. In a competitive situation the gender balance within the teams should be adjusted to provide equitable standards of play.

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**STARTING AND RE-STARTING QUICKSTICKS**

Quicksticks starts with one team being given a centre pass (taken from the centre of the pitch) which can be passed in any direction, once the umpires have blown a whistle. A centre pass is also taken at the start of each period of the game, alternately by each team, and by the non-scoring team after a goal has been scored. The direction of play for teams is alternated at the start of each period of the game. When a centre pass is taken at the start or re-start of the game, each team must be positioned in their own half of the pitch and the opposing players must be a minimum of 3 metres from the ball until the ball is played.
**Scoring a Goal**

A goal is scored when the ball has been struck or deflected off a player’s stick (either an attacker’s or a defender’s) from within the shooting area (circle), and it crosses completely over the goal-line between the goalposts and under the cross-bar.

**NB.** For safety, the ball must have touched an attackers stick within the shooting area before the goal is scored.

**Free-pass**

A free-pass is given when an offence occurs. For all freepasses (a – l below) the ball must be taken from where the offence took place. Until the free-pass is taken, all players from the opposing team must be 3 metres away from the ball. The self-pass rule applies where the player taking the free pass can run with the ball.

If an offence is committed within 5 metres of the goal line (or within the shooting circle if a circle is being used), the free pass should be taken 5 metres away from the goal line (or from outside the shooting circle).

**A free-pass is awarded when:**

a] The ball passes completely over a side line. The freepass should be taken by a player of the team which did not touch the ball last, and it must be played along the ground in any direction (on the pitch), from the point where the ball went off the pitch (i.e. where it crossed the side line).

b] The ball passes completely over the back line and was last touched by an attacker. The free-pass should be taken by the defending team, from the top of the shooting circle in their third, in line with the centre spot. All players from the attacking team must retreat to their defending third of the pitch.

c] The ball passes completely over the back line and was last touched by a defender. The free-pass shall be taken by the attacking team from the corner of the pitch nearest to where the ball crossed the line (this case is similar to a corner ball in football).

*And where a player:*
d] Kicks*, propels, picks up, throws, or carries the ball (*Note: It is not an offence if the ball touches a player’s foot and the whistle should only be blown if the incident breaks down play or creates a disadvantage. The umpires must be the judge.)

e] Intentionally uses any part of their body to play the ball

f] Attempts to play at any high ball (over knee height) with the stick

g] Uses the rounded (back) side of the stick

h] Whilst striking the ball, causes any actual or possible danger to themselves or to other players

i] ‘Obstructs’ by running between the ball and an opponent who is close enough to hit it, thereby unfairly preventing the opponent from playing the ball. Players must not use any part of their body or stick to obstruct another player

j] Holds, charges, kicks, pushes, intentionally trips or strikes any player or umpire

k] Interferes with another player’s stick or clothing

l] Plays the ball dangerously or in a way which leads to dangerous play. Rough or dangerous play will not be allowed, nor will any behaviour that, in the opinion of the umpires, amounts to misconduct.*

(*Note: The overall Match Officials shall send any player who persists in breaking this rule off the pitch for a two-minute suspension in the sin bin. For the duration of a temporary suspension, the offending team plays with one player less.)

A penalty goal will be awarded if a defending player deliberately stops a ball from crossing the goal-line with their feet or body.
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 2020 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

Emma Binnersley - School Games Manager
emma.binnersley@yorkshiresport.org / 0330 20 20 280

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

School: ____________________________ District: ____________________________

To have their images recorded and published at the School games 2020 (I understand this may affect their participation in some elements of the event.)

Signed: ____________________________ Relationship to child: ____________________________

Print name: ____________________________ Date: ____________________________
WELFARE & SAFEGUARDING SUMMARY

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.

**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.

**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 : West Yorkshire Hockey Competition  
** Facility : Leeds Beckett Astro  
** Assessed by : Emma Binnersley  
** Date of assessment : February 2020

<table>
<thead>
<tr>
<th>Probability</th>
<th>Severity/consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rare 1: Insignificant</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely 2: Minor</td>
</tr>
<tr>
<td>3</td>
<td>Possible 3: Moderate</td>
</tr>
<tr>
<td>4</td>
<td>Likely 4: Major</td>
</tr>
<tr>
<td>5</td>
<td>Almost certain 6: Catastrophic</td>
</tr>
</tbody>
</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 | Event manager                            | 2           | 2        | 4           |
<table>
<thead>
<tr>
<th></th>
<th>Injury from faulty or damaged equipment / improper use</th>
<th>Participants</th>
<th>Sport organiser</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Check equipment for any faults or damage before participants arrive – isolate and report damaged equipment</td>
<td>Sport organiser</td>
<td>Sport organiser</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Ensure all equipment is used for the purpose which it has been designed for and appropriate to the age and ability of participants.</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Ensure safe carrying, handling and erecting of equipment</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Ensure appropriate clothing is worn for the activity and jewellery removed</td>
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<td></td>
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<tr>
<td></td>
<td>Shin pads and mouth guards are essential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Venues 2 2 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Safeguarding of children and vulnerable adults (other university users onsite)</th>
<th>Participants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Ensure all competition deliverers have an up to date DBS check if needed</td>
<td></td>
<td>Event manager</td>
</tr>
<tr>
<td></td>
<td>Ensure all staff are aware of the safeguarding policy</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Give out step by step safeguarding procedure in competition box including phone numbers for reporting</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Dedicated safeguarding officer in place for each event</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Follow venues process for lost or missing children. Where no venue process is agreed, use PA system and direct to main event tent using event manager as main contact.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure role of team manager is circulated before the competition (children must not be left unaccompanied under any circumstances – including trips to the toilet)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Event manager</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 4 4</td>
<td></td>
</tr>
</tbody>
</table>
| 4 | Risk of fire in or around the facility | ALL | • Ensure sport organiser knows the venue fire exits / meeting points and briefs participants  
• Adhere to venue fire safety procedures  
• First aid available if needed  
• Electrical equipment stored indoors in wet weather | Event manager  
Venue | 1 | 6 | 6 |
|---|---|---|---|---|---|---|
| 5 | Risk of injury through taking part in sport | Participants  
Officials | • Follow the Association of PE safety book guidance  
• Competition is organised and supervised by experienced personnel  
• Ratios of staff to children are controlled as required for age groups  
• Qualified first aid provision will always be available  
• Participants are qualified enough to take part in the sport, previous coaching should have been undertaken  
• There will be a clear separation between spectators and participants  
• Particular emphasis to be placed on rules relating to dangerous play | Sport organiser  
Event manager | 3 | 2 | 6 |
| 6 | Injury to volunteers leaders or coaches due to positioning or role | Staff  
Participants | • Ensure all volunteers/coaches have suitable competence to carry out supervision of sports fixtures  
• Ensure that they are aware of limits of role/responsibilities  
• Appropriate & adequate insurance is in place  
• Ensure pupils are physically capable of partaking in activity  
• Volunteers are positioned close enough to the sport to make assessment but not too close to risk injury  
• Officials must be able to control the game and enforce HSE relatable rules | Sport organiser | 2 | 2 | 4 |
| 7 | Adverse or dangerous weather | ALL | • Adverse weather contingency is in place and available via event manual  
• Gazebos available for all outdoor events | Event manager | 3 | 2 | 6 |
Related risk assessments (state other risk assessments below; this may include other organisations’ risk assessments)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manual Handling</td>
</tr>
<tr>
<td>2</td>
<td>Safeguarding policy</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>Shin pads</td>
<td>Essential/ CSP to provide in case of emergency</td>
<td>Mouth guard</td>
<td>AfPE Recommend</td>
</tr>
</tbody>
</table>

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.

Review date of this Risk Assessment: February 2021
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): E Binnersley  Date: 20.02.2020

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 on the day</td>
<td>March 2020</td>
</tr>
<tr>
<td>Sport Organiser</td>
<td>&quot;</td>
</tr>
<tr>
<td>Venue</td>
<td>&quot;</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 Emma Binnersley – emma.binnersley@yorkshiresport.org
## Scope of Festival Risk Assessment

To assess the risks of holding a major sporting event on Leeds Beckett University Campus, Wed 25 March 2020. The event must go ahead, so all risks should be mitigated or controlled.

### Introduction

The event will take place in March 2020 on Leeds Beckett Campus and Beckett Park. There will be 8 sport competitions taking place across the indoor and outdoor facilities. Adequate numbers of Yorkshire Sport Foundation staff will support every aspect of the event. There will also be sport organisers for each sport and approximately 120 volunteers supporting the event, all overseen by the Event Manager.

### Date of Assessment: 20.02.2020

### Date To Be Reviewed: 20.02.2021

### Responsibility

Emma Binnersley

### Completed By:

Emma Binnersley

### Workplace & Equipment Controls:

- Clipboards for staff containing policies, template report copies and contact details
- Radios for staff to contact each other when spread across the site
- Share radios with venue staff and first aid company
- Mallet pegs and ropes available to secure all marquees outdoor and weights for indoor use
- Only experienced / qualified personnel to drive vans
- Leeds Beckett security staff in place, briefed and contactable if needed
- Staff to be in provided uniform at all times (to be recognisable to public if in emergency)
- Staff to be distributed evenly across the site
- HSE checklist completed once each sport equipment is set up
- Venue staff only allowed to move bleacher seating in arena
- Designated Info and help point will be located and staffed at all times at the sports centre reception

### Procedural Controls:

- Sufficient staff training for all personnel working the event (manual handling, first aid, safeguarding)
- Mandatory Staff briefing the day before the event
- A member of staff to be assigned to every sport organiser to assist with logistics
- Adequate first aid spread across the site and in radio contact with staff
- All accident and incidents recorded as soon after the event as possible following the YSF policy
- Safeguarding policy adhered to by all staff
- All risk assessments shared and signed by all parties involved
- Parking plan in place to manage traffic flow and keep vehicles separate from competitions
- 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
- Emergency evacuation and cancellation procedures in place
- Photography opt-out policy adhered to at all times

### Hazards

<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></td>
<td>Severity</td>
<td>Prob.</td>
</tr>
<tr>
<td>Access and egress routes blocked</td>
<td>ALL</td>
<td>4</td>
</tr>
<tr>
<td>Age of participants &amp; spectators</td>
<td>ALL</td>
<td>2</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 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

### Residual Risk Evaluation

<table>
<thead>
<tr>
<th>Residual Risk Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severity</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Risk Factor of five or less – a controlled or insignificant risk</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Yorkshire Sport Foundation</td>
</tr>
</tbody>
</table>
| Disabled People | ALL | 2 | 4 | 8 | No | • Mobility Impaired people to be assisted by a team manager at all times (plus carers if necessary).  
• Accessible toilet and changing facilities available.  
• 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 considered. | 1 | 4 | 4 | Yes |
| Crowd management | ALL | 4 | 3 | 12 | No | • 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. | 4 | 1 | 4 | Yes |
| Medical resource (insufficient) | ALL | 4 | 2 | 8 | No | • 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 pre 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 Beckett university on the reporting of accidents and incidents will be adhered to as per the LBU policy. | 4 | 1 | 4 | Yes |
| Accident and incident procedures | ALL | 4 | 2 | 8 | No |  |

announced on the PA (kept in care of YSF staff until collected).
<table>
<thead>
<tr>
<th>Risk Factor of five or less – a controlled or insignificant risk</th>
<th>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</th>
<th>Risk Factor of over twelve The risk is unacceptably high and activity must cease until action has been taken to control the risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Handling</td>
<td>Staff</td>
<td>3</td>
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<tr>
<td>Litter, waste and hazardous substances</td>
<td>ALL</td>
<td>4</td>
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<tr>
<td>Weather and ground conditions</td>
<td>ALL</td>
<td>3</td>
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<tr>
<td>Other work taking place onsite</td>
<td>ALL</td>
<td>2</td>
</tr>
<tr>
<td>Risk Factor of five or less – a controlled or insignificant risk</td>
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<td>---</td>
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<tr>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Emergency circumstances and fire

- Event manager to work with facilities manager to find out any work taking place which may cause event disruption.
- Staff working on Becketts 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.
- Event manager to brief staff, volunteers and participants regarding on-site construction and place volunteer at areas of higher risk.
- 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 may 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 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.

### Electricity

- 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.
- 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>Rare</td>
</tr>
<tr>
<td>All staff, volunteers and sport organisers will be <strong>recognisable by clothing and ID badges</strong></td>
<td>2</td>
<td>Unlikely</td>
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<td></td>
<td>3</td>
<td>Possible</td>
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<td></td>
<td>4</td>
<td>Likely</td>
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<tr>
<td></td>
<td>5</td>
<td>Almost Certain</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.