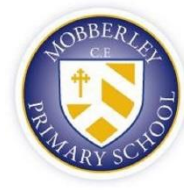




OPEN HEARTS · OPEN MINDS · OPEN DOORS



***ASK AND IT WILL BE GIVEN TO YOU: SEEK AND YOU WILL FIND IT:  
KNOCK AND THE DOOR WILL BE OPENED TO YOU - MATTHEW 7:7***

## **March 2024** **Physical Education Health and Safety Policy**

### **Safety Issues – Safe Teaching, Teaching Safety**

All teachers should make themselves aware of the health and safety arrangements for the areas of activity that they are teaching. This school follows the “Safe Practice in Physical Education, Physical Activity and School Sport” (2020) guidance provided by the Association for Physical Education (afPE). This is a comprehensive guide to safe practice and managing risk in PE and should be referred to regarding any aspect of Health & Safety

### **Managing Risk**

Good teaching and therefore safe teaching in PE are achieved where a balance between appropriate challenge and acceptable risk is illustrated and the likelihood of injury occurring is minimised. Anticipating possible risks can help in the planning of effective risk management strategies. A logical and structured approach to preparation, referred to as ‘**forethought**’, is an essential part of effective teaching, managing and learning.

Where this process reveals a risk that cannot be sufficiently managed, then the planning needs to be reviewed.

The importance of safety in PE is stressed when pupils enter the school and pupils are continually reminded of the need to look after themselves and others whenever they are participating in PE, sport or playing in the playground. Planning includes opportunities for explicit teaching of safe practice, particularly in potentially dangerous areas like the swimming pool, gymnastics hall and playground.

Teachers in school are encouraged to carry out dynamic risk assessments prior to every PE lesson. This will involve a quick overview of the teaching environment and equipment, which is then matched with the planned lesson content to assess whether it is safe to proceed or use an alternative approach.

It is the duty of all members of staff, i.e., teachers, trainee teachers, teaching assistants and other support staff:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work
- to be familiar with this health & safety policy by periodic reference to it
- to follow its provisions
- to cooperate with other members of staff in promoting health and safety. Students should always be encouraged to develop a strong sense of 'health & safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures.

### **Health and safety roles Duties, functions and tasks**

This Health and Safety Policy is designated to the subject coordinator who has the particular function of maintaining this policy document. This policy is reviewed annually.

### **Communications**

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the subject coordinator. All staff across the school have access to this policy. A copy is kept on our school website. Any new instructions made by the school are communicated to all staff.

### **Monitoring and checking**

The school expects staff to ensure the implementation of this policy.

### **Training policy**

The person with the task of seeing that training is provided is the subject coordinator. This department follows guidance in AfPE 'Safe Practice in Physical Education and School Sport' - 2020 edition. Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times. This also applies to people following a Graduate or Registered Teacher Programme. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Learning Area Leader.

Risk

### **Clothing & Personal Effects**

Students should wear clothing that is **fit for purpose** according to the physical education, school sport and physical activity (PESSPA) activity, environment and weather conditions.

#### **Indoor and Outdoor Clothing**

For indoor sessions, it should be light and allow good freedom of movement, without being baggy or loose.

For classroom-based movement in a limited space or **playground activity**, it is acceptable for children to remain in their school uniform as during this type of activity, children work within a small area or on the spot, and safety concerns linked with slips, trips and falls are reduced.

Clothing for outdoor lessons will allow good freedom of movement, but will also need to offer some insulation from **cold weather** in the winter months, when additional layers are advisable (for instance their Mobberley hoodie/fleece and/or a coat.

In **hot weather**, protection from the sun is advisable therefore children can wear caps and loose, light clothing. Parents will be advised to provide suncream protection for their children to apply.

### **Religious and cultural clothing**

To maximise safe and meaningful participation, the school and staff will use sensitive management when dealing with any concerns arising from the wearing of certain items of clothing specific to religious requirements.

The school will ensure that:

- Any clothing worn to comply with a faith commitment should be appropriate to the PE activity. Clothing should be comfortable and allow for freedom of movement, while not being so loose as to become a hazard.

### **Clothing for PE – staff**

Clothing and **correct attire** for a particular PE activity represent important features of safe practice that apply in equal measure to both staff and students. Staff should always endeavour to wear appropriate clothing for teaching physical education. On the rare occasions that this proves difficult or impractical, a change of footwear and removal of jewellery should always be undertaken.

### **Footwear**

All **staff and students need to wear** footwear that is appropriate for the lesson location and, ideally, for the PE activity being taught. Children need footwear that is capable of transmitting feel for the movement and the surface they are working on.

In gymnastics, **barefoot work** is the safest, whether on floor or apparatus, because the toes can grip. Barefoot work in both gymnastics and dance can improve aesthetics by allowing the foot and toes to move through a full range of flexion and extension, which in turn strengthens the muscles, bones and joints.

**Outdoor footwear** for games and athletics may vary according to the playing surface.

All footwear should be of the correct **size** and correctly **fastened** in the manner of its design to ensure appropriate support for the ankles. It is important that teachers check to ensure footwear has the required specification and provides the necessary support for safe participation.

### **Personal effects, including jewellery**

Personal effects, such as jewellery, watches, hair slides should ideally always be **removed** to establish a safe working environment.

The following procedure should be applied at the commencement of every lesson:

- **All personal effects** should be removed. Staff should always give a verbal reminder to students and, where necessary, visually monitor the group and/or individuals.
- If items cannot be removed, staff need to take action to try to **make the situation safe**. In most cases, this may mean ensuring that children with studded earrings must ensure that they are covered/taped.

### **Sensory Aids**

- A balanced judgement should be made as to whether wearing the item constitutes a greater or lesser risk to the wearer and to the group in those activities where physical contact is absent.
- Spectacle wearers should be encouraged to secure their spectacles using appropriate tabs or bands prior to play. Parents should be asked to provide shatterproof lenses in spectacles or ideally plastic lenses whenever the participant relies on wearing spectacles during PE.

**Medical bracelets:** Recent developments in the manufacture of **medical-aid wristbands** have resulted in products with an acceptably low risk factor (ie soft materials, Velcro fastenings). Such items should be acceptable for most PE activities without need for removal.

### **Staff should always try to avoid complete exclusion from a lesson due to the student being unable to remove personal effects.**

In all cases, where removal of personal effects or making safe an item is not possible, strategies to enable safe participation in the lesson need to be introduced. The student should be involved in all the learning, but adaptations will need to be made in terms of how they take part in the practical aspects of the lesson. The student can contribute to group planning, designing and tactical discussions, but can have different tasks assigned to them during the practical elements of the lesson (e.g. individual skills practices, peer coaching, observation and feedback tasks, or officiating in a games context).

**Staff** also need to be mindful of their own adornments, and remove them prior to teaching physical education. The wearing of **rings** and large hooped or drop earrings, for instance, has been responsible for unnecessary injury in the past, and represents a hazard to both staff and students involved in the lesson.

**Long hair** worn by both staff and students should be tied back with a suitably soft item to prevent entanglement in apparatus and to prevent vision being obscured.

## **Activities and procedures** **Sporting events**

The School offers a range of sporting activities throughout the year. We endeavour to arrange matches with other local schools throughout the year and information including team lists, venues, travel times and the staff contact will always be passed

to the selected pupils and parents via email and letter. Permission for participation is requested in order to attend each event. If attending an event that is away from Mobberley Primary School, staff will have permission of attendance as well as an awareness of travel arrangements **made by the parents/guardians of the child.**

### **Maintenance of equipment**

Any equipment requiring maintenance must be reported to the subject coordinator. It should be removed from use until such times as any maintenance or replacement is completed. PE staff at the School will visually check all equipment prior to use and damaged equipment will not be used. On a termly basis, all relevant equipment that is planned on being used will be checked over.

### **Emergency procedures**

#### **Fire**

Staff will follow the school procedures in case of a fire alarm.

### **Reporting procedures**

Injuries or suspected injuries to a pupil or of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury requiring First Aid, the accident must be logged in the accident log, with a copy kept in the First Aid file and a copy given to the parent or guardian of the child.

In the case of injuries requiring hospital treatment, any report then must be returned to the SLT and office staff.

### **Coaches/Officials/Supporters**

It is essential that all external coaches that assist during curricular and extra-curricular time have provided the school with information needed. All external coaches, officials and supporters **that enter the school** must sign in at the Main Office on their arrival on site.

### **School sporting events procedure**

- Designated teacher or coach identifies the team for a particular fixture, which will generally include a team captain, the team, substitutes and reserves (those who might be required should a member of the team or substitute withdraw).
  - A letter or email will be sent to parents/guardians to pupils. Permission **MUST** be given in order for a child to play/attend an event. If the event is away from Mobberley Primary School, the school must have information of the travel arrangements made by parents/guardians.
- A list is given to the office, with fixture details and **MUST** include: Match date, team, sport, venue and departure, full team list and the contact name of the teacher who **MUST** be notified if any player is unable to play.

- The member of staff must have a team list with them at all times in case of an emergency.
- The member of staff leading the fixture must ensure they have a First Aid Kit and any necessary medication for children (e.g. personal inhaler) at all times.

## Risk Assessment

<b>A</b>	<b>Date Written:</b> 03/09/23	<b>School:</b> Mobberley CofE Primary School	<b>Team:</b> H Whalley	<b>Location:</b> Cheshire East
	<b>Reviewed:</b> 01/09/23  <b>Next Review Date:</b> 09/24		<b>Assessor:</b> H Whalley	<b>Headteacher:</b> D Stenson

<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>
01	General	Staff  Pupils  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/ teacher.</p> <p>All areas required for access are clearly marked to ensure unobstructed.</p> <p>Pupils are informed of the importance of good behaviour. Continuous reiteration of rules to pupils carried out as part of teaching staff supervisory role.</p>	Low

02	Manual Handling – Moving Equipment	Staff  Pupils	<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><b>Heavy PE equipment such as benches, frames</b> only to be carried by two members of staff at waist height.</p> <p>Children to only carry equipment if supervised by a teacher/coach with the following guidelines: Benches – 4 children – one at each end &amp; two either side of the bench in the middle. Mats – 4 children – one at each corner of the mat. Table Top Jump Stands – 4 children – one at each corner of the stand.</p>	Low
03	Sports Equipment	Pupils  Staff	<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><b>Subject coordinator and all</b> staff informed of school fault/hazard reporting procedure, all damaged/faulty equipment is marked or tagged and taken out of use.</p>	Low
04	Sports Activities	Staff  Pupils	<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>	Low



			<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	Pupils Staff	<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 as shown in P.E. Policy.</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>	Low
06	Lighting	Pupils Staff	<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>	Low
07	Welfare (General) First Aid Provision	Pupils	<p>Children to come into school wearing P.E. kits.</p> <p>If changing after an extra-curricular activity, children will be provided with private changing facilities.</p> <p>First aid provisions in place: See School First Aid Policy</p> <p>Inhalers for asthma regularly checked by lead first aider.</p> <p>Any medical needs identified and shared with teacher/coach.</p>	Low

<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>  <b>High</b> <b>Medium</b> <b><u>Low</u></b>	<b>Risk assessment signed off by:</b>  <b>H.WHALLEY</b>  <b>Date: 03/09/23</b>
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