

- Nearest Hospital? 888 Phet Kasem Rd, Hua Hin, Hua Hin District, Prachuap Khiri Khan 77110

Name of Event: FOBISIA Tennis	FOBISIA Tennis	Location:	True Arena Tennis Centre, Huahin
		Date of Event:	8th-10th March 2024
Name of Risk Assessor(s):	1) Paul Rotheram – Director of Teems Global	Date of Assessment:	Sept 1st 2023
Authorised by:	Mike Tweddle (Hua Hin, International School)	Date of Review::	February 12, 2024

HAZARD	WHO MIGHT BE HARMED/AFFECTED	POTENTIAL IMPACT OF RISK	ACTION REQUIRED BY Tournament Director and shared in advance to individual school's Director of Sport
1. Bus Transport			
Safety precautions of all transport vehicles during the event.	All those persons participating in the event in any way.	<p>All vehicles used will be from reputable companies with experience of International school events.</p> <p>All participants and their coaches will be briefed on the safety precautions in place prior to the event.</p>	<ol style="list-style-type: none"> 1. Fully functioning seatbelts will be present and used by all participants before transport proceeds. 2. Staff running the airport / hotel transportation services will notify all participants of the requirement to wear seatbelts before leaving the venue. 3. Individual schools and coaches have responsibility for their own participants. 4. Hotel to Tennis venue shuttle service - to and from designated drop-off areas only. Adult supervision U11 and below.

2. Sports Activity			
<p>Inappropriate / unruly behaviour by participants</p>	<p>All those persons participating in the event in any way.</p>	<p>Event briefing given by tournament director and reinforced with daily briefings will cover tournament specific details.</p> <p>Coaches are responsible for their students/ participants</p>	<p>FOBISIA is a friendly organisation and all participants should be made aware of this and act in an appropriate manner.</p> <p>Individual schools and coaches have responsibility for their own participants.</p>

<p>Inappropriate behaviour by spectators</p>	<p>All those persons participating in the event in any way.</p>	<p>Event briefing given by the tournament director will cover tournament specific details. Information pack containing expectations to be circulated prior to the event.</p> <p>Spectators may be asked to leave site if their behaviour is deemed inappropriate by the Tournament Director for the event in coordination with Amari, Hua Hin representative staff.</p>	<p>FOBISIA is a friendly organisation and all spectators should be made aware of this and act in an appropriate manner.</p> <p>Coaches are responsible for the behaviour of spectators from their school.</p>
<p>3. Security (Hotel and School)</p>			
<p>Security and clash with public</p>	<p>All those persons participating in the event in any way.</p>	<p>Coaches are responsible for the behaviour of their students.</p>	<ol style="list-style-type: none"> 1. The event location (True Arena, Hua Hin) has a perimeter fence and an onsite security team in operation 24/7. 2. Monitored by Tournament Director. 3. Visiting parents will be clearly identifiable as event participants by lanyard/sticker/bracelet
<p>An 'unauthorised' event taking place</p>	<p>All those persons participating in the event in any way.</p>		

Accommodation suitability	All those persons staying at Amari, Hua Hin, Phuket	<p>Hotel has been inspected and staff have been informed to remove glassware, alcohol and irons.</p> <p>Rooms to have been inspected by accommodation staff prior to check-in (snakes, glassware, irons).</p>	Balcony doors remain closed at all accommodations at all times.
Large number of people on site, many who may not be familiar with the layout of the premises	All those persons participating in the event in any way.	Spectators will be allowed to follow the matches from the appropriate and signposted spectator areas	<p>An event specific webpage has been shared amongst the FOBISIA community and provides details on the schedule for the tournament, the football pitches, and the logistics of the event.</p> <p>Suitable signage will be in place at the resort and playing areas</p>
Suitability of participants to take part in the event	All those persons participating in the event in any way.	The FOBISIA community has detailed information on the requirements for the event participants..	<p>The nature of the event would determine the criteria for selection of the participants.</p> <p>Coaches are responsible for their own participants.</p>
Security of personal effects	All those persons participating in the event in any way.	Event briefing given by the tournament director who will cover tournament specific details.	
Safeguarding	Student participants	This will be addressed by the tournament director at	All adults who have the potential to interact with students will be given safeguarding training by the Director of Teems with responsibility for Safeguarding (Paul Rotheram)

		the briefing the day before the event.	Appropriate contact details for the tournament director will be shared to all coaches, students and parents in case of concerns.
Lost pupil	All those persons participating in the event in any way.	All event staff who are clearly identifiable will be monitoring throughout the event acting as a preventative measure to mitigate this risk.	1. Individual schools and coaches have responsibility for their own participants.
4. Student Allergies/Medical Conditions			
Catering / Vendor issues	All those persons participating in the event in any way.	The resorts will be providing the catering facilities for the entire event and they are an internationally known company with a high standard in catering services, and a full-time functioning restaurant.	Coaches and schools have been asked to provide any allergies and concerns in advance of the tournament so appropriate procedures can be put in place to ensure the safety of participants. Medical team on duty at all times during tournament play in case of emergencies.
Sporting injuries / Medical emergency	All those persons participating in the event in any way.		Medical care will be provided on site during tournament play. Medical Emergency details will be given at the briefing, detailing exact locations and procedures for schools to follow.
Dehydration	All those persons participating in the event in any way.		Water stations are available at every pitch, and are also available within the hotel and communal areas.
Excessive exposure to the sun	All those persons participating in the event in any way.	Hua Hin International School policy will be in	Event briefing given by the tournament director will cover tournament specific details.

		place and should be adhered too.	
Poor / aggressive sportsmanship by participants	Tournament participants.	Tournament Director and individual coaches to monitor the participant's behaviour.	Coaches are responsible for student's behaviour. Repeat and excessive poor behaviour could mean that individual players are banned from playing.
Unsuitable or untrained individuals involved in the event, allegations unsafe practices	All those persons participating in the event in any way.		Tournament Director and individual coaches to monitor and address should this arise.
Interaction of any contractors or un-authorized access	All those persons are participating in the event.		Event staff will be at hand to monitor.
High level of vehicular movements on the site	All those persons participating in the event in any way.	There is a separate entrance road and car park available to access the venue. No vehicle entry points are located around the playing areas	Shuttle bus services will be in use throughout the tournament to avoid any pupils physically walking on roads or dangerous vehicle zones. All shuttle pick-up and drop off points do not require participants to cross roads to minimize risk.
5. Others			
Venue suitability -	All those persons participating in the event in any way.		
Emergency Communication	All those persons participating in the event in any way.	Details of emergency communication lines will be advised to all event	In the event of an emergency (for example lightning) the tournament director will provide a sharp blast of air horn. This emergency information will be detailed to all participants and coaches at the event briefing.

		<p>support staff before the event takes place.</p> <p>An event briefing will take place prior to the event with key communication information being shared to all organizing staff and assistants.</p>	<p>The use of radio or mobile phone communication will be in operation.</p> <p>An event briefing will take place prior to the event with key communication information being shared to all organizing staff and assistants, and event participants.</p>
Suitability of the premises for the activity (Welfare/changing/access)	All those persons participating in the event in any way.	Welfare and changing facilities are provided at True Arena, Hua Hin	The location of these facilities will be provided to coaches and participants prior to, and on the day.
6. Adverse Weather			
Lightning AQI	All those persons participating in the event in any way.		<p>Daily briefings with coaches</p> <p>Monitoring of various weather, AQI and lightning apps plus human monitoring of very local weather.</p>

Monitor and review the control measures in place for the health and safety of all staff, students and visitors to the competition and change if necessary. Risk Assessment should be reviewed at the end of each Competition.



RISK MANAGEMENT PLAN

Check list (not exhaustive)

Welcome

- Schools met at the resort? **Teems / Hua Hin staff will meet schools on arrival**
- Transport from Airport to Hotels? **Montri bus company to provide**

Amari Hotel

- Who will be on site? **Teems Representatives; HUIS Staff; External Team Staff/Coaches; Amari Resort staff; Participant Parents**
- Lanyards for coaches, teachers, parents etc? **Amari to provide sticker/wristband to identify parents**
- Suitable parking? **Sufficient parking space is available**

Accommodation

- Balconies - **will be locked at all times**
- Locks on doors/toilets/showers - **Will be checked prior to check in**
- Glass tables/bottles in the rooms? **Will be removed**
- Schools grouped together
- Separate sexes - **Girls & boys will be separated**
- Teacher/Coach posted nearby: **Signs on rooms to clearly identify**

Tennis

- Schedule? Times between games; waiting around etc; schools travelling from hotel off-site; **Teems to provide 2/3 weeks before tournament; will be member checked to spot clashes/omissions etc**
- Format - group stages, quarter-finals, semi's, final etc; **UTR Regulations will be followed**
- Shade - **Shade/seating area provided around the side of the courts and indoor centre**
- Water stations? **In between courts; ice boxes updated twice daily**
- Court maps? **Will be created and displayed around the site**
- Courts signposted and numbered? **Yes**



RISK MANAGEMENT PLAN

Coaches/Teachers

- Coaches room for briefing - **Yes a daily briefing will be provided**
- Food/snacks? - **Not necessary; Catering is full board. Food vendors also positioned around the pitches**

Weather

- Rain - **Pause games and move indoors. Courts to be suitable dry before play re-commences**
- Lightning - **Adhere to Hua Hin IS Lightning Policy; information shared with coaches staff and parents; implemented by tournament director**
- AQI (different measurements for U11 compared to U19?) **Adhere to HUIS AQI policy; information will be disseminated. Regular coaches meetings if AQI is high and/or rising**

Medical

- Medical - pitchside? **Nurses will be stationed by at True Arena throughout the tournament**
- AED/Defibrillators - where are they? **Clubhouse**
- Nearest Hospital? **888 Phet Kasem Rd, Hua Hin, Hua Hin District, Prachuap Khiri Khan 77110**
- Emergency access? **Ensure a clear pathway; food vendors do not block access.**

Food

- Hotel Food/Allergies - **Catering team to ensure all ingredients are nut-free; dietary signs will be displayed; Schools to send Dietary requirements in advance**
- Vendors - Cash or QR; Foreign schools wont have banking apps - **Teems to check with Vendors in advance; cash option; outside vendors (a notice sign will say eat at your own risk)**

Gala Dinner

- Contingency plan (Rain, Lightning, AQI) - **Indoor conference room has been provided**



RISK MANAGEMENT PLAN

- Trophies/medals -
- T-Shirts - **Teems to design and order**
- MC/Compere - **True Arena staff**

Facilities

- Swimming Pool - **Unauthorised activity - discretion of individual school policies**
- Fitness Centre - **Unauthorised activity - discretion of individual school policies**

Media

- Official photographer/videographer? **Rembrandt or A-another; Livestreaming TBC (pending FOBISIA approval)**
- Backdrops - **Will be available - FOBISA/HUIS/TEEMS logos**
- Who has sharing rights? **Teems will send file with all promotional material**
- Parents allowed to take photos? **Yes - appropriate signage making parents aware of sharing requirements**

Alcohol

- Served to adults or alcohol-free? **Teacher/Coach/Student/Parent code of conduct on display at appropriate places**
- Singha/Chang tents - **Thai Bev logo if they sponsor event**
- Vending machines - **alcoholic products to be removed**