

# Panathlon NAK Competition Risk Assessment



<b>Venue</b>	John Leggott College	<b>Event Manager</b>	Sarah Burdett
<b>Event</b>	Humber Primary and Secondary NAK Competitions	<b>Start Time</b>	Primary 10.00am – 12.00pm
<b>Date</b>	6 <sup>th</sup> February 2024	<b>Finish Time</b>	Secondary 12.45pm – 2.30pm

## 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
- Check all sports equipment being used for the event.
- Communicate to people taking part appropriate level of abilities for each sport.

### 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?

Activity	Action Taken	Task checked and completed, initial
Setting up	Check the outdoor/indoor surfaces are safe of cracks, stones or wet slippery 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, 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 Leaders Briefing	
First Aid	Ensure that the First Aid cover arrives 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.....Duty Manager - The Pods.....	
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.	
	<b><u>SPORT SPECIFIC</u></b>	
	Stand up banners (if available) are used behind the certain courts if possible or in between courts/activity stations	
NAK	Clear all courts of debris	
	Ensure targets are taped to prevent trip hazards	
	Check clear markings	
	Check stability of chairs for competitors	
	Choose suitable locations for all activity stations – assess which direction to propel the stones in	
	Check all assistive devices and measuring equipment, prior to use	

Activity	Action Taken	Task checked and completed, initial
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 Venue 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.

Any further information here:

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