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| Activity/Situation/Hazard | Action required |
| Arrival at Thorpe Hall School | * Children to be dropped and collected in the designated car parking area within the school.  If dropped off by coaches pupils should be escorted to the Seaglass centre by their teachers |
| Area where the children will compete | * There will be no Parent/spectators at this event * The children will be in sight of their teachers at all times. * The Sportshall has been checked for glass and other sharp objects. * All equipment being used will be checked before use. * All tables will be placed down safely and made secure for use * Tables will be placed a safe distance from each other. |
| Clothing | * All children are to wear suitable PE clothing with appropriate footwear. * No jewellery. * No chewing. * No bare feet. |
| Organisation of the competition | * All schools will sit down in their teams and listen to the briefing of the rules * Schools should ensure that their pupils are warmed up prior to competing. * The children will be visible at all times. * SSCO staff will be umpiring the games |
| Medical problems | * Class teacher will be aware of their own children? 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 School * Children to be accompanied to the toilet by their own teachers prior to the event commencing. * Pupils and staff should avoid crossing the courts while matches are going on |
| 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. |