



Normal Operating Procedure (inc. Risk Assessment) Sports Night

#TEAMPGL

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Extreme Weather
- b. Slips/trips/falls – wet and uneven ground
- c. Injury from participation/physical exertion
- d. Fatigue/exhaustion/dehydration
- e. Falls into open bodies of water and vegetation
- f. Collisions – guests with guest, guests with static object, guests with moving objects.
- g. Vegetation & Wildlife – foliage, guest specific allergies, stings & bites.

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Group Leader Qualifications:	Trained and Assessed in accordance with PGL Sports Night assessment Criteria.
AIGL to participant ratio:	1:70

1. Equipment Requirements:

Required for staff

- Stopwatch
- Whistle
- Hoops
- Cones
- Bibs
- Frisbees
- Balls
- Bean Bags
- Score sheets
- Hockey sticks
- Fancy Dress
- First Aid Kit

Required for Guests

- Water bottle
- Medication (if required)

2. Specific Clothing Requirements:

- Comfortable clothing appropriate for weather
- Appropriate Footwear

3. Activity: Preparation

- a. Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- b. Structure of activity has been organised and planned in accordance with the area/room given and specifics of group.
- c. Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- d. Check the area/room which you have been allocated to ensure it is useable and appropriate for the delivery of sports night.
- e. All equipment collected and checked to ensure it is appropriate for the group and activity being delivered.
- f. Other staff involved are briefed and given responsibilities.
- g. Physical and behavioural boundaries demonstrated, explained, reiterated and agreed.
- h. Any changes needed to be made, are to be passed through a member of the senior team.

4. Activity: Instruction

- a. A safe and suitable warm up session must be given.
- b. Guests are split into teams and the aims/objectives are explained.
- c. Guests given outline of the plan, safety rules, including boundaries and hazards, explanation of activity, how and when to start and stop, emergency procedure, desired outcomes (how to win/get points).
- d. A practice round is conducted and reviewed as a group with safety points highlighted where necessary.
- e. Each section of the activity, where necessary is demonstrated and practiced.
- f. Use of equipment is supervised.
- g. Points to be given out after games have been completed.
- h. Suitable developments for the group can be added in to the activity.
- i. Ensure that the area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

5. Activity: Conclusion

- a. Cool-down, reduce level of activity and encourage quieter behaviour.
 - b. Winning team highlighted and prizes given out if appropriate.
 - c. Ensure the activity is reviewed against objectives at a relevant level for the age and ability of the guests.
 - d. Ensure guests are aware of what to do next.
 - e. Ensure all areas that have been used are left clear, tidy and in a safe condition.
 - f. Report and remove any broken, damaged or faulty equipment.
 - g. Log any incidents.
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