

**EAST ZONE CENTRE OF EXCELLENCE FOR SPORTS**  
**SAFETY STANDARD OPERATING PROCEDURES FOR COE (SPORTS)**  
**ACTIVITIES**

**Objectives:**

- ❖ Heighten schools' awareness of safety issues and accountability
- ❖ Instill a healthy sporting culture that encourages fair play

**Guiding Principle:**

- ❖ Enhanced safety awareness is a necessary foundation for greater participation in sports

**General Safety SOP when planning activities:**

**Action to be taken by COE Secretariat**

1. To appoint an **Officer in Charge (OIC)**, **Conducting Officer (CO)** and **Safety Officer (SO)** for every activity organised.

(Note: An officer may assume the roles of OIC and CO. However, this does not apply if CO is not a school personnel. SO may be school personnel appointed by Working Committee)

2. To ensure that OIC, CO and SO conduct a Risk Assessment and Management Systems (RAMS) to identify risks and develop measures to mitigate risks when organising any mass activities or outdoor / water activities.

**Action to be taken by Officer in Charge (OIC)**

3. To ensure that external instructors are certified to conduct activities that they are engaged for.

(Note: It is preferable that the Conducting Officer appointed is trained in first aid)

4. To ensure that external instructors are trained in first aid if they are deployed as SO.
5. To ensure that there is a trained first aider during all activities and make accessible first aid assistance (first aid box).

6. To collate and submit the following to COE Secretariat at least 1 week before start of any activity (refer to Annex C):
  - a) health status / health declaration of all participants
  - b) completed RAMS form
  - c) certification of external instructors
  - d) first aid certification of SO
  - e) deployment list of officers involved in activity

### **Action to be taken by Officer in Charge (OIC)**

7. To find out the location of the nearest clinic / hospital and their contact numbers and operating hours. Ensure that this information is made known to the CO / venue manager(s).
8. To find out / plan the location of the designated assembly area for emergency evacuation.

### **Outdoor activities**

9. TO plan for and make accessible water points during physical activities.
10. To use the School Lightning Warning System provided by NEA for up-to-date information on lightning risks. Stop all activities and move students indoors or under shade. Inform CO to postpone / cancel the activities once lightning warning is sounded.

### **Equipment**

11. To conduct checks to ensure that the equipment and facilities like the outdoor/indoor fitness stations, goalposts, courts, field and jogging tracks are safe and well-maintained before starting the activity.

## **General Safety SOP when conducting activities:**

### **Action to be taken by Safety Officer (SO)**

12. To brief all participants on the location of the designated assembly area during an emergency evacuation.
13. To brief all participants on safety measures before the commencement of any activity or when deemed necessary.
14. To do a verbal check that all participants are fit to undertake the activity.
15. Advise participants with asthmatic conditions to have their prescribed reliever medicine with them at all times.

### **Action to be taken by Conducting Officer (CO)**

16. Take attendance of participants and submit attendance list to OIC before the start of the activity.
17. To keep attendance list and participants' emergency contact with him / her at all times during the activity.
18. Exempt all participants who are not feeling well (based on participant's personal report and from CO's observation) from physical activities. Adult participants with medical conditions will be asked to check with their doctor before participating in the COE sports activities.
19. To exercise judgment with regard to the participation level of participants who have recently recovered from flu, cold and cough with chest infections.
20. Introduce physical activities progressively and at a level appropriate to the individual or group. Advise participants to stop and rest if they feel tired, breathless or in pain. Instruct SO to administer first aid when deemed necessary.
21. Conduct warming-up and cooling-down exercises before and after physical activities respectively.
22. Exercise due consideration for hot weather when conducting prolonged and strenuous outdoor physical activities. Allow regular access to drinks (preferably plain water) before, during and after exercises to prevent heat injuries.
23. Maintain good discipline at all times. Seek assistance from OIC or accompanying teachers if necessary.
24. Ensure that participants are properly attired for the activities.

### **Safety in handling equipment**

25. CO to teach correct and careful handling of sports equipment as it can become a lethal 'weapon' (e.g bat, racquet, hockey stick, hard ball, etc.) if handled incorrectly.

### **Throwing events**

26. All implements must be thrown from designated areas decided by the CO. No one should be standing in the areas where the implement can potentially land.
27. All implements must be returned by hand and not thrown back to the starting area.
28. All implements must be thrown one at a time and at the given signal sounded by the CO.

29. Participants should move back after each throw.
30. When all have finished throwing, the next group of throwers will go forward to collect the implement at the signal of the teacher / coach.
31. The area for throwing should be marked with easily identifiable and conspicuous markers.
32. There should be a safe distance of about 2 metres between throwers.
33. All throwing events should cease if the area for throwing is unsafe.

### Rain

34. Outdoor activities may continue if there is no lightning alert sounded and rain is light. Move students to the nearest shelter if the rain is heavy.

### Lightning

35. Stop all activities and move to the nearest building immediately once the lightning alert is sounded. Do not take shelter in any tents or under trees.

### Emergency evacuation

36. Stop all activities **immediately** and do a head count.
37. Evacuate students to the designated assembly area in an orderly manner and do a second head count.
38. Report all missing students to the Assembly Area IC and COE Secretariat **immediately after the second head count.**

## **SOP for accidents / injuries**

In the event of a serious accident, the OIC / CO and SOs' duties are as follows:

39. Stop all activities immediately.
40. SO to assess and identify the type of injury.
41. SO to calm the injured participant and bring him / her to the sick bay / first aid station if necessary.
42. There must be **no** unsupervised activity if the CO is not around.
43. SO to apply appropriate first aid if needed and assess the necessity to call for ambulance.
44. SO to note that in cases where neck and spinal fractures or dislocations are suspected, do not move the casualty or allow the casualty to move unless absolutely necessary.
45. OIC / CO to appoint personnel to do crowd control duties and keep remaining participants away from the casualty / accident site.
46. OIC and / or CO to assess possibility of resuming activity in the event of a major accident. OIC to report action to be taken to COE Secretariat **immediately** (*refer to Annex A*).
47. Complete and submit "Major Accident Record Form" (*refer to Annex B2*) for serious injuries and submit to COE Secretariat **within 24 hours** after the occurrence of the accident.
48. SO to complete and submit the "Minor Injury Log" (*refer to Annex B1*) for minor injuries (e.g. cuts, bruises)
49. In the absence of SO, OIC / CO will assume the duties of SO.
50. **All injuries, however minor, should be attended to.**

### Special consideration for student participants

51. OIC / CO to inform parent of injury personally or enlist the help of the support staff to do so.
52. OIC / SO to look after the injured student, including accompanying the student to the clinic / hospital in the ambulance in the absence of the parent.

53. OIC / SO to inform the parents (or in their absence, any member of the family) and the COE Secretariat **immediately** if the student is sent to the hospital.
54. Complete and submit “Major Accident Record Form” (*refer to Annex B2*) for serious injuries and submit to COE Secretariat **within 24 hours** after the occurrence of the accident.
55. Complete and submit the “Minor Injury Record Log” (*refer to Annex B1*) for minor injuries (e.g. cuts, bruises) and inform accompanying teacher.

## **SOP for overseas trip**

For overseas trip, the OIC and SOs’ duties are as follows:

### **Action to be taken by Officer in Charge (OIC)**

56. To conduct RAMS and decide on the insurance policy that matches the needs of the overseas trip. Some factors to consider are:
  - a) destination of visit;
  - b) environmental factors;
  - c) socio-political climate;
  - d) (physical) demands of activities involved;
  - e) potential risks involved in the activities.
57. To carry a mobile phone to ensure communication is maintained.
58. To ensure that a minimum of two adult supervisors including at least one teacher must accompany each group of up to 10.
59. To ensure that there is at least one adult supervisor with sufficient expertise and experience to take over from OIC / SO when necessary to ensure that the activity is completed safely.

### **Action to be taken by Safety Officer (SO)**

60. To consult International SOS (ISOS) on medical, health and safety issue so as to make informed decisions about the overseas trips (more information can be obtained in the MOE Intranet link - [International SOS website](#); use ISOS Membership No: 02AABC000031 when accessing the ISOS website. ISOS helpline number: +65-63380010).
61. To check that boats and vehicles used for transport are licensed to carry passengers. Check that drivers are licensed and not fatigued.
62. To ensure that first aid equipment are available at all times.

Special consideration for student participants

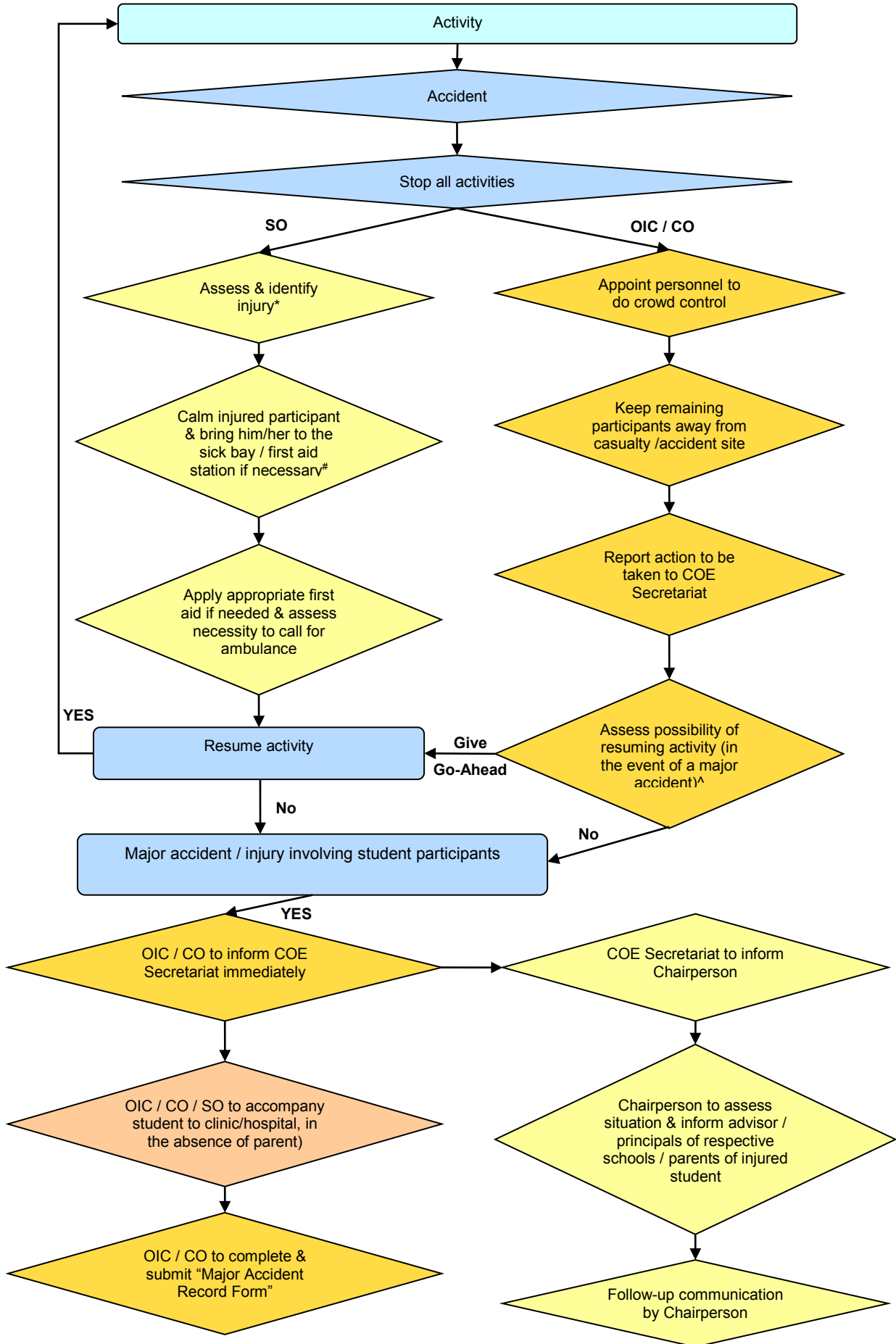
63. To take on an insurance coverage which should at least include the following:

- a) Individual minimum coverage of up to \$100,000 per person with:
  - i. Accidental Death or Total Permanent Disablement
  - ii. Accidental Medical Expenses Reimbursement:
    - ✓ (Incurred overseas/upon return to Singapore)
    - ✓ Hospitalization allowance
    - ✓ Compassionate visit by a relative
    - ✓ Child Guard
  - iii. Trip Cancellation, Trip Curtailment, Trip Postponement
  - iv. Loss or damage to baggage and baggage delay
  - v. Loss of travel document and money
  - vi. Travel delay, terrorism and hijacking
- b) All Emergency Medical Evacuation Expenses (including aero medical life support): Unlimited coverage
- c) All Repatriation Expenses: Unlimited coverage

64. If an overnight stay is involved, female pupils must be chaperoned by female teachers/adult supervisors and must be given sleeping quarters separate from those for the male members of the group.

**Safety SOP Flowchart for Accidents / Injuries**

**Annex A**





**\*In cases where neck & spinal fractures or dislocations are suspected, do not move the casualty or allow the casualty to move unless absolutely necessary.**

**#All injuries, however minor, should be attended to.**

**^In the absence of SO, OIC / CO will assume the duties of SO.**

**Minor Injury Log**

(To be completed by the Safety Officer)

**Annex B1**

<b>S/N</b>	<b>Name of Injured Participant</b>	<b>School</b>	<b>Description of Incident</b>	<b>Type of Injury</b>	<b>Action Taken By SO</b>



(e.g. First Aid,  
report to police, call  
for ambulance,etc.)

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Eye-witnesses  
to Accident:  
(Give their  
particulars.)

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**SECTION C – Comments & Follow Up Actions**

[To be completed by EZ COE (Sports) Chairperson.]

Comments on the  
accident:

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Proposed follow-  
up action to be  
taken:

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Other relevant  
information:

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\_\_\_\_\_  
Mdm Diane Goh  
Chairperson

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Mdm Maureen Lee  
Chairperson

**EZ COE (SPORTS)  
DEPLOYMENT AND INTERNAL SAFETY REVIEW CHECKLIST**

**Name of activity** : \_\_\_\_\_  
**Date** : \_\_\_\_\_  
**Time** : \_\_\_\_\_  
**Venue** : \_\_\_\_\_  
**No. of participants** : \_\_\_\_\_

S/N	Deployment	Name of Officer	School	Contact No.
1	Officer In Charge			
2	Conducting Officer			
3	Safety Officer			

**Checklist for Submission of document to COE Secretariat**

(To be submitted to COE Secretariat at least 3 days before start of activity)

S/N	Description	Yes	No	Remarks
1.	Completed RAMS Form			
2.	Health status / health declaration of all participants			
3.	Certification of external instructors			
4.	First aid certification of SO			
5.	Summary of participant particulars			

**Other Observations/Comments:**

Submitted by : \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Signature & Date)