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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.  If dropped off by coaches pupils should be escorted to the sportshall
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| Area where the children will compete | * Parent/spectator are not allowed to this event
* The children will be in sight of their teachers at all times.
* The area has been checked for glass and other sharp objects on the floor
* All the equipment used to be checked to see if it can be used
* Children must stay in the ‘pens’ and not go into anyone else’s ‘pen’
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| Clothing | * All children are to wear suitable PE clothing with appropriate footwear.
* No jewellery.
* No chewing.
* No bare feet.
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| Organisation of the competition | * The event starts with a briefing of the rules of the competition
* Schools should ensure that their pupils are warmed up prior to competing.
* The children will be visible at all times.
* SSCO staff/ Young leaders will be running the competition
* SSCO Staff/ young leaders will be running the events
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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 SL&T Centre just outside of the sportshall
* Children to be accompanied to the toilet by their own teachers prior to the event commencing.
* Pupils and staff should avoid crossing the track when a competition is underway.
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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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