



OFF-SITE SPORTING EVENT

Safety Guide

School Education

4

Key Benefits

16

Control Measures

19

Checklist Items

KEY BENEFITS

Competition Experience

Provides competitive experiences that motivate and set benchmarks.

Teamwork & Resilience

Builds resilience, teamwork, and strategic thinking under pressure.

Personal Development

Teaches travel logistics, punctuality, and personal organisation.

Fair Play

Reinforces respect for rules, officials, and fair play.

KEY HAZARDS & CONTROL MEASURES**Transport Safety**

- ✓ Licensed, reputable transport providers used
- ✓ Headcount before and after travel
- ✓ Seatbelts worn throughout journey
- ✓ Contact details for driver obtained

Sport Injuries

- ✓ Proper warm-up and cool-down conducted
- ✓ Qualified officials overseeing play
- ✓ Appropriate protective equipment worn
- ✓ First aid trained staff present

Safeguarding

- ✓ All staff have appropriate background checks
- ✓ Students supervised in public areas
- ✓ Changing room protocols established
- ✓ Clear reporting procedures communicated

Medical Conditions

- ✓ Medical information collected for all
- ✓ Allergy needs communicated to venue
- ✓ Medications carried with clear protocols
- ✓ Emergency contacts readily accessible

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- | | |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures | |

Pre-Departure

- | | |
|--|--|
| <input type="checkbox"/> Register taken | <input type="checkbox"/> Medical info packed |
| <input type="checkbox"/> Equipment checked | <input type="checkbox"/> Transport confirmed |

Travel

- | | |
|---|---|
| <input type="checkbox"/> Seatbelts checked | <input type="checkbox"/> Behaviour expectations set |
| <input type="checkbox"/> Contact numbers shared | <input type="checkbox"/> Arrival time confirmed |

At Venue

- | | |
|---|--|
| <input type="checkbox"/> Facilities checked | <input type="checkbox"/> Emergency exits noted |
| <input type="checkbox"/> Warm-up supervised | <input type="checkbox"/> First aid accessible |

Return

- | | |
|---|---|
| <input type="checkbox"/> Headcount completed | <input type="checkbox"/> Equipment collected |
| <input type="checkbox"/> School notified of ETA | <input type="checkbox"/> Incidents documented |



RISK ASSESSMENT
WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✓ Instant PDF & print-ready documents
- ✓ Store and update assessments online
- ✓ Add your logo & organization details
- ✓ Reuse and duplicate assessments
- ✓ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today