

KENT SCHOOLS' FOOTBALL ASSOCIATION

Kent U12 Squad at Arneke – May 2018

Carried out Paul Jackson & Mike Springett April 2018, following previous visits to tournaments in France

The trip involves playing in a tournament against teams from several countries. Members of staff running the trip have attended previous football events in other locations. Staff have valid CRB checks in place.

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 Pupils 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 children

General Guidelines

- All staff will have copies of pupils' 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.
- Children will be told what to do if separated from the group in any situation.
- All pupils 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
- Children will wear suitable clothing in all situations.
- Asthma pumps will be carried by children and 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 (conforming to recommendations of DfEE, ROSPA and HSE) will be carried at all times 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 retained by the party leader or deputy for use at the appointed times.
- Pupils will be supervised directly or remotely at all times. A member of staff will be on duty at all times and easily accessible. Children will be made aware of his/her location. Where supervision is, by agreement, less immediate and direct, children will be given specific boundaries and reminded of expectations and rules of behaviour and sanctions if rule are ignored.

Mobile Phones

In agreeing to a place being offered to their son/daughter on a KSFA trip, parents/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. Whenever appropriate, parents/carers will be given regular updates by the Group Leader, either by text or by e-mail, so there is no perceived need for a player to have a mobile phone with them. Obviously, in the event of an emergency or difficulty, the Group Leader will contact a parent/carer immediately on the emergency number supplied. Similarly, the Group Leader can be contacted at all times on the trip by a pupil finding him/herself in any difficulty using a landline. Part of the risk assessment process incorporates making pupils aware of how to contact a supervising adult at any time of day or night whilst participating in a visit. **If a mobile phone is taken on this trip, the KSFA reserves the right to place that phone into the care of the Group Leader up to and including the last day of the trip.**

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. Whilst the KSFA welcomes the support of parents at matches on trips abroad, parents should make independent residential, travel and non-match time arrangements.

RISK ASSESSMENT: ACCOMMODATION - Date of assessment: April 2018

| HAZARDS/ LOCATIONS | RISKS | Necessary Control Measures | Action Required | Severity | Probability | Risk |
|-----------------------|------------------|--|---|----------|-------------|----------|
| Hotel | Security Fire | Accommodation belongs to a company with recognised safety procedures | Pupils to be made aware of security issues and fire procedures.. Staff rooms to be located adjacent to pupil rooms. Pupils not to leave the premises without an accompanying adult Parents to be advised not to stay in same accommodation as players/staff | 5 | 1 | 5 |

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

RISK ASSESSMENT: Travel to/from France - Date of Assessment: April 2018

| HAZARDS | RISKS | Necessary Control Measures | Action Required | Severity | Probability | Risk |
|---|---|--|---|----------|-------------|------|
| Non-arrival of child/adult at meeting place | Lost child/adult. | Clear instructions to parents | See travel guidelines | 1 | 3 | 3 |
| Terminal / concourse | Missing child – Abduction | Clear instructions to pupils re. movement in and around concourse and departure lounge | “ | 1 | 3 | 3 |
| Behaviour | 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 child Missing luggage | Supervision Regular head count & luggage check | “ | 1 | 3 | 3 |
| Delays | Difficulty communicating with waiting parents | Contingency meal if necessary | “ | 1 | 3 | 3 |
| Non arrival of parent or responsible adult to collect child at end of trip. | Distress | Re-assure child and / or parent. Telephone contact as necessary | At least one member of staff to wait with child until collected | 1 | 3 | 3 |

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Travel Guidelines – To and from France

- Staff will be responsible for the safety and welfare of pupils 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.
- Ensure children listen to and follow safety instructions on ferry / shuttle. All children will be remotely supervised and children will be instructed to stay in groups of at least 3

N.B. On the ferry / shuttle, the risk assessment and safety procedures of the operator will apply

RISK ASSESSMENT: Transport in France - Date of Assessment: April 2018

| 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 pupils – 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 pupils 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.
- Children 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.
- Children 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: Walking in Local Area - Date of Assessment: April 2018

| 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 | Familiarity with route Anticipation of dangers / Supervision | “ | 5 | 3 | 15 |
| Lost pupil | 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.
- Children to be reminded of need to walk not run (safety, consideration for others).
- Children to keep on inside of pavement areas and paths as far as possible.
- Children 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.
- Children to stop at road junctions and await further instructions.
- Children to be instructed to stop at regular landmarks as appropriate (e.g. lamp-post)
- Children told to remain calm and not show excitable behaviour.
- At least two accompanying adults at all times.
- Children will be told not to stray or talk to strangers.
- Emergency procedure will be explained to children if they become separated from group
- All children will be kept within sight of staff
- Head counts will take place at regular intervals.

RISK ASSESSMENT: FOOTBALL AT TOURNAMENT - Date of Assessment: April 2018

| HAZARDS | RISKS | Necessary Control Measures | Action Required | Severity | Probability | Risk |
|--|---|--|---|----------|-------------|------|
| Matches | Injury | First-aider, First-aid kit and water available at pitch-side. Specialist assistance and ambulance to be called if necessary – in liaison with tournament organisers. | See Football guidelines and General guidelines | 4 | 3 | 12 |
| Lack of suitable clothing / hygiene | Protection from injury Cold Hygiene factors | Ensure correct / adequate clothing / equipment used while playing and acting as sub. Check changing facilities for hygiene / safety. Shower after matches | “ | 1 | 1 | 1 |
| Changing facilities | Theft / Damage | Players to be supervised whilst changing. Member of staff to have changing room key if available | “ | 1 | 1 | 1 |
| Environment | Debris / glass on pitch Match equipment | Check playing surface ‘ goalposts are in safe condition | Responsibility of tournament organisers | 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 children re. safety measures See Football & General Guidelines | 5 | 3 | 15 |

CALCULATION OF RISK

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Football Guidelines

- Changing room facilities will be checked for hygiene / cleanliness
- Children will be accompanied to and from playing areas by a member of staff, and whilst in changing rooms
- 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.