

## Risk Assessment

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| <b>A</b> | <b>Date:</b><br>01/09/18  | <b>Division / School:</b><br>Hindsford Primary School | <b>Team:</b><br>E Holden (Headteacher)<br>J Mitchell (Health & Safety Officer)<br>R Sims (PE Subject Leader)<br>B Bennett (Health & Safety Governor) | <b>Location:</b> Wigan   |
|          | <b>Reviewed:</b> 01/09/19<br><b>Reviewed:</b> 01/09/20 – Amended section in response to Covid-19<br><b>Next Review Date:</b> 01/09/21 |   | <b>Assessor:</b> M Wigman  | <b>Manager:</b> E Holden |

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| <b>B</b> | <b>Assessment of Risk</b> for Indoor Sports/PE Risk Assessment |
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| <b>C</b> | <b>List Hazards Here</b> | <b>List Groups of People at Risk</b> | <b>List Existing Controls</b>  | <b>Risk Level</b> |
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| 01       | General                  | Staff<br>Pupils<br>Visitors          | <p>Ensure that the room/area which PE takes place in is assessed for suitability of activity i.e. space, windows etc.</p> <p>Inspection of the room/area carried out before activity takes place – i.e. remove any obstacles.</p> <p>PE to be taught by qualified sport coaches/PE teacher.</p> <p>All areas required for access and egress are clearly marked to ensure unobstructed.</p> <p>Pupils are informed of the importance of good behaviour; acceptable pupil behaviour during sport activities is included within the School Code of Conduct. Continuous reiteration of rules to pupils carried out as part of teaching staff supervisory role.</p> |                   |

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| 02 | Manual Handling – Moving Equipment | <p>Staff</p> <p>Pupils</p> | <p>Manual handling risk assessments carried out, as required for any significant handling of loads.</p> <p>Training to be given on putting out the climbing frames and safety checks of how to secure them to the ground.</p> <p>PE equipment only to be carried by two members of staff at waist height.<br/>Children to only carry the equipment if supervised by a teacher/coach with the following guidelines:<br/>Benches – 4 children – one at each end &amp; two either side of the bench in the middle.<br/>Mats – 4 children – one at each corner of the mat.<br/>Table Top Jump Stands – 4 children – one at each corner of the stand.</p>  |  |
| 03 | Sports Equipment                   | <p>Pupils</p> <p>Staff</p> | <p>All equipment to be suitable for the activities being undertaken; used, stored and maintained as instructed by the supplier/manufacturer.</p> <p>All equipment requiring maintenance marked with unique identification code/number and listed on an inventory of work equipment – i.e. benches, mats, climbing frames.</p> <p>Specific risk assessments carried out for all specialist sports equipment used that poses additional hazards <i>detail applicable equipment types e.g. trampolines, climbing equipment.</i></p> <p>All staff instructed to undertake pre-use visual checks of equipment for signs of damage or deterioration.</p> <p>Pupils provided with local instruction in the correct and safe use of equipment.</p> <p>All staff informed of school fault/hazard reporting procedure, all damaged/faulty equipment is marked or tagged and taken out of use.</p> |  |
| 04 | Sports Activities                  | <p>Staff</p> <p>Pupils</p> | <p>Areas used are appropriate for activity type and are marked out accordingly. Sufficient floor space made between different activities being undertaken at the same time.</p> <p>Competence of all PE staff determined by appropriate levels of qualification and experience for activities being undertaken.</p> <p>Teacher to student ratios are determined by considerations including facility layout design, planned activities and equipment type, pupil ages and known/expected behaviour.</p>   |  |

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|    |   |                            | <p>Pupils are informed in advance of the appropriate sports clothing requirements of planned activity types – PE Kit Policy.</p> <p>General dress code within the department includes removal of jewellery and ensuring hair is tied back.</p>   |  |
| 05 | Slips, Trips and Falls                              | <p>Pupils</p> <p>Staff</p> | <p>All area's surfaces meet the required standards for activities undertaken and are maintained to ensure adequate cleanliness, stability and evenness of surface <i>detail general standard of floor surface e.g. wooden flooring</i></p> <p><i>Detail location of any specific anti-slip or other specialist floor surface within the department.</i></p> <p>Staff pre-use inspection of floor area carried out to ensure in good general condition with no foreign objects present.</p> <p>All pupils instructed to wear correct footwear type for floor surface.</p> <p>All spillages cordoned off and cleaned immediately. Surface use is prevented until area is sufficiently dry.</p> <p>Cleaning methods correct to flooring type, all areas cordoned when cleaning.</p> |  |
| 06 | Lighting  | <p>Pupils</p> <p>Staff</p> | <p>Lighting levels adequate for activities being undertaken. Light fixtures/fittings suitable for the area they are used <i>e.g. protective covers/grills fitted on strip lighting fixtures.</i></p>   |  |
| 07 | <p>Welfare (General)</p> <p>First Aid Provision</p> | <p>Pupils</p>              | <p>Adequate sanitary, changing and showering facilities provided.</p> <p>Appropriate storage for personal clothing provided.</p> <p>First aid provisions in place: See School First Aid Policy</p> <p>Inhalers for asthma available in the school office.</p> <p>Any medical needs identified and shared with teacher/coach.</p>   |  |

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| 08 | Pupil Exhaustion and Injury | Pupils | <p>Pupils taught effectively at appropriate levels of progression and expected performance for their development.</p> <p>Appropriate pupil warm-up/down and physical conditioning carried out as part of each lesson.</p> <p>Individual specific needs and medical restrictions considered.</p> |  |
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| D | Controls                         | E To be Completed by the Manager.  |                    |                               |                                 |
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|   | Any Additional Controls Required | Action to be Taken   | By Whom            | Target Completion Date        | Task Completed (Signed & Dated) |
|   | Covid – 19                       | <p>Children to, where possible, be taught outside for PE.</p> <p>Children to be taught in groups of 15 if inside. Children to use the space in all of the hall.</p> <p>Children to come to school dressed for PE.</p> <p>Teachers to maintain social distancing when teaching PE.</p> <p>Teachers to avoid any activities involving physical contact such as shared balances, holding hands etc.</p> <p>Windows and doors to be open when teaching PE.</p> <p>Hand gel to be used when entering the hall and exiting the hall.</p> <p>All equipment must be wiped down or sprayed before being re-used.</p> <p>Classes not to share equipment wherever possible.</p> | All staff & pupils | From September 2020 – ongoing | Elaine Holden                   |

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| F | <p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b><u>Low</u></b> </p> | <p>Risk assessment signed off by:</p> <p>Signature: </p> <p>Date: 01/09/16</p> |
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