

Hampshire School Games Sport & Physical Activity Festival 2025

Event Welfare, Management & Risk Assessment Plan

Thursday 26 June 2025



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BACKGROUND INFORMATION

The Hampshire School Games Sport and Physical Activity Festival 2025 is targeted at less active young people, those in years 4, 5 & 6 not already engaged in clubs outside of school or school teams (special schools may bring pupils from year 7). Invited schools are those who don't normally engage or attend level 2 competitions or qualify for level 3 competitions. Schools will have been identified and invited to attend by their local School Games Organiser (SGO).

The aim of the festival is to provide a positive, uplifting experience of sport and physical activity. The event will showcase the wide range of opportunities available beyond school sport. Details of how to continue after the event will also be available. This is NOT a competition, although some sports may include challenges with rewards & prizes.

Sports and activities included in the festival are; Acrodance, Athletics, Basketball, Boccia, Bowls, Boxing, Circus Skills, Climbing, Create a Game, Cricket, Cycles4all, Dodgeball, Drumming, Fencing, Football, Golf, Healthy Body Healthy Mind, Hockey, Inflatables, Karate, Kinball, NAK, Outdoor Adventurous Activities, Paralympic Activities, Quidditch, Roundnet, Rugby, Silent disco, Skateboarding, Slacklining, Speedstacking, Squash, Street Dancing, Swimming, Table Tennis, Target Games, Tennis, Ultimate Frisbee, Volleyball, Yoga.

METHOD

VENUE INFORMATION

Venue	Events/Sports	Contact Name and Number
Winchester Leisure Centre	<ul style="list-style-type: none">• Boccia• Climbing• Silent Disco• Karate• New Age Kurling• Squash• Swimming• Street Dancing• Speedstacking• Table Tennis• Acrodance• Sensory Room (quiet space)	Duty Manager 07547 416143 Rebecca Woodford 07939 939677
King George V and Garrison Sports Pitches	<ul style="list-style-type: none">• Circus skills• Create a game• Cycling• Outdoor Activities• Slacklining• Healthy Body & Healthy Mind• Paralympic Activities• Basketball• Cricket• Drumming• Football• Golf• Inflatables• Fencing• Kinball• Quidditch• Roundnet• Rugby• Target Games• Ultimate Frisbee• Volleyball• Dodgeball• Skateboarding	Andy Moore 01962 848405 diverts to mobile Julie Smith – KGV Grounds Team 07468 604855
Winchester University Sports Stadium	<ul style="list-style-type: none">• Welcoming Ceremony• Bowls• Boxing• Hockey• Tennis• Athletics• Yoga	Stadium (direct line) 01962 827007 Ryan Sanger (Sports Supervisor) 07841070628

COMMAND & CONTROL

Based at the Main Event Information Point, responsibilities include:

- 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 activity programme
- Liaison with Schools, Teachers, young people & general public
- Ensuring safe event delivery
- Staff management

MAIN EVENT INFORMATION POINT

The Main Event Information will be located at the main entrance to the Leisure Centre at the position marked within the event mapping at Appendix B (page 12).

The Main Event Information Point will be always staffed for the duration the festival is in operation and will be staffed sufficiently to discharge the Command & Control functions outlined above – see ‘STAFFING’ (Page 14) for main point of contact. This will be the hub of the communications network for the duration of the festival.

EMERGENCY PROCEDURES AND MAJOR INCIDENTS

All staff will have a responsibility for ensuring the safety of all involved in the festival.

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 14) 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 Everyone Active, 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.

- Winchester Athletics Stadium (Winch Uni) – The in-field by the throwing cage
- KGV Sports Pitches & Pavilion (KGV) – At the fence line by the Basketball/Sports Court
- Garrison Sports Pitches – At the end of the playing pitches nearest to the main road
- Winchester Leisure Centre (Leisure Centre) – Corner of the Car Park at the Swimming Pool end of the Leisure Centre

(All marked on Map Appendix B, page 12)

The Sports/Activity Organiser will take a role call to ensure all schools (who were present at the session) and volunteers are accounted for.

EVENT CONTROL

Event Control will be managed from the Main Event Information Point.

The Main Event Information Point 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 Main Event Information Point will be sited in the Winchester Leisure Centre.

Site maps are attached to this Event Welfare, Management & Risk Assessment Plan at Appendix B (page 12).

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

Site maps will be located at the Main Event Information Point.

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

Event Manager	LOGISTICS
Sharon Robertson	07809 205400 / 07739 160230

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

Site Health, Safety & Welfare Manager	
Sophie Burton	07809 205404

- 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 young people, teachers 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 Main Event Information Point
Jake Hitchcock	07548 763030

- First point of contact for schools, teachers, young people and general public.
- Central meeting and coordination point for all staff and volunteers.
- Oversee general information distribution.

A list of other event and area/venue key staff for is attached at Appendix C (page 14).

EVENT CANCELLATION

In the event of any incident given the potential to cause a cancellation or postponement of the Festival occurring during the day, this will be determined in the first instance by the nominated Event Manager, Facility Managers (for Winchester Leisure Centre, Winchester University Sports Stadium and Winchester City Council), the Event Site, Health & 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 to allow resumption will be clearly communicated via the Main Event Information Point to sports organisers.

FULL/PARTIAL EVACUATION

The festival is scheduled to take place within the sports centre 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 pupils 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 Point.

The Event Manager has the overall responsibility for liaison with the emergency services and facility management in this respect.

(further details in Appendix F, F1 & F2 page 18)

CAR PARKING

There will be staff / volunteers assisting with parking and directions.

Sport & Activity Provides Cars / Vans

Sport / Activity providers will be able to park their vehicles as close as possible to their activity, so depending on where this is will influence where they park.

Activities in the Leisure Centre – Park in the Leisure Centre Car Park

Activities in the University Athletics Stadium – Park in the Athletics Stadium

Activities on or near KGV sports Pitches – Park at KGV, you may possibly be able to drive to your location on KGV, but PLEASE CHECK BEFORE DOING SO.

Activities on the Garrison Ground Sports Pitches – Park in the Leisure Centre Car Park

Schools / Parents Cars

Cars will need to park at the Barfield Multi-storey Park and Ride or St Catherine's Park and Ride (£3.50 for the day) and then take the 5/10-minute walk to the Athletics Stadium. If parents are just dropping children off, there will be a one way drop off system in place at the front of the Leisure Centre.

Barfield P&R - Barfield Close, SO23 9SQ - Access via M3 Junction 10 (northbound) or M3 Junction 9 (southbound) or St Catherine's P&R Garnier Road or Bar End Road, SO23 9NP - Access via M3 J10 (northbound) or M3 J9 (southbound)

Minibus Parking is available for all Minibuses at Barfield Outside Park and Ride, this space is reserved for all school minibus' parking for the festival and therefore no parking fees will apply. You can either drop your pupils with an adult at the drop off zone at the front of the Leisure Centre and then go and park, or alternatively you can go straight to the parking and walk (5 minutes) to the Athletics stadium.

Barfield Close, SO23 9SQ - Access via M3 Junction 10 (northbound) or M3 Junction 9 (southbound)

Coaches will need to drop off at the Leisure Centre and then park at the South Park and Ride.
Hockley Link, Winchester - Access via M3 Junction 11

Disabled parking is available at the Leisure Centre Car Park.

FIRST AID FACILITIES

Schools are required to bring their own first aid kit (with ice packs) and a competent person to administer first aid and deal with minor medical problems in the first instance. If you require St Johns at individual sport/activities the Sports/Activity Organiser will contact them by mobile phone via the Main Event Information Point using **07548 763030**

Winchester Leisure Park

The Leisure Centre Staff (first aiders) will deal with any medical issues that occur in their building.

Winchester University Stadium, KGV & Garrison Sports Pitches

There will be a command point outside the new pavilion building on KGV Sports pitches for St Johns Ambulance who will cover first aid at the above 3 venues. St Johns will also have roving members of their team and will be accessible via a member of the event team.

St. John Ambulance will provide:

4 x First Aid Members
2 x Cycle Response Units

St. John personnel will remain in constant touch with the Main Event Information Point via Radio.

Nearest Hospital is;
Royal Hampshire Hospital
Romsey Road
Winchester
SO22 5DG
01962863535

CONSIDERATIONS FOR DISABLED / LESS MOBILE PERSONS

All venues are fully accessible to wheelchairs. Any specific needs of participants will be catered for individually. As well as accessible toilets in all of the Sports Facilities additional disabled portable toilets will be situated at the entrance to KGV Sports Pitches by the Astro Turf pitch.

LOST/FOUND CHILDREN

See Appendix I (page 28) – only available to Event Team

ADMINISTRATION GENERAL

All event documentation will be recorded and retained at the Main Event Information Point

All 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 Welfare, Management & Risk Assessment Plan at Appendix B (page 12).

HEALTH & SAFETY DOCUMENTATION

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

All First Aiders will also complete an accident log as necessary. Copies of these logs are to be shared with the Event Manager at the end of the event.

In any case, all incidents are to be reported to the Event Manager via the Main Event Information Point.

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

STAFF BRIEFING/DEBRIEFING

Sports / Activity providers will be briefed prior to The Festival 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 Festival.

Key staff as identified within this Event Welfare, Management & Risk Assessment Plan, will be briefed by the Event Manager 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 festival 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 D (page 15).

EVENT CATERING FOR STAFF & VOLUNTEERS

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

Lunch will be delivered to each sport/activity venue throughout the morning.

TOILET / WASHROOM / CHANGING FACILITIES

Winchester Leisure Park / Winchester Athletics Stadium/KGV Pavilion

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

LITTER BINS

Bins will be located as follows:

- 1 General Waste Bin at KGV Sports Pitches
- 1 Recycling Waste Bin at KGV Sports Pitches
- 1 General Waste Bin at Garrison Sports Pitches
- 1 Recycling Bin for Garrison Sports Pitches
- All venues to be provided with additional dustbins and black bin sacks
- All schools will be provided with a black sack in their welcome pack and encouraged to use the welcome pack brown paper bag for recycling.

RISK ASSESSMENT

An event risk/threat assessment is attached at Appendix G (page 24).

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.

Multi-channel radios complete with headsets will be allocated to key event management personnel. Appendix H (page 27).

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 discipline is of paramount importance. General Communications should be transmitted to the Main Event Information Point by the sender. Direct communications from one radio to another should take place on Channel 2 & 3 once initial contact is made on Channel 1, please avoid general chatter on the Radios.

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

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

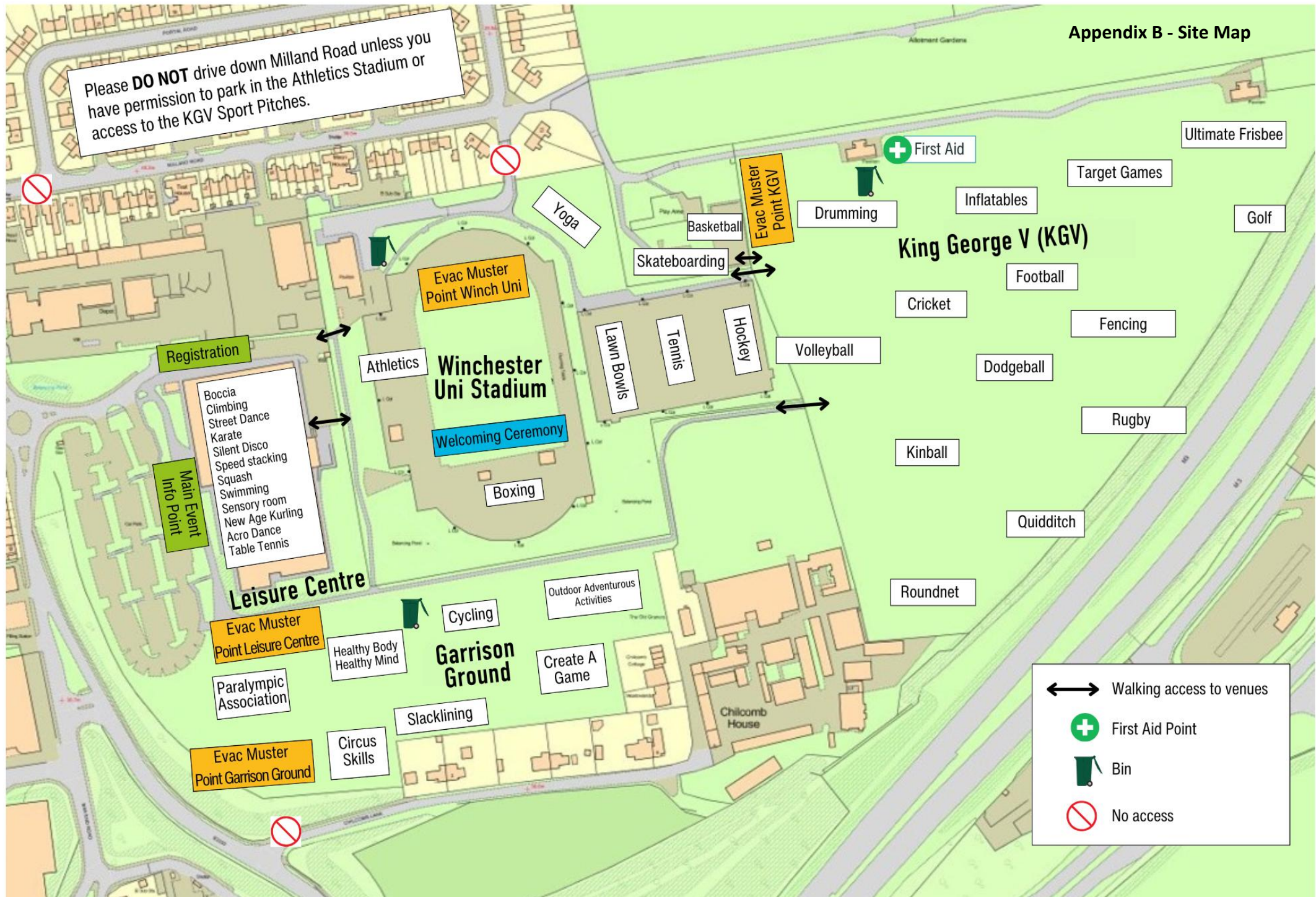
In the event of an emergency or major incident being declared all unnecessary radio traffic should cease immediately and personnel will be guided by the Event Manager.

Appendix A

EVENT TIMETABLE

6.00am	EM staff arrive at Venue
8.00am onwards	Sports / activity providers to set up
9.00 – 9.15am – Schools arrive & register	Outside of Winchester Leisure Centre
9.45 – 10.10am – Welcoming Ceremony	Winchester University Stadium There will be a mass warm-up and an Olympic style parade of the track before heading to your first activity.
10.15am – 11:15am – First Activity Session	Various
11.25am – 12.25pm – Second Activity Session	Various
12.25– 1.05pm – LUNCH	Eat lunch at or near to your third activity session. Please note lunch cannot be eaten inside the Leisure Centre.
1.15pm – 2.15pm – Third Activity Session	Various
2:25pm – 3.25pm – Fourth Activity Session	Various
3.25pm – Finish & Departure	
3.30pm – Site knock down	

Appendix B - Site Map



Leisure Centre – Sport & Activity Locations

Sports Hall – Boccia, New Age Kurling, Karate, Table Tennis and Acrodance

Squash Courts – Squash

Studio 1 – Silent Disco

Studio 2 – Street Dance

Pool – Swimming Activities

Climbing Wall – Climbing

Café Area – Speed Stacking

Spin Studio – Sensory Room*

*If you have pupils who are in need of a quiet space, the sensory room is available throughout the day, this is supported by student volunteer, but pupils must attend with a member of staff.

Appendix C – Key Staff Roles

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

Role	Location	Team Member(s)
Event Manager	Various	Sharon Robertson
Health, Safety & Welfare	Various	Sophie Burton
Sports & Activities Manager	Various	Kelly Bailey
Main Event Information Point Coordinator	Winchester Leisure Centre	Jake Hitchcock / Jess Lee
Logistics Team Co-ordinator	Main Event Information Point	Helen Fisher
Traffic / Parking Co-ordinator	Various	Emma Dovener
Public Relations / Photography / Filming	Various	Debbie Aslin / Bethany Brown
Volunteer Manager	Various	Fraser Ford
Welcoming Ceremony Coordinator	Winchester Athletics Stadium	Aimee Cadman
Lost Child Coordinator	Various	Sophie Burton /Sue Forber/Sarah Goddard
Registration Coordinator	Side of Leisure Centre	Emily Khural

Other Staff Roles

Role	Location	Team Member
School Registration Stadium	Athletics Stadium	Emily Jacqui Sarah Ruth Jess L
Swimming Pool Changing Room Management	Leisure Centre	Ruth
Logistics Team	Main Information Point	Helen (everyone who hasn't got a job once activities start)
Packed Lunch Delivery	All venues	Emily Aimee Cicely Fraser

Role	Location	Team Member
Traffic Control (Start & End of Day)	Barfield Park & Ride & Crossing Entrance to Leisure Centre Car Park / Front of Leisure Centre Athletics Stadium & KGV	Emma Pete Cicely Debbie (until 9.15) Beth Helen Penny Julie (until 9.15) Sue
Walking Tour If applicable	Athletics Stadium (Starting point)	Julie Debbie

Appendix D – 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 Appendix C) who should make or cause to be made every effort to return the item to its owner.

Any item of high value property (e.g. cash, jewellery, phones etc.) should be handed to the relevant Sports/Activity Organiser or Event Manager (Appendix 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 Main Event Information Point, before the close of the festival.

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

A register of found property will be maintained at the Main Event information Point 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 Main Event Information Point. The property will be kept in safe custody at this location.

Staff at the Main Event Information Point 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 Festival, the property will be surrendered (against receipt) to Winchester 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 Main Event Information Point

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 Main Event Information Point 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 festival, the owner or person reporting loss should be advised to report the loss to the police.



Risk Checklist Form 2025

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

Playing 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 ☐

	Yes	No	Any action taken
Is the equipment not in use safely and securely stored?			
Are through routes and gangways clear?			
Is the ambient temperature comfortable?			
Are lighting levels adequate?			
Are the court/playing surfaces and markings in a suitable condition?			
Are the court surfaces clean and dry?			
Suitable free space between playing area/courts?			
Suitable free space at rear of playing area /courts?			
Is there a suitable place for spectators to watch without encroaching on playing area?			

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.

Ensure Sports specific equipment is in suitable condition, correctly positioned, stable & suitably mounted.

	Yes	No	Any action taken
Is all Sport Specific equipment in a suitable condition for us? I.e Basketball posts, netball posts, hockey goals etc.			
Is all Sport Specific equipment stable and suitably mounted?			
Is all Sport Specific equipment correctly positioned?			

Participants

Check that young people are appropriately dressed for the activity.

Are young people appropriately dressed 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.

PLEASE RETURN COMPLETED CHECKLIST TO ENERGISE ME

Appendix F – Terrorist Incident

Terrorist attacks in the UK are a real and serious danger. Terrorists continue to target crowded places largely because they are usually locations with limited protective security measures and therefore afford the potential for mass fatalities and casualties. Terrorism also includes threats or hoaxes designed to frighten and intimidate. The threat continues to be driven by inspired self-initiated terrorists or small cells looking to conduct low-complexity attacks using low-sophistication methodologies. The Centre for the Protection of National Infrastructure (CPNI) assess that future attacks are most likely to be blunt or bladed weapon attacks or vehicle as a weapon attacks. Attacks using homemade explosives to produce improvised explosive devices or firearms cannot be ruled out.

Assessing and mitigating the risk of a terrorist attack at a sports event requires a comprehensive, multi-layered approach. It is important that all members of the Event Management team and Energise Me are aware of and know what to do in the event of a potential terror attack or incident.

What to do in the event of an attack before, during or after the School Games Festival

Within Winchester Leisure Centre (appendix G1) and Winchester Athletics track, we will follow the leadership and guidance of the relevant centre managers. For the King George V Playing Fields and Garrison Sports Ground, Energise Me will initially take control of any situation.

Actions –

1. In the first instance do not hesitate to contact the police. If you become aware of suspicious activity, you should dial 999.

What information do the police need from you?

Provide as much detail as possible:

- What has happened or happening
 - When did this happen? An accurate date and time of the incident
 - Where did this happen? The venue, address and specific details about the location
 - Who did you see? A detailed description of the person and what they were wearing and/or vehicle and direction of travel. The name, date of birth, address, and any phone numbers obtained of the person if they were stopped.
 - Why you thought it was suspicious?
 - What actions you took at the time?
2. Take control of the situation, lead/direct everyone to the safest possible place away from imminent danger. (Run, Hide, Tell).
 3. Alert all staff via Radio comms initially using Channel 1, then switching to Channel 5.
 4. Dependent on the nature of the reported incident and advice received from the emergency services, partial or full 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,

Appendix F1

Provided by Everyone Active (Winchester Leisure Centre)

EAP 3.3 - Security Incidents - Lone Attacker, Knife Attack or Marauding Terrorist Attack

EAP 3.3.1 All Colleagues will:

If a 'lone attacker or group of attackers' are seen with weapons or gunfire is heard

1. Make your escape as quickly as possible following **Run, Hide, Tell**

Run

- All colleagues must escape if you can, considering the safest options
- If there is a safe route RUN, if this is not possible then all colleagues must find a safe place to HIDE
- Insist others leave with you, but don't let them delay you
- Leave any belongings behind

Hide

- All colleagues must find cover from any gunfire / marauding attackers – get out of sight. Try to find hard cover e.g., substantial brickwork / heavy reinforced walls or secure area
- Be aware of your exit routes, try not to get trapped and be quiet, silence your phone (turn off vibrate) and radio
- If possible, lock / barricade yourself in, Move away from any door.

Tell

- When it is safe to do so, Call 999 and notify the Duty Manager and other colleagues of your location.
- Stop other people entering the site if it is safe to do so.

EAP 3.3.2 The Duty Manager will:

1. Immediately try to get confirmation of any reported incident. If this is not possible immediately activate the alarm. This will disperse customers and colleagues through different exits reducing potential targets.
2. Call 999 or Anti-terrorist hotline 0800 789321 to report incident giving the sites address and follow any advice they give.
3. If possible, instigate an all-radio call informing colleagues of the incident location and to evacuate the site.
4. Follow EAP 1 Serious Incident Management Procedure (SIMP)

EAP 3.3.3 Police Armed Response:

Upon arrival of police armed response

- Always follow officers' instructions and remain calm
- If possible, move to a safer area
- Avoid any sudden movements that may be considered a threat to the Armed Response Units and always keep your hands in view.

EAP 3.4 - Security Incidents - Dynamic / Security Lockdown

If an attack is directly aimed at the centre and is outside the building
(possibly during an event)

The ability to frustrate and delay the attacker(s) and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Dynamic lockdown of the site may lead to many people being 'locked outside' and more vulnerable to the perceived threat. However, allowing continued access to the site might permit the threat to enter the building and make those inside more vulnerable.

Each incident must be assessed on the information known at the time. Good internal and external information and communications systems are crucial.

Invacuation Shelter

During some incidents where the threat is external to the building, or its precise direction and scale is unknown; evacuating the centre may not be the safest option.

In these circumstances, it will be better to remain in the centre and to move people away from vulnerable areas such as windows and glass walls and into and behind more substantial structures.

An Invacuation is most likely to be the outcome if there has been an environmental issue involving toxic gases or fumes outside of the centre.

Invacuation Process

EAP 3.4.1 All Colleagues will:

On become aware of a security incident / attack outside the building

1. Immediately notify the Duty Manager of the attack in progress and the incident location.
2. All available colleagues (excluding lifeguards on pool duty) to report to Reception on hearing the pre-invacuation PA or Radio Message
3. Reassure the public and monitor their activity during invacuation to prevent exit from the building until safe to do so.

EAP 3.4.2 The Duty Manager will:

On become aware of a security incident / attack outside the building

1. Contact the Police too notify them of the incident and initiate the pre-invacuation PA and Radio message

PA/ Radio Message:

"Will all available colleagues report to reception"

2. Secure main entry / exit routes from the building and instruct available colleagues to supervise exit routes before making the full Invacuation message

PA/Radio Message:

"Your attention please, your attention please. Due to an incident outside of the building, customers are required to remain in the centre until further notice. Please follow the direction of the Staff and further information will be given in due course"

If no PA system, then Radio Message to Colleagues to cascade the above message to customers in their area

3. Switch off and close ventilations systems to the centre if chemical attack or incident is suspected
4. Always remain in constant communication with the Police during the incident and follow their instructions and advice
5. Provide further updates and information on the situation to colleagues and customers at least once every 10 minutes until notified by the police that the threat has passed.
6. Follow EAP 1 Serious Incident Management Procedure (SIMP)

Centre Lockdown

Similar to an invacuation, during some incidents where the threat is external to the site, or its precise direction and scale is unknown; evacuating the building may not be the safest option.

In these circumstances, it will be better to remain in the Centre and to move people away from vulnerable areas such as windows and glass walls and into and behind more substantial structures.

This process is known as a lockdown and is most likely to be the outcome if there has been a suspected terrorist or criminal act has been committed or is the process of being committed outside of the centre.

Lockdown process

EAP 3.4.3 The Duty Manager will:

On becoming aware or being notified by the police of a terrorist incident outside or near to the building)

1. Notify Police of any threat received or nearby incident taking place by calling the Anti-Terrorism hotline 0800 789321
2. Invite those persons exterior and in close proximity into the centre
3. Instruct colleagues and customers to remain in the centre until further notice by making the PA and Radio Messaging below. *(Instruct Colleagues not to activate the fire alarm, as this may cause colleagues to commence the evacuation procedure)*

PA/Radio Message:

"Your attention please, your attention please. Due to an incident outside of the building, customers are required to remain in the centre until further notice. Please follow the direction of the Staff and further information will be given in due course" This centre is now in Lockdown"

If no PA system, then Radio Message to Colleagues to cascade the above message to customers in their area

1. Designate a safe Rendezvous (RV) point within the building for all colleagues and customers to gather
2. Alert colleagues by radio message to make their way to the designated RV point
3. Coordinate a check of all external access points and ensure they are closed and secure. Where possible colleagues are to work in pairs and always maintain radio communication with the Duty Manager
4. Coordinate colleagues and customers to a safe holding area, (as far away from the incident location as possible)
5. Always remain in constant communication with the Police during the incident, following their instructions and advice
6. If Instructed by the Police evacuate the centre if it becomes safe to do so
7. Follow EAP1 Serious Incident Management Procedure (SIMP)

1	<p>The action employees should take if they discover a fire</p> <p><i>Immediately operate the nearest alarm call-point, dial 999 and alert site security to the situation on ext 7666 or via the University radio system.</i></p> <p><i>Do not tackle the fire unless you have received appropriate training and are safe to do so.</i></p>
2	<p>How will people be warned in there is a fire</p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point or smoke detector.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly / muster point in the middle of the Athletics track infield.</i></p>
4.	<p>Identification of escape routes</p> <p><i>All final exit doors can be used as escape routes.</i></p>
5.	<p>Fire fighting equipment provided</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm: <i>All staff will direct visitors out of the building and assemble at the muster point.</i></p> <p><i>Fire wardens will ensure:</i></p> <ul style="list-style-type: none"> <i>They lock the café main front double doors (to stop anyone else entering)</i> <i>Unlock the corridor blue door to the teaching rooms / additional toilets (if locked.)</i> <i>Clear all areas within the pavilion of people using the corridor fire exits at either end of the building (depending where the fire is.)</i> <i>Evacuate all users to the assembly point (athletics infield)</i> <i>Call the Fire Brigade and that the Site security to make them aware of the situation.</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> Visitors: <i>The employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> Contractors: <i>must be given information about fire procedures and leave the building at the nearest exit.</i> People with disabilities: <i>Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the University of Winchester Health and Safety Manager.</i>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?</p> <ul style="list-style-type: none"> <i>On hearing the alarm, the staff on duty will Dial 9 for an outside line and then 999 and ask for the Fire Brigade or other emergency service as appropriate.</i> <i>Sports Stadium address is, Milland Rd, Highcliffe, Winchester, SO23 0QA</i>
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g., the location of highly flammable materials.</p> <ul style="list-style-type: none"> <i>The member of staff on duty or site security staff will liaise with the Fire Brigade on their arrival.</i> <p>Specific Risk – Container 2 contains a small amount of Fuel (Petrol and Diesel and the maintenance store contains machinery that is fuel operated.)</p>

10.	<p>The following arrangements and training are given to staff at the centre:</p> <ul style="list-style-type: none"> • <i>All staff: Regular Fire Drills organised by the University of Winchester Health and Safety Manager</i> • <i>All staff: Fire briefing once a year (may be in conjunction with fire drill.)</i> • <i>Fire Warden training: for designated fire wardens</i> • <i>Record of training to be kept within Fire Manual.</i> • <i>Training reviewed on a yearly basis and planned into budget.</i>
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Appendix G – EVENT RISK ASSESSMENT

A generic Risk Assessment for The Hampshire School Games Sport and Physical Activity Festival is below, in addition to this all Sports/Activity Organisers will carry out an onsite Risk Checklist prior to the start of the festival. Additionally higher risk activities will also provide their own Risk Assessments.

Activity / Event		Location		Name of Assessor	Date of Assessment			
Hampshire School Games Sport and Physical Activity Festival 2025		Winchester university Bar End Sports Stadium, Winchester Leisure Park, Garrison Ground and KGV Sports Pitches & Pavilion		Sharon Robertson	04/06/2025			
Hazard		Consequence	Control Measures	Probability X Severity				
				Probability	Severity	Risk Score	Risk Rank	
Sports Facility/venue	Slips Trips Falls Collision Crushing	Injury’s: Strains Cuts Bruises Eye Strain	<ul style="list-style-type: none">Winchester Uni and Winchester Leisure Park have their own facility risk assessments in place.Ensure equipment not in use is safely and securely stored.Ensure through routes and gangways remain clear.Ensure ambient temperature remains comfortable.Ensure adequate lighting levels are maintained.All Sport/activity Organisers to complete an onsite Risk Checklist prior to the start of the Festival.	2	3	6	Low	
Playing Area	Slips Trips Falls Collision	Injury’s: Strains Cuts Bruises Broken bones	<ul style="list-style-type: none">Ensure the playing surfaces and pitch/court markings are in a suitable conditionEnsure the playing area remains suitably maintained in a clean and dry conditionEnsure suitable free space is maintained between and around playing areaEnsure all outdoor spaces are free from animal faeces, glass, rubbish and other hazards such as rocks and stones.All Sport/activity Organisers to complete an onsite Risk Checklist prior to the start of the competition	2	3	6	Low	
Sports specific equipment – ie goals / posts etc.	Slips Trips Falls Collision	Injury’s: Strains / sprain Head injuries Cuts Bruises	<ul style="list-style-type: none">Ensure Sports specific equipment is in suitable condition, correctly positioned, stable and suitably mountedAny equipment not being used is stored safely and correctly	2	3	6	Low	
Sports Activity	Slips Trips Falls Collision	Injury’s: Strains / sprains Broken bones Cuts Bruises Eye injury	<ul style="list-style-type: none">Suitable clothing & footwear should be worn appropriate for the activityAll jewellery, earrings and watches are removedSport/activity Organisers to provide adequate warm up time and activity appropriate to level/standard of young peopleLimit number of persons in sports venueAppropriate levels of responsibility in place by schoolteachers to ensure correct behaviour of their pupilsAll sport/activity organisers required to complete a Risk Checklist on day of the Festival and take any action requiredProvide a safe activity following the NGB Guidelines for their sport /activity.	2	3	6	Low	

Fire		Major Injury caused by fire	<ul style="list-style-type: none"> Sport/activity Organiser to Familiarise themselves with the fire alarm & emergency procedures Details to be provided by each specific venue 	1	5	5	Low
Behaviour of Children Teachers Spectators	Aggression Violence	Major Injury caused by physical attack	<ul style="list-style-type: none"> Codes of conduct shared prior to event Follow school games values Conciliatory approach Walk away Contact facility security & Festival Manager 	1	4	4	Low
Movement around venue	Crowd control	Lost children Crush injuries	<ul style="list-style-type: none"> Teachers provided with maps with entry and exit points for each activity area Staff / volunteers briefed on movement of people around the venues Human sign posters provided to help with smooth transition when moving between activities 	2	4	8	Low
Car Parking		Major injury caused by moving vehicles	<ul style="list-style-type: none"> Well informed and trained staff member to manage parking at Winchester Leisure Park and Barfield Park & Ride. Any staff or volunteer who are managing car parking are provided with individual risk guidance / assessment for this role All Car parking is in designated car parking facilities as provide by the venues Advise teachers of safest route from Car Park to welcoming Ceremony / activity areas A member of the Festival Team will be at the crossing point from Bar Field Park & Ride to help with safe crossing. Where possible users of Park and Ride to drop children at the Winchester Leisure Park before parking cars Designated car parking for staff / volunteers made available at Winchester Leisure Park Designated Minibus parking at Barfield Park & Ride 	2	5	10	Medium
Temp Structures (Gazebos)	Collapse	Injury Strains / sprains Broken bones Cuts Bruises Eye injury	<ul style="list-style-type: none"> All individuals who erect a gazebo on site are responsible for ensure it is securely erected and stable. Sports/Activity Organiser to double check before start of festival If Windy no gazebos will be allowed Any professionally constructed temporary structures (ie Marques) and put in situ and managed by reputable company, with risk assessments in place 	2	3	6	Low
Catering		Illness due to food poisoning	<ul style="list-style-type: none"> Festival organisers will not be providing any general catering as such as for participants Catering Concessions at the venue or facility are the responsibility of the venue / facility management and they will have all Health and Safety require in place in term of catering provision. Energise Me will check these are in place prior to the commencement of hire. Pack lunches provide to the Adult Volunteers will be sourced from a supplier who has the correct food safety standard certificate and will be stored before distribution in a safe manner 	1	3	3	Low
Inflatable Activities	Slips Trips Falls Collision Crush	Injury Strains / sprains Broken bones Cuts Bruises Eye injury	<ul style="list-style-type: none"> Risk assessment to be provided prior to the festival. Insurances will be checked prior to the festival. Sufficient levels of qualified staff to manage the activity in a safe manner 	2	4	8	Medium

Terrorist Attack / threat	Aggression Violence	Major Injury caused by physical attack	<ul style="list-style-type: none"> Well informed staff and volunteers Policy and procedures in place to mitigate again threats and site evacuation To protect against vehicle-borne threats, establish secure perimeters using barriers and bollards. The KGV field is lined with higher-than-normal curbs and dragons' teeth bollards to prevent vehicles driving on. The main access point is behind the pavilion and blocked by drop bollards. Accessible by a key which the event manager holds Ensure that pedestrian and vehicle interactions are minimised Establish clear communication channels. A communication plan in place to provide timely and accurate information to staff, attendees, and the public. Follow Leisure Centre procedures as per the Event Plan 	2	5	10	Medium
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Probability	Severity	Risk Score	
5 Very High	5 Fatality or Severe Injury	> 15	High Risk
4 High	4 Major Injury		
3 Moderate	3 Requires Medical Attention (GP or Hospital)	8 -12	Medium Risk
2 Slight	2 Minor Injury (First Aid)		
1 Very Low	1 No Personal Injury	1 - 8	Low Risk

Appendix H : RADIO ALLOCATION

	Energise Me Staff and Key Volunteers	
1	Sharon Robertson	Event Manager
2	Sophie Burton	Site, Safety & Welfare Manager
3	Helen Fisher	Traffic / Logistics
4	Kelly Bailey	Sports & Activities Manager
6	Emily Khural	Registration / Logistics
7	Jake Hitchcock	Main Point Information
8	Emma Dovener	Parking Coordinator
9	Fraser Ford	Volunteer Manager
10	Penny Woods	Logistics Coordinator
11	Julie Amies	Parking / Guest liaison
12	Sue Forber	Parking / Welfare assistant
13	Debbie Aslin	Parking
14	Aimee Cadman	Welcoming Ceremony
15	St Johns	First Aid