

EVENT RISK ASSESSMENT

EVENT: Years 3 & 4 Mini Red Tennis

VENUE: Maidstone Lawn Tennis (MLT)

FORM COMPLETED BY: Tony Baptiste (TB)

DATE: Tuesday 17th May 2016

ITEM	CHECKED	RISK - H/M/L*	NOTES/ANY ACTION TAKEN
FACILITIES			
<p>Changing facilities / Toilets</p> <ul style="list-style-type: none"> - child protection issues - damaged items benches/pegs/items protruding from walls - spillages on floor 		<p>Med/high</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • Team Managers to be warned that the General Public can use the MLT's toilet facilities. Team Managers are responsible for their pupils at all times. • Facilities to be checked and maintained by MLT Staff • Any damage / spillages to be reported to TB, Jade Wood or member of MLT staff.
<p>Tennis courts Area</p> <ul style="list-style-type: none"> - performance surface – holes, cracks, splinters and litter - - moving, setting up and using equipment - obstacles surrounding the area - wet surface 		<p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • Area check beforehand any litter or dangerous obstacles removed. • Equipment checked by Julian Squiers (Head Tennis Coach). • MLT Staff to supply tables and chairs that are in working order, tables and chairs not in use are stacked away safely. • Clothing, lunches & drinks kept in school area zone • Ensure any spills are reported to TB, Jade Wood or a member of MLT Staff and immediately cleaned up. • All Schools are made aware of restricted areas.
<p>Disabled access</p> <ul style="list-style-type: none"> - Playing and spectator facilities checked - circulation in facilities checked and ancillary facilities accessible (e.g. toilets and fire exits) 		<p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • Access to be checked by MLT staff prior to event • Ensure gangways are kept free of loose equipment & clothing

HEALTH & SAFETY			
<ul style="list-style-type: none"> - first aid arrangements in place - blocked fire exits - Meeting point in the event of a fire or emergency 		<p>Low/Med High</p> <p>High High</p>	<ul style="list-style-type: none"> • First Aider on Duty, provided by TB, if teachers are not qualified. • In the event of a serious injury that cannot be treated on site, the nearest hospital would be: Maidstone Hospital, Hermitage Lane, Maidstone, Kent, ME169QQ. Tel: 01622 729000 • Ensure all fire exits are kept free of obstacles • Announce key information in the event welcome
PEOPLE			
<p>School</p> <ul style="list-style-type: none"> - activity suitable for age/gender involved - medical conditions of participants checked - wearing suitable clothing/footwear - jewellery removed - taking of photographs and the use of video equipment (including both cameras and mobile phones with the camera facility) - - photography on non-consented students 		<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Med</p> <p>Med</p>	<ul style="list-style-type: none"> • Event will follow Mini Red Tennis format • Teachers are responsible for the participation of & well-being of their pupils at all times. • Teachers are responsible for their pupils wearing appropriate clothing and trainers. • Teachers are responsible to ensure jewellery is removed. • Ensure <u>all</u> individuals using said equipment have completed the relevant registration and are wearing the appropriate colour wristband • Ensure students are wearing the appropriate stickers, highlight to all registered camera users that they are unable to photograph students with stickers. • Photography Policy displayed. All photographers signed in will wear appropriate colour wristbands
<p>Helpers (inc. School Leaders)</p> <ul style="list-style-type: none"> - qualified/suitable/police checked if young people involved - briefed beforehand - Appropriate NGB qualification 		<p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • Appropriate staff are CRB checked. N/A for pupils at school • All officials will receive a briefing on their roles, safety procedures & photography policies • Check coaches have necessary qualification
Spectators:			

- spectator facilities checked		Low	<ul style="list-style-type: none"> • Parents may bringing pupils. Parents should remain in the school/spectator area.
OTHER			
<ul style="list-style-type: none"> - Parking & Registration - Pathways - Signage in place and clear - Participant's drinks & food. 		<p>Low</p> <p>Low/Med</p> <p>Med/high</p> <p>Med/high</p>	<ul style="list-style-type: none"> • Parking is available, Managers should be made aware, when entering into MLT ground you will be passing a pre School • On arrival schools should go to the registration point, to register their team(s). • Team Managers should ensure their teams stick to the pathways and not take any short cuts leading to the MLT ground. • Make team mangers aware, the stairs leading to the courts are steep and children should not run down them. • TB and MLT to provide signage and ensure appropriate placements. • Teachers are responsible for ensuring their pupils are hydrated. All participants and teachers must bring their own drinks and packed lunch. These must be kept in holding area and away from the competition arena. • All rubbish must be placed in the bins provide to keep the venue clean and avoid any hazards on the floor.

* NOTE: Risk H = High M = Medium L = Low Maidstone Lawn Tennis event risk assessment