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School Software & Educational Resources

HEAD OF P.E.

RISK ASSESSMENTS & SAFETY MANAGEMENT

COMPLETE RISK ASSESSMENTS & POLICIES FOR:

- **PROVISION OF DOCUMENTATION;**
- **DEVELOPING GOOD SAFETY PRACTICE;**
- **EFFECTIVE HEALTH & SAFETY TRAINING;**
- **EFFECTIVE SAFETY MANAGEMENT.**



This outstanding collection of Risk Assessments and related Safety policy documentation provides you with all you need to manage Health & Safety in your PE department.

Pack 'A' provides 30 critical Risk Assessment Records covering a wide variety of activities and sites plus the original Risk Assessment template - all easy to edit in MS Word. Making and recording risk assessments and policy documentation is a demanding process - we can save you that time! The Risk assessments cover the following activities: **Invasion Games** (Rugby, Football, Hockey, Netball, Basketball), **Striking Activities** (Cricket, Rounders, Softball, Baseball), **Gymnastics** (Including Trampolining and Trampettes), **Athletics** (Fields, Pits, Playground, Indoors), **Swimming** (school and local pool), etc.



SCHOOL RISK ASSESSMENT RECORD

ACTIVITY / SITUATION: *Striking Activities*

SITE LOCATION:

RISK ASSESSMENT REF: *PE08* SHEET: *1 of 1*

Persons at Risk: _____

NOTES ON RISK RATES:
 SEVERITY:
 A - Death, major injury, damage, loss of property
 B - 3 days abs, moderate injury / damage
 C - Minor injury, loss / damage
 LIKELIHOOD:
 1 - Extremely likely to occur
 2 - Likely to occur
 3 - Unlikely to occur
 RISK LEVEL: H - High M - Medium L - Low

SCHOOL RISK ASSESSMENT RECORD

ACTIVITY / PREMISES EQUIPMENT	Haz. No.	IDENTIFIED HAZARD	Persons at Risk	PRECAUTIONS AND CONTROLS	Severity	Likelihood	Risk level
Fixtures and fittings, wall bar, ropes	1	Friction burns. Bruised feet.	✓	Descend in slow, controlled manner. Control swinging ropes. Add mats in appropriate positions.	C	1	M
Poles, rings, ladders	2	Falling injuries and imbalance because of unsecured equipment along trackway.	✓	Secure with clamps or figure-of-8 rope attachment. Place mats under rings, ladders and ropes.	C	2	L
Gym partition	3	Crushing / nipping of fingers in closing / opening of partition sections. Splinters from wooden sections.	✓✓✓✓	Verbal warning to avoid partition except when moving under supervision. Constant reminders. Have many helpers.	C	2	L
Floor fittings	4	Trips, cuts and bruising from protruding securing-clamps.	✓✓	Keep floor fittings snug in housing. Keep floor clean. Caretaker asked to do any remedial action.	C	2	L
Vaulting: Boxes Horse and Hand	5	Make painful contact with back / front of apparatus because of lack of spring or under rotation for landing.	✓	Practice on springs: competence and co-ordination and give assistance.			
	6	Damage wrists with break / strain by sitting down before vault completed.	✓	Build up skills from Encourage positive of box. Give support. Learn skills w.			

PRECAUTIONS AND CONTROLS

As indoor cricket nets.

Use hard/soft ball suitable for student ability. Fielders not too close to batter, e.g. 8 yards in front of bat in cricket.

Practice catching and hand/eye co-ordination activities.

Rounders rules require carrying of bat.

Pitch should be flat and well prepared.

Only bowl ball when everyone is ready. Players watch the ball.

Back Stop / Wicket Keeper have gauntlets or catching glove to protect the hands.





RISK ASSESSMENT RECORDING MADE EASY!

Sites Considered By Risk Assessments...

- GYMNASIA
- SWIMMING POOL
- CHANGING ROOMS
- SPORTS HALLS/SCHOOL HALLS
- WEIGHT TRAINING ROOM
- TENNIS COURTS AND PLAYGROUND
- SCHOOL PLAYING FIELDS
- CROSS-COUNTRY OFF SITE
- SCHOOL VISITS/MATCHES
- NET, WALL AND RACKET GAMES

SCHOOL RISK ASSESSMENT RECORD

ACTIVITY / SITUATION: **Swimming Pool**

SITE LOCATION: **School or Local Swimming Pool**

RISK ASSESSMENT REF: **PE13** SHEET: **1 of 8**

DATE: REVIEW DATE:

SIGNATURE OF ASSESSOR:

ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD	Persons at Risk				NOTES ON RISK RATES:			
			Employees	Students	Other Users	Contractors	SEVERITY:	Risk Rate		
	1	Unsafe operating procedures of plant exposing staff and public to the effects of dangerous chemicals.	✓	✓	✓	✓		B	2	M
	2	Bacterial infections.	✓	✓	✓	✓		B	3	L
		Caused by cold water.	✓					B	2	M
		Used by unauthorised person(s) / public.	✓	✓	✓	✓		B	3	L
		Outlet grills giving poor	✓	✓	✓	✓		C	3	L



SCHOOL RISK ASSESSMENT RECORD

ACTIVITY / SITUATION: **Cross-Country (offsite)**

SITE LOCATION:

RISK ASSESSMENT REF: **PE05** SHEET: **1 of 1**

DATE: REVIEW DATE:

SIGNATURE OF ASSESSOR:

ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD	Persons at Risk				NOTES ON RISK RATES:			
			Employees	Students	Other Users	Contractors	Public	SEVERITY:	Risk Rate	
CROSS-COUNTRY	1	Public car users requiring entry points to schools / hospital, etc.		✓				C	2	L
		Student conflict with another local school site.		✓				C	2	L
		Asthma attack or injury away from the school site.		✓				C	2	L
		Slips and trips on uneven surfaces.		✓				C	2	L
		Abduction / molestation by public on the cross-country route.		✓				B	3	L



SCHOOL RISK ASSESSMENT RECORD

ACTIVITY / SITUATION: **School Playing Fields**

SITE LOCATION:

RISK ASSESSMENT REF: **PE01** SHEET: **1 of 1**

DATE: REVIEW DATE:

SIGNATURE OF ASSESSOR:

ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD	Persons at Risk				NOTES ON RISK RATES:			
			Employees	Students	Other Users	Contractors	Public	SEVERITY:	Risk Rate	
Ground Conditions	1	Hazards created by poor drainage. Mal-odorous dangerous organisms identified by county environmental health.								
Major Games	2	Ingesting mud and dermal contact with: E. coli & Clostridia.								
Athletics	3	Slips and trips, mud contaminating clothing, mud on kit.								
	4	Students demonstrating silly behaviour, slipping and throwing mud.								
	5	Sliding, uncontrolled tackles and contact with broken limbs and bruising because of boggy ground.								
	6	Crushing / impact injuries because of insect bites.								
	7	Litter such as cut drinks cans causing cuts and injuries.								





DEVELOPING SAFETY POLICIES IS NOW SO EASY!

- USE OUR IDEAS IN YOUR OWN DEVELOPMENT PLANS;
- IMPROVE UPON YOUR OWN EXISTING SAFETY POLICIES;
- CUT AND PASTE POLICIES TO MATCH YOUR REQUIREMENTS;
- ENCOURAGE PUPILS AND STAFF TO BE AWARE OF SAFETY ISSUES.

_____ SCHOOL - P.E. DEPARTMENT
HEALTH AND SAFETY POLICY

3.3 TRAMPOLINING
P.E. teachers are usually covered by the school Headteacher and the LEA to teach trampolining – however staff must ensure that they have written evidence of the lessons strongly recommended that all those teaching or supervising trampolining should have a Local Education Authority approved qualification or at least a Level 1 Trampoline Coaching Award. The following safety precautions must be followed:

- check the trampoline legs are correctly fastened in the sockets and all the springs are covered with the pads. Make sure all the springs are secure;
- spotters should be correctly placed around the trampoline - 2 or 3 pupils on each side and 1 or 2 at the ends. Their attention must be on the pupil bouncing on the trampoline and no one should ever sit on the frame pads whilst the trampoline is used;
- crash mats placed on gymnastics boxes can be used at the ends if not sufficient number of spotters;
- socks must be worn, all jewellery removed and no eating whilst trampolining;
- long hair should be tied back;
- pupils must slide on and off the trampoline and never jump off as this could cause injury;
- pupils must be competent, i.e. able to check (stop) on the trampoline and land on their knees and body in a sitting position;
- never bounce for long periods - 45 seconds to 1 minute is sufficient;
- pupils should not perform new skills without permission and the teacher should ensure the readiness of the pupils using progressive practices.

_____ SCHOOL - P.E. DEPARTMENT
HEALTH AND SAFETY POLICY

i. **Safety Training For Staff:**
It is expected that staff will make every effort to attend any safety training courses which are run from time to time by the LEA or other qualifying authority. Funding for safety training shall be given priority over other courses wherever possible and particularly in the case of training urgently needed in order that a member of staff can use apparatus/equipment required for National Curriculum pupil entitlement.
It is expected that members of the Department will make it known to the HOD if they feel that their experience does not extend to apparatus/equipment or facilities which they are expected to use in the course of their employment. The HOD will endeavour to arrange informal instruction/safety sessions to ensure adequate safety cover and familiarity until a recognised course becomes available.

ii. **Safety Training For Pupils:**
A major Health and Safety input is conducted in Year 7 when pupils enter the Department and constant reference is made regularly thereafter, and on every occasion when a new method/technique or piece of apparatus/equipment is introduced. They are made aware of their responsibility for their own welfare and their general responsibility to others. Particularly important is the consideration of situations which do not always appear to be dangerous, but which often are, and of which pupils must be made aware.

Examples include things which:

- are unusually heavy, e.g. boxes, horse;
- can cause a painful blow, e.g. hockey stick;
- have sharp points, e.g. javelin;
- are very hard and which they can fall against, e.g. bench;
- can cause overbalance, e.g. upturned bench;
- can trip them up, e.g. skipping ropes, mats;
- can slip on, e.g. sweat/water/liquids on the floor;
- can cause electric shock, e.g. electric pumps;
- can damage eyesight, e.g. squash balls, javelins, etc.

...outside their previous experience and which may be dangerous to untrained, e.g. shot, discus, javelin.



_____ SCHOOL - P.E. DEPARTMENT
HEALTH AND SAFETY POLICY

APPENDIX 5 SUPERVISION – SPECIAL CONSIDERATIONS

1. EQUIPMENT REQUIRING NORMAL SUPERVISION
Some equipment can be used without any special supervision, e.g. footballs, rugby balls, tennis balls, hoops and cones. Staff should always count the number of items 'out and in' and preferably carry them in a large bag or on the carrying equipment provided. Such good practice prevents loss, misuse and accidents, e.g. a ball hitting a pupil in the face.

2. EQUIPMENT REQUIRING SOME SPECIAL SUPERVISION
For items such as cricket bats, hockey sticks, rounder/softball bats:

- give pupils a manageable number to carry or use a suitable container, e.g. a bucket to carry rounders bats;
- make sure that pupils carrying such equipment are not waved around or taken by other pupils.

For gymnastic equipment, e.g. benches, mats, box, beam, frames:

- make sure pupils know how to carry gymnastic equipment that there are at least 2 pupils carrying each item and dropping the equipment;
- use safety devices whenever appropriate, e.g. harness for work on the trampoline work or harness for work on the beam;
- always check that the equipment is stable, secure and that mats have been placed around the equipment as appropriate.

For cricket balls/hockey balls:

- always count out number of balls to be used, unauthorised use;
- make sure that pupils are at least 5 metres apart when using balls to avoid being hit by a moving ball. N.B. If using balls, e.g. in hockey, pupils need to be further apart;
- helmets must be worn by batsmen, wicketkeepers and fielders if a cricket ball is being used in a bat.

3. EQUIPMENT REQUIRING INTENSE SUPERVISION

3.1 ATHLETICS (throwing events)

- pupils should be 3 - 5 metres apart when throwing discus as it may be released at any angle;
- all pupils throw on the command, in the same direction to collect;
- position yourself behind the group making sure

_____ SCHOOL - P.E. DEPARTMENT
HEALTH & SAFETY - MANUAL HANDLING OPERATIONS

...r staff on the healthy and safe way to perform manual handling operations in order that they: know how to avoid hazardous manual handling operations so far as is reasonably practicable; know how to avoid hazardous manual handling operations that cannot be avoided; know how to reduce the risk of injury so far as is reasonably practicable.

...st be given at the same time as staff are trained how to perform manual handling operations. This should cover both the features and the presence of undesirable ones, together with the risks and how problems may be manifested. The physical training techniques relevant to the working environment should be used.

...and procedures which bring risks under control, i.e. the use of good lifting and lowering techniques.

_____ SCHOOL - P.E. DEPARTMENT
HEALTH & SAFETY - FIRST AID PROVISION AND SICK PUPILS

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents.
2. Staff will follow the procedure in dealing with accidents as detailed later in this policy.
3. Accidents only will be dealt with in the medical room and appropriate action taken. Any cuts and abrasions must be dealt with in accordance with the HIV preventative protocol.
4. A record must be made of all accidents which require first aid to be administered to a member of staff, pupil or other person - either on the School premises or engaged in activities sponsored by the school (including visits). This applies to every case where first aid is given whether from a remote first aid location or the medical room.
5. First-aid materials are held at various locations throughout the School at locations determined by the Head teacher. Such locations are prominently marked and all staff are advised of their position. Listed materials are checked regularly for stock level, use by date, contamination, etc. Materials in remote locations are very sparse as even plasters are now only allowed to be administered centrally due to the allergic reaction that some children have on their skin when exposed to the adhesive.
6. Adequate and appropriate first-aid provision will form part of the arrangements for all out of School activities. All groups will have a qualified first aider with them and so the first aid pack will be comprehensively stocked.
7. The number of certificated first-aiders will always be at least that number required by law. All such staff will be trained in first-aid by St. John's Ambulance staff to a basic minimum level of competence. This competence level has been agreed following discussion between the Governing Body and St. John's Ambulance staff.

DEALING WITH ACCIDENTS
If a pupil has an accident they should be sent to the first aider in the office along with another pupil/member of staff to explain the problem. Accidents only will be dealt with in the medical room and appropriate action taken. Any cuts and abrasions should be dealt with in accordance with the HIV preventative protocol.
In the case of distress a more relaxing and less clinical atmosphere is provided.

For the more serious accidents (other than minor cuts and abrasions) the pupil will be sent to hospital accompanied by a member of staff. Medical advice and common sense state that it is better for the patient to be waiting at a hospital, rather than at school, especially if complications develop, e.g. concussion.
Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be driven to casualty by a member of staff (with suitable car insurance) who will remain with the pupil until the parent(s) arrive. Parents should be:

- given the name of the Hospital to which their son/daughter has been taken;
- asked to attend the hospital as a matter of urgency;
- reassured to prevent parental distress and another possible accident as they travel to the hospital.

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_____ SCHOOL - P.E. DEPARTMENT
HEALTH & SAFETY - MANUAL HANDLING OPERATIONS

...r staff on the healthy and safe way to perform manual handling operations in order that they: know how to avoid hazardous manual handling operations so far as is reasonably practicable; know how to avoid hazardous manual handling operations that cannot be avoided; know how to reduce the risk of injury so far as is reasonably practicable.

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...and procedures which bring risks under control, i.e. the use of good lifting and lowering techniques.

Lowering		Lifting		Lowering		Lifting	
10 Kg	0 Kg	0.6 Kg	3.3 Kg	10 Kg	0 Kg	0.6 Kg	3.3 Kg
20 Kg	10 Kg	1.3 Kg	6.6 Kg	20 Kg	10 Kg	1.3 Kg	6.6 Kg
25 Kg	15 Kg	1.65 Kg	8.3 Kg	25 Kg	15 Kg	1.65 Kg	8.3 Kg
30 Kg	20 Kg	2.0 Kg	10.0 Kg	30 Kg	20 Kg	2.0 Kg	10.0 Kg
35 Kg	25 Kg	2.3 Kg	11.7 Kg	35 Kg	25 Kg	2.3 Kg	11.7 Kg
40 Kg	30 Kg	2.6 Kg	13.3 Kg	40 Kg	30 Kg	2.6 Kg	13.3 Kg
45 Kg	35 Kg	2.9 Kg	15.0 Kg	45 Kg	35 Kg	2.9 Kg	15.0 Kg
50 Kg	40 Kg	3.2 Kg	16.7 Kg	50 Kg	40 Kg	3.2 Kg	16.7 Kg
55 Kg	45 Kg	3.5 Kg	18.3 Kg	55 Kg	45 Kg	3.5 Kg	18.3 Kg
60 Kg	50 Kg	3.8 Kg	20.0 Kg	60 Kg	50 Kg	3.8 Kg	20.0 Kg
65 Kg	55 Kg	4.1 Kg	21.7 Kg	65 Kg	55 Kg	4.1 Kg	21.7 Kg
70 Kg	60 Kg	4.4 Kg	23.3 Kg	70 Kg	60 Kg	4.4 Kg	23.3 Kg
75 Kg	65 Kg	4.7 Kg	25.0 Kg	75 Kg	65 Kg	4.7 Kg	25.0 Kg
80 Kg	70 Kg	5.0 Kg	26.7 Kg	80 Kg	70 Kg	5.0 Kg	26.7 Kg
85 Kg	75 Kg	5.3 Kg	28.3 Kg	85 Kg	75 Kg	5.3 Kg	28.3 Kg
90 Kg	80 Kg	5.6 Kg	30.0 Kg	90 Kg	80 Kg	5.6 Kg	30.0 Kg
95 Kg	85 Kg	5.9 Kg	31.7 Kg	95 Kg	85 Kg	5.9 Kg	31.7 Kg
100 Kg	90 Kg	6.2 Kg	33.3 Kg	100 Kg	90 Kg	6.2 Kg	33.3 Kg

and Lowering from different heights – Gender Dependent
...e of using appropriate safety equipment and machinery...
...the advantage of breaks and changes of activity. Regular changes for short rests should be used to reduce muscle fatigue and...
...ring of health problems (temporary or not) that may affect their manual handling tasks. ...n to assessments.

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PACK 'A'
SAMPLE

SCHOOL RISK ASSESSME

PACK 'B'
SAMPLE

ACTIVITY / SITUATION: *Athletics*
SITE LOCATION: *School Fields, Playground, Pits & Indoors*
RISK ASSESSMENT REF: *PE10* SHEET: *1 of 2*
DATE: REVIEW DATE:
SIGNATURE OF ASSESSOR:

Persons at Risk				
Employees	Students	Other Users	Contractors	Public

NOTES ON RISK R SEVERITY:
A - Death, ma
B - 3 days abn
C - Minor inju
LIKELIHOOD:
1 - Extremely
2 - Likely to o
3 - Unlikely to
RISK LEVEL: H - I

ACTIVITY / PREMISES EQUIPMENT	Haz. No.	IDENTIFIED HAZARD	Employees	Students	Other Users	Contractors	Public	PRECAUTIONS
Running / Jumping	1	Pulled muscles caused by inadequate warm-up.	✓	✓				Provide warm-up t lesson. Also inclu groups.
	2	Slips and twists of lower limbs in wet conditions and / or uneven surface.		✓				Alert students to b conditions. Reque grounds staff.
	3	Puncture wounds from running spikes.		✓				Encourage student races and careles
	4	Collision injuries in pit and on runway.		✓				Ensure run-ups are previous competit
High-jump indoors	5	Slips on dusty floor and bruising caused by contact with hard surfaces.		✓				Advise cleaning st Check student foot adequate landing a
Throwing events	6	Shot, discus and javelin being sharp, heavy or unwieldy can cause bruising, cuts or puncture wounds when carried or being thrown.	✓	✓				Limit number of it vertical. Throw in
	7							Carry implements All stand behind th

STAGE 4. Establishing the level of risk.

A level of risk (description) posed by a particular hazard can be given a rating of either High, Medium or Low risk. Most common situations are likely to be classed as having a High or Medium risk. The level of risk index is a combination of the severity of the hazard and the likelihood of the hazard occurring and allows the Level of Risk description to be applied.

LEVEL OF RISK (Index) = Severity of the hazard / Likelihood.

The Severity of the hazard is categorized below:

Severity of the Hazard	Index
CATASTROPHIC or CRITICAL - can result in serious/major injuries or fatalities. Also includes serious damage or loss of personal property.	A
MARGINAL - can cause injury/illness requiring first aid, out-patient treatment, counselling, absence from work. This may well include 'serious or persistent verbal abuse'. Also includes some significant damage or loss of personal property.	B
NEGLECTIBLE - will not result in injury/illness but could lead to a feeling of being at risk or distressed. Some minor damage or loss of personal property.	C

The Likelihood is categorized below:

Likelihood	Index
EXTREMELY LIKELY - likely to occur immediately	1
LIKELY - likely to occur at sometime	2
UNLIKELY - unlikely to occur	3

Levels of risk (indexes) are therefore described as A1/A2/A3 or B1/B2/B3 or C1/C2/C3.

The Level of Risk will indicate the likely Control Procedures and Review Frequency:

Level of Risk (Description)	Level of Risk (Index)	Control Action	Review Frequency (at least)
High	A1	Take immediate action, e.g. withdraw equipment from use, change procedures or personnel, etc.	Termly (4 months)
	B1/A2	Plan to quickly reduce the level of risk. Use judgement to assess priorities.	
Medium	A3/B2/C1	Plan to reduce the level of risk, even further if this is possible. Monitor standards and procedures regularly.	Annually
Low	B3/C2/C3	Monitor standards and procedures biennially to ensure that risk level does not increase.	2 Years

ORDER FORM

DESCRIPTION	STOCK CODE	FORMAT/CONTENTS (PC WINDOWS)	COST: (£) Ex. VAT	COST: (£) Inc. VAT	QTY	SUB TOTAL Inc. VAT
P.E. SAFETY MANAGEMENT PACK 'A'	PEACD	PE RISK ASSESSMENTS (CD ROM) Full Site Licence Included	£50	£60.00		
P.E. SAFETY MANAGEMENT PACK 'B'	PEBCD	PE SAFETY POLICIES (CD ROM) Full Site Licence Included	£30	£36.00		
SUPER BUNDLE!	PEAB	PE RISK ASSESSMENTS & SAFETY POLICIES (Packs A & B on CDROM) Full Site Licence Included	£75	£90.00		


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