PHYSICAL EDUCATION SAFETY

Health and Safety Policy for Physical Education & School Sports in Nursery, Foundation Stage, Primary, Special Schools & Units

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 and School Sports
2004 Edition
ISBN 1- 902523-68-7
baalpe - british association of advisers and lecturers in physical education

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

Out and About with Oxfordshire 3
(Oxfordshire County Council)

Continued…
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 current 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 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.

**Five Steps to Risk Assessment**

1. **Look for the hazards**
2. **Decide who might be harmed and how**
3. **Evaluate the risk and decide whether the existing precautions are adequate or whether more should be done**
4. **Record the significant findings**
5. **Review the assessment and revise it if necessary**

Staff should ensure that adequate risk assessment has been made before starting activities.
The Person responsible for Physical Education must:-

- Audit, formulate and monitor Physical Education health and safety procedures
- Formulate and monitor safe systems of work and inform staff, coaches, volunteers (AOTT's) of relevant health and safety regulations
- Ensure health and safety matters are a standing item at each staff meeting
- Ensure all staff coaches, volunteers (AOTT's) are appropriately trained and competent in the activities undertaken.
- Activities undertaken by a competent person need to be matched to the age and ability of the pupils
- Act upon information received from staff 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

The Head of Establishment must:-

- Ensure that Adults Other Than Teachers (AOTT) are competent – through regular observation and monitoring [Health & Safety Procedure - Adults_Other_Than_Teachers.pdf]
- Ensure there is appropriate access for staff to relevant professional development opportunities related to safe practice in PE
- Ensure that there is access to a current Health & Safety Executive approved trained Appointed Person / First Aider, including all off-site activities

All Teachers of Physical Education needs to:-

- Work within the school subject policy in relation to specific activities and follow recognised safe working practices. Seek advice and guidance when required
- Check safety and suitability of all apparatus and equipment before use
- Take all reasonable care of the pupils in their charge
- Inform other staff and the Head of Establishment known potential hazards and take appropriate action
- Investigate accidents and dangerous occurrences as well as near misses to help prevent reoccurrence and report them to the Head of Establishment
- Be a current Appointed Person / First Aider when conducting all activities off-site
SAFE PRACTICE IN PHYSICAL EDUCATION

TEACHERS delivering physical education need to:
- understand their obligations relating to their duty of care
- be suitably experienced and competent to teach the physical activity being offered
- use regular and approved practice
- be aware of any child/pupil at risk
- ensure acceptable pupil behaviour at all times
- clarify the role and monitor the work of other school staff, contracted workers and volunteers

PEOPLE

PUPILS engaged in physical education should be:
- given opportunities to think about safe practice in relation to themselves and peers
- guided to develop their knowledge and understanding relating to responsible participation and progress
- sufficiently skilled and confident in the tasks set
- appropriately supervised when undertaking a leadership role

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FACILITIES should provide:
- hazard free playing surfaces
- sufficient space allocated to the activities and be subject to:
  - a regular and systematic maintenance programme
  - appropriate usage

PROCEDURES should involve:
- safety rules and regulations clearly understood by both pupils and staff
- attendance and assessment records consistently maintained
- all accidents and ‘near misses’ comprehensively logged and reported to the appropriate body where required
- communication with parents about school policies and practice

PHYSICAL EDUCATION EQUIPMENT should be:
- inspected annually
- regularly maintained
- regularly monitored for wear and tear
- checked before use
- used appropriately and stored safely
- disposed of when condemned

CONTEXT

Appropriate Challenge

PHYSICAL EDUCATION

Acceptable Risk

ORGANISATION

PREPARATION requires:
- comprehensive schemes of work in place, differentiated to meet the needs of all pupils
- a safety policy and guidelines
- up to date risk assessment

TEACHING STYLE AND CLASS ORGANISATION should ensure that:
- pupil capability is matched to task
- the methodology is appropriate to safety demands inherent within the activity
- pupils are always appropriately prepared and confident through progressive practices
GENERAL PROCEDURES

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

**Staff, Coaches, Volunteers (AOTT’s) and Pupils**

- All staff, coaches, volunteers (AOTT’s) and pupils 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 should ensure that they comply with any specific regulations related to particular activities.

- Based on a suitable and sufficient risk assessment all staff, coaches, volunteers (AOTT’s) 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 pupil should use apparatus or equipment unless under direct supervision of a competent person.

- All accident to staff, coaches, volunteers (AOTT’s) and pupils must be reported and appropriate action taken including the completion of an Accident Report Form (AR1). (See **RIDDOR** procedure)

- Pupils 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](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf) for further details)

**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