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| Activity/Situation/Hazard | Action required |
| Arrival at Southend Rugby Club/Hockey Club | * Children to be dropped and collected in the designated car parking area. If dropped off by coaches pupils should be escorted to the hockey pitch
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| Area where the children will compete | * Parent/spectator area is around the hockey pitch, and behind the railings to the side of the playing area and cordoned off from the competition area and participating pupils.
* Parents must stay behind the fencing/railing round the outside of the hockey pitch
* 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 will be checked before use
* The goals will be checked to see if they are safe to use and will be secured properly
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| Clothing | * All children are to wear suitable PE clothing with appropriate footwear. No studded/molded boots should be worn
* No jewellery.
* No chewing.
* No bare feet.
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| Organisation of the competition | * The event starts with the briefing about the rules and how the competition will run
* 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 event.
* SSCo staff will be refereeing the matches
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| 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.
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| Comfort facilities | * Toilets will be available in the Main building adjacent to the hockey pitch
* Children to be accompanied to the toilet by their own teachers prior to the event commencing.
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| 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.
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