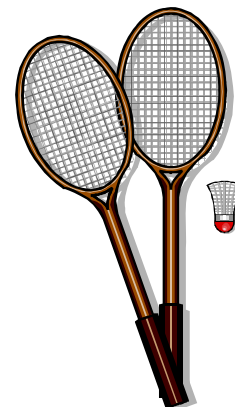




**May 2006**

To: Heads of all Establishments/Settings  
Cc's Governors/Management Committees  
Trade Union Safety Representatives  
Employee Notice Boards  
Intranet

**PHYSICAL EDUCATION SAFETY**



**Health and Safety Policy for  
Physical Education and School Sports in  
Secondary and Special Schools**



The following documents have been adopted by Oxfordshire County Council – as Policy & Practice in Physical Education & School Sports. This **does not** of course remove the need for **individual risk assessment to be carried out by members of staff in charge of an activity.**

B.A.A.L.P.E. Safe Practice in Physical Education  
2004 Edition  
ISBN 1-902523-68-7

[baalpe - british association of advisers and lecturers in physical education](http://www.baalpe.org/publications.htm)

<http://www.baalpe.org/publications.htm>

[Out and About with Oxfordshire 3](#)  
(Oxfordshire County Council)

**Published by: Health and Safety Team, Human Resources  
Children, Young People & Families**

Continued

## POLICY

**A statement of policy should include the following as a minimum:-**

- The staff teaching physical education will comply with the school safety policy and take account of National / LEA recommendations and guidelines
- Staff will develop and use safe procedures within all areas of physical education
- It is the responsibility of all staff to be aware of potential hazards and act accordingly
- There is a statutory requirement to teach the principles of risk assessment as part of the National Curriculum (Refer to [Teachernet.gov.uk](http://Teachernet.gov.uk) for further details)
- Staff will ensure that risks to health and safety are minimised by vigilance, particularly in respect of apparatus and equipment used to teach safe practice and awareness of obvious, presumed and anticipated hazards

**Staff should ensure that adequate risk assessment has been made before starting activities.**

### Five Steps to Risk Assessment

**Look for the hazards**



**Decide who might be harmed and how**



***Evaluate the risk and decide whether the existing precautions are adequate or whether more should be done***



**Record **significant** findings**



**Review the assessment and revise it if necessary**

## PRACTICE

### **The Head of the Physical Education Department or Physical Education Co-ordinator must:-**

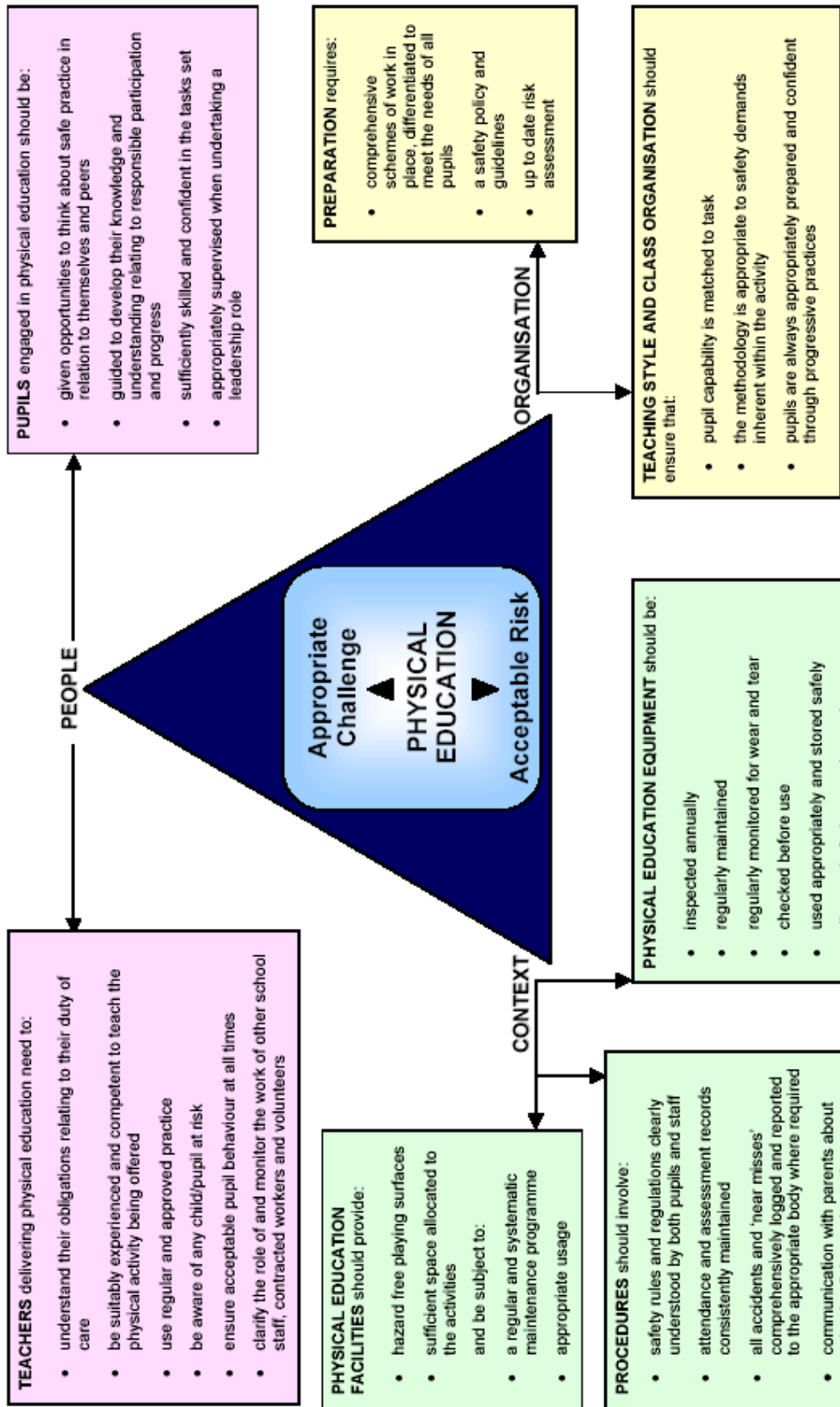
- Audit, formulate and monitor Physical Education health and safety procedures
- Formulate and monitor safe systems of work and inform staff, coaches and volunteers (AOTT's) of relevant health and safety regulations
- Ensure health and safety matters are a standing item at each staff meeting
- Ensure all school/college staff, coaches and volunteers (AOTT's) are appropriately trained and competent in the activities undertaken, which should be relevant to the age and competency of the pupils
- Ensure all PE staff have a current minimum Health & Safety Executive (HSE) approved basic First Aid training as an Appointed Person. [Health & Safety Procedures - First Aid at Work](#) This is required for **all** off-site activities
- Full first aid (4 day) training may be required for some staff
- Act upon information received from staff coaches and volunteers (AOTT's) regarding faulty equipment
- Ensure that regular checks of all apparatus and equipment are carried out before use and maintained to prescribed standards
- Allocate resources within his/her control on matters of health and safety
- Ensure specific risk assessments are recorded
- Ensure that Adults Other Than Teachers (AOTT) are competent through regular formal monitoring and observation of sessions  
[Health & Safety Procedure - Adults Other Than Teachers.pdf](#)

### **The Teachers of Physical Education need to: -**

- Work within the departmental policy and follow recognised safe working practices
- Keep up to date with current methodology and where required hold appropriate professional / NGB awards in the activities taught
- Check safety and suitability of all apparatus and equipment before use
- Take all reasonable care of the students in their charge
- Inform other staff and the Head of Physical Education of known potential hazards and take appropriate action

- Be appropriately trained in First Aid (HSE approved Appointed First Aider) [Health & Safety Procedure - First Aid at Work](#)
- Investigate accidents and dangerous occurrences as well as near misses to help prevent reoccurrence and report them to the Head of Establishment (see [RIDDOR](#) procedure)
- Be a current Appointed Person / First Aider when conducting all activities off-site

# SAFE PRACTICE IN PHYSICAL EDUCATION



For further information see the DYES commended BAALPE publication

'Safe Practice in Physical Education', 1999 (millennium) edition

Available from: [www.baalpe.org](http://www.baalpe.org) or telephone 01746 769467

Copies of this poster are available from: DYES Publications at [www.teacher.net](http://www.teacher.net), gov.uk/pesafety or telephone 0845 6022260

department for

education and skills



## GENERAL PROCEDURES

Specific reference must be made to B.A.A.L.P.E. 'Safe Practice in Physical Education School Sports', and poster in conjunction with this section.

### Staff, Coaches, Volunteers (AOTT's) and Students

- All staff, coaches, volunteers (AOTT's) and students should understand and adhere to Oxfordshire County Council health and safety policies at all times and make reference to National recommendations and guidelines when appropriate
- All staff, coaches and volunteers (AOTT's) should ensure that they comply with any specific regulations related to particular activities
- Based on a suitable and sufficient risk assessment all staff and pupils should wear appropriate clothing and footwear and remove jewellery before participating in any physical activity, if jewellery cannot be removed for a specific reason it must be made safe, (i.e. covered) during the activities
- No students should use apparatus or equipment unless under direct supervision of a competent person
- All accidents to staff, coaches, volunteers (AOTT's) and students must be reported and appropriate action taken including the completion of an Accident Report Form (AR1). (see [RIDDOR](#) procedure)
- Students should be taught about the hazards, risks and the risk controls within this subject (Refer to the Health & Safety procedure "Teaching Safety": <http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf> for further details)
- Students should have appropriately planned supervision when undertaking a leadership role

### Equipment and Facilities

- Equipment, apparatus & facilities must be [annually inspected](#) by an independent competent contractor, and regularly maintained
- Equipment, apparatus & facilities should be regularly monitored and checked before use
- Equipment and apparatus, which is purchased, should conform to British Standards or European Standards and be maintained to that standard
- All equipment and apparatus should be used appropriately and stored safely

- Any equipment or apparatus, which is unsafe, must be removed from use
- Arrangements need to be made to safely dispose of condemned items
- A first aid container with appropriate contents must be readily available for use



**For Further Information and Advice:**

**General:** Health & Safety Team

Tel - **01865 816464**