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| Activity/ location: | 2023 King’s Festival, Taunton |
| Date: | 9 July 2023 to 18 August 2023 |
| Assessor: | Chris Hunkin/Joe Skinner |
| Designation: | Lead Coach/Managing Director |
| Sign and Date: |  |

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| HAZARD | RISK | PERSONS AT RISK | CONTROL MEASURES | COMMENTS/ACTIONS | RESIDUAL RISK RATING |
| **General** |  |  |  |  |  |
| Party member lost or separated from group | Injury, death | Participants | * Ensure all staff competent and understand their roles
* Plan and use suitable group control measures (e.g. buddy systems)
* Discuss itinerary and arrangements with party
* Briefing to all on what to do if separated from group
* Head counts by coaches particularly at arrival/departure points, and when separating and reforming groups
* Rules about sticking together in free time
 | Plan supervision before visit and brief party on first morning | Low |
| Inadequate monitoring and supervision of participants | Safety, safeguarding risk | Participants | * All participants to stay on King’s School site at all times.
* Coaches to attend Festival briefings to understand rules and feed back to participants in a timely manner.
* Correct adult: child ratios built into planning
* Specific consideration given to higher risk activities (eg swimming – see below)
* Consideration given to rotation of staff for their welfare
 |  | Low |
| Bullying within the group, from another group or from parents | Safeguarding issue, safety | Participants and staff | * Everyone to be aware of the safeguarding policy
* Everyone to be aware of Festival rules
* Everyone to know how to report a concern
 | L2YP QR code feedback to be checked regularly to pick up any issues | Low |
| Staff qualifications and suitability | Safeguarding and safety risk | Participants | * All coaches will be qualified
* Current DBS checks and safeguarding qualifications in place for all staff
* Existing relationships of trust with participants enabling sharing of concerns
 | Last minute changes to staffing to be checked as appropriate | Low |
| General illness, injury (not cricket related), pre-existing medical conditions requiring medication or otherwise, people participating who are not medically fit | Injury | Participants and staff | * Coaches must hold current first aid certificates
* Coaches know how to call emergency services and have phone to hand at all times
* Parents required to confirm their children are medically fit and list any required medication
* Participants reminded to bring individual medication and this is kept securely
* First aid equipment carried at all times
* Emergency contacts with parents arranged
 | Check first aid certificates are current. Parental form to issue, collect and store securelyRemind parents re medication.  | Medium |
| Homesickness | Distress | Participants | * Emergency contacts with parents available
* Participant to call home if upset
* Emergency contact to collect player in distress
 | Remind parents about emergency contact role | Low |
| Safeguarding | Abuse, injury | Participants | * CCB team has exclusive use of designated sleeping accommodation.
* Separate male and female sleeping accommodation (all our teams single sex)
* Coach accommodation adjacent and same floor as children.
* Children can easily contact coaches throughout night. Notice to be placed on bedroom door of duty adult so that children know who to contact at night.
* Children are checked into rooms at ‘lights out’.
* All adults are appropriately trained in safeguarding and standards regarding access to bedrooms/bathrooms/changing areas etc are agreed.
 | Ensure children know what to do if concerned in any way. Again, L2YP QR codes can be used. | Low |
| Emergencies(Unforeseen events of a major nature) | Injury, death | Participants and staff | * Contact details of parents are held by Lead Coach
 | Ensure all coaches understand emergency plan and their role. Party briefed fully before first day | Low |
| COVID | Illness | Participants and staff | * Staff to be aware of current Government regulations
* Testing and isolating (as required by Government at the time)
* Lateral flow tests to be carried and used as a precaution
* Parent to collect participant if they test positive
 |  | Low |
| Fire | Injury, death | Participants and staff | * Check accommodation meets national safety standards
* Visual inspection of fire escapes, alarms, equipment, meeting point and procedures
* Establish no smoking rule
* Check systems on arrival
 | Pre-visit check or, if not undertaken, check of information/assurance from Kings. Check on arrival. Take up any issues, such as locked fire doors, with management Inform group re fire procedures on arrival. Check their understanding. | Low |
| **Cricket** |  |  |  |  |  |
| Poor condition of playing area – dusty, wet, slippery | Slips, trips, falls | Participants and staff | * Inspection of pitches to ensure safe for sessions to go ahead
* Access to qualified first aider, first aid kit and phone
 | Request sawdust, towels, brooms, and any other materials as needed. | Low |
| Obstructions – benches, bags, equipment, people  | Slips, trips, falls | Participants and staff | * Removal of items to a safe distance from the playing area
* Access to qualified first aider, first aid kit and phone
 | Request large items be removed. | Low |
| Stumps and wicket | Collisions causing cuts or other injury | Participants and staff | * Equipment meets required ECB standards
* All equipment and positioning of equipment to be checked prior to use
 | Inform King’s of any concerns. | Low |
| Strains and injuries during and after play | Injury | Participants and staff | * Recognised coaching methods used by experienced coaches with this age group
* Adequate warm up and warm down
* Participants to wear suitable clothing and footwear
* Access to qualified first aider, first aid kit and phone
 | Coaches to remind players to take care and also to be prepared to deal with accidents. | Medium |
| Protective equipment check | Injury including possible head injury | Participants | * Appropriate protective equipment to be worn during hard ball sessions
 | Head coach to check protective kit on a regular basis | Low |
| Hit by bat or ball | Injury including possible head injury | Participants and staff | * Recognised coaching methods used by coaches experienced with this age group
* Good supervision and control
* Access to qualified first aider, first aid kit and phone
 | Ensure good group discipline.Briefing to highlight the importance of listening to coaches and following instructions. Coaches to be prepared to deal with accidents. | Medium |
| Heat exhaustion | Dehydration | Participants and staff | * Regular breaks
* Access to drinking water
* Application of sunscreen and wearing of hats to be recommended where appropriate
* Access to first aid
* Structured coaching/breaks
 | Regular reminders throughout days, especially in hot weather | Medium |
| **Accommodation** |  |  |  |  |  |
| Poor standard of accommodation including dormitories | Injury, death | Participants | * Accommodation is clean and suitable for use by participants
* Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings
* On arrival, staff and participants to report any faulty items found in rooms
* Brief group re any hazards and establish necessary rules including no climbing on balconies, lifts are out of bounds (or supervised /careful use)
 | Pre-visit check and/or check of information/ assurance from festival organiser Check on arrival and insist on changes if necessary Brief participants | Low |
| Hygiene | Illness | All party members | * Environmental health rating visible/available
* Visual inspection of washing facilities, lighting, heating, ventilation, catering
 | Pre-visit check and/or check of information/ assurance from reputable tour operator | Low |
| Special needs | Injury | All party members | * Accommodation meets any special needs of anyone in the group
 | Pre-visit check as necessary | Low |
| Swimming pool  | Risk of injury including drowning | All participants | * Adequate supervision
* All participants to follow rules as set out in section C of Festival Contract
 | Briefing to highlight the importance of listening to coaches and following instructions | Low |
| Food and nutrition | Illness, death | All participants | * Information regarding meals and snacks to be understood by all
* Dietary requirements and allergies to be notified and catered for
* Meal times to be supervised to ensure participants eat a balanced, adequate meal
* Qualified first aider available and first aid kit to hand
 | Briefing to remind participants to eat balanced, appropriate meals.  | Low |