

KENT SCHOOLS' FOOTBALL ASSOCIATION

LE PORTEL INTERNATIONAL TOURNAMENT 2019

Carried out by John Coles following previous tournaments at Le Portel

The tournament is a competition of football for teams from several countries. All staff been CRB checked.

This is an educational visit under the auspices of the KSFA, the governing body for schools' football in Kent. Football is the focus for this visit but the organisers consider the opportunities for personal and social development of paramount importance.

The staff in charge of this trip are satisfied that the visit is suitable and worthwhile and planned in as much detail as necessary as far as risk assessment is concerned.

No 'hazardous' activities have been planned for this visit although it is recognised that all educational visits have potential risks and it is the purpose of this document to ensure that any such risks are minimised as far as possible.

The risk assessment addresses the following questions:

- What hazards may be encountered on the visit?
- Who might be affected by the hazards encountered?
- What control measures can be introduced to reduce the risk to an acceptable level?
- Can the group leader put the control measures in place
- What steps are to be taken in the event of an emergency?

A copy of the risk assessments will be provided for all members of staff and a briefing meeting will be held before departure.

The risk assessments have been carried out in accordance with latest legislation and recommendations from the following bodies:

- Kent County Council Outdoor Pursuits
- DfES 'Health & Safety of Students on Educational Visits'.
- Health & Safety Executive ('School Visits')

General Risk Summary

The risks are assessed as those associated with the following:-

- Effective communication
- Suitability of clothing
- Straying from the group / talking to strangers
- Safety of environments
- Fire and other emergencies
- Passenger transport
- Illness, accident and injury
- General welfare of Players

General Guidelines

- All staff will have copies of students' details, including medical, a copy of the risk assessments and emergency procedures.
- Meeting times and points will be carefully explained, and a head count will take place at regular intervals.
- Players will be told what to do if separated from the group in any situation.
- All students will carry an identification/information/emergency card (group name, contact telephone numbers if lost – staff mobile, hotel name & address/number emergency numbers).
- At least one mobile phone will be carried by staff at all times. In areas of poor reception, the location of the nearest working telephone will be noted.
- All members of staff will be made aware of procedure when seeking help in case of emergency
- Players will wear suitable clothing in all situations.
- Medication that is likely to be required urgently (eg Asthma pumps) will be carried by players and / or staff for immediate use when necessary and staff will report any health concerns to the party leader at once.
- A suitably stocked first-aid kit will be available and basic first aid carried out.
- Parents/carers will provide written consent for the use of any prescribed medicines. This will contain details of dosage. Any prescribed medicines or special applications such as travel sickness tablets will be retained by the party leader or deputy for use at the appointed times.
- Students will be supervised at all times. A member of staff will be on duty at all times and easily accessible. Players will be made aware of his/her location. Where supervision is, by agreement, less immediate and direct, players will be given specific boundaries and reminded of expectations and rules of behaviour and sanctions if rules are ignored.

Mobile Phones

In agreeing to a place being offered to their son/daughter on a KSFA trip, parents and carers are authorising the Group Leader to act in loco parentis for the duration of the visit. This responsibility can become even more difficult if a player is making constant contact with home over decisions taken by the Group Leader when acting in this capacity which could jeopardise the safety of the whole trip. Obviously, in the event of an emergency or difficulty, the Group Leader will contact a parent or carer immediately on the emergency number supplied. Similarly, the Group Leader can be contacted at all times on the trip by a student finding him/herself in any difficulty using a landline. Part of the risk assessment process incorporates making students aware of how to contact a supervising adult at any time of day or night whilst participating in a visit.

Parents

One of the main educational objectives of trips such as this is for the young people involved to experience and develop a degree of independence and to develop coping strategies for the cultural differences to be found in other countries, including different cuisine. It is therefore KSFA policy that parents should not accompany our residential trips – this includes travelling independently and making separate accommodation arrangements.

RISK ASSESSMENT: Travel to/from France

HAZARDS	RISKS	Necessary Control Measures	Action Required	Severity	Probability	Risk
Non-arrival of Player/adult at meeting place	Lost Player/adult.	Clear instructions to parents	See travel guidelines	1	3	3
Ferry terminal / concourse	Missing Player – Abduction	Clear instructions to students re. movement in and around concourse and departure lounge	“	1	3	3
Behaviour (especially on ferry)	Annoyance to others Injury to self or others	Supervision	“	1	3	3
Fear / Phobia	Unpredictable behaviour/ sickness	Supervision / Re-assurance	“	2	3	6
Arrival / departure at hotel	Missing Player Missing luggage	Supervision Regular head count & luggage check	“	1	3	3
Ferry delays	Difficulty communicating with waiting parents	Contingency meal if necessary	“	1	3	3
Non arrival of parent or responsible adult to collect Player at end of trip.	Distress	Re-assure Player and / or parent. Telephone contact as necessary	“ At least one member of staff to wait with Player until collected	1	3	3

CALCULATION OF RISK

SEVERITY: Fatal 5; Major Injury 4; 3-day injury 3; Minor Injury 2; No injury 1
PROBABILITY: Very likely to occur 5; Probable 4; Possible 3; Remote 2; Improbable 1
SCORE GUIDE: 9 or below – Low risk; 10 – 15 Medium Risk; 16 – 25 High risk

Travel Guidelines – To and from France

- Teachers will be responsible for the safety and welfare of students from being personally handed over by parents responsible adult to the party leader at until returned to the parent / responsible adult. If not parent / carer, written permission to be obtained.
- Precise time and place for handing over outward and return will be given in advance.
- Parents will have mobile telephone number of party leader in case of difficulty.
- The group will be closely supervised on the ferry.
- Ensure Players listen to and follow safety instructions on ferry. All Players will be within the sight of a member of staff.

N.B. On the ferry, the risk assessment and safety procedures of the ferry company will apply.

RISK ASSESSMENT: Transport in France

HAZARDS	RISKS	Necessary Control Measures	Action Required	Severity	Probability	Risk
Passenger transport / transfer to / from accommodation	Injury / Death to all personnel on board and public	French legal requirements enforced / seatbelts etc.	Ensure legal requirements in force Instruction to and supervision of students – no standing – see Travel Guidelines	5	3	15
Behaviour	Distraction of driver and other road users - safety of passengers Danger of injury / death	Supervision – clear expectations re. behaviour	“	5	3	15
Entering / leaving vehicle	Injury / death to passengers	Supervision – clear procedures	“	5	3	15
Unstable luggage	Injury to driver / passengers	Safe storage of baggage	Check before each journey	3	3	9
Car Parks	Injury / Death - All personnel	Close supervision of group around car park areas -	Tell Players to stay together with adults in car parks	5	3	15

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Travel Guidelines – Transport in France

- Reputable coach company with safety management procedures in place. Driver and passengers fully insured,
- Maximum passenger numbers will be strictly observed and passengers seated appropriately to ensure optimum supervision.
- All passengers will fit seat belts. These will be checked for correct fitting by a member of staff before departure on any journey.
- Players will be instructed not to put hands / arms out of open windows and not to throw any items out of windows.
- No eating or drinking in any vehicle.
- Baggage will be safely stored.
- Pre-drive safety checks will be made (interior and exterior) will be made before / after each journey.
- Clear instructions re. behaviour will be given before each journey.
- Players will be supervised when entering or leaving a vehicle. This will only take place when a vehicle is at a complete standstill and safely parked.
- Where possible, group will travel in convoy (especially when individual drivers may not be familiar with route).

RISK ASSESSMENT: Accommodation

HAZARDS/ LOCATIONS	RISKS	Necessary Control Measures	Action Required	Severity	Probability	Risk
Le Portel	Security Fire	Accommodation is managed by an organisation / company with recognised safety procedures	Students to be made aware of security issues and fire procedures at each location. Staff rooms to be located in close proximity to student rooms. Parents to be advised not to stay in same accommodation as players/staff	5	1	5

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RISK ASSESSMENT: Walking in Local Area (e.g. streets, park, shopping)

HAZARDS	RISKS	Necessary Control Measures	Action Required	Severity	Probability	Risk
Roads	Crossing roads – danger of injury / death	Clear instructions to group	See Walking Guidelines and General Guidelines	5	3	15
Paths	Inaccessible / unsafe Danger of injury / death	Always use designated pathways Familiarity with route Anticipation of dangers / Supervision	“	5	3	15
Lost Player	Straying from group Abduction –distress / injury	Anticipation of dangers / supervision	“	5	3	15
Walking	Slipping / injury	Supervision Anticipation of dangers and appropriate action / response	“	3	3	9

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Walking Guidelines

- Member of staff to carry out preliminary visit for unknown walks if possible – seek advice from staff from other groups to confirm safety and accessibility of routes if not possible.
- Players to be reminded of need to walk not run (safety, consideration for others).
- Players to keep on inside of pavement areas and paths as far as possible.
- Players to walk facing on-coming traffic in one-way streets and stop to let people pass rather than step into road and to walk in single file where necessary
- Use pedestrian crossing, lights, subways, footbridges where available.
- Players to stop at road junctions and await further instructions.
- Players to be instructed to stop at regular landmarks as appropriate (e.g. lamp-post)
- Players told to remain calm and not show excitable behaviour.
- At least three accompanying adults at all times.
- Players will be told not to stray or talk to strangers.
- Emergency procedure will be explained to Players if they become separated from group
- All Players will be kept within sight of staff
- Head counts will take place at regular intervals.

RISK ASSESSMENT: Swimming

HAZARDS / LOCATIONS	RISKS	Necessary Control Measures	Action Required	Severity	Probability	Risk
Beach / swimming pool	Injury/ drowning	Supervision by staff throughout. Lifeguard present. No-one to go on to the beach alone. No-one to go swimming alone. No-one to swim without permission from staff	Students briefing.	5	2	10

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Watersport Guidelines

- No-one will be forced to take part

RISK ASSESSMENT: Football at Tournament

HAZARDS	RISKS	Necessary Control Measures	Action Required	Severity	Probability	Risk
Football matches	Injury	First-aider, First-aid kit and water available at pitch-side. Specialist assistance and ambulance to be called if necessary.	See Football guidelines and General guidelines	4	3	12
Lack of suitable clothing / hygiene	Protection from injury Weather extremes Hygiene factors	Ensure correct / adequate clothing / equipment used while playing and acting as sub.)/Check changing facilities for hygiene / safety	“	1	1	1
Changing facilities	Theft / Damage	Member of staff to have changing room key if available. If not available, valuables to be collected and other belongings to be taken to pitchside	“	1	1	1
Environment	Debris / glass on pitch Match equipment	Check playing surface and goalposts are in safe condition	“	2	2	4
Public / Spectators	Abduction	Tournament personnel only allowed in changing rooms	“	1	1	1
Traffic in car parks and in front of main pavilion	Injury / Death To all personnel	Speed restriction in place	Clear instructions to Players re. safety measures See Football & General Guidelines	5	3	15

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Football Guidelines

- Changing room facilities will be checked for hygiene / cleanliness
- Players will be accompanied to and from playing areas by a member of staff
- Appropriate footwear and shin-pads to be worn by all players. Staff will check that boots have been tied correctly.
- Warm / waterproof clothing to be worn by substitutes if weather conditions warrant.
- Any defects detected in goalposts, nets, corner flags will be reported to the Festival management without delay.
- Playing areas and surrounds to be checked for dangerous items, including dog faeces, before play.