

Hampshire School Games

Event Welfare, Management & Risk Assessment Plan

Thursday 20 & Friday 21 June 2019



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INFORMATION

The Hampshire School Games 2019 (The Games) will be returning to Aldershot for another sporting extravaganza on Thursday 20th and Friday 21st June. Young people from across Hampshire & IOW will converge on the Army's top-class facilities to compete in a range of sporting competitions.

Sports include; Athletics, Basketball, Boccia, Football, Golf, Gymnastics, Hockey, Racket Skills, Multi-skills, Rounders, Volleyball, Rugby, New Age Kurling, Swimming, Tennis, Handball and Aquathlon

The events will be school-based competition (approx. 3000 young people over 2 days); schools will have won their way through from local rounds to represent their areas at the County Finals.

A sports and events programme including a site map is attached at **Appendix A** (page 13).

INTENTION

- To provide a safe and enjoyable experience for the competitors and spectators attending The Games at Aldershot Military Sports Facilities (MSF) and The Wavell School
- To minimise disruption to the nearby community
- To minimise disruption to the normal operation of the of (MSF) not in use for Games purposes

METHOD

VENUE INFORMATION

Aldershot Military Sports Facilities	Events/Sports	Thursday	Friday	Contact Name and Number
Aldershot Military Stadium Queen's Avenue Aldershot GU11 2JL	Welcoming Ceremony Athletics	✓ ✓		Garrison Sports Centre Duty Managers Alex Booker – Early both days 0600-1400hrs Andrew Chapman – Late both days 1400-2200hrs
Army Hockey Centre Prince's Avenue Aldershot GU11 2LQ	Hockey	✓ ✓		Contacted through the sports centre, via reception/PA or telephone 01252 347724 The outside caretakers are;
Garrison Sports Centre Rawlinson Rd Aldershot GU11 2LQ	Basketball Swimming Racket Skills Aquathlon	✓ ✓ ✓	✓ ✓ ✓	Lee Cope – Early both days Dan Allen – Late Thursday and overlapping Friday 1200-2000hrs
Queens Ave. Sports Pitches Queen's Avenue Aldershot GU11 2JL	Football Volleyball Rounders Handball Multi Skills Challenge Zone	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	07717 003807
Aldershot Outdoor Tennis Centre Prince's Avenue ALDERSHOT GU11 2LD	Tennis	✓	✓	
Army 3G Pitch Queen's Avenue Aldershot GU11 2JL	Tri Golf		✓	
Army Combat Sports Centre Rawlinson Road Aldershot GU11 2LQ	Gymnastics Boccia New Age Kurling	✓	✓ ✓	
The Wavell School Lynchford Rd, Farnborough GU14 6BH	Netball	✓	✓	Dee Armstrong (Campus Manager) 01252 317603 John Forbes (Senior Site Manager) 07921 383520 between 7am – 2pm Paul Blunden (Assistant Site/Campus Manager) 07789 276693 between 2pm – 8pm

COMMAND & CONTROL

Based within the Event Information tent, responsibilities include overall Event and Administration control as follows:

- Overall event management
- General vehicular and visitor management
- Major Incident Management
- Liaison with Venue Management / Resolution of problems associated with facilities and infrastructure
- Directing of programme and Information Point
- Liaison with Guests
- Ensuring safe event delivery
- Placement of attraction and entertainment positions
- Staff management

EVENT INFORMATION TENT

The Event Information Tent will be located in the Athletics Stadium at the position marked within the event mapping at Appendix B.

The Event Information Tent will be staffed at all times that the venue(s) is/are 'live' and in operation and will be staffed sufficiently to discharge the Command & Control functions outlined above – see 'STAFFING' (Page 15). This will be the hub of the communications network for the duration of the event. Radios can be signed out to designated people from this point from 06.00 onwards. (see Appendix I, Page 37)

EMERGENCY PROCEDURES AND MAJOR INCIDENTS

All staff will have a responsibility for ensuring the safety of all involved in the event. A co-ordinated procedure allowing a multi-disciplinary approach is essential, with clear demonstration of duties and responsibilities.

The following services must play an active part in any emergency plan:

- Venue / Facility Management
- Event Manager
- Fire
- Police
- On-site First Aid / Ambulance and Hospital
- Press / Media liaison

See 'STAFFING' (appendix C, Page 15) for the identity and key locations/contact details for relevant personnel.

There is an understanding that in the event of a major incident or emergency occurring on site then the response will be led and coordinated by Hampshire Constabulary, involving other emergency services as and if appropriate.

In these circumstances, event management staff and volunteers will work to police control and direction until such time that Hampshire Constabulary rescind Command Control and Coordination responsibilities and pass back to the event management team.

MUSTER POINTS

In the event of an Emergency arising in any of the Sports Venues the following Muster Points will be used. The Sports Organiser will take a role call to ensure all teams and volunteers are accounted for.

Garrison Sports Centre – Evacuation will be led by the centre staff with a gathering point in the Combat sports centre carpark

Aldershot Hockey Pitches – Grasscrete (Main Event Car Park)

Aldershot Army Tennis Courts Grasscrete (Main Event Car Park)

4G Pitch (Main Event Car Park)

Rugby Stadium – Grasscrete (Main Event Car Park)

Athletics Stadium – Grasscrete (Main Event Car Park)

Queens Ave. Sports Pitches - Grasscrete (Main Event Car Park)

Combat Centre - Evacuation will be led by the centre staff with a gathering point in the Grasscrete (Main Event Car Park)

Wavell School – As directed by School Staff

EVENT CONTROL

Event Control will be managed from the Event Information Tent.

The Event Information Tent will be permanently staffed by a member (or members) of the Event Management Team during the event operation hours and for any period post event deemed necessary and appropriate by the Event Management Team.

The Event Information Tent will be sited in the Athletics stadium.

Site maps are attached to this Event Welfare, Management & Risk Assessment Plan at Appendix B (page 14).

Communication to and from the scene of any incident with the Event Information Tent will be achieved by way of mobile phones and two-way radios.

Site maps will be located at the Information Tent.

STAFFING - KEY PERSONNEL & RESPONSIBILITIES: (THE EVENT MANAGEMENT TEAM)

Event Manager	LOGISTICS
Sharon Robertson	07809 205400

- Responsible for overall management and safe, successful delivery of the event.
- Management of all contracts and contractors on site.
- Over-all management of Event Management Team.
- Ensuring that Health, safety and welfare documentation is compiled correctly.

Site Health, Safety & Welfare Manager	
Sophie Burton	07809 205404

Site Health, Safety & Welfare Management Responsibilities:

- Oversee health, safety and welfare of staff, volunteers, participants and spectators with the support of the Event Manager
- In liaison with the Event Manager will Determine amendments / cessation of the programme
- Observing the day-to-day safety management of the event, overseeing safety requirements and liaising with venue management if there are any problems
- Liaising directly with Event Manager, and where necessary venue/facility managers regarding safety related issues.
- Inspecting sports activity areas on a regular basis ensuring competitors, spectators and staff safety are catered for.
- Ensuring onsite Sports Risk Assessments are carried out prior to the start of sports competitions and collating them for future reference.

Information Manager	Situated in the Event Control Tent
Jake Hitchcock	07809 205409

- First point of contact for general spectators and competitors
- Central meeting and coordination point for all staff and volunteers
- Oversee general information distribution
- Collate paperwork
- Radio control
- Collate Photo Consent

A list of other event and area/venue key staff for Thursday 20th and Friday 21st June 2019 is attached at Appendix C (page 15).

EVENT CANCELLATION

In the event of any incident given the potential to cause a cancellation or postponement of the event occurring during the event, this will be determined in the first instance by the nominated Event Manager (for The Hampshire Games), Venue Manager (for the Aldershot Military Sports Facilities and Wavell School), the Event Site & Safety Manager, the senior police officer present on behalf of Hampshire Constabulary (if/as appropriate).

Such a decision to cancel the event entirely or for a defined period of time to allow resumption will be clearly communicated via the Event Information Tent and via radio directly to sports organisers.

FULL/PARTIAL EVACUATION

The competition events are scheduled to take place within the sports and other facilities identified above. In the event of the need to evacuate any of these locations, the standard and approved evacuation procedures will be invoked and managed by the venue management.

It is not envisaged that there will be a need to fully evacuate all areas of operation during the event.

Dependent on the nature of the reported incident and advice received from the emergency services, partial evacuation of an area to 'a place of less danger' will be determined and effected by the event management team in close liaison with Hampshire Constabulary and venue/event management.

If a partial evacuation to a place of less danger is invoked, teachers affected will be responsible for mustering and confirming the whereabouts of their team members, competition participants and staff and assistants/helpers.

Access and egress of emergency service vehicles to and from the location of an emergency or major incident will be a high priority. Routes and marshalling points will be determined in liaison with the emergency services present and communicated via the Event Information Tent.

The event Site and Safety Manager has the overall responsibility for liaison with the emergency services in this respect.

HOSPITAL

The following hospital will service casualties:

FRIMLEY PARK HOSPITAL
Portsmouth Road
Frimley
Camberley
Surrey
GU16 5UJ
Tel: 01276 604604

POLICE

ALDERSHOT POLICE STATION
Wellington Avenue
Aldershot
Hants
GU11 1NZ
Tel: 101 Or 0845 045 4545

FIRE

HANTS FIRE and RESCUE SERVICE
8 Lynchford Road
Farnborough
Hants
Tel: 023 8064 4000

CAR PARKING

Cars

Spectators: There are 4 car parks in total for spectators. The main event car park is accessed from Princes Avenue leading to Rawlinson Road, but spectators may access any of the other Car Parks where space allows, please see attached map for all available car parks (Appendix B).

Officials/volunteers: They will use the general public car parking areas

Coaches

Once the coaches have dropped off the athletes on Queens Ave. If staying they will park in the Cathedral of St Michael and St George Car Park or the over-flow coach parking opposite the Hockey Pitches, it will be marked accordingly. Mini Buses will be park in the Main Event Car Parks as directed by Parking staff/volunteers.

All parking will be manned by staff/volunteers for the duration of the Games.

FIRST AID FACILITIES

Aldershot Military Sports Facilities:

The Centre is equipped with two First Aid rooms; one is located under the Athletics Stadium and the other is located in the Garrison Sports Centre. Contact must be made with a member of the Event Management Team if First Aid is required, via St. John Ambulance. This is to ensure that a proper record of each incident is recorded on the site.

St. John Ambulance will provide:

- 6 x First Aid Members
- 2 x Advanced First Aiders
- 4 x Emergency Transport Attendant Members
- 1 x Medium Mobile First Aid and Medical Units
- 2 x Ambulance Units
- 2 x Cycle Response Units

St. John personnel will remain in constant touch with the Event Information Tent via two-way radios on Channel 6.

CONSIDERATIONS FOR DISABLED / LESS MOBILE PERSONS

All venues are fully accessible to wheelchairs. Any specific needs of participants or spectators will be catered for individually. As well as accessible toilets in all of the Sports Facilities additional disabled portable toilets will be situated at relevant venues.

LOST/FOUND CHILDREN

See Appendix D (page 16)

ADMINISTRATION

GENERAL

All event documentation will be recorded and retained at the Event Information Tent.
All competition and event documentation will be the responsibility of the Event Manager.
All safety and security documentation will be the responsibility of the Site Health, Safety & Welfare Manager.

SITE MAP

An event site map is attached to this Event Management Plan at Appendix B (page 14).

HEALTH & SAFETY DOCUMENTATION

Accident / Incident Forms will also be held at the Event Information Tent.

All First Aiders will also complete an accident log as necessary. Copies of these logs are to be passed to the event manager at the end of the event.

In any case, all incidents are to be reported to the Event Management via the Event Information Tent.

The Event Manager will be responsible for forwarding any reportable incidents to the appropriate Venue/facility Manager.

STAFF BRIEFING/DEBRIEFING

Sports organisers will be briefed prior to The Games by the Event Manager, they will also be provided with all paperwork and documents required on the day of the event, this will be sent in advance of the day of competition.

Key staff as identified within this Event Welfare, Management & Risk Assessment Plan, will be briefed by the Event Management Team prior to the commencement of the event.

This Event Welfare, Management & Risk Assessment Plan and its appendices will form the basis of that briefing.

These key personnel will be responsible for cascade briefing their event teams.

The identified key personnel will advise the Event Management Team of any reasons to convene an event debrief at the conclusion of the day's sports/event programme in the light of any specific incident.

A record of any briefing and/or debriefing of staff shall be maintained.

LOST/FOUND PROPERTY

See Appendix E (page 19).

EVENT CATERING STAFF

Pack lunches will be provided for all identified staff and adult volunteers.

These will be supplied by SODEXO from the Main Information Tent in the Athletics Stadium, they will be delivered to each sports venue throughout the morning.

SODEXO will provide additional catering outlets for competitors and spectators at various venues around the site.

TOILET / WASHROOM / CHANGING FACILITIES

Aldershot Military Sports Facilities:

There are sufficient sanitary facilities located at each venue. Additional units will be placed as follows:

Aldershot Military Athletics Stadium

3 x Single Toilet Unit

1 x Accessible Single Toilet Unit

Queens Ave. Sports Pitches

6 x Single Toilet Unit

Aldershot Tennis Centre

3 x Single Toilet Unit

1 x Accessible Single Toilet Unit

The Wavell School

4 x Single Toilet Unit – adjacent to Netball Courts

LITTER BINS

Bins will be located as follows:

- 2 bin at the Hockey Centre (delivered to Hockey Centre)
- 2 bins at Queens Avenue Pitches (delivered to athletics stadium)
- 1 bin for Athletics Stadium (delivered to athletics stadium)
- All venues to be provided with additional dustbins and black bin sacks

RISK ASSESSMENT

An event risk/threat assessment is attached at Appendix F (page 21).

COMMUNICATIONS

A communications network will be achieved through two-way radios and mobile phones, there will also be a PA system in situ for the Welcoming Ceremony.

26 multi-channel radios complete with headsets will be allocated to key event management personnel. Appendix I (page 37).

Dedicated channels to be assigned as follows:

Channel 1 – Initial contact only

Channel 2 – General communication

Channel 3 – General communication

Channel 4 – Car Parking

Channel 5 – EMERGENCY ONLY

Channel 6 – St Johns Ambulance

Radio allocations are listed at Appendix I (page 37).

Radio discipline is of paramount importance. Communications should be transmitted to the Event Information Tent (Event Control) by the sender. Direct communications from one radio to another should be avoided unless express permission for 'talkthru' has been granted by Event Control.

The 'ABC' of radio communication should be applied and adhered to: -

- **Accurate**
- **Brief**
- **Concise**

In the event of an emergency or major incident being declared all unnecessary radio traffic should cease immediately and personnel will be guided by Event Control.

Appendix A.

Hampshire School Games 2019

Thursday 20th June

9.30am – 9.45am	Competitors arrive at the Aldershot Military Stadium for the Welcoming Ceremony
9.45am – 10.30am	Welcoming Ceremony – including parade to the pitches
10.45am	Competitions start
4.30pm	All competitions end by 4.30pm

N.B. Golf - YEAR 3 & 4 Competition will start straight after the welcoming Ceremony and will finish by 1.30pm, YEAR 5 & 6 Competition will start at 1.30pm and finished at 4.30pm, we would encourage the year 5 & 6 teams to still attend for the whole day, attending the Welcoming Ceremony and then spending time in the Challenge Zone before their competition starts at 1.30pm.

The YEAR 3 & 4 Swimming competition will be finished by 1.00pm.

The Year 3 & 4 Gymnastics competition will be split into 2 sessions, schools will be informed whether they are in the morning or afternoon session prior to the games, again we encourage all school to attend for the whole day, attend the Welcoming Ceremony and Challenge Zone when not competing.





Friday 21st June

There will be **NO** Welcoming Ceremony on Friday, ALL schools should park in the main event car park and go straight to their competition venues

9.30 – 10.15am	Schools arrive at their Competition Venues
10.15am	Competitions start
12 noon	Aquathlon Briefing, and Registration will take place at 12noon, racing will start from 1pm
2.00pm	Inclusive competitions end
4.00pm	All competitions end

N.B. The Inclusive Swimming competition will be finished by 1pm.

Appendix B. Site Map

-  Portaloo
-  Accessible Portaloo
-  1000L Bin
-  Main First Aid point



Appendix C – Key Staff Roles

MOBILE PHONE NUMBERS FOR KEY STAFF ARE HELD IN THE MAIN INFORMATION TENT

Sharon Robertson Event Manager
Sophie Burton Health, Safety & Welfare

Other Key Personnel
Transport / Parking Co-ordinator – El Taylor-Jenks
Public Relations Co-ordinator – Sara Lock / Jen Stangroom
Information Co-ordinator – Jake Hitchcock
VIP Hosts - Julie Amies

Aldershot Military Athletic Stadium	Queens Ave. Sports Pitches & 4G Football Pitch	The Wavell School	Army Hockey Centre & Aldershot Indoor Tennis Centre	Army Combat Centre	Garrison Sports Centre
Welcome Ceremony Robyn Bell (Thursday)	Football Flo Lunn (Thursday & Friday)	Netball Chris Grainger (Thursday) Kayleigh Quelch (Friday)	Hockey Heather Windust (Thursday & Friday)	Gymnastics Holly Shirley (Thursday)	Swimming Madeleine Campbell (Thursday & Friday)
Athletics James Cross / Mark Lavelle (Thursday)	Rounders Emma White / Alison McQuillan (Friday)		Tennis Jenny Sayer / Ash Neaves (Thursday & Friday)	Boccia Matt Bishop (Friday)	Basketball Matt Bishop (Thursday & Friday)
Challenge Zone Kelly Bailey (Thursday & Friday)	Volleyball Cat Machado (Friday)			New Age Kurling Lynne Holmes (Friday)	Racket Skills Dan Binns / Tanya Woodward (Thursday)
	Handball Luke Hornsey (Friday)				Aquathlon Paul Smith (Friday)
	Multi Skills Donna Smith (Thursday)				
	Golf Andy Wright (Thursday)				
Event Team - Site Manager Penny Woods			Event Team - Site Manager Harry Stow		

Appendix D

LOST/FOUND CHILDREN PROCEDURE

EVENT TEAM ONLY

Appendix E

Hampshire School Games - Lost Found Property Procedures

FOUND PROPERTY

Any low value item of found property (e.g. outer sports clothing) will be the initial responsibility of the relevant Sports Organiser (as shown at App C) who should make or cause to be made every effort to repatriate the item to the owner or appropriate person (e.g. a teacher or youth leader of the school team concerned)

Any item of high value property (e.g. cash, jewellery, phones etc.) should be handed to the relevant Sports Organiser or Event Manager (App C). This person should make a record of:

- The name, address and contact details of the person finding such property
- A description of the item found and its condition
- Details of where and when found

Every effort should be made locally to repatriate to the owner (if possible). If unsuccessful or if unable to carry out these enquiries, the item of property should be handed in to the Event Information Tent (Event Control), before the close of that day's sports programme.

Persons claiming such property having not been identified within initial enquiries made, should be directed to the Event Information Tent to reclaim/recover their lost property.

A register of found property will be maintained at the Event information Tent and include the detail outlined above, together with the name of the person receiving the property and the time/date it was received at the Event Information Tent.

The property will be kept in safe custody at this location

Staff at the Event Information Tent should be prepared to ask intrusive and descriptive questions in respect of the property claimed before satisfying themselves of the identity and ownership and before releasing the property to the claiming owner.

In such instances the name, address, and other contact details of the claimant should be recorded.

If the claimant is recovering the property of a third party, then the details of this third party should also be recorded and every effort made to contact this person seeking the necessary authorisation before releasing the property to the claimant. (Unless the claimant is the parent, guardian of the owner – 'guardian' would include youth leader and/or teacher in these circumstances).

If items of high value are not claimed by the end of the day's sporting events, the property will be retained by staff at the Event Information Tent until the conclusion of the event on Friday 22nd June 2018. If still unclaimed at this time, the property will be surrendered (against receipt) to Aldershot Police Station and retained by police as 'Found Property'. Any receipt etc issued by the police will be recorded in the Found Property register maintained by Energise Me at the Event Information Tent.

LOST PROPERTY

Details of any lost property reported to any 'Appropriate Adult' (e.g. teacher, youth leader, School Games Organiser, Sports Governing Officer, Sports Organiser or Event Manager) should be investigated as far as is practicable to do so at the time of report.

If unrecovered the owner or person reporting should be directed to the Event Information Tent where full details will be recorded such as:

- The owner of the property together with full contact details
- The person reporting loss (if different) together with full contact details
- A full description of the property lost, including specific identifying features
- The time/date that the loss was discovered
- As far as is possible, the details of the area in which it was suspected that the property was lost
- Details of initial actions undertaken

If the property is unrecovered by the conclusion of the sporting programme on Friday 21st 2019, the owner or person reporting loss should be advised to report the loss to the police.

Appendix F

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

Risk assessments are a management tool which when used can assist in managing risk by reducing or eradicating hazards or a hazardous work activity. They are another aspect of good management and looking after staff.

Two definitions to remember:-

HAZARD – Anything which has the potential to cause harm to a person.

RISK – The chance of harm occurring, i.e. frequency, severity; number of people affected.

RISK ASSESSMENT IN PRACTICE

IDENTIFY hazards and the risk(s) associated with each hazard.



ASSESS the level of risk i.e. how often might the hazard arise, who might be harmed, what is the reasonably foreseeable level of injury that a person/s could receive and how many people could be harmed.



FREQUENCY		SEVERITY OF INJURY				WORST POSSIBLE OUTCOME	
<i>How often does the particular hazard arise</i>		Reasonably foreseeable consequences of likely injury				Number of people who could be affected	
Rarely	1	Cuts, Grazes	Minor	1	0 – 1	1	
Sometimes	2	Sprain, Bruise, Laceration	Low	2	2 – 3	2	
Regularly	3	Temporary disability i.e. fractures, dislocations	Medium	3	4 – 6	3	
Frequently	4	Permanent disability i.e. loss of limb, sight or hearing	High	4	7 – 9	4	
Continuously	5	Death	Major	5	10+	5	
RISK LEVEL		Low 1 - 5	Medium 6 - 9	High 10 – 15			

CONTROL

Remove the hazard or manage it to reduce the level of risk:

LOW any action required to be taken within one month.

MEDIUM any action required to be taken within seven days. However, immediate preventative action may be required.

HIGH Requires immediate preventative action to be taken. A residual high-risk level is not acceptable other than in exceptional operational circumstances.

MONITOR Are the control measures being adhered to?

Check or revisit.

REVIEW

Annually unless any change to work activity/PPE etc. has taken place or an accident/near has taken place.

Activity	Hampshire School Games 2018	Date	May 2018
Location	Aldershot - Various	Name of Risk Assessor	Sharon Robertson Strategic Lead for Children & Young People Energise Me

Event General Background & controls

- The event is contained within the playing fields and sports facilities of the Aldershot Military Sports Facilities (MSF), managed by the British Army and Aspire and given over in its entirety to the management of the event. Based on the information we have there are no planned, parallel or concurrent military events taking place at the same time.
- Management responsibility of this event is held by Energise Me with the support of the Local Organising Group (LOC).
- The event is now in its 22nd year of operation and as such planning and preparation undertaken by the event organisers is mature and has evolved over this period of time.

- In 'steady state' the event facilities are separated in respect of the type of planned sports activity and the participants/spectators will be moved (under adult supervision) from one place to another as a consequence of the sports programme. There is one road that runs through the MSF (Queen's Ave). The Crossing point of this road is dealt with below.
- The type of incident that would give rise to a total evacuation would be hard to envisage. The evacuation of all buildings would be by way of standard evacuation procedures and under the direct supervision of the Venue/Facility Manager, Event Manager and Sports Organiser for the specific facility affected.
- The objective would be to remove persons from a place of danger to a place of less danger within the overall games sites. Firefighting provisions and exits are provided for within venues and fall under specific evacuation for each venue.
- First Aid provision is available at all venues supplemented by attendance of the St John Ambulance in accordance with the METHOD section of the Event Welfare, Management & Risk Assessment Plan.
- Each sport has a responsible person who will inspect their facility prior to any sports commencing (The Sports Organiser) they will carry out a dynamic Risk Assessment prior to the sports start). This will be overseen by delegated members of staff from the Event Management Team. The Site Health, Safety & Welfare Manager will take an overview of everything else that surrounds the sport itself, the facility and everything that surrounds it.
- In the event of an emergency or major incident, Event Control will be responsible for communication and ongoing liaison with the emergency services until the situation is resolved and command/control of the event is relinquished by the emergency services to Event Control. This will be coordinated by the Event Manager. In the event of a major incident or emergency, all persons will be marshalled to the relevant muster point according to the standing MSF Standard Operating Procedures away from the site of danger. All evacuation processes will be coordinated from Event Control working within the advice offered by the emergency services.
- Emergency evacuation will be in accordance with the venue Standing Operating Procedures and coordinated via Event Control.
- Pre-event information is distributed across all Sports Organisers and participating teams prior to The Games.
- In terms of the operation of the facilities at the Military Sports Facilities (MSF) these are under the direct control of the MoD estate manager and the safety and security information (against the prevailing risk/threat) is commensurate with that use and purpose.
- Information during the event is coordinated via individual Sports Organisers, Event Manager, Facility Managers, School Games Organisers, Volunteers & the Event Management Team.
- Information connected with the operation of this event is coordinated via the Event Information Tent, having direct links with the emergency services.
- Teams will be under constant supervision teacher/responsible adult whilst on site.
- Circulation of participants/spectators on site will be under the control of adult supervision at all times.
- Unauthorised persons will be requested to leave the from the site.

- Entry and exit from the venues/sporting locations will be controlled and under adult supervision.
- Exit from the site at the conclusion of the day's events (to the vehicle parking location) will be under escort and adult supervision.

HAZARD	WHO TO	WHY	POT RISK (HML)	CONTROL MEASURES	ACTION TAKEN	RESIDUAL RISK (HML)
Event Management	Participants Public Volunteers Staff	Over-all safe delivery of the Hampshire School Games 2019	M	See Event Welfare, Management & Risk Assessment Plan Event Control/Information Tent located in Athletics Stadium Two-way radio communications established and managed from Event Control	<ul style="list-style-type: none"> • Event Control established on site Liaison with: Sports Organisers Event Managers Facility Managers School Games Organisers Volunteer & Event Management Team MSF staff 	L
Overall Staff Management / supervision	Staff Volunteers	Injury	M	Staff deployments See Event Welfare, Management & Risk Assessment Plan Appendix C	<ul style="list-style-type: none"> • All event staff deployed to be familiar with The Teacher Manual, and Event Welfare, Management & Risk Assessment Plan and Associated risk assessments • All event staff to be briefed before deployment • All event staff to have access to event radio. If not personal issue, designated supervisors must be in line of sight contact with designated staff and maintain communications with Event Control • All staff to be in possession of wet weather clothing High Vis jackets Sun screen or similar will be available at Event Control • A supply of bottled water will be available at Event Control and there are 	L

					<p>a number of drinking water supplies at the MSF</p> <ul style="list-style-type: none"> Any injury or near miss should be reported to the Event Manager(s) or event control Supervisors to provide effective overview and control of deployed staff 	
Sports Competitions	Participants	Injury	M	<p>All sports organisers required to complete a Risk Assessment on day of the day and take any action required</p> <p>Provide a safe competition following the NGB Guidelines for their sport Follow the rules and regulations for their sport</p>	<ul style="list-style-type: none"> Sports Organisers hand in completed risk assessment on day of competitions St John Ambulance deployed throughout the site to deal with any accident or injury during sports competition 	L
Additional Activities away from Sports Competitions (Challenge Zone)	Participants Public	Injury	M	Public Liability and risk assessments provided by Governing Bodies of Sport or extra activity supplies	<ul style="list-style-type: none"> Challenge Zone coordinator to check and monitor activities being provided are safe, have risk assessments and adequate insurance cover 	L
Crowd issues Children	Participants Lost/Found children	Distress, hysteria	M	Lost/Found Child procedure laid down in Appendix D of Event Welfare, Management & Risk Assessment Plan	<ul style="list-style-type: none"> Lost/Found children procedures to be followed if required Staff briefing delivered so all event management team and volunteers are aware of roles 	L
Crowd issues Children moving on site (general)	Participants Public	Safety & Security	M	Children to teacher ratios determined and guidance provide to schools via Teacher Manual prior to the games	<ul style="list-style-type: none"> Event Manager circulate Teacher Manual prior to the games Event Manager applies the ratios determined within 'Control Measures' 	L

<p>Crowd Issues Children moving on site. Road crossing</p>	<p>Participants Public</p>	<p>Safety & Security</p>	<p>M</p>	<p>There is only one designated road crossing point, being the marked pedestrian crossing on Queens Ave from one side of the sports facilities to the other. Outside the Garrison sports centre there is a single crossing at the car park entrance. Groups are to be under the control of their leaders. Attention brought to teachers prior to the event re using road crossing on Queens Ave.</p> <p>Attention to be brought to the leaders working in the Tennis centre as children may try to cross Princes avenue when their sports have finished.</p>	<ul style="list-style-type: none"> • The Queens Ave crossing point will be permanently staffed and operated in conjunction with Adult supervisors of the young people wishing to cross the road. • Notes have been made in the Teachers Manual as to the supervision of children crossing the Queens Ave. • Signage to be place on Queen Ave. leading up the pedestrian warning on-coming traffic. 	<p>L</p>
<p>First Aid/ Medical Services</p>	<p>Public Participants</p>	<p>Safety Well being</p>	<p>M</p>	<p>Each planned sports activity has been assessed in terms of potential first aid and medical requirements and first aid services have been secured.</p> <p>The nearest A&E Department is at Frimley Park Hospital, Camberley is aware of this event</p>	<ul style="list-style-type: none"> • See METHOD section of Event Welfare, Management & Risk Assessment Plan SJA on site. (First Aid provider) 	<p>L</p>
<p>Crowd issues Trip & slip hazards Sports events (inside and under cover and outside – sports pitches)</p>	<p>Participants Public Volunteers Staff</p>	<p>Injury</p>	<p>M</p>	<p>Separate daily risk assessments applicable to the pitches and venues within the Military Sports Facilities (MSF) and The Wavell School.</p> <p>Constant surveying to ensure that any potential trip/slip hazard is removed or screened Signage (as appropriate)</p>	<p>Sports Organisers, Event Managers, Facility Managers and Event Management Team</p> <ul style="list-style-type: none"> • Briefed for the need for constant vigilance and inspection in conjunction with MSF staff • Risk Assessments Carried out on venues each day 	<p>L</p>

Crowd Issues Pedestrian / Vehicle de-confliction	Participants Public Volunteers Staff	Injury Large number of participants predominantly young people	M	Designated vehicle parking areas in line with those areas used by the MSF for this purpose	<ul style="list-style-type: none"> • Vehicle parking and movement patrolled by staff/volunteers • Pre-briefing by Event Managers to teachers and appropriate adults to ensure the safety of those under their charge when boarding or alighting vehicles (Teachers Event Manual) • Exit/Entry Signage to vehicle parking areas 	L
Car Parking	Participants Public Volunteers Staff	Injury / death Cars/Mini Buses and Coaches arriving onsite	M	Traffic management system in place as detailed in Event Welfare, Management & Risk Assessment Plan Clearly signed Coach parking allocated Vehicle/pedestrian segregation in place Clear route for emergency vehicles to be maintained	<ul style="list-style-type: none"> • Schools/staff/volunteer informed prior to the games of parking arrangements • Parking managed by staff/volunteers on day of games • Coaches have specific signed parking areas • Use of existing crossings and pathways • Constant inspection of the site during the games to ensure that accesses are clear 	M
Catering	Participants Public Volunteers Staff	Illness	M	Facility management to provide caterer. Catering to be provided by an approved contractor SODEXHO Appropriate insurances in place. Food handlers appropriately trained Inspection on day of event to insure only approved providers are on site	<ul style="list-style-type: none"> • Site Health, Safety & Welfare Manager to check during games 	M
Temp Structures (Gazebos)	Participants Public Volunteers	Collapse, Fire, injury	L	Gazebos erected and secured by trained members of the management team	<ul style="list-style-type: none"> • All temp structures to be erected in compliance with manufacturers guidelines 	L

	Staff				<ul style="list-style-type: none"> • All fixing points to be regularly inspected • All fixing points (guy ropes etc.) to be clearly marked • Actual and forecast weather conditions (wind & torrential rain) to be monitored to ensure within temp structure tolerances 	
Fire external to building and temporary structures	Participants Public Volunteers Staff	Fire, Injury		<p>Sources of ignition No open fires, barbeques or hazardous heaters are permitted on site/allowed only in designated areas.</p> <p>Fire caused by abandoned cigarette setting alight very dry grass – sufficient staff/volunteers distributed across the whole site alert to risk and briefed what to do.</p> <p>Clear routes for emergency vehicles maintained along access roads (which will be stewarded throughout the day).</p> <p>Fire exits marked for evacuation of public</p> <p>Staff trained in evacuation procedures where appropriate</p>	<ul style="list-style-type: none"> • Volunteers and staff managing the young people will be responsible for their behaviour. • Generator used by concessions. Only competent persons to refill. Concessions to provide their own extinguisher. Concessions to be located on hard standing away from foliage • Marquees and structures sited 4 metres apart to minimise spread of fire. • Fire in car parking area – vehicles restricted to designated car parking areas controlled by staff/volunteers. • Litter and waste – bins located across the site. 	
Contact with Electricity	Participants Public Volunteers Staff	Risk of electrocution / shock Injury	L	Electrical installations installed by competent, qualified person	<p>Sports Organisers, Event Managers, Facility Managers Event Management Team</p> <ul style="list-style-type: none"> • Briefed for the need for constant vigilance and inspection in conjunction with MSF staff 	L

				<p>Equipment designed for outdoor use (as appropriate) with suitable connectors Residual Current Devices</p> <p>Equipment will not be installed where it can be either intentionally or accidentally damaged</p> <p>MSF property service manager on site to monitor, investigate and rectify any disruption to service/supply</p> <p>Cabling managed to prevent trip hazards</p>		
Lack of information	Participants Public Volunteers Staff	Crowd movement/ management	M	<p>Pre-event information - briefing</p> <p>Communications plan as per Event Welfare, Management & Risk Assessment Plan and Teachers Manual</p> <p>Sports organisers information pack</p>	<ul style="list-style-type: none"> • Radio provision • Communication plan (including telephony) • Signage • Staff Briefing 	L
Information management	Participants Public Volunteers Staff		L	<p>Coordinated event management</p> <p>Main event control located in the Athletics Stadium and manned throughout the event by knowledgeable and competent staff</p> <p>Two-way radio communications established and managed from Event Control</p> <p>Event Control to effect Single Point of Contact with Emergency Services and other stakeholders on site</p>	<ul style="list-style-type: none"> • Event Control having full coordinating/communicating task with: Sports Organisers Event Managers Facility Managers Volunteers & Event Management Team MSF staff Emergency services 	L

Lack of clearly defined roles and responsibilities	Staff Volunteers	Lack of information and knowledge could jeopardise safe and smooth running of event	L	Coordinated event management Event manager appointed and Event Welfare, Management & Risk Assessment Plan in place	<ul style="list-style-type: none"> All staff briefed prior to the games All staff provided with a copy of Welfare and Risk Assessment Plan 	L
Emergency Vehicles	Participants Public Volunteers Staff Emergency Responders	Speedy access required in emergency	M	Emergency Service vehicle access and routes will be by Queens Ave or Princes Ave. Routes and RVP will be determined by location and type of incident	<ul style="list-style-type: none"> As per Event Welfare and Risk Assessment Management Plan (METHOD) All staff briefed 	L
Crowd Dynamics Participants moving between attractions and displays on site	Participants Public Volunteers Staff	Crush Overcrowding Trips/Slips Injury	M	<p>The event is taking place in the extensive purpose built sporting facilities & grounds</p> <p>There are several sites of interest including: The Aldershot Military Sporting Facilities (MSF) The Wavell School</p> <p>Each of these areas are identified within the Welfare Plan & Risk Assessment Potential hazard sites have been fenced/screened Footpaths & access routes will be stewarded</p> <p>The footpaths have been inspected pre-event any potential trip/slip hazard has either been removed or made safe.</p>	<ul style="list-style-type: none"> As per control measures See Event Welfare, Management & Risk Assessment Plan Management Plan METHOD All staff briefed 	L

				The event staff will patrol the site regularly in vehicles and on foot to oversee the condition of the grounds.		
Crowd Dynamics Public Exiting Normal Conditions	Participants Public Volunteers Staff	Crush Injury Slips/Trips Overcrowding	M	Egress of participants will be managed under adult supervision to the vehicle location points at the end of the day's events and in accordance with the event programme. Vehicle movements within the vehicle parking location will be under the direct control of staff/volunteers	<ul style="list-style-type: none"> Briefing & deployment of: Sports Organisers Event Managers Facility Managers School Games Organisers Volunteers & Event Management Team MSF staff 	L
Crowd Dynamics Public exiting Emergency Conditions	Participants Public Volunteers Staff	Crush Injury Trips/Slips	M	Evacuation (full or partial) from event venues will be undertaken in accordance with the venue Standing Operating Procedures and coordinated by MSF managers Event Control Evacuation for venues in the open air, (sports fields) etc. will be under the direction of the Sport's Organiser and event officials. Evacuation will be undertaken in coordination with Event Control who will be linking to the emergency services.	<ul style="list-style-type: none"> As per control measures All available lighting will be used to illuminate exit avenues and exit points Event Management Staff Briefing 	L
Emergency situations e.g. Bomb threat etc.	Participants Public Volunteers Staff	Crush Injury Trips/Slips	M	Emergency response system in place and all staff and key volunteers are informed of action to take. Information will be communicated through the 2-way radio network.	<ul style="list-style-type: none"> All event staff to be briefed and clear of their role should a situation arrive 	L

Risk Assessment for Volunteer/Staff Traffic Management						
HAZARD	WHO TO	WHY	POT RISK (HML)	CONTROL MEASURES	ACTION TAKEN	RESIDUAL RISK (HML)
Collision with vehicles (Car & Coach Parking, Road Crossing)	Staff Volunteer Car Parking Teams	Injuries to members of car parking team	M	Car park clearly signed Car Parking spaces clearly set out Supervision of Volunteers by Energise Me staff Use of pedestrian Crossings	All traffic management team to wear high visibility waistcoats All traffic management team to be vigilant of moving vehicles. All volunteers to be briefed by Energise Me member of staff on morning of the games to include vigilance, road safety etc.	M
Verbal/physical violence by members of public	Staff Volunteer Car Parking Teams	Injuries to members of car parking team	L	Well managed car parking system in place.	Energise Me Staff to manage situation in first instance Should situation present itself summon Police assistance	L
Slips, trips and falls in Car Parks	Staff Volunteer Car Parking Teams	Injuries to members of car parking team	M	Suitable footwear to be worn	No running Be aware of potential Trip hazards, curbs etc. Site walk through to be completed prior to and on morning of games	L
Heat exhaustion/sun stoke/exhaustion (if hot/sunny)	Staff Volunteer Car Parking Teams	Illness to members of car parking team	M	Ensure that team have plenty of fluids, cover up and have meal/drink breaks.	Water supplied Volunteers working on a rotation with scheduled breaks	L



Sports Competition - Risk Assessment Form 2019

Sport	
Venue	
Name of person carrying out the check	
Date of check	

Playing/training area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements). Yes No

(If no, please outline the hazard, who may be at risk and action taken, if any.)

Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?

(e.g. check there is no equipment left from other activities or obstructions left in the sporting area.

Yes No

(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

Participants

Make sure each team has checked in and handed in all the relevant paperwork. Check that performers are appropriately attired for the activity.

Are performers appropriately attired and safe for activity? **Yes** **No**

(If no, please outline unsafe equipment/attire and action taken, if any.)

Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? **Yes** **No**

(If no, please outline the issues and action taken, if any.)

Is a working telephone available? **Yes** **No**

(If no, please outline the issues and action taken, if any.)

Safety Information

Ensure that your volunteers and officials are aware of the emergency procedures and how to contact first aid if required.

Signed:

Date:

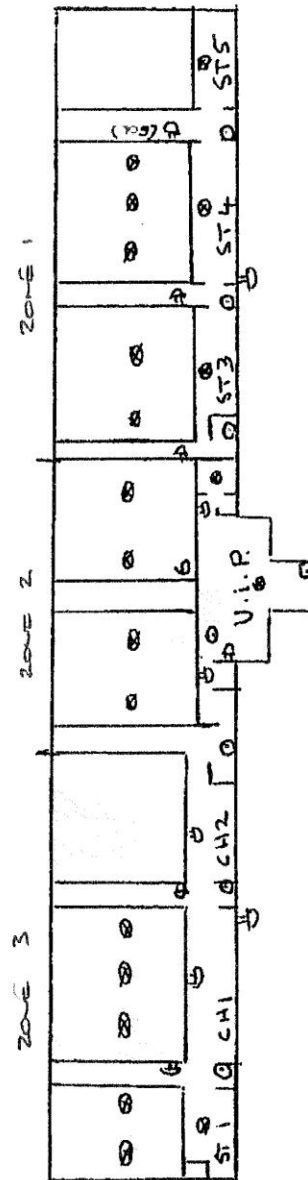
Name:

ALDERSHOT MILITARY STADIUM

SPECTATOR STAND

⊗ SMOKE DETECTOR
 ○ CALL POINT
 ⊕ SOUNDER

- ZONE 1 STORES 3-4-5 INCL. GATE ENTRANCE
- ZONE 2 V.I.P LOUNGE, KITCHEN AND REFEREES CHANGING
- ZONE 3 STORE 1, CHANGING 1 AND 2 AREAS



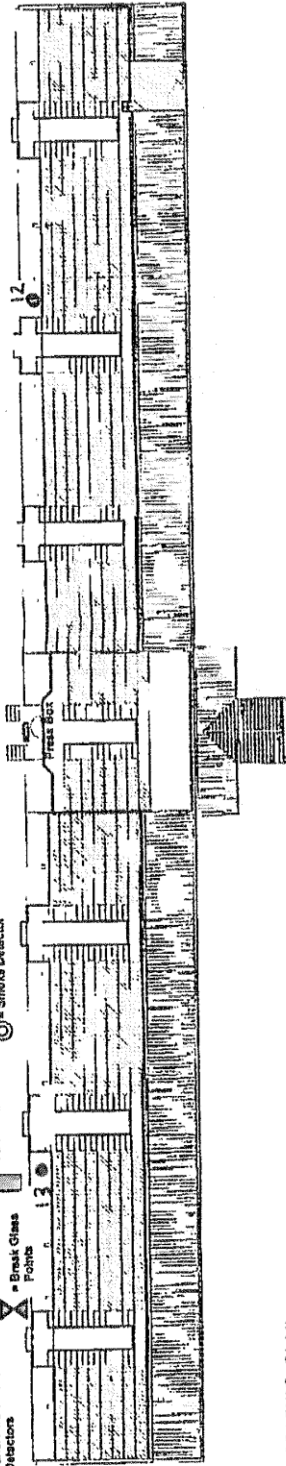
FIRE ALARM ZONES

Break Glass Unit,
 Sounders, Fire Alarm
 Panel And Smoke
 Detections

● = Sounders
 ▲ = Break Glass
 Points

■ = Fire Alarm Panel

○ = Smoke Detector

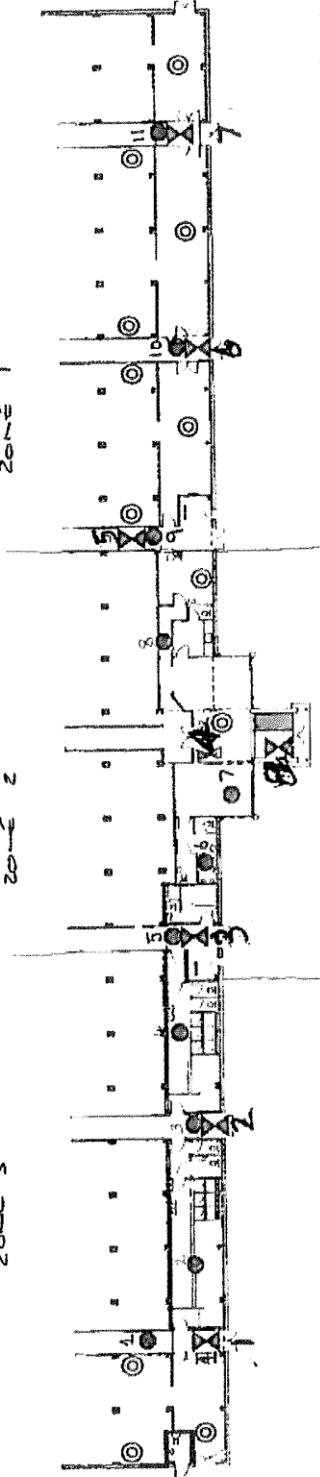


SEATING PLAN

Zone 3

Zone 2

Zone 1



ROAD SIDE

Appendix I: RADIO ALLOCATION

Energise Me Staff and Key Volunteers			
Sharon Robertson	Event Manager	Yes	
Sophie Burton	Site, Safety & Welfare Manager	Yes	
Helen Fisher	Logistics	Yes	
Penny Woods	Sports Site Manager	Yes	
Harry Stow	Sports Site Manager	Yes	
Kelly Bailey	Challenge Zone	Yes	
El Taylor-Jenks	Car Parking & Traffic Management	Yes	
Jake Hitchcock	Information	Yes	
David Vosser	Assistant Sports Site Manager	Yes	
Robyn Bell	Welcoming Ceremony	Yes	
Samara Jones	Assistant Sports Site Manager	Yes	
Ann Floyd	Traffic Management	Yes	
Jen Stangroom	Press & Media Liaison	Yes	
Sports		Thursday	Friday
Athletics	Mark Lavelle & James Cross	Yes	
Basketball	Matt Bishop	Yes	Yes
Football	Flo Lunn	Yes	Yes
Golf	Andy Wright	Yes	
Gymnastics	Holly Shirley	Yes	
Hockey	Heather Windust	Yes	Yes
Netball	Chris Grainger	Yes	
	Kayleigh Quelch		Yes
Rounders	Emma White & Alison Macquillin		Yes
Multi Skills	Donna Smith	Yes	
Swimming	Madeleine Campbell	Yes	Yes
Tennis	Jenny Sayer	Yes	
	Ash Neaves		Yes
Volleyball	Cat Machado		Yes
Boccia (sharing with NAK)	Solent Uni		No
New Age Kurling	Lynne Gardener		Yes
Handball	Luke Hornsey	Yes	
Aquathlon	Paul Smith		Yes
Other			
St Johns		Yes	Yes