



**A.C.T. NATIONAL**  
Health & Safety



# **London Youth Games Qualifying Events & Spring Finals**

## **Risk Assessment**



**RISK ASSESSMENT**  
**London Youth Games**  
**Qualifying Events & Spring Finals**  
**Various venues across London, UK**  
**2020**

**Version 3**

**Last Updated: 27<sup>th</sup> February 2020**

## IMPORTANT NOTICE

This document has been prepared on behalf of the client by A.C.T. (National) Ltd and is specific to the London Youth Games (LYG) Qualifying Events & Spring Finals activities.

This Risk Assessment does not include any areas, activities or processes that the author was not made aware of, or where information was not provided during the preparation of the Risk Assessment or subsequently in communications prior to or post issue of this document.

Whilst every precaution has been taken in the preparation of this document, ACT assumes no responsibility for errors or omissions resulting from the client's failure to disclose relevant information.

This document should be reviewed in conjunction with all other applicable and relevant documentation including the accompanying Event Safety Plan and maps issued by London Youth Games.

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### Document Management

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<b>Client</b>	London Youth Games		
<b>Document title</b>	Qualifying Events & Spring Finals		
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### Revision History

Revision	Date	Details
1	21/01/20	First draft issued for review.
2	28/02/20	Updates to calendar and review by LG
3	27/02/20	Updated to include Coronavirus



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## Introduction

- 1.1 A.C.T.(National) Ltd, hereafter referred to as ACT, has been appointed by London Youth Games, hereafter referred to as LYG, to provide a Safety Plan and various Risk Assessments to cover their works throughout the 2019-2020 LYG Season. This RA will cover the Qualifying Events and Spring Finals.
- 1.2 Information relating to the event is as outlined in the emails and discussions between Eleanor Western (ACT) and Luke Gallen of LYG along with information provided in supplied project documentation.

## Activity Overview

- 2.1 See the Event Safety Plan for full details of the event.
- 2.2 The Event Qualifiers will include sports that will take place during the Spring season with the finals being played at the Summer Finals event taking place in July at Crystal Palace National Sports Centre. Spring Finals will include sports whereby the whole competition will be played and the winners decided during the Spring season.

See below for the full list of sports, venues and relevant dates.

Date	Type	Competition	Venue	Postcode
Sat 16 Nov	Open	Cross Country (M*, F*)	Parliament Hill Fields	NW5 1QR
Fri 31 Jan	Open	Inclusive Zone Basketball (IZB)	Hillingdon Sports & Leisure Complex	UB8 1ES
Sat 1 Feb	Open	Cricket (M*) Q1	Harrow Leisure Centre	HA3 5BD
Sun 2 Feb	Open	Cricket (M*) Q2	Harrow Leisure Centre	HA3 5BD
Sat 8 Feb	Open	Cricket (F*) Q1	Harrow Leisure Centre	HA3 5BD
Sun 9 Feb	Open	Cricket (F*) Q2	Harrow Leisure Centre	HA3 5BD
Mon 10 Feb	Schools	Sportshall Athletics Q1 (Y56, Y7F, Y7M, Y8F, Y8M)	Harrow Leisure Centre	HA3 5BD
Tues 11 Feb	Schools	Sportshall Athletics Q2 (Y56, Y7F, Y7M, Y8F, Y8M)	Harrow Leisure Centre	HA3 5BD
Weds 12 Feb	Schools	Sportshall Athletics Q3 (Y56, Y7F, Y7M, Y8F, Y8M)	Westcroft Leisure Centre	SM5 2TG
Thurs 13 Feb	Schools	Sportshall Athletics Q4 (Y56, Y7F, Y7M, Y8F, Y8M)	Copper Box Arena	E20 3HB
Tues 25 Feb	Mixed	ParaGames Boccia* Q1, ParaGames Boccia Mini (Y6&U) Q1	UEL Sportsdock	E16 2RD
Thurs 27 Feb	Mixed	ParaGames Boccia* Q2, ParaGames Boccia Mini (Y6&U) Q2	Westway Leisure Centre	W10 6RP
Sun 1 Mar	Open	Cricket (M*, F*) Finals	Lords Indoor Cricket School	NW8 8QN
Weds 4 Mar	Schools	Dance (KS3, KS4 Mixed)	Copper Box Arena	E20 3HB
Fri 6 Mar	Schools	Volleyball (Y10&UM, Y10&UF)	UEL Sportsdock	E16 2RD
Thurs 12 Mar	Schools	RFU (U13F, U15F, U18F, Y56 Megafest)	Barn Elms Sports Centre	SW13 0DG
Tues 24 Mar	Schools	Netball (Y7F), Football (Y56F), Sportshall Athletics Finals (Y56, Y7F, Y7M, Y8F, Y8M), NFL Flag Football (Y56), Fanfest	Redbridge Sports Centre	IG6 3HD
Thurs 26 Mar	Mixed	Netball (Y56), Hockey Quicksticks (Y56), RFL Tag Rugby (Y56), New Age Kurling (Y34), ParaGames Boccia* Finals, ParaGames Boccia Mini (Y6&U)	Redbridge Sports Centre	IG6 3HD
Tues 31 Mar	Schools	Handball Finals (U13F, U13M, U15F, U15M)	Copper Box Arena	E20 3HB
Weds 1 Apr	Schools	Basketball Finals (U14F, U14M, U16F, U16M)	SCORE Centre	E10 5JY

Date	Type	Competition	Venue	Postcode
Thurs 23 April	Schools	ParaGames MLD Tennis Q1 (Y7-9)	Lee Valley Hockey & Tennis Centre	E20 3AD
Thurs 30 Apr	Open	ParaGames Swimming (M*, F*)	Beckenham Spa	BR3 4PF
Weds 6 May	Schools	ParaGames MLD Tennis Q2 (Y7-9)	Westway Leisure Centre	W10 6RP
Sat 16 May	Open	Hackney 5k	Hackney Marshes Centre	E9 5PF
Sat 23 May	Open	Basketball (M*) Q	UEL Sportsdock	E16 2RD
Sat 23 May	Open	Tennis* Q1	Redbridge Sports Centre	IG6 3HD
Sun 24 May	Open	Basketball (F*) Q	UEL Sportsdock	E16 2RD
Sun 24 May	Open	Tennis* Q2	Sutton Tennis Academy	SM1 3HH
Sat 30 May	Open	Volleyball (M*)	UEL Sportsdock	E16 2RD
Sun 31 May	Open	Volleyball (F*)	UEL Sportsdock	E16 2RD
Weds 3 Jun	Schools	ParaGames MLD Tennis Finals (Y7-9)	Westway Leisure Centre	W10 6RP
Thurs 4 Jun	Open	ParaGames Football (M*, F*)	Hackney Marshes Centre	E9 5PF
Sat 6 Jun	Open	Kayak Slalom*, Kayak Sprint*	Lee Valley White Water Centre	EN9 1AB
Sat 6 Jun	Open	Sailing* Day 1	Queen Mary's Sailing Club	TW15 1UA
Sun 7 Jun	Open	Sailing* Day 2	Queen Mary's Sailing Club	TW15 1UA
Sun 7 Jun	Open	Waterpolo*, Fencing*	Crystal Palace NSC	SE19 2BB
Tues 9 Jun	Schools	RFL 9s (Y78M)	Barn Elms Sports Centre	SW13 0DG
Sat 13 Jun	Open	Judo (M*, F*)	Lee Valley Athletics Centre	N9 0AR
Sat 13 Jun	Open	Handball (F*)	Copper Box Arena	E20 3HB
Sat 13 Jun	Open	Road Cycling*	Lee Valley VeloPark	E20 3AB
Sun 14 Jun	Open	Trampoline*	Harrow Leisure Centre	HA3 5BD
Sun 14 Jun	Open	Handball (M*)	Copper Box Arena	E20 3HB
Tues 16 Jun	Schools	Inclusive Cricket (Y78)	Harrow Leisure Centre	HA3 5BD
Thurs 18 Jun	Schools	Mini Tennis Orange (Y56), In2 Hockey (Y7F, Y7M), Sitting Volleyball (Y56), Badminton Racket Pack (Y56)	Redbridge Sports Centre	IG6 3HD
Sat 20 Jun	Open	Badminton*, Hockey (F*) Q, Squash (M*), Tennis Finals*	Redbridge Sports Centre	IG6 3HD
Sun 21 Jun	Open	Hockey (M*) Q, Squash (F*), Table Tennis (M*, F*), Netball (Y9&U)	Redbridge Sports Centre	IG6 3HD
Tues 23 Jun	Schools	Kwik Cricket (Y56 Best)	Shepherds Cot	N8 8RL
Weds 24 Jun	Schools	Kwik Cricket (Y56F)	Shepherds Cot	N8 8RL
Thurs 2 Jul	Schools	Athletics Quadkids (Y56), Basketball 3v3 (Y56), Football Festival (Y34F), Gymnastics Key Steps 2 (Y34), Gymnastics Key Steps 3 (Y56), Tennis Mini Red (Y34), Tri Golf (Y34), Baseball/Softball Festival (Y56)	Crystal Palace NSC	SE19 2BB
Sat 4 Jul	Open	Archery*, Basketball (M*, F*) Finals, Football (M*), Swimming (M*, F*), Weightlifting*, NFL (M)	Crystal Palace NSC	SE19 2BB
Sun 5 Jul	Open	Athletics (M*, F*), Diving*, Football (F*), GO-TRI Aquathlon*, Hockey (M*, F*) Finals, Indoor Rowing*, Netball (Y10-13)	Crystal Palace NSC	SE19 2BB

This risk assessment should not be read in isolation, but should be read in conjunction with:

- Event Safety Plan (ACT)
- Event Documentation Issued by LYG



## **Risk Assessment Process**

- 3.1 Numerous pieces of legislation require the production of a risk assessment, by a competent person, to identify those hazards associated with an activity or task. The risk assessment should outline those controls measures, (be they physical or procedural) required, where a hazard cannot be eliminated, in order to manage and reduce the risk to a level as low as is reasonably practicable.
- 3.2 An event exists in three distinct phases 'Build, Live Event, Breakdown'. This risk assessment considers and evaluates the risks associated with each of these phases.
- 3.3 This risk assessment is presented in two sections; the first considers those commonly occurring hazards and risk associated with an event of this nature. The second looks at the identified event specific risks.
- 3.4 This risk assessment has been produced in consultation with the client and those other key stakeholders, as applicable, engaged in the delivery of the event. The risk assessment, once completed and prior to issue, has been reviewed and approved for use by the client.
- 3.5 A numerical 6 x 6 system has been adopted to quantify risk and is explained in detail in the risk matrix below.
- 3.6 It is incumbent upon the event organiser or their nominated person responsible for the management of safety for the event to ensure that the control measures are implemented and managed throughout all phases of the event.
- 3.7 For the purposes of this document the term Contractor shall be deemed to incorporate all other similar parties including suppliers, traders, exhibitors, artists, performers etc. Spectators are those persons who are intending to watch and/or otherwise participate in the event, public are those others not directly connected with the event but who might be indirectly impacted because of the event.
- 3.8 During the event, a process of continuous assessment and reassessment will be undertaken by the client via their event management structure to ensure appropriate and dynamic risk controls are put in place to reflect those changes which may affect the existing risk controls identified within this assessment and/or those additional developing hazards not covered within this assessment.
- 3.9 A review of this assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, or where there is a significant change in working practices, or an incident occurs.
- 3.10 The findings of this risk assessment must be communicated to those who will work, or otherwise encounter the hazards and risks identified therein.

		SEVERITY					
		Multiple Fatality 10	Single Fatality 8	Major Injury 6	'7 day' Injury 4	Minor Injury 2	No Injury 1
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

RISK RATING	
1-11 = Trivial (very low)	Proceed with activity - Monitor & Review
12 = Moderate (low)	Proceed with activity - Additional risk control measures should be considered and applied where practicable
13-24 = Moderate (medium)	Additional risk reduction measures should be applied before proceeding
25-40 = Significant (high)	Do not proceed, additional risk reduction measures must be applied, together with strict control systems and procedures before proceeding
41-100 = Intolerable (very high)	Stop the activity immediately

## Risk Assessment

### Competitions & Physical Activity

This section to be completed for those risks identified concerning the periods where the competition activity is operational;

Ref	Activity	Hazard & Consequence	Who is at Risk	Control measures that must be in place to achieve the residual risk rating	Risk Rating			Comments	Actions/Comments
					S	L	RR		
1	All Sports – playing fields	Unsuitable playing area for the proposed sport or activity resulting in injury.	Participants, officials, staff	LYG have undertaken a site visit to the venue to ensure there are suitable playing areas. Venues are to advise of any faults or damage to playing areas and or spaces. LYG staff and competition	2	2	4	If the venues flag up any issues or concerns with the venue or playing areas LYG are to liaise with them to discuss actions and alternative options.  Competition Directors are	

				officials will reinspect the playing areas on the event day. All venues are to be routinely inspected by local authorities.				to ensure that sports are set up in accordance with guidance by the Sports governing body.	
2	<b>All Sports – lack of supervision / control over competition / physical activities</b>  <b>(Includes Competition Activities and non-competitive activities FanFest)</b>	Lack of supervision over the activity resulting in injury	Participants	All sports events and activities are to be supervised by competent persons. Competitions are to be overseen by suitable competition officials. Competitions will be held in accordance with the sports governing bodies' rules. Participants	2	2	4		

				<p>and Boroughs will be advised of the relevant rules of participation in advance of the event. all rules of play are available on the LYG website. Games officials will manage sporting activities appropriately and deal with inappropriate / dangerous play as required, with the power to remove players and or teams as required. Fanfest / London Girls activities will be supervised at all times by competent persons. Teams will be supervised by either their school or Borough.</p>					
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				<p>Competition Director for each sport is to ensure that the sport is played in accordance with the governing body guidance and that the field of play, infrastructure and equipment is in accordance with this. The competition Director must raise any concerns with LYG as soon as possible.</p>					
3	<b>All Sports – lack of warm up / preparation</b>	Lack of warm up resulting in injury	Participants	All participants will be given the time and space to undertake a suitable warm	2	2	4		

				up. Staff and leaders will encourage participants to warm up.					
4	<b>All Sports – separation between spectators and field of play</b>	Lack of separation between participants resulting in injury	Participants, spectators, staff, other users venue	<p>There will be suitable separation distances between field of play and spectator areas / thoroughfares.</p> <p>Sports to have suitable run off zones.</p> <p>Run off zones to be kept clear of persons and infrastructure during competition periods.</p>	2	2	4		<p>When determining suitable run off distances the guidance provided by Sport England for ‘club’ level has been used.</p> <p>Levels of play are split into International, Premier, Club and Community. It is considered to use ‘Club’ level as this takes into consideration the competition element of having sports officials and spectators in the area. In all sports</p>

				See sports for run off zones. Competition Director and LYG to agree on suitable viewing areas.					the Competition Director is responsible for ensuring that the field of play is suitable for purpose and that the equipment and layout is in accordance with their sports governing body guidance and latest advice.
5	All Sports – infrastructure and equipment	Unsuitable infrastructure and equipment resulting in injury	Participants, competition officials	All infrastructure is to be fit for purpose and suitable for use. LYG staff are to check equipment before use to ensure it is in good condition. Venue provided equipment to be inspected for	4	2	8	Where appropriate certain equipment should conform to British Standards or codes of practice relevant to the sport. Competition	



				suitability.				Official to inspect playing areas and equipment before the start of play.	
6	<b>Playing surfaces – slips and trips</b>	Unsuitable field of play resulting in injuries	Participants, competition officials	<p>Playing surfaces to be inspected by LYG and competition officials prior to the start of the event.</p> <p>Any wet areas (on indoor areas) should be cleaned up immediately.</p> <p>The playing areas should be monitored throughout the event to ensure that any damage or spills are cleaned up.</p>	2	2	4		

7	<p><b>All Sports Inexperienced participants</b> -</p>	<p>Participants taking part in activities without suitable competence resulting in injury</p>	<p>Participants</p>	<p>Participants are to be suitably competent to participate in the specific event. Team Managers will be responsible for ensuring that they are competent and capable to participate. Competition rules of entry for each event are communicated to Team Managers who are required to accord with this and to establish the competency of participants.</p>	2	2	4	<p>Competition rules of entry for each event are communicated to Team Managers who are required to accord with this and to establish the competency of participants.</p>	
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				<p>Competition Officials are to monitor participants and if required those who are not competent or able to safely participate will be asked to leave the competition (or a section of it).</p>					
8	<b>Unsuitable clothing, jewellery or similar</b>	Participants wearing jewellery or clothing that would result in injury	Participants	All competitions have individual rules which clearly state what kit including footwear is required. Where necessary jewellery is not permitted to be worn or it must	2	2	4		

				<p>be suitably taped down.</p> <p>Where appropriate the competition rules will state if sports glasses are required or if normal glasses are not permitted.</p> <p>Competition officials will check that all participants are complying with these rules.</p>					
9	<b>Athletics (Sportshall)</b>	Injury as a result of poor management or lack of staffing to supervise	Participants, staff other persons in area.	<p>Athletics will be undertaken in purpose built venue. Competition officials will inspect facilities prior to the competition.</p>	2	2	4		

				<p>Competition officials are to ensure that there is suitable separation between the activities.</p> <p>Competition Officials are to ensure that there is suitable staff present to manage activities.</p> <p>Areas deemed to be of high risk such as javelin / shotput are to be separated with a physical barrier to prevent access into the field of play.</p>					
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<p><b>10</b></p>	<p><b>Badminton</b></p>	<p>Poor court layout or surface resulting in injury Lack of control / management of competition</p>	<p>Participants / spectators / competition officials / staff</p>	<p>Court is to be laid out in accordance with Sport England's Badminton design code. This stipulates there must be a minimum of 1.5m side run off &amp; 2m back of court run off. There is to be no infrastructure or persons in these areas, with the exception of competition officials who should maintain a distance of 1m from the court. LYG and competition officials are to inspect the court and playing surface prior to the competition.</p>	<p>2</p>	<p>2</p>	<p>4</p>		
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				<p>Spills should be cleaned up immediately.</p> <p>LYG and competition officials are to ensure that spectators (including team mates / Team Managers and coaches etc) are to sit within allocated seating areas and not within the court run off areas.</p> <p>Equipment used to be fit for purpose and suitable for use. Competition Directors to undertake visual inspection.</p>					
<b>11</b>	<b>Basketball</b>	Poor court layout or surface resulting in injury	Participants / spectators / officials / staff	Court is to be laid out in accordance with Sport England's	2	2	4		

		<p>Lack of control / management of competition</p> <p>Conflict between coaches / teams</p>		<p>Basketball design code. This stipulates there must be a minimum of 1.05 -2.05m side run off &amp; 1.05 – 2.05m back of court run off and 4.10 metres between courts. There is to be no infrastructure or persons in these areas, with the exception of referees.</p> <p>LYG and competition officials are to inspect the court and playing surface prior to the competition.</p> <p>Spills should be cleaned up immediately.</p> <p>LYG and competition</p>					
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				<p>officials are to ensure that spectators (including team mates / Team Managers and coaches etc) are to sit within allocated seating areas and not within the court run off areas.</p> <p>Equipment used to be fit for purpose and suitable for use. Competition Directors to undertake visual inspection.</p> <p>Team Managers, coaches and any other persons are to be asked to leave the competition area if their behaviour is deemed inappropriate.</p>					
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12	<b>Boccia</b>	<p>Unsuitable playing area and equipment.</p> <p>No space / suitable separation between field of play and spectators</p>	<p>Participants / spectators / officials / staff</p>	<p>There is to be suitable space and / or physical barrier between field of play and spectator area.</p> <p>The activity will be managed by competent persons at all times.</p> <p>Equipment and layout will be assessed by competent persons prior to the competition.</p>	2	2	4		
13	<b>Cricket (Including Kwik Cricket)</b>	<p>Impact of ball on spectators or players not currently in the game</p> <p>Impact of ball on players</p>	<p>Participants / spectators / officials / staff</p>	<p>The possibility of impact to be considered dependant on the layout of the venue and the distance of</p>	2	2	4		

				<p>the wicket from spectators.</p> <p>Full height nets should be used where necessary to prevent public or waiting teams being struck by the ball.</p> <p>Minimum pitch required in hall for 6 aside is 33.62m x 20.04m with 1m run off at each edge.</p> <p>No public will be permitted to enter the hall whilst there is matches' taking place.</p> <p>Public will only be permitted to stand in the viewing gallery to watch if the venue has one.</p> <p>Suitable measures should be in place to ensure no unauthorised</p>					
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				<p>person enter the hall during matches.</p> <p>The ball being used for the match will be a readers ball and be suitable for the purpose.</p> <p>All bowling should be in accordance with current ECB guidance.</p> <p>The game will play in accordance with ECB current rules and regulations.</p> <p>Kwik Cricket will use plastic bat only no wooden bats permitted. Pads are not permitted in Kwik Cricket.</p>					
<b>14</b>	<b>Dance</b>	<p>Unsuitable clothing / footwear.</p> <p>Use of props or set that may result in injury</p>	<p>Participants / spectators / officials / staff</p>	<p>Participants must adhere to the LYG Dance competition</p>	2	2	4		

				<p>rules. Clothing and costumes can be worn and chosen by boroughs however they must not be likely to cause a hindrance to the participant and or team mates due to projecting material or similar.</p> <p>Footwear is limited to flat dance shoes, non-marking trainers and bare feet. Heeled dance shoes are not permitted.</p> <p>Participating teams are allowed to bring small props to</p>					
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				<p>enhance performance these must be small and should be approved by Competition officials before they are used.</p> <p>No electrical props such as lighting / smoke machines or similar, unless pre-approved and the equipment is accompanied by the relevant safety documentation.</p>					
15	Football	<p>Injury as a result of participation</p> <p>Unsuitable kit / equipment</p> <p>Unsuitable space / distance separation between pitches</p>	<p>Participants spectators officials / staff</p>	<p>Competition Director to advise spectators of suitable viewing areas.</p> <p>Referee will stop dangerous play.</p>	2	2	4		

		<p>resulting in collision / injury.</p> <p>Unsuitable pitch resulting in injury</p>		<p>Persistent illegal play will result in the offender being removed from the field.</p> <p>Participants are advised on suitable kit, Competition officials will adhere to the rules and enforce these by checking participant kit prior to competition. These include; Shin pads must be worn, football boots with moulded studs permitted only no metal studs or bladed boots, jewellery removed or suitably taped in place, teams to have suitable spare kit / bibs to contrast in colour from opposing team.</p>					
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				<p>The pitches must have a run off of a minimum of 2 metres at the sides and ends, this run off area should be kept clear of all persons with the exception of referees and competition officials only. This area must be kept clear of all infrastructure.</p> <p>Football pitches on grassed areas in park to be thoroughly checked by competition director for litter in particularly broken glass or similar sharp items. Pitch to be checked several times each day and thoroughly after rainfall. LYG to</p>					
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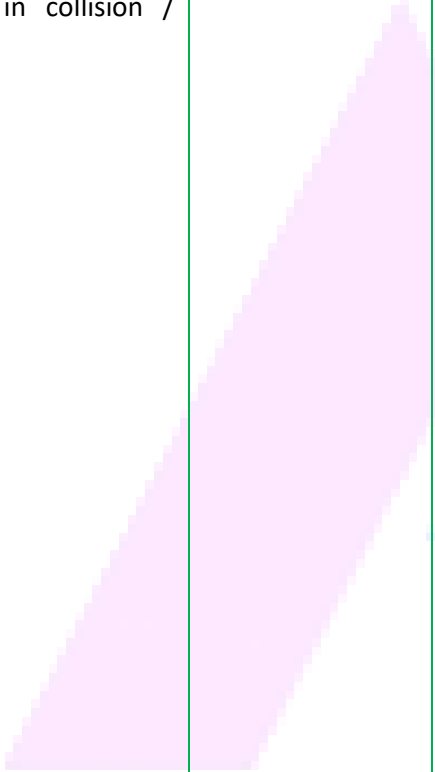


				<p>provide lawn rake to facilitate.</p> <p>Pitches checked for potholes or dips and filled in where necessary.</p> <p>Pitches not set up over drains or service covers.</p>					
16	Handball	Unsuitable space / distance separation between courts resulting in collision / injury.	Participants / spectators / officials / staff	<p>Minimum of 2m run off area around the court.</p> <p>See sport specific rules on suitable clothing and kit.</p> <p>The Handball Competition Director is to ensure that the goals in use are suitable for use and fit for purpose</p>	2	2	4		

				once assembled on site.					
17	<b>Hockey Quick sticks</b>	Unsuitable space / distance separation between pitches resulting in collision / injury.  Risk of injury through participation	Participants / spectators / officials / staff	It is recommended that there is a 3 metre run off to ends and 1 metre to sides.  Mouth guards and shin pads are recommended to be worn.	2	2	4		
18	<b>Netball</b>	Unsuitable space / distance separation between courts resulting in collision / injury.	Participants / spectators / officials / staff	It is recommended that there is a 1.5 - 3.05 metre run off at the sides and 2.0m-3.05m run off at the ends of a netball court. With a 4 metre	2	2	4		

				separation distance between courts.					
19	RFU Rugby	Lack of experience in contact Rugby participants injured as a result of playing. Unsuitable space / distance separation between pitches resulting in collision / injury.	Participants, Spectators, officials / staff	Rugby football union rules apply. Participants must have suitable experience and competence of playing contact rugby. A 5 metre runoff area is recommended for the sides and ends of the rugby pitch, this run off area should be kept clear of all persons with the exception of referees and competition officials only. This area must be kept clear of all infrastructure.	6	2	12		Risks are considered to remain at this level due to use of public parks and playing fields, which could have sharp or protruding objects under the ground.

				<p>Rugby pitches on grassed areas to be thoroughly checked by competition director for litter in particularly broken glass or similar sharp items. Pitch to be checked several times each day and thoroughly after rainfall. LYG to provide lawn rake to facilitate.</p> <p>Pitches checked for potholes or dips and filled in where necessary.</p> <p>Pitches not set up over drains or service covers.</p>					
19a	RFL Rugby (Rugby Football League 9's)	Lack of experience in contact Rugby participants injured as a result of playing. Unsuitable space / distance separation	Participants, Spectators, officials / staff	Rugby football league rules 9's rules apply. Participants must	6	2	12		Risks are considered to remain at this level due to use of public parks and playing fields, which could

		<p>between pitches resulting in collision / injury.</p>		<p>have suitable experience and competence of playing contact rugby.</p> <p>A 3 metre runoff area is recommended for the sides and ends of the rugby pitch, this run off area should be kept clear of all persons with the exception of referees and competition officials only. This area must be kept clear of all infrastructure.</p> <p>Rugby pitches on grassed areas to be thoroughly checked by competition director for litter in particularly broken</p>				<p>have sharp or protruding objects under the ground.</p>
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				<p>glass or similar sharp items. Pitch to be checked several times each day and thoroughly after rainfall. LYG to provide lawn rake to facilitate.</p> <p>Pitches checked for potholes or dips and filled in where necessary.</p> <p>Pitches not set up over drains or service covers.</p>					
20	Tennis	Unsuitable space / distance separation between courts resulting in collision / injury.	Participants, staff, officials.	It is recommended that there is a 3 metre run off at the end and 1.5m run off at the sides of a netball court.	2	2	4		Competition Director is to assess courts and ensure that there is suitable separation between courts and run off areas.
21	Trampolining	Equipment faults – injury due to inadequate or ill maintained trampoline or mats.	Participants	All equipment used is existing equipment used	4	2	8		Responsibilities of venue and Competition Director to ensure

				<p>regularly within a sporting complex.</p> <p>A named competent person should be responsible for checking all equipment and matting and confirming that it is safe to use.</p> <p>Competent person will confirm this equipment has been properly installed and secured before the equipment is used.</p> <p>Safety mats should be securely in place prior to use.</p> <p>Trampoline should be fitted with end decks / spotting decks.</p> <p>All equipment should be in line</p>					control measures are implemented.
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				with British Standards.					
<b>22</b>	<b>Trampolining...Cont.</b>	Injury as a result of coming off the trampoline.	Participants	<p>Trained spotters should be present and in position around the trampoline, at all times when the trampoline is in use.</p> <p>Area around the trampoline to remain clear and free of objects / obstacles.</p> <p>Should be a clear route to enable emergency access to the trampoline and immediate area.</p>	4	2	8		
<b>23</b>	<b>Trampolining...Cont.</b>	Injury as a result of using the trampoline	Participants	All participants are to wear suitable footwear, use of the trampoline with	4	2	8		



				<p>bare feet is not allowed.</p> <p>All participants to wear suitable clothing and have no overly loose clothing and no jewellery should be worn.</p> <p>Ensure there is sufficient space above the trampoline taking into consideration the potential bounce height.</p>					
24	Trampolining...Cont.	<p>Injury to other participants / spectators near the trampoline area.</p> <p>Injury as a result of being underneath the trampoline when in use.</p>	Spectators, other participants	<p>Must be a clearance area in place around the trampoline to ensure that there is no unauthorised access to the area.</p> <p>When in use there is to be no access</p>	2	2	4		

				underneath the trampoline.					
<b>25</b>	<b>Paragames Swimming</b>	Poor swimming ability of participants, resulting in drowning.	Participants Staff	<p>All participants taking part in swimming competitions must be able to; swim 50m for Para-games competitors and swim 100m and tread water for 3 minutes for other competitors.</p> <p>Para-games competitors are to have disability taken into consideration when entering / leaving pool and for start procedures.</p> <p>If participants are diving from starting blocks they are to</p>	4	2	8		<p>Responsibilities of venue to ensure control measures are implemented.</p> <p>The venue is specifically designed for use for swimming and has appropriate disabled access and management facilities.</p> <p>The LYG Lead Staff Member to request confirmation that adequate number of lifeguards and Personal Flotation Devices are available and accessible.</p>

				<p>have achieved standard of ASA Preliminary Start Award.</p> <p>Lifeguards present; venue are to be advised of nature of events and should provide a suitable number of lifeguards proportionate to the competition.</p> <p>Venue is established swimming facility.</p>					
26	Fencing	Insufficient space for activity between Pistes – collision/weapon injury	Participants	<p>Fencing competition to be in accordance with British Fencing Association guidelines. Competition Director should undertake a risk</p>	4	2	8	A checklist should be used to ensure that the checks are made before each bout, this should be carried out by	Responsibilities of Competition Director to ensure control measures are implemented.

				<p>assessment which should take into consideration the ages of participants, the weapon, standard of fencing, safe positions for the referees and spectators.</p> <p>Pistes to be at least 17-18m long including 1-2m extensions at each end and a 1.22m space to each side. Between the edges of adjacent pistes on the side used for refereeing: 2.5 metres. If the distance is less, the referee should wear some form of protection, such as a mask or goggles.</p>				<p>Team Managers with spot checks undertaken by competition officials.</p>	
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				<p>Only required persons permitted to be in the arena during competitions. Competitors must provide their own foils and protective equipment this must be compliant with British Fencing Standards. This is to be reviewed by Competition officials prior to the competition participants with inadequate PPE will not be permitted to participate. Competitors must be members of the British Fencing Association. All competitions and warm up activity must be</p>					
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				supervised by competent persons at all times.					
26	Squash	Damage to eyes as a result of squash ball hitting eye area.	Participants	All participants to wear British Standard goggles. Participants are not allowed to compete without suitable eyewear.	2	2	4		BTO / SGO to ensure participants have suitable eyewear. Teams encouraged to advise LYG if they do not have British Standard goggles.
27	Table Tennis	Playing areas not having suitable run off area,	Participants, staff, spectators.	The play area for the 8.0 x 4.0 x 3.0 m this includes a run off area. Competition Officials and LYG staff will ensure that no spectators are in the competition areas.	2	2	4		

				Suitable spectator areas established.					
<b>28</b>	<b>Judo</b>	<p>Poor control of the competition resulting in injury.</p> <p>No suitable separation between competition field of play and other persons.</p>	Participants, Spectators, staff, officials.	<p>Judo Competition will be undertaken in accordance with the British Judo Association rules and guidance.</p> <p>Competent competition director to be appointed to oversee competition.</p> <p>All participants to be competent.</p> <p>Playing areas should comply with BJA standards.</p> <p>Suitable separation between</p>	4	2	8	<p>Competition Director will carry out a risk assessment for the Judo competitions in line with BJA guidance this will be submitted and held on file by LYG.</p>	

				competition areas, spectators and teams.					
29	Water Polo	Lack of competence risk of drowning or being struck by the ball.	Participants	<p>Competition Rules set out basic level of competency, this states participants must be able to swim a minimum of 200 metres.</p> <p>Participants must be able to protect the ball with their body suitably.</p>	2	4	8		
31	Paragames Tennis			No additional risks					
32	Cycling (BMX)	Venue suitability	Participants Staff Public	London Youth Games (LYG) Lead Staff Members and Event Managers to check that all venue risk assessments are in place and control measures are being complied	4	2	8		Responsibilities of Competition Director to ensure control measures are implemented.



				<p>with before participants are allowed on site.</p> <p>Venue proposed to be used is established BMX venue regularly used for club, competition and public uses.</p> <p>It is maintained by the local authority.</p> <p>Experienced staff currently manage the venue.</p> <p>Experienced Competition Directors in place to assess venue and facilities before use.</p>					
<b>33</b>	<b>Cycling (BMX)...Cont.</b>	BMX Bikes – not suitable for BMX activity, course route. Resulting in injury.	Participants Staff Public	<p>BMX bikes as approved by Competition Directors as set out within competition rules allowed only.</p>	4	2	8		<p>Responsibilities of Competition Director to ensure control measures are implemented.</p> <p>Third Party Liability</p>

				Only 20" BMX or cruiser bikes are allowed, stunt pegs and Front Brakes must be removed. Competitors to provide own bikes.					insurance is compulsory for participants and is arranged by LYG through British Cycling.
34	<b>Cycling (BMX)...Cont.</b>	Insufficient PPE resulting in injury.	Participants	Full Face helmet must be worn, it is recommended this has a chin strap and is securely fastened during competing. Long sleeved tops and trousers are required to be worn. Full finger gloves must be worn.	4	2	8		Responsibilities of Competition Director, Competition Staff, Borough Team Managers and LYG Staff to ensure control measures are implemented.
35	<b>Cycling (BMX)...Cont.</b>	Route circuit / Course unsuitable for use, poor condition, resulting in falls on route.	Participants	Circuit regularly used by existing BMX club.	4	2	8		Responsibilities of Competition Director to ensure control measures are implemented.

				<p>Competition Director to inspect course before use.</p> <p>Any loose articles, rubbish, debris or similar to be removed from the course prior to use by competitors.</p> <p>Weather conditions to be monitored and course assessed following inclement weather.</p>					
36	<b>Cycling (BMX)...Cont.</b>	General Injuries / accidents	Participants	<p>Suitable medical cover to be in attendance throughout the event.</p> <p>Competition Director has power to stop event if required to attend to medical incident.</p>	4	2	8		

				999 system also available if required.					
37	Cycling (BMX)...Cont.	<p>Weather</p> <p>Exposure Sun</p> <p>Extreme Weather</p> <p>Thunder Storms/Heavy Rain</p>	Public Participants Staff	<p>Weather forecast should be checked in the days up to the event to enable advice to be given. All participants should be advised to wear appropriate clothing suited to the weather conditions. Course to be checked before event following heavy rain to ensure course is suitable for use. All participants should be advised to wear sunscreen. In the event of extreme weather, the organisers will</p>	6	1	6		Responsibilities of Competition Director to ensure control measures are implemented.

				need to consider abandoning the event.					
38	<b>Cycling (BMX)...Cont.</b>	Public Viewing Area	Public Participants Staff	Public viewing areas to be at a suitable distance from BMX track, suitable run off areas from the route to be in place. No public allowed on track during competition periods. Suitable fencing / barriers in place where required.	4	2	8		Responsibilities of Competition Director to ensure control measures are implemented.  LYG Staff will take responsibility for Crowd Management.
39	<b>Cycling (Road)</b>	Collision caused by failure of bike component.  Track not suitable for cycling.	Participant, Event Staff, Public.	All tracks have been checked by competent persons. The track is well maintained and in good condition.	4	2	8		Cycle helmets should be well maintained with no obvious signs of damage and replaced as required. All

		<p>Overcrowding of track – congestion resulting in accidents and injuries</p>		<p>Tracks being used are used on a regular basis. The bicycles will be checked by competent persons prior to being allowed on the track.  Suitable means in place for maintenance of cycles. All bicycles must have brakes. All cyclists must wear suitable helmet that is to British Standard. There will be suitable barriers in place to prevent public from entering the track. Suitably competent stewards or marshals will be</p>				<p>helmets should conform to EN 1078:2012</p>
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				<p>provided by the teams and placed on the track to prevent unauthorised access and provide guidance / warnings to participants. These stewards / marshals will be briefed of their duties by the Competition Director prior to the event period.</p> <p>Only competitors will be permitted to ride on the track. Suitable first aid in place for the type of injury likely to be caused by incident or rider. Suitable spacing between release of riders. Cyclists</p>					
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				briefed on track rules.					
40	Volleyball (inc sitting)	Injury as a result of participation or spectating	Participants, spectators, officials.	Suitable playing area to be established with suitable exclusion zones in place. Rules in place to manage persons in field of play.	2	2	4		
41	New Age Kurling	Injury as a result of participation or spectating	Spectator, participants	Suitable playing area to be established with suitable exclusion zones in place. Rules in place to manage persons in field of play.	2	2	4		
42	NFL Flag Football	Injury as a result of participation	Participants	NFL Activity will be managed and led by NFL UK.	4	2	8		NFL will provide suitable risk assessments to cover their



				<p>All sports activities and drills will be non-contact.</p> <p>LYG will provide supporting staff and agree on a suitable location for the activity.</p>					<p>activities and competent staff to manage the activity.</p>
<b>43</b>	<b>Hackney 5k</b>			<i>TBC</i>					

## Risk Assessment Participants

This section to be completed for those risks identified to participants;

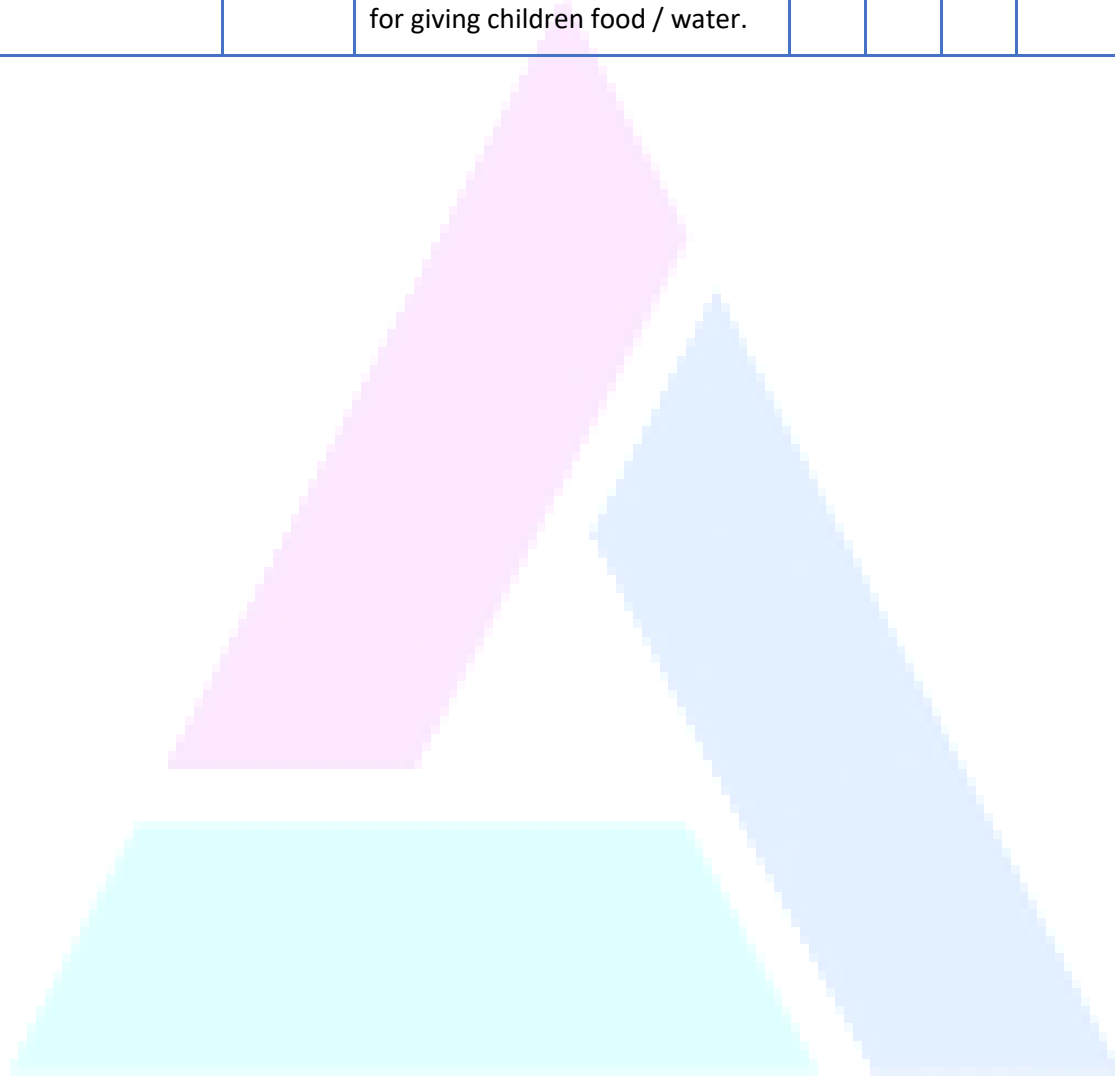
Ref	Activity	Hazard Consequence &	Who is at Risk	Control measures that must be in place to achieve the residual risk rating	Risk Rating			Comments	Actions Comments /
1	Participant Health	Participants with pre-existing health problems or injuries, these may be exacerbated by participating in the event.	Participants	Borough Team Organisers are to ensure that their participants are in suitable health to participate.  Medics will be present at the event, participants who are advised by medics against taking part will be unable to do so by LYG.	4	2	8		
2	Clothing / Footwear	Participants wearing unsuitable clothing and or footwear resulting in injury	Participants	Competition rules set out suitable clothing and footwear and if any items are not permitted.  Competition Directors will monitor this on the event day.  Unauthorised kit will not be permitted.	4	1	4		

<p><b>3</b></p>	<p><b>Participant Welfare</b></p>	<p>Bullying or aggressive actions by participants Coaches or parents displaying abusive behaviour towards participants. Safeguarding concerns Regarding participants. Participants becoming lost / separated from their BTO / family</p>	<p>Participants</p>	<p>Participants / BTO representatives are required to agree to a Code of Conduct, this addresses participant and coach behaviour. LYG has an anti-bullying policy in place. Competition Director will deal with any aggressive or foul play during the competition. LYG will have a member of staff who has suitable safeguarding training to deal with any safeguarding issues that arise on the day. LYG staff will address any safeguarding concerns with relevant BTO's. If necessary parents or coaches will be asked to leave the event. The LYG lost child plan will be in place for the event, key staff will</p>	<p>2</p>	<p>4</p>	<p><b>8</b></p>		
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				<p>be aware of the procedures and actions that are required.</p> <p>All staff and volunteers will be aware of the lost child plan, they will be advised that no person should be left alone with a child at any time and that if they come across a lost child they should remain in a public place and advise key staff immediately.</p>					
4	<b>Security of Changing Areas</b>	Changing areas not being adequately secured resulting in participants at risk of abuse or inappropriate behaviour	Participants	<p>Limited access to changing areas.</p> <p>Monitoring by DBS staff at intervals.</p> <p>Use of cameras or taking of photographs within changing areas to be prohibited.</p> <p>Children are of an age where they would be able to be aware of inappropriate behaviour or</p>	2	2	4		

				actions. Participants able to report any concerns to LYG.					
5	<b>Ramadan (Fasting)</b>	Participants Fasting becoming unwell due to hunger and or dehydration.	Participants	<p>Responsible persons to be aware of persons or participants who are fasting. Schools and Boroughs to have a policy / procedure in place for notifying / getting permission from parents where required.</p> <p>Where necessary persons fasting may be advised or be prevented from taking part in activities.</p> <p>Suitable cool areas and shade provided for persons fasting.</p> <p>Where required parents consulted whose children are participating as to whether they can have food and drink as required.</p> <p>Medics to be aware that persons may be fasting and of the</p>	2	4	8		Ramadan will take place from 23 <sup>rd</sup> April – 23 <sup>rd</sup> May 2020

				procedures that should be in place for giving children food / water.					
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## Risk Assessment

### Event Infrastructure, set up and staff welfare

This section to be completed for those risks identified to participants;

Ref	Activity Location /	Hazard Description	Person at Risk	Control Measures	Risk Evaluation S x L = Overall			Additional Actions	Comments
1	Contractor & Staff Safety Management	Contractors, Staff not competent for work required to install, maintain, and breakdown event	All	<p>Staff and contractors to be used on the event are to be evaluated for their ability to comply with safety requirements before being appointed.</p> <p>The LYG Event Manager is to oversee and coordinate the safety of contractors on site.</p> <p>All contractors working on the event are known to LYG.</p>	6	2	12		

				<p>Safety Policies, Insurance details, RAs and method statements should be obtained from contractors prior to work commencing.</p> <p>LYG Event Manager to ensure that venue are consulted over build and break programme to ensure unnecessary conflicts do not occur.</p> <p>Access and delivery arrangements to be agreed with venue and communicated to contractors.</p> <p>Signage/barriers as necessary to be installed to exclude other venue users from work activity areas.</p>					
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2	<b>Working Hours</b>	Long hours resulting in staff fatigue, not competent to undertake role	Staff	Suitable shift patterns in place, schedule to represent suitable time on site including breaks.  LYG to consider split shifts as appropriate.	2	2	4		
3	<b>Staff Welfare</b>	Lack of suitable welfare facilities for staff and contractors	Staff	All venues in use are established leisure facilities with suitable toilet provision.  Drinking water readily available for all persons.  Nearby cafes and similar for food and drink provision.  Staff to have suitable outdoor weather clothing.	1	1	1		
4	<b>Manual Handling</b>	Lack of technique and competence resulting in injury		As far as possible the need for manual handling will be reduced by the delivery of materials to a point as close as possible to the point of use.	4	2	8		

				<p>LYG will ensure that staff selected to undertake work which involves manual handling are physically capable of undertaking the tasks and that they have been adequately trained to undertake the required tasks.</p> <p>Lifting kit Inc. pallet trucks and trolleys will be used wherever practicable.</p>					
<b>5</b>	<b>Volunteers</b>	<p>Volunteers not competent for the role</p> <p>Volunteers unaware of safety/emergency procedures</p> <p>Volunteers with pre-existing health concerns</p>	Volunteers	<p>Volunteers are to complete a pre-event questionnaire to declare that they are fit to work and aware of their roles and responsibilities.</p> <p>Volunteers to have an LYG contact on their event days.</p>	2	2	<b>4</b>		

				<p>Volunteers will have access to welfare facilities at the event.</p> <p>Volunteers to be briefed each day on venue / competition specific safety and emergency procedures.</p> <p>Volunteers are asked to declare any medical complaints in the volunteer declaration form, LYG are then to consider this information when allocating roles and considering working hours.</p> <p>Volunteers to provide emergency contact details.</p>					
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6	<b>Signage</b>	Falls or collapse of signage and associated fixings onto persons	All in area	Signage is to be secured to existing infrastructure. LYG staff are to assess this visually to ensure it is suitable to withstand the load of the signage. In high winds the branding is to be slashed or removed as required.	2	2	4		
7	<b>Mascot Activities</b>	Persons in mascot costumes / outfits; suffering from overheating, fatigue, exhaustion, dehydrated and the associated medical effects of this.	Staff /volunteers	Mascots to spend limited time periods in costume. Take regular breaks. Keep hydrated. If weather is particularly warm mascots should consume additional water and take more frequent breaks. Mascots to seek medical assistance from on site medics as required.	4	2	8		

				<p>Welfare / rest areas available to mascots.</p> <p>Suitable locations or vehicle provided for mascot in order to discretely remove costume to cool down.</p> <p>Mascots to have assistance where required to provide water and assistance getting in and out of costumes.</p> <p>Key persons briefed on how to remove head of mascot to avoid injury.</p>					
8	Weather	<p>Weather having an impact on the competition;</p> <p>Heat – high temperatures may result in dehydration, heat exhaustion.</p> <p>Wet weather – flooding or leaks in venue resulting in wet floors / playing fields which would be a slip hazard.</p>	All persons	<p>LYG are to monitor weather forecasts and take the appropriate steps.</p> <p>Drinking water is to be available to all staff and participants.</p>	2	4	8		

		<p>Snow or Ice – snow or ice may affect access to the venue.</p> <p>High winds – high winds could affect temporary or existing structures by causing damage.</p>						
9	<b>Ramadan</b>	<p>Staff / Participants observing Ramadan and fasting</p>	<p>Staff &amp; contractors</p>	<p>LYG to request that staff / volunteers who are fasting notify them so that this can be taken into consideration when assigning roles and responsibilities.</p> <p>All staff are to be briefed that persons may be fasting and advised to be vigilant to signs that persons may be dehydrated such as signs of fatigue or dehydration (feeling dizzy, faint or</p>	4	4	16	<p>Ramadan will take place from 23<sup>rd</sup> April to 23<sup>rd</sup> May 2020.</p>

				<p>communication becoming vague).</p> <p>Staff that are fasting are to be in suitable roles that would not exacerbate dehydration and encouraged to take regular breaks in cool shaded areas.</p> <p>Staff are to permitted to work around the dawn / dusk hours to ensure that they can eat and drink as soon as possible.</p> <p>Weather conditions should be taken into consideration.</p> <p>Medics on site to attend to any persons who require treatment.</p>					
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**Risk Assessment  
Venues & Attendees**

This section to be completed for those risks identified with regards to the Venues in use and any other attendees.

Ref	Activity / Location	Hazard Description	Person at Risk	Control Measures	Risk Evaluation			Additional Comments	Comments
					S	L	Overall		
1	Accessibility	Disabled Access and egress	All	<p>All venues are established leisure centres and have suitable access including wheelchair access.</p> <p>LYG are to ensure that accessible routes to the activities are considered.</p> <p>Where appropriate additional disabled toilets should be provided.</p> <p>Staff should familiarise themselves with locations of accessible toilets / lifts and routes.</p>	4	1	4		



2	<b>Welfare</b>	Lack of hygiene facilities	Public Participants	Welfare facilities for participants and spectators based on numbers attending is in line with existing venue provisions. Changing facilities and toilets are provided for participants at the venues.*	6	1	6	These may be open to the public therefore all Boroughs should ensure that their participants are aware of the public nature of these facilities.	
3	<b>Event Infrastructure</b>	Stability of infrastructure	All	The LYG Event Manager is to ensure that all equipment installed by themselves is safe for use and that it has been installed to supplier's specification and to liaise with venue management in respect of event	6	1	6		

				<p>infrastructure supplied by the venue.</p> <p>Weather forecasts are to be checked in advance to ensure any branding will be able to withstand forecasted wind speeds. In the event that wind speeds approach design criteria then branding/structures will need to be modified or removed.</p>					
4	<b>Venue Infrastructure and facilities</b>	Failure of venue systems or structure – loss of light/power/emergency lighting and detection/alarm systems/ structural collapse etc.	All	The venues are established sports/leisure facilities which should be inspected on a regular basis by regulatory authorities. LYG have not been informed of any problems with the	6	1	6		Responsibilities of LYG to carry out necessary checks to ensure control measures are implemented.

				<p>venues, which have caused concern over its use for these events.</p> <p>Unless informed to the contrary by the venues – it is assumed that the buildings fixtures fittings and furnishings are structurally sound, that electrical systems, including outdoor and access areas are maintained and inspected to ensure that they are safe and that the emergency lighting and alarm systems provided are functional and have been properly inspected, tested and maintained.</p>					
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				It is also assumed that facilities and services e.g. toilets, bar and food services are operated to ensure the safety of persons using the venue as a whole.					
5	<b>Traffic &amp; Pedestrians</b>	Car and coach parking – collision, segregation from pedestrians and vehicles	All	Car parks for the venues are designed and maintained for daily safe use by the venue.  Participants arriving in own transport will use car parks at their own risk as would a normal park visitor.	6	1	6	Clear and unambiguous signage should be displayed to direct all vehicles to the correct point.	
6	<b>Event Layout and operation</b>	Layout – slips trips falls congestion	All	Minimal infrastructure for the event will be laid out so that there is sufficient	4	1	4		

				<p>circulation space around competition areas.</p> <p>The LYG Project Manager is to check that all infrastructure is correctly and safely placed to avoid slips trips and falls and congestion.</p>					
<b>7</b>	<b>Site Capacity/ Access and Egress</b>	Space availability for those attending – overcrowding – crush, slip, fall	All	Venues are to confirm with LYG that they can safely accommodate the proposed number of participants and associated persons with each competition.	4	1	<b>4</b>		
<b>8</b>	<b>Pigeon, Vermin &amp; insect bites</b>	<p>Histoplasmosis</p> <p>Cryptococcosis</p> <p>Weils Disease (leptospirosis)</p>	All	Staff advised to wash hands thoroughly before eating, drinking and any hand to mouth contact.	4	2	<b>8</b>		

				<p>Handwashing facilities in place at each venue.</p> <p>Staff are to be vigilant to tick bites and remove them as advised by NHS with tweezers.</p> <p>Insect repellent to be worn by staff as appropriate for outdoor areas.</p>					
9	<b>Welfare</b>	Lack of welfare provision for guests	All	<p>Welfare facilities available. Lost child policy in place for other children / vulnerable persons attending.</p>	2	2	4		
10	<b>Spectator behaviour</b>	Inappropriate behaviour of spectators such as; Aggressive behaviour (verbal and or physical) towards participants or other persons present.	Participant s, spectators, staff	<p>Spectators are expected to adhere to the LYG code of conduct.</p> <p>Staff and security will intervene and request any aggressive behaviour is</p>	2	4	8	All incidents are to be reported to LYG and a record taken.	

		<p>Unwanted approaches to participants Unauthorised filming / photography of participants</p>		<p>stopped. If required spectators will be requested to leave the venue. If required security and or the police will be utilised.</p> <p>Participants will be under the supervision of Boroughs / school leaders and will be advised not to interact with spectators that they do not already know.</p> <p>Signage will be in place to advise that only authorised persons can use film or photographic equipment.</p>					
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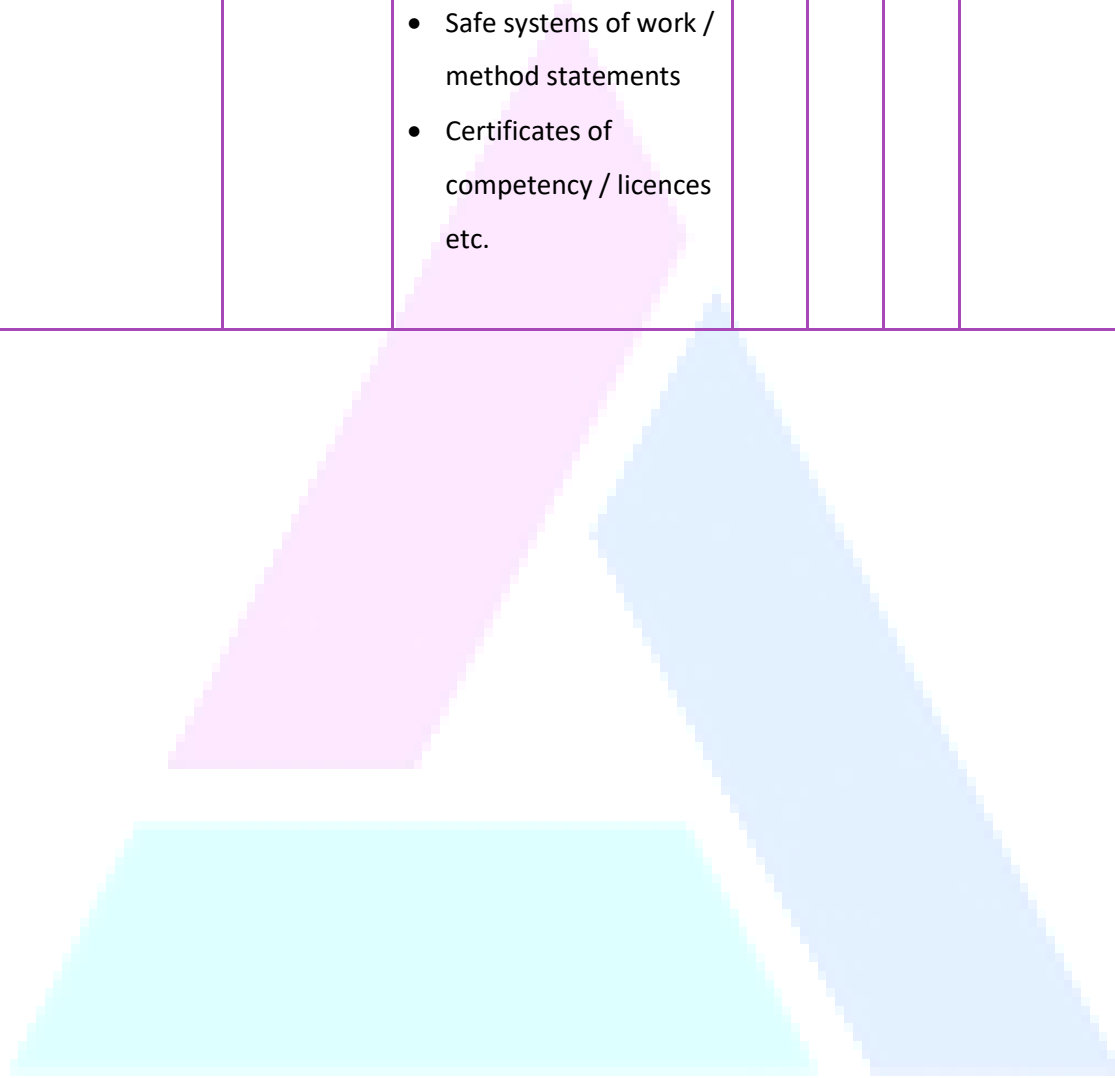
11	<b>Staff Competency</b>	Staff and or volunteers not competent for the roles resulting in poor management, confusion and lack of control over activities	Employees, volunteers, contractors, participants	All volunteers and staff have undertaken suitable training and or briefing for their roles.  Supervising staff will ensure that all staff and volunteers are aware of the communication systems in place and how to use them.	2	2	<b>4</b>		
12	<b>Communications</b>	Failure of internal communications systems e.g. radio system  <i>Effect - failure of the safety systems and procedures resulting in the potential for physical injury</i>	Employees Contractors Participants Spectators Public	Radio systems will be checked before event period.  List of mobile numbers for key personnel held in event control.  Key staff to be on Whatsapp via mobile phones.	2	2	<b>4</b>		



<p><b>13</b></p>	<p><b>Security &amp; Stewarding</b></p>	<p>Lack of a competent security and stewarding</p> <p><i>Effect - lack of effective security and stewarding provision resulting in poor or no public safety / management of the emergency arrangements, physical injury / death.</i></p>	<p>Staff, contractors, participant s</p>	<p>To support the organisers in the delivery of the event, a competent and professional security and stewarding supplier has been sourced.</p> <p>They shall produce a suitable security and stewarding plan for the event that takes into account the nature of the event and the environment in which it takes place.</p> <p>The security and stewarding plan will identify the numbers of and level of appropriately qualified security and</p>	<p>2</p>	<p>2</p>	<p><b>4</b></p>		
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				<p>stewarding operatives required inclusive of the numbers of supervisors required based upon the nature of the event, the audience profile and anticipated numbers attending the event.</p> <p>They shall operate safety management systems and procedures so as to minimise safety risks. This may include but is not limited to any or all of the following:</p> <ul style="list-style-type: none"> <li>• Insurances</li> <li>• Event safety plans, systems and procedures</li> </ul>				
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				<ul style="list-style-type: none"><li>• Risk Assessments</li><li>• Safe systems of work / method statements</li><li>• Certificates of competency / licences etc.</li></ul>					
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**Risk Assessment**  
**Medical, Fire & Emergency Incidents**

This section to be completed for those risks identified with regards to the Venues in use and any other attendees.

Ref	Activity Location	/ Hazard Description	Person at Risk	Control Measures	Risk Evaluation			Additional Comments	Comments
					S	L	Overall		
1	First Aid Provision	First aid provision insufficient to deal with any injuries or illnesses	Participants, staff members, contractors and other attendees to the event	A competent medical provider will be appointed to provide medical cover for the event. Medical provider will advise on suitable number of medical personnel, equipment and vehicles suitable for the nature of the event.	6	2	12		See Checklist for details of nearest walk in treatment centre and A&E.

				<p>LYG are to ensure that the medical provider are suitably briefed on the nature of the activities, number of participants and staff and key timings.</p> <p>LYG are to pre-agree locations of the medics including vehicles.</p> <p>LYG are to agree with event stakeholders process of summoning LAS.</p> <p>In the event of significant injury, a 999 facility is available to call for an ambulance.</p> <p>LYG are to have a suitable and robust system for summoning medical support. Staff are</p>				
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				reminded to state the location of the incident, advise who is injured and briefly describe the nature of the injury or illness.					
<b>2</b>	<b>Fire</b>	Fire resulting in injury and or loss of life	All persons in area	<p>All venues are established leisure facilities with existing emergency plans and procedures in place.</p> <p>In an emergency LYG staff, officials and participants would be escorted out of the venue by the venue staff.</p> <p>LYG will not bring any equipment or infrastructure into a venue without prior agreement with the venue so that they can</p>	10	2	<b>20</b>		LYG are to familiarise themselves with emergency procedures in advance of the event.

				amend their emergency plans and or procedures as appropriate.					
<b>3</b>	<b>Terrorist Activity</b>	Terrorist attack Suspicious Items Incident nearby impacting the event	All persons in area	LYG staff will be vigilant to suspicious behaviour and activity in the area.  Event is not considered to be of significant risk of terror attack.  Stewards are to remind persons attending not to leave bags unattended.  LYG will take advice from venue representatives with regards to threat levels and any mitigation required.  In the event of an incident taking place in the area during the event, LYG would take advice from	10	2	<b>20</b>		<b>The current threat level within the UK is Substantial, indicating an attack within the UK mainland is likely.</b>

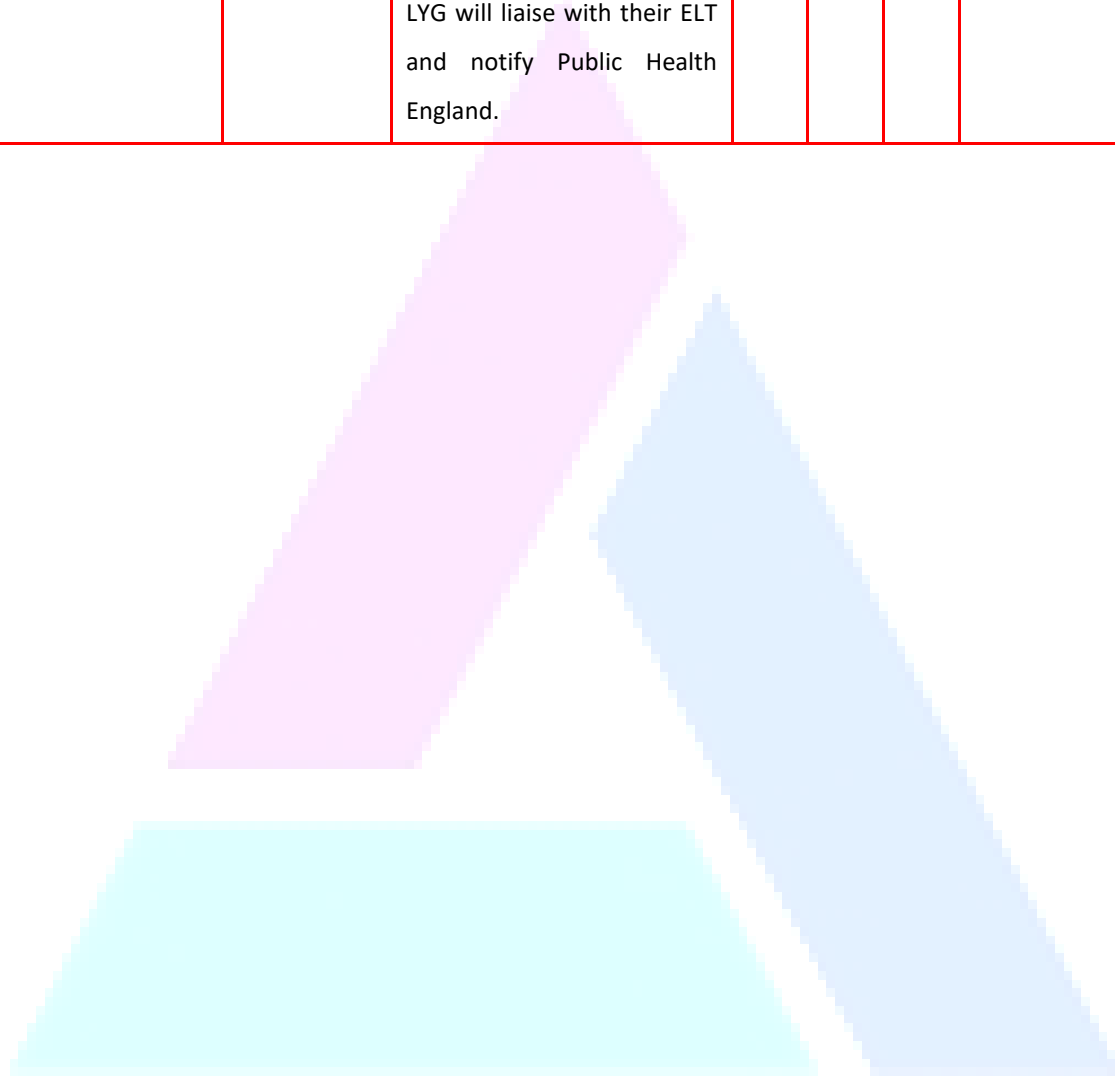
				<p>the MET police and follow as requested. This may include cancelling the event or advising attendees on area or travel restrictions.</p> <p>LYG are to agree on Emergency Liaison Team – name key persons that would meet in the event of an incident to discuss what if any measures would be required. Key persons should be listed with contact details and an agreed meeting point selected.</p>					
<b>4</b>	<b>Emergency Planning</b>	Lack of suitable planning for an emergency	Employees Contractors Participant	Each venue in use will have a suitable and sufficient emergency plan in place.	8	1	<b>8</b>		LYG are to familiarise themselves with the Emergency procedures and how to raise the



		<p><i>Effect - panic, crushing, physical injury or death</i></p>	<p>s Spectators Public</p>	<p>Evacuation routes will be determined by the location and nature of the emergency but there are numerous open spaces and exits from the area that permit for a zoned evacuation, temporary holding areas and multiple exits out of the area.</p> <p>There is an appointed security/stewarding company engaged for the event who will manage any evacuation.</p>					<p>alarm at each venue.</p>
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5	<b>Coronavirus</b>	Lack of awareness, spread of virus	All in area	<p>LYG and venues will adhere to the NHS and WHO advice.</p> <p>General advice from the NHS and WHO will be shared on the event website so that participants can take action as appropriate.</p> <p>All staff and volunteers will be reminded to practice good handwashing and hygiene practices.</p> <p>No participants are attending from foreign countries.</p> <p>LYG will continually monitor the situation.</p> <p>In the event of suspected / confirmed cases of</p>	8	1	8	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.who.int/">https://www.who.int/</a></p>	
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				Coronavirus at their events LYG will liaise with their ELT and notify Public Health England.					
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## EVENT QUALIFIERS AND SPRING FINALS CHECKLIST

(TO BE COMPLETED FOR EACH EVENT DAY)

Date..... Competition .....

Area	Checked – any issues / further actions	Checked by
Competition Areas – Field of play checked and suitable for use?		
Is there suitable run off areas (are they clear) / separation between competition areas?		
Equipment – has it been checked and is it suitable for use?		
Is the Competition Director in place?		
Are there suitable staff numbers present to safely manage competitions?		
Participants – Briefed /suitably dressed for event?		
Has the weather forecast been checked – will this affect competitions?		
Existing Infrastructure checked and suitable for use (toilets, changing areas)		
Volunteers / Staff – Briefed, form completed, ICE details available.		
Are any participants and or staff observing Ramadan (23 <sup>rd</sup> April – 23 <sup>rd</sup> May) and fasting (are they in suitable roles with regular breaks scheduled in suitable locations?)		
Are the Competition Directors in place with suitable number of staff?		
Lost Child Plan – forms available, staff and volunteers briefed on process. DBS staff identified?		
Medics in positions – communications tested, all staff briefed on method of summoning medical support, where is nearest Walk in Centre, nearest A&E?		
Stewards / Security / Marshals in positions?		
Who is ELT and when / where would they convene in the event of major incident?		

