

## Health and Safety document for Teachers

### Purpose of this document

This document contains information to help teachers bringing their students to the BT PWC complete their health and safety documentation. Please also reference the School Handbook, which is available to download from our website, for additional information about the event and transportation information.

### Brief information about Venues

There will be school coordinators on site at both the Regional Arena and Aquatics Centre who will be on hand to answer any questions school groups may have, and to help direct you into the venue.

First aid staff will be available onsite and there will also be public catering facilities.

### Access to the Venues – Manchester Regional Arena and Manchester Aquatics Centre

In the school handbook Teachers can find detailed information on arrivals and departures. We have planned the arrival and departures to ensure the safety of spectators and school groups. Please download and check the school handbook for full details.

Whilst at the venue please follow all venue information / staff in the case of a fire or other incident.

### Lost children meeting point

The meeting point for both the Aquatics centre and Regional Arena is signed and located at the spectator entrance. In the event that a child is separated from their group, they will be accompanied to the meeting point by a steward (who is CRB checked) and then left in the company of the two stewards stationed at the meeting point. If the child has no contact details for their group, the announcers will be notified and an announcement will be made.

### Risk Assessment

Please note that each teacher's assessment will vary depending on the attendees' different situations. Below are some important areas to ensure are included in your risk assessments:

- Evacuation Procedure- in the event of an evacuation please follow instructions given to you at the venue
- Meeting and Repatriation Point- the spectator entrance for each sport will be the meeting and repatriation point and will be staffed with two fully qualified stewards at all times

## Photography & Filming

Accredited event photographers will be present at the event and crowd images may be used in future BT PWC promotional material. If you should have any comments or concerns about photography or use of images please contact us at [pwcenquiries@fasttrackagency.com](mailto:pwcenquiries@fasttrackagency.com).

Please be aware the event is being filmed by Channel 4 for live TV and web streaming.