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

Out and About with Oxfordshire 3
(Oxfordshire County Council)
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 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

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 significant findings
5. Review the assessment and revise it if necessary
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

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 of and monitor the work of other school staff, contracted workers and volunteers

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

PHYSICAL EDUCATION 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

PREPARATION requires:
- comprehensive schemes of work in place differentiating 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

For further information see the DfE's recommended BAALPE publication 'Safe Practice In Physical Education', 1998 (millennium) edition
Available from: www.baalpe.org or telephone 01749 764857
Copies of this poster are available from DfE Publications at www.teachernet.gov.uk/safety or telephone 0845 6022260
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