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 **BurySSP/ISSC’s**

**Health and Safety Policy**

**Handbook**

**Compiled by**

**Mr G Oliver**

**Bury School Sports Partnership**

(Last update February 2020)

Written in line with the 7th Edition of ‘Safe Practice in Physical Education and School Sport’ (2019), afPE and NSPCC Child Protection in Sport Unit

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**Local Management Arrangements**

*“These local management arrangements develop school safety policy requirements and ensure that every employee in this department precisely what they and every other individual must do to ensure the health and safety of all employees, all pupils and all other persons who are affected by our work activities.*

*The health and safety objectives* *Bury SSP/ISSC are to achieve excellent standards of Health and Safety by adhering to good practice in our discipline in accordance with our teacher/coaching training in the field of Physical Education/sport and additional guidance from the publication of the 2019 seventh edition of ‘Safe Practice in Physical Education and School Sport’ as published by the Association for Physical Education (afPE).*

*Each member of staff who works for Bury SSP/ISSC or helps the department must ensure that they have read ‘The PE Department’s Health and Safety Policy Handbook’ and comply with the relevant Risk assessments to ensure that both staff and pupils are working in a safe environment. If there is any information in the policy that a member of staff does not fully understand then they must inform the Director of Physical Education (RJC). RJC will then ensure that the member of staff is fully briefed.*

*Each pupil being taught by the Bury SSP/ISSC must adhere to the parts of the Physical Education Health and Safety Policy that are relevant to them. To ensure pupils understanding of their part in the role of health and safety they are briefed on safety issues as appropriate before participating in the relevant activities. A formal review by the Physical Education department of the contents of the Health and Safety Policy will take place annually at the beginning of each academic year.”*

It is the role of the appointed person for Bury SSP/ISSC to ensure that clear risk assessment for all sports facilities and activities are completed. Risk assessments must be completed for all activities covered in PE and games. Health and Safety rules outlined by the different sport’s National Governing Bodies must be adhered to. Risk assessment for any facilities used off site must be used before attending big events that are being ran by the Manchester PE association.

Bury SSP/ISSC will appraise the adherence of the local management arrangements by colleagues, this will be confirmed through on site visits. This is to verify that staff are adhering to the guidelines that have been put in place

An annual Health and Safety Review, will completed by the management of Bury SSP/ISSC , this will be completed through the checklist systems that are relevant to the Bury SSP/ISSC. Equipment checklists will be maintained by RJC and will be scheduled for a yearly review in September. Termly reviews of incidences will be reviews and actions will be monitored for sport and physical activity injuries.

It is the responsibility of all staff to report straight away to schools or Bury SSP/ISSC any damaged / defected pieces of sports equipment or damage to facilities.

**Health and Safety – PE Annual Report**

**Section One**

**Staff Guidelines to Class Management and General Procedures**

1. **Start of Lessons**
* Pupils are expected to change in their designated areas and are encouraged to do so as quickly as possible.
* In PE Lessons once changed pupils must line up outside the relevant sports facility.
* Pupils must not enter any of the sports facilities without the permission of a member of staff.
* In games lessons once changed the pupils must sit quietly inside their changing room or outside the changing rooms depending on staff’s demands.
* Each member of staff will be responsible for registering their own teaching group.

**Each member of staff is responsible ensuring that ALL pupils are wearing the correct kit (under the guidance from schools) for the activity and following the correct procedure to participate safely in an activity.**

* + Scheduled PE and Games lessons outdoors will proceed as far as possible during the winter months. Pupils are encouraged to wear warm clothing during these months that is school appropriate ( Please see optional extra’s above).
	+ Any specialised personal protective equipment such as rugby padding / scrum cap must be approved by the National Governing body and can also be worn.

**Jewellery:**

* No jewellery is to be worn in PE or games lessons (see Policy on multi-cultural classes with regards to religious jewellery).

**Religious Jewellery:**

* Due to health and safety within PE and Games lessons it is expected that ALL jewellery including religious jewellery be removed.
* If a pupil has very strong beliefs on not removing a piece of religious jewellery, they must bring in a letter from their parents/guardians.
* If a piece of religious jewellery is worn during PE or games lessons, then it must be suitably padded/taped before a pupil is allowed to participate in the lesson.

**Fasting**

* Staff should be aware that religious and cultural festivals that are occurring within the school (Ramadan). Things such as fasting can cause issues such as low energy and fatigue.
* Students are still expected to take part in PE and Games lessons.
* Staff will need to be responsive to students needs at all times during this period and potentially a change in activity / activity level will need to be considered.

**Injured Pupils: General Guidance (Each school may have a different reporting procedure- please adhere to each schools poliy)**

* If a pupil is injured or parents/guardians feel they are not well enough to participate in a lesson a note should be brought from home explaining the situation
* If a pupil has injured themselves or become ill during the school day they must report to the school office.
* If a pupil is not able to participate in PE or Games for a period of longer than two weeks i.e. five lessons, then a doctor’s certificate or note is required.

**Forgotten Kit / Incorrect Kit / Late to lessons:**

* In the case of a pupil forgetting to bring their kit or bringing incorrect kit to PE or Games lessons the PE Department will provide the pupil with the relevant kit.
* If a pupil has forgotten a piece of kit that is specific to health and safety e.g. boots, shin-pads and the PE department is not able to provide the pupil with that specific kit, the pupil will not be allowed to participate in the full games lesson. The pupil will be given a suitable exercise.
* During extra-curricular activities students who would like to attend but do not have suitable PE kit must borrow therefore meaning that they are not at risk of injury through poor footwear or equipment.

**Non Participants:**

* When pupils are unwell / injured they are still expected to bring kit and take part, they will undertake one of several roles within the lesson. These can include umpiring / officiating, scoring and / or an analysis both written and verbal relating to the key objectives of the lesson.
* Students must have changed in to their PE Kit unless this cannot be done due to injury issues.

**b. Organisation**

Coaches must ensure that they do the following in all the lessons that they teach:-

**Preparation:**

* Schemes of work and session plans have been agreed by the teacher and support staff.
* Lessons must be planned.

**Supervision:**

* Staff / pupil ratio adhered to especially in games lessons.
* Pupils should always be supervised when taking part in physical education and games, ratios for group size can extend from one staff member to 30 pupils.
* A duty of care extends to all pupils in a class whether or not they are able to participate in a lesson.

 **Class Organisation:**

* Class organised into relevant groups for activity in terms of ability / safe numbers and safe use of equipment.
* Teacher to ensure safe preparation for exercise e.g. Warm-up.
* Teachers must ensure clear explanation and accurate demonstration, highlighting safety aspects.

**Teaching Style:**

* Appropriate teaching styles used.
* Safety rules must be consistently applied and reinforced.
* Regular and approved practices and techniques used.
* Appropriate intervention.
* Tasks differentiated via task, target, grouping and equipment (see SEN section).
* Appropriate progression must be planned.

**Pupils with Special Educational Needs:**

* Staff must clearly mark in their planners and be aware of the pupils who have SEN.
* Appropriate differentiation should be planned for these pupils via task, target, grouping and equipment.
* Appropriate support staff should be allocated to those pupils that need extra support. See the SEN policy documentation for a highlighted list of pupils and their additional needs.
* Pages 319 – 324 - Appendix 4: ‘Pupils with Special Educational Needs’ in the 7th Edition of ‘Safe Practice in Physical Education and School Sport’ (2019) afPE gives some information on the more predominant SEN encountered in schools. It also offers links to some of the many possible websites where information is available on these conditions.

**What Pupils Should Know:**

* How to apply the risk-assessment process at their own level.
* The importance of following guidance and instruction about how to participate responsibly.

**Equipment:**

* Equipment must be considered – size / type / quality and suitability.
* Staff must monitor the condition of the equipment and apparatus. Any equipment that is deemed not to be fit must be reported to RJC.
* Equipment must be used correctly and not deviate from its designed specification.
* Pupils must NOT touch any equipment unless told to do so by a member of staff.
* Pupils must be shown and instructed how to carry / move and set-up of apparatus and equipment safely.

**Poor Weather:**

* Whenever possible a scheduled lesson outside will continue outside.
* During the winter months’ pupils will be encouraged to wear warm clothing when lessons are scheduled outside.
* When there are extreme weather conditions i.e. fields are unfit to be used due to ice, if possible the activity will be transferred to the indoor facilities.
* When the sports hall is facilities are in use then a classroom will be organised.
* Sun cream (See school medication policy)

 **Section Two**

**Discipline**

* Pupils and staff are expected to treat all persons and property with respect.
* Bury SSP/ISSC shoul follow the schools discipline code of practice and rewards system.
* With any serious incident a written record must be made in the schools accident book.

**The Spirit of the Game:**

* All teams should treat the officials and opposition with respect.
* Pupils should be taught to win with modesty and to lose with dignity.
* Pupils must accept the official’s decision without question.
* Foul or abusive language is not acceptable in any area of School Sport.
* Retaliation has no place in any game. Staff running teams should remove players from the field of play if their behaviour is unsatisfactory.
* After the game, applause for the referee and the opposition should be encouraged. The captain should thank the officials and the opposition coach at the end of the game.
* The basic concept should be to engage in a competitive fixture safely, with the emphasis on playing well.
* Winning or losing the game is far less important than playing within the rules and spirit of the game.

**Parental Guidelines:**

* Pupils gain much from the support of parents on the touchline, and parents are encouraged to attend fixtures, both home and away.
* Parents are role models for their children and must always set the highest standards.
* Parents must never criticize the officials or their decisions. Any form of open dissent is unacceptable.
* Foul or abusive language is not acceptable in any area of School Sport.
* If a parent is setting a bad example staff should have a quiet word with that parent and ask them to respect the spirit of the game.
* If a parent persistently sets a bad example after being talked to by a member of staff then they should be asked to leave the school premises and wait for their child outside the gates.
* Parents and teachers working together can develop in the pupils desirable attitudes towards competitive sport, so that sportsmanship is obvious on and off the pitch.

**Section Three**

**First Aid and Fire**

**First Aid**

All accidents that require some form of treatment should be recorded in the School Accident Book. First aid kits are available in the equipment stores. All staff within the PE department should hold a valid first aid certificate which certifies them to deal with and any emergency first aid procedures that occur within their lessons. If a member of staff does not have the relevant training then whenever possible the following procedure should be followed:

**a. School Days:**

**Minor Injuries:**

* Bury SSP/ISSC coaches are accredited First Aiders or have basic knowledge of First Aid.
* In the event of an accident the designated first aider of the school should be consulted and the appropriate treatment administered.
* In the event of their unavailability the school reception should be contacted.

**Serious Injuries:**

1. In the case of a serious injury, head injury or if staff have any doubts over diagnosis the school Office must be contacted immediately. All pupils should be told to bring any medication required such as inhalers out to their PE and Games lessons.
2. If the injury is severe enough, direct contact (999) with the emergency services should be initiated either by the member of staff/named First Aider or School Office with precise instructions – this will allow the teacher to control the rest of the class.
3. The rest of the class must be instructed to sit down away from the injured pupil or where possible ask for another member of the PE staff to look after the class.
4. Teacher must stay with the pupil, give comfort and keep warm.
5. The teacher must take no other than basic ‘First Aid’, if qualified.
6. If an ambulance is required, the school procedure must be followed.

**Head Injuries:**

* Any head injuries must be reported to the School Office and school procedure for head injuries followed i.e. refer to School Office, possibly hospital, letter to go home with pupil.
* All Bury SSP/ISSC are expected to do the RFU online training [Headcase](http://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/). This is the RFU’s concussion awareness programme giving information and education on concussion.

<http://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/>



**b. School Sporting Fixtures:**

All accidents must be recorded in the School Accident book as soon as possible after the event.

* In the absence of the school nurse or office staff on the weekend, direct contact (999) must be made if the accident is severe enough.

**Fire**

In the event of a fire then the school fire procedure must be followed.

**Section Four**

**Safe Practice in the Organisation of Sports Fixtures: J:\Health and Safety\PE & sports\2018-2019\Additional Documents 1.6.35**



**Section Five**

**Legal Aspects of Safety**

The following are aspects of safety and teacher responsibility which **MUST** be clearly understood by all teachers.

**1. Duty of Care**

This was once described as ‘in loco parentis’ which was the level of care expected of school staff in place of a prudent parent. This has been replaced by the ‘**Bolam test**’.

**Bolam versus Friern Hospital Management Committee (1957):**

This established that a person who possesses specialist skills in a profession is not judged by the standard of the reasonable man, but by the standard of people within the same profession.

 *(9th edition of ‘Safe Practice in Physical Education and School Sport’ (20016) afPE p17)*

**2. Higher Duty of Care**

*(9th edition of ‘Safe Practice in Physical Education and School Sport’ (2016) afPE p16)*

“Specialist in a particular PESSPA activities, those who lead higher risk PESSPA activities or those responsible for young children or young people with limited abilities are also deemed to have a higher duty of care for those in their care. They will be judged as having a greater insight relating to the consequences of their actions and against the common standards of others in the profession.

As a specialist in his field – Physical Education; special education – he should foresee the possible results of his actions.

**3. General and Approved Practice**

The teacher should not deviate from the standard practice. The questions will be asked – Was the activity a reasonable one?

* Reasonable: - “Generally accepted practice that arises from experience and which has been successfully followed over the years”. If there was an accident in your school you could be accused of negligence. Following factors however must be present before you could be found negligent.

**4. Act of Negligence**

An allegation of negligence needs four requirements:

1. A duty of care is owed to the other person (i.e. the defendant has some responsibility for the claimant).
2. That duty is breached in some way (i.e. the defendant is careless by act or omission).
3. Damage arises from the breach (i.e. injury occurs to the claimant due to the defendant’s carelessness).
4. The harm was foreseeable (i.e. the act or omission could have been anticipated, was unreasonable and fell below the expected level of care).

If all four requirements are present then negligence may be evident.

*(9th Edition of ‘Safe Practice in Physical Education and School Sport’ (20016) afPE p20).*

**Section Six**

**Safeguarding Children in PE and School Sports**

**Specific child Protection Procedures within Bury SSP/ISSC:**

* Any sport coaches/instructors brought in from outside of school must be vetted by the Bury SSP/ISSC and obtained an enhanced disclosure certificate from the Criminal Records Bureau (CRB) before being allowed contact with any pupils.
* Only coaching staff of the same sex may enter the changing rooms.
* Physical contact during sport should always be intended to meet the child’s needs. NOT the adult’s. The adult should only use physical contact if their aim is to:
* Develop sports skills or techniques.
* To treat an injury.
* To prevent an injury or accident from occurring.
* To meet the requirements of the sport.
* Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young children from time to time in their duties e.g. apparatus work in gymnastics. Teachers must only use relevant techniques in accordance with their teacher/coaching training and guidance from sports governing bodies.
* In the case of a young person with a disability specific support may be required. When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure that safety of the children and those assisting. Appropriate training for assisting pupils with a disability will be organised by Ms Lia Bolton, SENCO.
* **Responding to Distress and Success**

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would wholly appropriate. A young person or coach or teacher may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what, as an adult may, be felt appropriate may not be shared by a young person.

* As a general principle adult in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to young participants.

**(NSPCC Child Protection in Sport Unit (CPSU))**

**Section Seven**

**Facilities Risk Assessments**

**Security:**

* When sporting facilities are not in use they must be locked to prevent any unauthorized access.

**General Information for Staff:**

* All potential hazards in the teaching environment should be removed or reduced by careful examination and assessment.
* A formal risk assessment of the gymnasium, sports hall, balcony (weights room), activities studio, astro-turf, netball courts, playing fields and changing rooms should be undertaken annually.
* Potential hazards which are noticed on a day-to-day basis should be dealt with or removed if possible by a member of staff. If it is not possible for a member of staff to deal with the hazard, then it must be reported to RJC.
* Prior to each lesson, a visual check to include floor, walls, lighting and equipment should be made.
* Once a year all equipment should be checked by the appropriate Health and Safety officer( Sports Safe).
* Members of staff must assure that the correct equipment i.e. footwear is worn for the facility being used.

**General Information for Pupils:**

* Pupils are not permitted to enter any of the sporting facilities without the permission of a member of staff.
* Pupils must be supervised during these times

**Risk Assessment**

**All risk assessments below are a starting point for coaches to use. Coaches should use where possible the risk assessments from individual schools and where a risk assessment is not available then each coach needs to ensure a risk assessment has been carried out.**

**Fields**

|  |  |
| --- | --- |
| **Department** | Bury SSP/ISSC |
| **Assessors** | GOL |
| **Date** | 6th Feb 2019 |
| **Signed** | G Oliver |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport on the **Fields** |
| **Persons who might be harmed** | Student / Staff |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****Sale Practice 2016** |
| --- | --- | --- | --- |
| * Hazard created by the weather affecting playing surface (frozen/wet)
 | * Staff to check surface is playable before use / surface maintained regularly to prolong life and usage time.
 | * Staff members can use the key test to make sure that the fields are soft enough for students to play on
 | 2.13.131.6.38 |
| * Litter such as sharp drinks cans causing injuries
 | * Staff to check playing surface.
* Site team and students to clear litter.
 | * SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly
 | 2.13.13 |
| * Injuries caused by slips, trips and falls
 | * Staff to enforce students wearing suitable footwear e.g. studded boots
 | * Staff check pupils within their group for trainers. Any which are not suitable are given spare pairs
 | 2.13.4 |
| * Contact injuries
 | * Staff ensure pupils are wearing shin-pads for football
* Staff highly recommend that all pupils wear mouth guards
* Correct techniques for contact situations are taught to all pupils e.g. rugby tackling, scrum. The use of tackle pads maybe required.
* RFU ‘Headcase’ training – Following NGB regulations and advice regarding Concussion and other injuries
 | Communicate with parents the need for the following:-Hockey – Mouth guard and shin pads should be wornRugby – Mouth guard and boots must be worn. Advice is given to pupils who are taking part in fixtures that protective headgear can be purchased. Contact versions of the game are introduced and managed by experienced staff | 2.11.82.11.222.11.232.11.244.5.654.5.66 |
| * Football posts – 11 Aside
 | * Staff ensure that portable football post are secured and locked down.
 |  |  |
| * Injury in lessons or playing sport
 | * Injuries normally occur through physical contact with another individual or contact with the body by a hard ball, implement or rough surface. Staff to ensure that pupils follow all the guidelines of the individual risk assessment for each sport.
* Staff to follow school first aid procedures if a serious injury occurs.
 |  Staff need to inform students about the  | 2.11.2 |
| * Students demonstrating poor behavior on the fields
 | * Staff to keep close control / supervision of students and challenge poor behaviours
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Following School Binary Behaviour Policy - Any continuation in poor behaviour in specific PE classes should be brought to the attention of the Subject Lead as well as their Head of Year. | 1.7.9 |
| * Supervision Ratio
 | * Student to staff supervision ratio for class sizes should be 1:30
 | Following school supervision policy and make sure that all students are supervised. | 2.8.13 |

**Risk Assessment**

**Sports Hall**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport in the **Sports Hall** |
| **Persons who might be harmed** | Student / Students |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by the playing surface. i.e wet floor.
 | * Staff to check surface is playable before use / surface maintained regularly to prolong life and usage time.
 | Report any issues to Subject Lead / Ridgecrest cleaning company | 2.13.131.6.38 |
| * Litter such as drinks bottles etc. causing slips and trips
 | * Staff to check playing surface. Enforce rules of no food and drink in sports hall.
* Site team and students to clear litter after break / lunch.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Walls/Doors of the sports hall.
 | * Organise lessons within safe proximity of existing walls/doors. Keep games within the boundaries of the pitch markings.
 | Main access doors should open outwards and have a closure system. | 2.13.852.13.90 |
| * Slips, trips and friction injuries.
 | * Staff to enforce students wearing suitable footwear e.g. trainers and to dry off any wet footwear.
 |  |  |
| * Netball posts/badminton posts not in use.
 | * Badminton Equipment should be placed back in the store cupboard.
* Netball post can be moved out of the sports hall and in to the outside waiting area.
 |  |  |
| * Injuries moving indoor football goals/getting out equipment.
 | * Staff to always ensure supervision of pupils moving goals and getting out equipment.
* Always have 4 pupils to move each goal. Students will be taught the correct way to carry the goals.
 |  |  |
| * Movement cricket nets
 | * Staff to always ensure supervision of pupils moving nets. Always have 6 pupils assisting
* When not in use nets should be securely attached to the wall
 | Staff to maintain high standards when observing students using the equipment. Any students behaving inappropriately need to be warned. |  |
| * Injury in lessons or playing sport
 | * Staff to ensure that they follow all the guidelines of the individual risk assessment for each sport.
* Staff to follow school first aid procedures if a serious injury occurs.
 | Ensure that all pupils are given a large area to play and that the space required for games / standard of play is correct. | 2.13.31 |
| * Students demonstrating poor behavior on astro.
 | * Staff to keep close control / supervision of students.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Use school binary behaviour system and ensure that all pupil behaviour is appropriate. |  |

**Risk Assessment**

**Fitness Suite / Gym**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Varied – Please see below |
| **Persons who might be harmed** | Students / Staff |

|  |  |  |  |
| --- | --- | --- | --- |
| * Use / Layout
 | * The fitness room should always be locked when not in use
* All equipment should be regularly checked by and appropriate specialist.
* Where possible ensure that the fitness room has floor space for mats and dumbbell use
 |  | 4.7.194.7.204.7.24 |
| * Age related issues and supervision
 | * Due to it being a high risk environment it is important that staff consider how the lesson can be organized / managed safely
 | Current guidelines indicate that students from 11-18 are encouraged to take part in training as long as the environment is supervised and the activities are appropriate | 4.7.284.7.29 |
| * Students miss-using the weights room
 | * Post-pubescent pupils do not lift weights that are too heavy and good technique is emphasized by teacher. For each pupil an individual assessment will be made for each pupil to avoid unnecessary injuries.
* Class teacher to avoid overloading and delay competitive lifting until skeletal growth is complete.
* Free weights work in groups – staff to ensure that pupils are trained to be spotters.
* For floor is suitably covered.
* All extra- curricular weights sessions must be supervised by a member of staff
* Sessions always start with a thorough warm-up.
 | Highlight safety points and use school behaviour policy.Where schools are considering allowing older students to use the weight room (Year 12 and 13) with remote supervision this should be discussed and agreed on during Senior Games | 4.7.294.7.31 |

**Risk Assessment**

**Activities Studio**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport in the **Activities Studios** |
| **Persons who might be harmed** | Student |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by the playing surface, ie. wet floor.
 | * Staff to check surface is playable before use / surface maintained regularly to prolong life and usage time.
* Facilities are check regular and kept clean
 | Report any issues to Subject Lead / Ridgecrest cleaning company | 2.13.7 2.13.131.6.38 |
| * Litter, such as drinks bottles etc. causing slips and trips
 | * Staff to check playing surface. Enforce rules of no food and drink on astroturf.
* Site team and students to clear litter.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Mirrors/Walls/Doors/Radiators of the activities studio.
 | * Organise lessons within safe proximity of existing walls/doors. Keep activities away from the mirrors & radiators.
* Do not allow students to sit on radiator boxes
 | Report any issues to Subject Lead / Ridgecrest cleaning company | 2.13.852.13.90 |
| * Slips, trips and friction injuries.
 | * Staff to enforce students wearing suitable footwear e.g. trainers or bare feet.
 | Report any issues to Subject Lead / Ridgecrest cleaning company | 2.13.7 2.13.131.6.38 |
| * Table Tennis Tables.
 | * Move them into the store room or edge of the room away from the lesson.
* Teach students correct technique for safely putting out tables and equipment
 | Must be put away at the end of each lesson |  |
| * Injuries moving equipment/getting out equipment.
* Mats
* Trampettes
* Vaults
 | * Ensure that all equipment is fit for purpose
* Staff to always ensure supervision of pupils moving mats and getting out equipment.
* Safe examples of how to carry equipment are shown to the pupils to develop their own sense of safety
 | Give clear and direct supervisionMake sure that all equipment is locked away after use | 2.2.502.12.212.12.442.12.472.12.482.12.56 |
| * Physical Contact – Practical Demonstrations
 | * During practical demonstrations agreed physical contact may be deemed appropriate when demonstrating the correct positioning for any sport
 | Ensure that the pupil is clear on what you are doingEnsure that any student with SEND has been communicated to appropriate and responsive have been given | 2.5.582.5.59 |
| * Injury in lessons or playing sport
 | * Staff to ensure that they follow all the guidelines of the individual risk assessment for each sport.
* Staff to follow school first aid procedures if a serious injury occurs.
* Student ratios should be that for a class size of 30 there should be 8m2 of floor space
 | Ensure that equipment is positioned well away from any overhead obstructions such as lights or beams | 2.12.482.13.30 |
| * Students demonstrating poor behavior in the activities studio.
 | * Staff to keep close control / supervision of students.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Injuries can occur when unacceptable behaviours are allowed within the classroom make sure to follow procedures | 2.4.13 |

**Risk Assessment**

**Primary Halls**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport in the **Primary Phase Hall** |
| **Persons who might be harmed** | Student / Staff |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by the playing surface. i.e wet floor.
 | * Staff to check surface is playable before use / surface maintained regularly to prolong life and usage time.
 |  | 2.13.131.6.38 |
| * Litter, such as drinks bottles etc. causing slips and trips
 | * Staff to check surface.
* Site team and students to clear litter.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Overhead projector screen
 | * Organise lessons within safe proximity of existing walls/doors. Keep activities away from overhead projector screen where possible
* Make sure that the screen and computer are always out away back within the Primary PE Store room.
 |  |  |
| * Assembly/lesson equipment for other subjects.
 | * Staff to enforce students wearing suitable footwear e.g. trainers or bare feet.
* Move lesson equipment away from work area.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly |  |
| * Slips, trips and friction injuries.
 | * Staff to always ensure supervision of pupils moving mats and getting out equipment
* Period 5 lessons will need to wait to use the primary hall due to it being cleaned after lunch. Make sure to check that all areas are dry
 | Report any issues to Subject Lead / Ridgecrest cleaning company | 2.13.72.13.131.6.38 |
| * Injuries moving equipment/getting out equipment.
* Mats / Trampettes / Vaults
 | * Ensure that all equipment is fit for purpose
* Staff to always ensure supervision of pupils moving mats and getting out equipment.
* Safe examples of how to carry equipment are shown to the pupils to develop their own sense of safety
 | Give clear and direct supervisionMake sure that all equipment is locked away after use | 2.2.502.12.212.12.442.12.472.12.482.12.56 |
| * Injury in lessons or playing sport
 | * Staff to follow the PE lesson procedures.
 |  |  |
| * Students demonstrating poor behavior in the primary phase hall.
 | * Staff to follow school behavioural code.
 |  |  |

**Risk Assessment**

**Astroturf**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport on the **Astroturf** |
| **Persons who might be harmed** | Student / Staff |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by the weather affecting playing surface.
 | * Staff to check surface is playable before use / surface maintained regularly to prolong life and usage time.
 |  | 2.13.131.6.38 |
| * Litter such as drinks bottles etc. causing slips and trips
 | * Staff to check playing surface. Enforce rules of no food and drink on astro-turf.
* Site team and students to clear litter.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Fencing and gating surrounding the surface.
 | * Organise lessons within safe proximity of existing fences. Keep games within the boundaries of the pitch markings.
 |  |  |
| * Slips, trips and friction injuries.
 | * Staff to enforce students wearing suitable footwear e.g. trainers, astro-trainers.
* No metal studs to be worn.
* Enforce rules of students staying on feet e.g. no slide tackling in football.
 |  | 2.13.72.13.131.6.38 |
| * Football and hockey goals not in use.
 | * Move from edge of the pitches when not required.
 |  |  |
| * Injuries moving goal
 | * Staff to always ensure supervision of pupils moving goals.
* Always have 4pupils assisting to move goals (hockey goals on wheels)
 | Ensure that students are trained in carrying the goals correctly for their own safety | 2.4.13 |
| * Movement of netting divides on astro
 | * Staff to always ensure supervision of pupils moving nets. Always have 6 children.
* When not in use nets should be securely attached to the fence
 | Ensure that students are trained in carrying the goals correctly for their own safety | 2.4.13 |
| * Injuries from goal falling on a student
 | * Weights which can be found in the yellow container on the side of the astro turf can be used to hold down the back of the net
* Staff must ensure that students are not leaning against nets and causing them to tip
 | Ensure that students are trained in carrying the goals correctly for their own safety.Injuries can occur when unacceptable behaviours are allowed within the classroom make sure to follow procedures | 2.4.13 |
| * Weather
* Playing sport in poor light during winter months
 | * Before sessions commence thoughts should be given to the condition of the playing surfaces
* Sunny Conditions – Enure that a range of precautions are in place when in direct sunlight for a long time (Games)
* Poor weather / vision - Use floodlights.
 | Careful planning is required and think if an alternative indoor arrangement can be made.Breaks for water/ classroom time/ shaded areas | 2.5.682.5.672.5.702.5.71 |
| * Injury in lessons or playing sport
 | * Staff to ensure that they follow all the guidelines of the individual risk assessment for each sport.
* Staff to follow the school first aid procedures if a serious injury occurs.
 | Wear correct PPE (Personal Protective Equipment) | 2.11.22.11.5 |
| * Students demonstrating poor behaviour on astro.
 | * Staff to keep close control / supervision of students.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Injuries can occur when unacceptable behaviours are allowed within the classroom make sure to follow procedures | 2.4.13 |

**Risk Assessment**

**Hard Play Area**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport on the **Hard Play Area** |
| **Persons who might be harmed** | Student |



| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by the weather affecting playing surface.
 | * Staff to check surface is playable before use
 |  | 2.13.131.6.38 |
| * Litter such as drinks bottles etc. causing slips and trips
 | * Staff to check playing surface.
* Site team and students to clear litter.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Fencing and gating surrounding the surface.
 | * Organise lessons within safe proximity of existing fences. Keep games within the boundaries of the pitch markings.
 | Pitches should be marked out safely and not near gating so that pupils cannot run in to or be near it. There needs to be sufficient run off | 2.13.162.13.34 |
| * Slips and trips.
 | * Staff to enforce students wearing suitable footwear e.g. trainers
* Enforce rules of students staying on feet e.g. no slide tackling in football.
 | Class teachers responsibility | 2.13.72.13.131.6.38 |
| * Netball Post Courts.
 | * Move from edge of the pitches when not required.
 | The courts should be level and flat with no loose objects  | 4.5.544.5.55 |
| * Injuries moving netball post
 | * Staff to always ensure supervision of pupils moving goals.
* Always have 4 pupils moving each post
 | Goal posts should be checked regularly  | 4.5.544.5.55 |
| * Playing sport in poor light during winter months
 | * Before sessions commence thoughts should be given to the condition of the playing surfaces
* Sunny Conditions – Enure that a range of precautions are in place when in direct sunlight for a long time (Games)
* Poor weather / vision - Use floodlights.
 | Careful planning is required and think if an alternative indoor arrangement can be made.Breaks for water/ classroom time/ shaded areas | 2.5.682.5.672.5.702.5.71 |
| * Injury in lessons or playing sport
 | * Staff to ensure that they follow all the guidelines of the individual risk assessment for each sport.
* Staff to follow the school first aid procedures if a serious injury occurs.
 | Wear correct PPE (Personal Protective Equipment)  | 2.11.22.11.5 |
| * Students demonstrating poor behaviour on the hard play area.
 | * Staff to keep close control / supervision of students.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Injuries can occur when unacceptable behaviours are allowed within the classroom make sure to follow procedures | 2.4.13 |

**Risk Assessment**

**Outdoor Cricket Nets**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and practices in the **Outdoor Cricket Nets** |
| **Persons who might be harmed** | Student |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by the weather affecting playing surface.
 | * Staff to check surface is playable before use.
 |  | 2.13.131.6.38 |
| * Litter such as drinks bottles etc. causing slips and trips
 | * Staff to check playing surface.
* Site team and students to clear litter.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Netting around cage.
 | * Staff to ensure that they check the netting is secure before use.
 |  |  |
| * Slips and trips.
 | * Staff to enforce students wearing suitable footwear e.g. trainers (when batting) cricket spikes (when bowling)
 |  |  |
| * Injury in lessons/practices whilst batting.
 | * Staff to ensure that students are wearing all the correct safety equipment.
* Staff to ensure that they follow all the guidelines of the individual risk assessment for cricket.
* Waiting batsman observe from a safe position
 | The wicket = grass or synthetic should be well maintainedPractice netting should be free from any gaps hold and tearsEnsure that appropriate PPE is worn | 4.5.1164.5.1174.5.1184.5.121 |
| * Injury in lessons/practices whilst bowling
 | * Staff to ensure that students who are not bowling are stood a distance away from the nets facing the nets.
* Staff to brief students on the safe way of retrieving a ball from the nets.
 | Bowlers should be bowling in an controlled manner. Any student not complete this should be dealt with by staff members on duty. | 4.5.1194.5.120 |
| * Injury in lesson/practice
 | * Staff to ensure that they follow all the guidelines of the individual risk assessment for cricket.
* Staff to follow the school first aid procedures if a serious injury occurs.
 | Wear correct PPE (Personal Protective Equipment) | 2.11.22.11.5 |
| * Students demonstrating poor behaviour in the cricket nets.
 | * Staff to keep close control / supervision of students.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Injuries can occur when unacceptable behaviours are allowed within the classroom make sure to follow procedures | 2.4.13 |

**Risk Assessment**

**Indoor Cricket Nets**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and practices in the **Indoor Cricket Nets** |
| **Persons who might be harmed** | Students |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Hazard created by sports hall floor being wet.
 | * During wet weather staff to ensure that pupils properly dry their footwear on the mats provided.
* Staff to check sports hall floor (dry if needed).
* Students to wear appropriate footwear
 |  | 2.13.131.6.38 |
| * Litter such as drinks bottles etc. causing slips and trips
 | * Staff to check playing sports hall. Enforce rules of no food and drink in the sports hall.
* Site team and students to clear litter.
 | SLT / Staff members who have staff duties on the field will keep check on litter with their area and sanction pupils accordingly | 2.13.13 |
| * Injuries getting out and putting away cricket nest and mats.
 | * Staff to always ensure supervision of pupils moving nets and mats.
* Always have adequate number of students to move nets and mats
 |  |  |
| * Injury in lessons/practices whilst batting.
 | * Staff to ensure that students are wearing all the correct safety equipment.
* Staff to ensure that they follow all the guidelines of the individual risk assessment for cricket.
 | When cricket nets are indoors the netting needs to completely surround the practice area so that balls hit with power cannot escape and hit someone. | 4.5.122 |
| * Injury in lessons/practices whilst bowling
 | * Staff to ensure that students who are not bowling are stood a distance away from the nets facing the nets.
* Staff to brief students on the safe way of retrieving a ball from the nets.
 | Bowlers should be bowling in an controlled manner. Any student not complete this should be dealt with by staff members on duty. | 4.5.1194.5.120 |
| * Injury in lesson/practice
 | * Staff to ensure that they follow all the guidelines of the individual risk assessment for cricket.
* Staff to follow the school first aid procedures if a serious injury occurs.
 | Wear correct PPE (Personal Protective Equipment) | 2.11.22.11.5 |
| * Students demonstrating poor behaviour in the cricket nets.
 | * Staff to keep close control / supervision of students.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | Injuries can occur when unacceptable behaviours are allowed within the classroom make sure to follow procedures | 2.4.13 |

**Risk Assessment**

**Changing Rooms**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport in the **Changing Rooms** |
| **Persons who might be harmed** | Student |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Poor behaviour in changing rooms.
 | * Direct Supervision is required in all changing rooms. Staff to keep close control / supervision of students.
* The behaviour of pupils when changing for a lesson should be that which is expected during a lesson.
* Staff to follow the PE lesson procedures.
* Staff to follow school behavioural code.
 | * Changing room doors in Boys changing room have been removed to ensure better supervision of classes and reduce risk of injuries with door being slammed.
* Changing room doors on the Girls have been removed to ensure better supervision of classes and reduce the risk of injuries and bullying (Feb 2017)
* Lockable doors on showers and remove changing room doors is due to done in near future.
 | 2.13.792.13.71 |
| * Use of showers creating wet floor.
* Wet floors present a hazard.
 | * Whenever possible pupils should dry themselves in the shower area so as to keep the floor of the changing rooms as dry as possible.
* Warning signs put up warning of possible wet floor.
* Pupils should understand this and be given instruction relating to the safe movement in the changing rooms i.e. no running.
 | Where safety standards are compromised alternative arrangements need to be made and faults reporting to the Subject Lead as well as the Ridgecrest the cleaning company for the school | 2.13.73 |
| * Use of phones and mp3 players is prohibited
 | * Warn students if they are using them after coming in from breaks and lunches
* Any pupil who is caught using them will be sanctioned using the schools policy for behaviour and mobile phones
 | * See the schools mobile phone policy in lessons and follow behaviour protocols for the school
 |  |
| * Fasting
 | * Staff should be aware that religious and cultural festivals that are occurring within the school (Ramadan). Things such as fasting can cause issues such as low energy and fatigue
 | * Staff will need to be responsive to students needs at all times during this period and potentially a change in activity / activity level will need to be considered.
 | 2.5.742.5.76 |
| * Jewellery
* Religious Jewellery
 | * All personal effects of jewellery should be removed to establish a safe working environment
 | * Following binary behaviour for removing jewellery
* Earrings – Students unable to remove earrings should be required to make them safe by taping the front and back
 | 2.10.352.10.362.10.37 |
| * Hair
 | * Long hair worn by staff and students should always be tied back to prevent entanglement with apparatus and prevent vision being obscured.
 | * n/a
 | 2.10. 41 |
| * Nails
 | * These should be sufficient and short to prevent injury to self and others
 | * Follow school uniform policy – Long Acrylic nails are not allowed. Report to head of year and follow up with parents
 | 2.10. 42 |

**Risk Assessment**

**Store Rooms**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Retrieving and returning Equipment to the **Store Rooms** |
| **Persons who might be harmed** | Students and Teachers |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Risk of Injury through equipment.
 | * Equipment must be stored properly in order to maintain safe access for staff and pupils. Storage areas should be kept tidy
* Equipment must be appropriately put away after use.
 | Storage of equipment should be discussed by staff so that all staff are aware of standardsLockerable cages to ensure equipment is put safely away | 2.12.662.12.67 |
| * Students miss using equipment in store rooms.
 | * Pupils must **not** enter any store rooms unless told to do so by a member of staff.
* Signs on store room doors where appropriate.
 | Lockerable cages to ensure equipment is put safely away, these should be checked after every lesson to ensure that they are not opened. |  |
| * Students removing equipment.
 | * Pupils must only remove equipment from the store rooms after safe instructions and supervision from a member of staff.
 | Make sure that all students are aware of the safety implications that are needed for carrying equipmentUse behaviour protocol and sanctions accordingly when students are not doing this correctly. |  |
| * Injury moving heavy equipment
 | * Staff to always ensure supervision of pupils moving nets. Always have adequate number to move equipment.
* Heavy equipment must easily be accessible in order to move proficiently and safely.
* Heavy equipment must not be stored on high shelves.
 | Make sure that all students are aware of the safety implications that are needed for carrying equipmentUse behaviour protocol and sanctions accordingly when students are not doing this correctly. |  |

**Risk Assessment**

**Off-Site Activities / Away Fixtures**

|  |  |  |
| --- | --- | --- |
| **Department** | Bury SSP/ISSC |  |
| **Assessors** | GOL |  |
| **Date** | 6th Feb 2019 |  |
| **Signed** | G Oliver |  |

|  |  |
| --- | --- |
| **Hazards** | Teaching lessons and playing sport at **Off-Site Activities / Away Fixtures** |
| **Persons who might be harmed** | Student  |

| **Risk Identified** | **Risk Controls** | **Further action necessary to control risk and action plan – name employee responsible, target date and completion date** | **AfPE Reference****2016** |
| --- | --- | --- | --- |
| * Parental Consent
 | * Students must provide a signed parental consent form at the start of the year to play in a sporting fixture. Information will be provided on this consent form that indicates any issues with the child.
* Make sure to have all emergency contact details for pupils being taken
 | Every fixture staff in charge will need to check consent forms for their team and then send an intouch message home which will communicate where the fixture is being played as well as the time back to school | 2.7.62.7.7 |
| * Students - Has a register been completed before leaving school and pupils counted
* Has pupil’s equipment (PPE) been checked
* Has the school code of conduct been discussed?

  | * Ensure that all students have the generic sports PCF signed
* Ensure that an intouch message is sent home
 |  |  |
| * Suitable playing areas / cancellation of fixtures eg. unfit pitches
 | * Staff to phone opposing school / facilities being used to see if fixture is on – (staff of opposing school / facilities are professionals in their field will be able to make decision to see whether match can be played or not).
 | Check / Confirm fixture depending on weather | 2.5.68 |
| * Travel
	+ - Mini Bus
		- Walking
 | * On the mini bus by law seat belts must be worn and the driver is responsible for checking this.
* Where possible familiarise yourself with the route and point out any potential hazardous points.
* Staff to follow school procedures regarding school ratios of accompanying adults
 | The driver is also responsible for checking the road worthiness of the vehicle | 2.17.102.17.172.17.67 |
| * Poor behaviour on trip
 | * Staff to follow school behavioural procedures
* Staff MUST hand a list of names who are travelling to reception before leaving.
 | Monitor students behaviour and fair play to ensure that they are following the rules of the sport | 2.14.17 |
| * Parents needed to be contacted in case of emergency or parents needed to contacted in case of emergency.
 | * Staff to have taken first Aid kit with them on trip.
* Ensure that staff have all extra-curricular PCF’s for their team
 | Use of mobile or school phone to contact parents | 2.17.7 |
| * Minor Injury at away fixture
 | * School reception to be contacted in order to phone parents.
* Staff to have taken first Aid kit with them on trip.
* Ensure that staff have all extra-curricular PCF’s for their team
 | Use of mobile or school phone to contact parents |  |
| * Serious injury (ambulance required) at away fixture
 | * If two members of staff present – one member of staff to go with pupil to hospital (if parent cannot get to away fixture in time).
* If only one member of staff present – they are to stay with team and a suitable person to found to go to hospital i.e. another opposing school member of staff / parent or school to phoned and a member of staff from school to meet ambulance at hospital.
 |  |  |

**Risk Assessment**

**Off-Site Facilities**

The Bury SSP/ISSC potentially may use offsite sporting facilities. They are as follows:

* **Manchester BMX**
* **swimming**
* **Athletic Tracks:**

**Section Eight**

**Risk Assessments**

**What is a hazard?**

A hazard is anything that has the potential to cause injury or harm.

**What is a Risk?**

The risk is the likelihood, great or small, of the potential for harm being realized and causing an accident or incident. The extent of the risk takes into account how serious the injuries or outcome are likely to be.

|  |  |
| --- | --- |
| **Hazard Severity (A)**1. Negligible2. Slight3. Moderate4. High5. Very High | **Likelihood of Occurrence (B)**1. Unlikely2. Possible3. Quite Possible4. Likely5. Very Likely |

 **Hazard x Likelihood = Risk**

 **A x B = Risk Rating**

The Risk assessment should be read in conjunction with the rest of the Physical Education Policy and the 7th Edition of ‘Safe Practice in Physical Education and School Sport’ (2008) afPE.

| **Activity** |  | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Athletics** (Field) |  | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment
* Any more information / worries please see the following document AfPE – Health and Safety Guide Pg 370-375
 |
|  | **SHOT:** Being hit by a shot. | Very High | **5** | Unlikely | **1** | **5** | * Very clear safety instructions given to pupils:
* Only throw when told to
* Only retrieve shot when told to
* Pupils to well spaced out when practicing the shot.
* Pupils not throwing the shot are to sit several metres behind the pupil throwing the shot. (5m minimum)
* Pupils to be given clear instructions on carrying a shot safely (two hands / do not hold above head)
 |
|  | **LONG JUMP / TRIPLE JUMP:** Cans/bottles in long/triple jump pit | Slight | **2** | Possible | **2** | **4** | * Teacher to check sand pit before use.
 |
|  | Injury during run-up | Slight | **2** | Possible | **2** | **4** | * Teacher to check run-up before use.
* Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 |
|  | Injury with rake | Negligible | **1** | Unlikely | **1** | **1** | * Rakes kept away from pit. Placed prongs down
 |
| **Athletics** (Field – cont’d) |  | **HIGH JUMP:** Collision with stand | Moderate | **3** | Quite possible | **3** | **9** | * Pupils taught where to take off from.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment
 |
|  | Landing awkwardly  | Moderate | **3** | Unlikely | **1** | **3** | * Pupils taught correct and safe techniques.
 |
|  | Falling off the landing mats  | Moderate | **3** | Quite possible | **3** | **9** | * Pupils taught where to take off from to land correctly on to mats.
* Pupils taught correct techniques.
* Mats place around the landing mats.
 |
|  | Slipping on run-up | Moderate | **3** | Unlikely | **1** | **3** | * Staff to check run-up and take-off area before event to ensure there is sound footing.
* Pupils to wear appropriate footwear.
 |
|  | Collision | Moderate | **3** | Unlikely | **1** | **3** | * Any apparatus used in the lesson should be positioned so as to pose no risk to the participants.
* When apparatus is being used it must be set up to allow safe run-offs to avoid collision with other pupils and walls.
* Pupils may only jump when told to do so.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Athletics** (Track) | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Slipping whilst running | Moderate | **3** | Quite possible | **3** | **9** | * Grounds staff to check track regularly to ensure markings are visible and no dangerous diverts.
* Staff to check track before running events.
* Pupils to wear appropriate footwear
 |
| Collisions whilst running  | Slight | **2** | Possible | **2** | **4** | * Staff to highlight the rules of the race i.e. what lanes competitors may run in.
* Grounds staff to regularly mark out track.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Badminton** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Injury moving badminton posts | Moderate | **3** | Unlikely | **1** | **3** | * Pupils must not move posts without permission from a member of staff.
* Staff to teach how to move posts safely and set up courts correctly.(See SOW)
 |
| Contact injuries with racquets | Moderate | **3** | Possible | **2** | **6** | * When playing/practicing in half-court, staff must enforce the rule that pupils must not play the shuttle once it is out of their half court.
 |
| Collisions | Moderate | **3** | Possible | **2** | **6** | * When playing/practicing in half-court, staff must enforce the rule that pupils must not collect their shuttle from another half court if the pair on the half court are still playing.
* Pupils to be taught attacking and defensive positions and the relevant movements associated with them.
* Pupils not playing must be sat/stood at the back of the court next to wall.
* Pupils umpiring must be stood at the side of the court next to badminton post.
 |
| Falls | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court e.g. balls of feet side on.
* Staff must ensure pupils are wearing appropriate footwear.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basketball** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Injury moving winding down baskets. | Moderate | **3** | Unlikely | **1** | **3** | * Only staff to wind down basketball net as a step ladder is needed.
 |
| Contact injuries / scratches | Moderate | **3** | Possible | **2** | **6** | * Pupils must be told to keep their nails short.
 |
| Collisions collecting rebounds and jumping for ball. | Moderate | **3** | Possible | **2** | **6** | * Pupils must be taught the contact rules and correct skills of basketball.
* Staff must ensure that they enforce the England Basketball rules. (See SOW/ CPD)
 |
| Falls | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court and tactical play.
* Staff must ensure pupils are wearing appropriate footwear.
 |
| Inadequate playing surface (outdoor courts) | Moderate | **3** | Unlikely | **1** | **3** | * Staff must check court area before playing especially the outdoor courts and remove any rubbish.
* Staff must ensure that the playing surface on the outdoor courts is playable after rain i.e. ensure they are not too slippy.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Boxing** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Non-contact versions of the sport should be used in curriculum time
* Schools engaging with boxing should work with a qualified coach (Level2- England Boxing Full Coach)
* If taking part in contact versions of the activity students should be advised to wear the recommended PEE equipment at all times including mouth guard, hand bandages , gloves, cup protector and shock absorbent head gear.
 |
| Injury pad work | Moderate | **3** | Unlikely | **1** | **3** | * Taught correct technique to using the pads and working with a partner on pad work
 |
| Falls / trips | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court and tactical play.
* Staff must ensure pupils are wearing appropriate footwear.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cross Country** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Make sure that staff are spread out on the fields as boys and girl’s cross country occurs at the same time. Make sure to have 2 first aid boxes spread out with staff
* Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Injury through running the course | Moderate | **3** | Unlikely | **1** | **3** | * Only staff to wind down basketball net as a step ladder is needed.
 |
| Falls | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court and tactical play.
* Staff must ensure pupils are wearing appropriate footwear.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cricket** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to adhere to ECB directives regarding protective clothing.
* Pupils who are 18 and do not want to wear a helmet must bring in a letter from their parents asking permission to not wear a helmet.
 |
| Hit by ball when batting | Slight | **2** | Moderate | **2** | **4** | * Staff to check suitability of wicket.
* In line with ECB pupils to wear full protective equipment – Helmet / gloves / pads and box.
* Staff to ensure batter is ready before the bowler is ready to bowl.
* Staff to ensure that pupils have suitable sizing equipment before pupil goes out to bad.
* Staff to assess ability of pupils and the use of ball e.g. year 7 use a soft incredi-ball rather cricket ball.
 |
| Pupil hit with ball whilst fielding | Slight | **2** | Moderate | **2** | **4** | * Staff to ensure that pupils are not fielding in an unsafe position i.e. too close.
* Pupils taught safe fielding and catching techniques.
* Staff to assess ability of pupils and the use of ball e.g. year 7 use a soft incredi-ball rather cricket ball.
 |
| Hit with the ball whilst using the nets. | Moderate | **3** | Unlikely | **1** | **3** | * Staff must highlight the safety aspects of using the cricket nets:
* Pupils who are not bowling must face the nets and keep alert.
* Pupils who have just bowled must always face the batter when leaving the nets.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dance/ Aerobics** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to only teach moves that they are capable of supporting.
* Staff to attend courses if not confident.
 |
| Falls from performing dance positions | Moderate | **3** | Quite possible | **3** | **9** | * Staff to teach correct and safe performance techniques.
* Safe support techniques to be used by staff.
* Staff to teach pupils safe support techniques.
 |
| Collision | Moderate | **3** | Unlikely | **1** | **3** | * Staff to ensure that pupils are working in an area big enough for the activity being covered.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fencing** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Adequate body protection is essential and must be worn at all times for practice and competition
* Students must be taught basic safety requirements
* Students under the age of 10 should fence with a weapon blade of size 0
* Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Women must wear breast protectors
 |
| Collisions | Moderate | **3** | Unlikely | **1** | **3** | * Pupils must not move posts without permission from a member of staff.
* Staff to teach how to move posts safely and set up courts correctly.
 |
| Inadequate playing surface (outdoor courts | Moderate | **3** | Possible | **2** | **6** | * Pupils must be told to keep their nails short.
 |
|  |  |  |  |  |  |  |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Football** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Contact injuries of the head / concussion whilst challenging for the ball in the air. | High | **4** | Quite possible | **3** | **12** | * All pupils to be taught the correct, safe techniques for heading a ball.
* Staff to referee in conjunction with the FA regulations.
 |
| Contact injuries of the lower legs whilst tackling. | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe techniques for tackling.
* Staff to encourage pupils to stay on their feet when tackling and not slide tackle.
* Pupils must wear shin-pads if playing on the fields.
* Staff to referee in conjunction with the FA regulations.
 |
| Cans/bottles on field | Slight | **2** | Possible | **2** | **4** | * Daily check by ground staff and teachers
 |
|  | Net falling on pupil | Moderate | **3** | Possible | **1** | **4** | * All pupils to be taught the correct, safe techniques for goal keeping (do no lean on nets)
* Staff to warn children in goal and keep an eye on students behaviour
 |  |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gymnastics** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to only teach moves that they are capable of supporting.
* Staff to attend courses if not confident.
 |
| Injury moving apparatus | Moderate | **3** | Unlikely | **1** | **3** | * Pupils must not move equipment without permission from a member of staff.
* Staff to teach how to move equipment safely.
 |
| Falls from apparatus | Moderate | **3** | Quite possible | **3** | **9** | * Relevant safety mats to be placed around the apparatus.
* Safe support techniques to be used by staff.
* Staff to teach pupils safe support techniques.
* Pupils only to use apparatus when told to do so.
 |
| Falls form performing gymnastic movement | Moderate | **3** | Quite possible | **3** | **9** | * Relevant safety mats to be placed around the apparatus.
* Safe support techniques to be used by staff.
* Staff to teach pupils safe support techniques.
 |
| Collision | Moderate | **3** | Unlikely | **1** | **3** | * Any apparatus used in the lesson should be positioned so as to pose no risk to the participants.
* When apparatus is being used it must be set up to allow safe run-offs to avoid collision with other pupils and walls.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hockey** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to attend England Hockey refereeing courses.
* Staff INSET days to be set up.
 |
| Contact injuries with stick | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe stick techniques for shooting / passing / tackling and dribbling.
* Staff must umpire the games to England Hockey rules.
* Pupils MUST wear shin-pads.
* Pupils are highly recommended to wear mouth-guards.
 |
| Injuries through lifting the ball | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe stick techniques for shooting / passing / tackling and dribbling.
* Staff must umpire the games to England Hockey rules.
* Pupils MUST wear shin-pads.
* Pupils are highly recommended to wear mouth-guards.
 |
| Goal Keeper injury | Moderate | **3** | Unlikely | **1** | **3** | * If there is a goalkeeper they MUST wear the FULL protective clothing.
* Staff must umpire the games to England Hockey rules.
* Nets will be weighted down to stop any pupil injuring themselves by leaning on nets
 |
| Cans/bottles on field | Slight | **2** | Possible | **2** | **4** | * Daily check by ground staff and teachers
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Netball** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to attend All English Netball Association umpiring courses.
 |
| Injury moving netball posts | Moderate | **3** | Unlikely | **1** | **3** | * Pupils must not move posts without permission from a member of staff.
* Staff to teach how to move posts safely and set up courts correctly.
 |
| Collisions Contact injuries / scratches | Moderate | **3** | Possible | **2** | **6** | * Pupils must be told to keep their nails short.
* Pupils must be taught the contact rules of netball.
* Staff must ensure that they enforce the All English Netball Association rules.
 |
| Inexperienced Coaches | Slight | **2** | Possible | **2** | **2** | * Officials will be supported by NC.
 |
| Falls | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court and correct areas for each netball position.
* Staff must ensure pupils are wearing appropriate footwear.
 |
| Aggression between players | Moderate | **3** | Possible | **2** | **2** | * Ensuring players understand code of conduct governing such behaviour and disciplinary action if rules are broken.
* Ensure any injuries/incidents are reported to facility staff using the accident book.
 |
| Ignorance of Rules | Moderate | **3** | Possible | **2** | **2** | * Team Briefing by teachers to all Teams and Team Managers
* All players must adhere to the rules of the games – Rules to be made clear at the briefing
 |
| Inadequate playing surface (outdoor courts) | Moderate | **3** | Unlikely | **1** | **3** | * Staff must check court area before playing especially the outdoor courts and remove any rubbish.
* Staff must ensure that the playing surface on the outdoor courts are playable after rain i.e. ensure they are not too slippy.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rugby** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to attend RFU refereeing courses.
* Staff INSET days to be set up.
 |
| Contact injuries of the head and neck in the scrum | High | **4** | Quite possible | **3** | **12** | * All pupils to be taught the correct, safe techniques for scrummaging.
* Staff must assess ability of pupils in the scrum e.g. Yr 7 uncontested scrums.
* Staff must referee the scrum situation by RFU regulations.
 |
| Contact injuries in the ruck and maul | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe techniques for rucking and mauling.
* Staff must referee the scrum situation by RFU regulations.
 |
| Contact injuries in tackling | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe tackling techniques.
* Staff to consistently reinforce LOW tackling.
* Staff must referee the scrum situation by RFU regulations.
 |
| Concussion | High | **4** | Possible | **2** | **8** | * Pupils **MUST** wear mouth guards during competitive rugby matches.
* Pupils must also wear mouth guards during house competitions and practices
 |
| Cans/bottles on field | Slight | **2** | Possible | **2** | **4** | * Daily check by ground staff and teachers
 |
| Conduct of players | High | **5** | Possible | **4** | **8** | * Players should follow the rules of the game and play ‘in the spirit of the game’. Captains should be responsible for the actions of the players. Abide by the referee’s decisions. Captains to communicate with any player who appears to be behaving in a manner that puts others at risk.
* Referee must be qualified & act under R.F.U. Guidelines.
 |  |
| Weather conditions | Moderate | **2** | Possible | **2** | **6** | * Regular Breaks and Access to Drinking Water, Appropriate clothing, footwear and protection against prevailing conditions
 |  |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Skateboarding** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Students must wear all PEE equipment that is provided through the coaches (elbow and knee pads, wrist guards as well as a helmet).
* The skating surface should be even and free from obstructions and checked regularly.
 |
| Injury through falling off the skate board | Moderate | **3** | Unlikely | **1** | **3** | * Only staff to wind down basketball net as a step ladder is needed.
 |
| Falls | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court and tactical play.
* Staff must ensure pupils are wearing appropriate footwear.
 |
| Injury through EquipmentHelmetElbowKneeWrist pads |  |  |  |  |  | * This risk can be minimised through regular inspection and maintenance regime.
 |  |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weights / Fitness Suite** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Injury due to incorrect technique | Moderate | **3** | Possible | **2** | **6** | * Pupils must be taught correct technique on how to lift weights correctly.
* Pupils must be taught how to breath correctly whilst lifting weights.
 |
| Strains lifting weights | Moderate | **3** | Possible | **2** | **6** | * Pupils must be taught correct technique on how to lift weights correctly.
* Pupils must be taught to check weights before they lift them.
 |
| **Weights Room Rules:*** All Pupils MUST be supervised in the weights room.
* Pupils MUST not enter the weights room without permission from a member of staff.
* Pupils MUST only use the equipment that staff have instructed them to use.
* Pupils MUST wear appropriate clothing.
 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Uni-Hoc** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Contact injuries with stick | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe stick techniques for shooting / passing / tackling and dribbling.
* Pupils must hold the stick with two hands.
* Staff must referee games with safety in mind.
 |
| Injuries through lifting the puck/ball | Moderate | **3** | Quite possible | **3** | **9** | * All pupils to be taught the correct, safe stick techniques for shooting / passing / tackling and dribbling.
* Staff must referee games with safety in mind.
 |
| Goal Keeper injury | Moderate | **3** | Unlikely | **1** | **3** | * The following rules must be enforced:
1. The goal keeper is the only person allowed in the goalkeeper area (semi-circle).
2. Attacking player are not allowed to shoot within the goalkeeper area.
 |
| Collision with walls in SH | High  | **4** | Possible | **2** |  | * Staff to highlight dangers.
* Staff must referee games with safety in mind.
 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HRF** | Over Exertion | Moderate | **2** | Quite Possible | **2** | **9** | * Staff has the necessary skill, experience and training to supervise health related exercise.
* Alternative challenges are provided for pupils who are at risk from strenuous activity
* Pupils who have had a viral infection – including the common cold or high temperature illness, are asked not to exercise until they have recovered to a stage where they feel well in themselves.
* Pupils all wear correct Clothing that is appropriate to allow free, unrestricted movement, and not be too loose and spare kit is provided where pupils have forgotten kit.
* Chewing of food, sweets or gum must not be allowed.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment
 |
| Injured by equipment | Moderate | **2** | Possible | **2** | **6** | * Fitness facilities are always free of any hazards with sufficient space to exercise safely and move freely from activity to activity.
* Facilities are secure
* Equipment is stored safely.
* Equipment is checked regularly and repaired or replaced as appropriate.
* Maintenance is carried out by a suitably competent person.
* Working surfaces should are firm and stable.
 |
| **HRF** (cont’d) | Circuit training – injured through poor technique | Slight | **2** | Possible | **1** | **4** | * Physical demands are gradually progressed over time and reflect individual proficiency.
* Efficient technique is emphasised
 |  |
| **Fitness testing – lack of warm up or injury through maximal test.** | Slight | **1** | Possible | **1** | **4** | * Pupils with an injury, illness or medical condition do not take part in maximal tests.
* A thorough warm is performed before a fitness test, with a cool down afterwards.
* More gentle warm up is used where the tests begin slowly and increase in intensity very gradually.
 |
| Weight LiftingJoint/Muscle injuries due to lifting weights. | Moderate | **3** | Quite Possible | **2** | **9** | * Weightlifting is concentrated on developing good technique.
* Post-pubescent pupils do not lift weights that are heavier than their body weight.
* We avoid overloading and delay competitive lifting until skeletal growth is complete.
* Work is in groups with trained and alert spotters.
* The floor is suitably covered.
* Sessions are always supervised
* Sessions always start with a thorough warm up.
 |
|  | Collisions | Moderate | **3** | Possible | **2** | **6** | * When working in groups exercising pupils are told to be aware of the pupils around them and in their group.
* Pupils not participating must be sat/stood outside of the moving area and completing tasks related to the lesson.
* pupils coaching/leading must be stood at the side of the court next to badminton post.
 |  |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table Tennis** (Activities Studio) | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
 |
| Injury setting up tables | High | **4** | Unlikely | **1** | **4** | * Whenever possible, teachers will assemble tables prior to the start of the lesson
* Pupils must not assemble tables without permission from a member of staff.
* Staff to teach how to lift and move tables safely and set up nets correctly.
 |
| Contact injuries with equipment | Slight | **2** | Unlikely | **1** | **2** | * Teachers give clear instructions on working area and pupils stay in their space
 |
| Radiators (specific to AS) | Moderate | **3** | Possible | **2** | **6** | * Radiators surrounding the activities studio are highlighted at the start of each lesson
* Movement around the activities studio needs to be controlled
 |
| Collisions | Slight | **2** | Possible | **2** | **4** | * Pupils not playing must be sat/stood away from the table next to wall.
* Pupils umpiring must be sat/stood at the side of the table level with the net
 |
| Falls | Slight | **2** | Possible | **2** | **4** | * Pupils to be taught the correct techniques
* Staff must ensure pupils are wearing appropriate footwear.
 |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Volleyball** | Personal equipment  | slight | **2** | possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Jewellery, such as rings, earrings and long necklaces, must be removed before play.
* Long hair should be tied back.
* Staff ensure that the appropriate clothing is worn.
 |  |
| Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
* Hitting stopped immediately if loose balls approach the net.
 |
| Injury volleyball posts and net | Moderate | **3** | Unlikely | **1** | **3** | * Pupils must not move posts without permission from a member of staff.
* Staff to teach how to move posts safely and set up courts correctly.
* Players warned not to cross under the net during play.
* Ensure that all posts are in good working order and hooks etc are padded around the court. Floor should be swept regularly and kept dry.
* An area of at least 2 m around the court must be kept clear at all times.
* Any problems found with the equipment or facilities will be reported.
 |
|  | Collisions | Moderate | **3** | Possible | **2** | **6** | * When playing/practicing students are encouraged to call out their name to ensure their team mates know who is going for the ball.
* Pupils to be taught attacking and defensive positions and the relevant movements associated with them.
* Pupils not playing must be sat/stood at the back of the court next to wall.
* Pupils umpiring must be stood at the side of the court next to badminton post.
 |  |
|  | Falls | Moderate | **3** | Possible | **2** | **2** | * Pupils to be taught the correct techniques of moving around a court e.g. balls of feet side on.
* Staff must ensure pupils are wearing appropriate footwear.
 |  |

| **Activity** | **Likely Injuries** | **Health Severity** | **Hazard Rating** | **Likelihood of Occurrence** | **Occurrence Rating** | **Risk Rating** | **Procedures Already in Place** | **Additional Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OAA (Outdoor and Adventurous Activities** | Soft tissue injuries/strains | Slight | **2** | Possible | **2** | **4** | * Pupils taught that they must warm-up before activities.
* Pupils are taught that they must warm-down after activities.
* Staff must ensure that pupils wear the correct footwear.
 | * Any injuries consult members of staff First Aid trained or refer to School office.
* Regular staff instructions to pupils reinforcing safety rules and checking safety equipment.
* Staff to attend RFU refereeing courses.
* Staff INSET days to be set up.
 |
| Contact injuries during blind tasks | High | **4** | Quite possible | **3** | **12** | * All pupils to be taught the correct, safe technique for guiding “blind” pupils.
* Restrict activities that include running where possible
 |
| Cans/bottles on field | Slight | **2** | Possible | **2** | **4** | * Daily check by ground staff and teachers
 |
| Rope Burn | Med | **2** | Possible | **2** | **6** | * Students can wear gloves when completing the tug of war
* When using team slates to walk on students can also wear gloves.
 |

|  |  |  |
| --- | --- | --- |
| **Accident or Incident Report and Investigation** | **Report Number** |  |
|  |
|  |

|  |
| --- |
| **Injured or Affected Person(s)** |
| **Surname:** |  | **Forename(s):** |  |
| **Address:****and Tel No if Employee** |  | **Age:** |  |
| **Date of Birth:** |  |
| **Form: if pupil** |  |
| **Nature of Injury:** |  |
| **Part of Body:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No Treatment |  | First Aid |  | Attended GP |  | Sent to Hospital |  | Resumed Work/School |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other (Specify) |  | Total Days off work/school (excluding day of accident/incident) |  |

|  |
| --- |
| **Details of Accident/Incident (including circumstances leading up to accident/incident)** |
| **Location:** |  | **Date:** |  | **Time:** |  |
|  |
| **(For pupil accidents, include name of Supervisor):** |  |
| **Name and Address of Any Witnesses:** |
|  |
| **Details of First Aid Treatment Given:** |
|  |
| **Name and Signature of First Aider:** |  |

|  |
| --- |
| **REPORT COMPLETED BY:** |
| **Name: BLOCK CAPITALS** |  | **Date:** |  |
| **Signature:** |  | **Position:** |  |

 **Continued on reverse…**

|  |
| --- |
| **Possible Cause of Accident/Incident** |
|  |
| **Recommendations to Prevent Re-occurrence**  |
|  |
| **Action Taken (By whom / Target Date for Completion)** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** |  | **By Whom** |  | **Date Sent** |
| Notified Parent in Writing |  |  |  |  |  |  |  |
| Written Head Injury Information to Parents |  |  |  |  |  |  |  |
| Notified HSE/Other |  |  |  |  |  |  |  |

|  |
| --- |
| **INVESTIGATION REPORT COMPLETED BY:** |
| **Name: BLOCK CAPITALS** |  | **Date:** |  |
| **Signature:** |  | **Position:** |  |

##

## PE

**SCHOOL HEALTH & SAFETY CHECKLISTS**

To be used within specific curriculum areas in KS 3-5 in conjunction with the general school checklist

**AREA INSPECTED……………………………………DATE INSPECTED………………………INSPECTED BY………………**

The following questions are based upon recommendations of AfPE ‘Safe Practice in PE and School Sport’ – For further details refer to the relevant section in the Guidance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PE AREAS** | **Y** | **N** | **N/A** | **COMMENTS / ACTIONS NEEDED** |
| **health and****safety****management** | is there an up to date departmental health and safety policy? |  |  |  | date of last review : |
| are all colleagues in the department aware of the policy and have access to it? |  |  |  |  |
| do all colleagues in the department have access to AFPE ‘safe practice in pe and school sport’? |  |  |  |  |
| **risk assessment** | are all activities (including extra curricular) checked against controls specified in AFPE ‘safe practice in pe and school sport and risk assessments adapted to reflect local CONDITIONS? |  |  |  |  |
| do risk assessments cover students with special / medical needs etc.? |  |  |  |  |
| are risk assessments incorporated / cross referenced into schemes of work, lesson plans etc.? |  |  |  |  |
| are all risk assessments reviewed regularly (annually)? |  |  |  | date of last review : |
| **training** | are there clear procedures for the induction and training of new departmental staff? |  |  |  |  |
| does the department keep a central record of all health and safety training conducted by colleagues? |  |  |  |  |
| for potentially hazardous activities (swimming, trampolining, gymnastics, rugby coaching etc) do all staff hold a recognised and current qualification e.g. ngb award?  |  |  |  |  |
| are all training needs notified to slt? |  |  |  |  |
| induction process in place for all fitness room users including school staff? |  |  |  |  |
| **PE AREAS** | **Y** | **N** | **N/A** | **COMMENTS / ACTIONS NEEDED** |
| **storage** | sufficient storage space and reasonably tidy?  |  |  |  |  |
| changing accommodation adequate space to change safely and store clothes / bags? |  |  |  |  |
| **work environment** | glazing filmed / safety glazing to bs 6206 in place within sports halls, gymnasiums etc.? |  |  |  |  |
| lighting protected / positioned to avoid damage and adequate for activities taking place? |  |  |  |  |
| heating maintained at comfortable temperature? |  |  |  |  |
| flooring / surfaces maintained in good condition and provide a regular surface? |  |  |  |  |
| playing fields / pitches visually inspected before use and free from hazardous materials?  |  |  |  |  |
| no perimeter intrusions into pe areas (pitches, courts, playing areas)? |  |  |  |  |
| pe facilities locked when not in use to prevent unauthorised access? |  |  |  |  |
| **equipment** | pe equipment inspected within past 12 months by a competent person?regular informal checks are conducted by staff? |  |  |  | date of inspection: |
| Football goals stored securely (chained /padlocked)? |  |  |  |  |
| **first aid** | adequate access to first aid provision at all times? |  |  |  |  |
| pe staff have had a level of first aid training in order to manage an initial injury situation? |  |  |  |  |