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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 adjacent to the track.  If dropped off by coaches pupils should be escorted onto to the schools area on the field by staff and secondary sports leaders. |
| Area where the children will compete | * The facility is maintained by Parkwood Leisure and meets appropriate athletic standard. * Parent/spectator area is adjacent to the track, and cordoned off from the competition area and participating pupils. * Parents must avoid locating near the fenced off area. * The children will be in sight of their teachers at all times. * The area has been checked for glass and other sharp objects. * All the equipment used to mark out the course has been checked and is safe and suitable for primary children. |
| Clothing | * All children are to wear suitable PE clothing with appropriate footwear. * No jewellery * No chewing. * No bare feet |
| Organisation of the competition | * A programme of events is available and has been distributed to the primary schools (via PE Association). * The event starts with the sprint and field events and finishes with the relays. * All schools will pre-declare their team. * Schools should ensure that their pupils are warmed up prior to competing. * The children will be visible at all times. * SSCo/Primary staff will be at the finish line to supervise their children when they have finished the race. * SSco/Primary staff/Sports Leaders will supervise and organize the field events. |
| 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 from ABACUS first aid company on the edge of the field. * In addition, each school should be bringing their own first aider. |
| Comfort facilities | * Toilets will be available in the SL&T Centre adjacent to the track. * Children to be accompanied to the toilet by their own teachers prior to the event commencing. * Pupils and staff should avoid crossing the track while sprint races are taking place. |
| 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. |