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| Activity/Situation/Hazard | Action required |
| Arrival at SL&T Centre | * Children to be dropped and collected in the designated car parking area.  If dropped off by coaches pupils should be escorted to the Tennis Courts inside the centre. |
| Area where the children will compete. | * Parent/spectator must stay in the middle section behind the netting * The children will be in sight of their teachers at all times. * The area has been checked for glass and other sharp objects on the floor * All the equipment used to be checked to see if it can be used * Nets will be securely placed to make sure they are safe |
| Clothing | * All children are to wear suitable PE clothing with appropriate footwear. * No jewellery. * No chewing. * No bare feet. |
| Organisation of the competition | * The event starts with a briefing of the rules of the competition * Schools should ensure that their pupils are warmed up prior to competing. * The children will be visible at all times. * SSCO staff will be running the competition * SSCO will be umpiring the games |
| Medical problems | * Class teacher will be aware of their own children’s health problems and alert a member of the Schools Sport Partnership to them on arrival. * There will be a designated first aider in attendance * In addition, each school should be bringing their own first aider. |
| Comfort facilities | * Toilets will be available in the SL&T Centre just outside of the Tennis Centre * Children to be accompanied to the toilet by their own teachers prior to the event commencing. * Pupils and staff should avoid crossing the pitches when matches are being played |
| Change of arrangements | * The Schools Sport Partnership will carry out a safety check if the weather should become inclement. * In consultation with primary staff a decision will be taken accordingly. |