

**PE DEPARTMENT**

**HEALTH AND SAFETY POLICY**

***Outwood Academy Ripon***

Policy Created August 2014

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## **Physical Education**

Outwood Grange Academies Trust is committed to safe practice in physical education and recognises that the academies and the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well being of others. This should be a planned and intentional aspect of the curriculum.

The academy follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education.

### ***Implementation***

The Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with.

The Head of PE is also responsible for completing an Association for Physical Education (afPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

### ***Staff competence and qualifications***

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

### ***Manual handling and storage of equipment***

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively

to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

### ***Apparatus Handling by Students***

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics. However this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The academy will make arrangements to enable students to learn how to handle equipment safely according to their age and strength.

### ***Inspection of equipment***

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept. PE department staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of the area/room prior to use to ensure any hazardous objects are removed. Games posts to be kept in good condition, lighter portable posts secured to prevent them falling over free standing posts secured and all posts checked regularly.

### ***Hazards and equipment defects***

It is the responsibility of everyone in the PE department to notify the Head of Department of any hazards, e.g. defects to equipment, so that appropriate action can be taken. If the Head of Department considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.

### ***Sporting Fixtures***

The level of supervision should be at least in the ratio of one teacher to 15 students. At the end of a fixture, staff must ensure that all students are supervised until they are collected.

The use of students' cars to transport other students is not allowed.

### **Effective Safety Management in PE:**

The effective management of safety for an academy P.E. Department has four components:

1. Risk assessment and planning before a lesson.
2. Organisation of routines during and between lessons to include:
  - i. the checking of equipment to be used
  - ii. the use of appropriate kit, etc;
  - iii. checking all P.E. areas are free from sharp objects and broken glass;
  - iv. location of safety equipment;
  - v. reporting accidents.
3. Control to include:

- i. Where to find safety information.
  - ii. Regular safety checks.
4. Monitor and Review - including procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

## **SECTION 1.**

### **Risk assessment and planning before a lesson.**

All Departmental staff are required to familiarise themselves with the health and safety policies of the Academy and the Department, copies of risk assessments of the different facilities which must be retained in the Departmental office or in electronic format in an accessible location.

Before a lesson starts staff should:

1. Have carried out a risk assessment, this can be done visually e.g. checking of the surface and checking of equipment before this is handed out. Should any equipment be faulty this must not be used and at the end of the lesson either signed to ensure it isn't used by anyone else or removed from its location to be fixed.
2. Have procured any necessary safety equipment and undertaken any safety measures.
3. Know when to use particular facilities and equipment.
4. Staff should have access to a record of the quantity and condition of all items of equipment that is to be used by the students.

### **Additional Notes/Equipment set up etc.**

Risk assessment is a process that has several components:

1. Identify hazards. N.B. These can be routine, e.g. lifting five a side goals, or the throwing of a basketball to an inattentive pupil (which can break a finger). If activities are well-managed, and the students concerned are carefully supervised, then the element of risk will be minimised or removed.
2. Look at cause and effect e.g. a large class size may adversely affect the safety of the people in a gym/sports hall. Therefore the number of students allocated to any one group is ideally restricted to help enable adequate and safe use of the equipment/facilities in each gym/sports hall. E.g. supervision levels may significantly affect the level of risk. That 'class size' is likely to average between 28 to 30 students. However, once you move away from 'normal' things should change.

So:

- A class with a high number of students with special physical or learning needs
- A class with a high number of behavioural issues
- A 'setted' or banded lower ability group

All of the above would mean reducing the class size or using additional staff.

In addition if the staff member is:

- An NQT
- New to the academy
- Inexperienced
- Lacking in confidence in that activity

All of these should have a bearing on the class size

Finally if the activity is a higher risk activity such as:

- Trampolining
- Swimming
- Some athletics events

This would also mean reducing the ratio.

The lists above are not exhaustive, each situation will be assessed, and a decision made having weighed up the circumstances such as those in the lists above.

3. Examine methods of work.

In each of the P.E. halls/gymnasia certain major areas should be clearly defined, e.g.

- where students perform the activities;
- where large items of equipment are cited;
- where smaller items of equipment are stored;
- where information/rules/work is displayed.

The floors must be kept clean and dry, and adequate lighting, in terms of its location and brightness must be provided. Where applicable, there must be prominent signs warning of specific dangers and safety rules.

4. Investigate the safety literature for advice.

5. Remove hazards where possible. Clearly good class management and supervision are crucial to this.

6. Estimate any costs incurred in changing practice and obtain or request relevant funding.

7. Implement new practices.

8. Review the changes - is the risk better or worse?

**In case of emergency staff should already:**

1. Be familiar with evacuation procedures in case of fire or other emergency.
2. Know the location and identity of the officer trained in first aid.

## **SECTION 2.**

### **Organisation of routines during and between lessons.**

1. Teachers should make frequent references to the rules and procedures applicable to a particular area or activity. A list of the Department's general rules and procedures, together with a list of those specific to the area, must be prominently displayed in each gym/sports hall.
2. Procedures and expectations before, during and after the PE lesson are communicated to students at the start of each academic year and then continually referred to throughout the year by staff individual teachers.
3. Supervision when changing: When the gender of the teacher / students allows staff should be present in the changing rooms whilst students are changing however if the teacher is teaching an opposite gender group or a mixed sex group then it isn't appropriate to be in the changing rooms. The following procedure should be followed:
  - Nominate two responsible / reliable students in each group to take on the role of informing the staff member of any incidents that might occur in the changing area.
  - These students should be identified prior to the lesson and be fully aware where the member of staff is located

This scenario is used in the case where one staff member is taking a mixed gender group, and, for example only male PE staff is teaching in the department at the time even though female students are being taught and need to change.

Different attitudes towards privacy and safeguarding issues do mean that academies have to adopt safe, vigilant and reasonable procedures to changing. This may mean that constant supervision is not the best method. Safety must never be compromised; a staff member will always be on hand.

4. When PE is located on the field, staff should have with them an Academy radio to allow for contact to be made to the Academy first aid or member of SLT should the situation require.

## THE P.E. DEPARTMENT SAFETY CODE FOR STUDENTS

The gym/sports hall is a much safer place to work if you follow this code:

### Before the lesson starts you must:

1. Line up at the correct meeting point.
2. Wait sensibly for your teacher to register you.
3. Then enter the changing rooms in a sensible manner and get changed into your PE kit.
4. Ensure that you are wearing the correct PE kit including a hair bobble. Required PE kit is listed in your planner.
5. NO food or drink (except water) should be consumed in the changing rooms.
6. When you are ready meet your teacher at the appropriate area or meeting point.

### On route to your lesson:

1. **Never** go into your activity area without **permission**.
2. **Never** enter store cupboards unless accompanied by a member of staff.
3. **Always walk** to your activity area and **never run** or push anyone.

### During the lesson you must:

1. **Always** know exactly what you are doing and how to use an item of equipment. If not, ask your teacher.
2. **Always** follow instructions first time.
3. **Always** report an accident or breakage immediately.
5. **Never** interfere with equipment.
6. **Never** remove or interfere with any safety notices.
7. **Never** put anything in your mouth. Do not eat, drink or chew.

### At the end of the lesson:

1. **Always** leave your activity area clean and tidy.
2. Shower and dry yourself thoroughly if appropriate.

6. Teachers insist that students use the correct names of equipment when talking to staff and peers.
7. Students should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures. Students must heed the teacher's advice on how to avoid any potential risks when using particular apparatus, equipment, materials or transport. They are required to behave sensibly at all times, and should be reminded regularly of the dangers that exist whilst doing P.E. Safety training for students is therefore important - particularly important is the consideration of situations which do not always appear to be dangerous, but which often are, and of which students must be made aware.
8. When appropriate, students are required to perform certain activities with a prescribed number of safety monitors, e.g. trampolining.

9. Doors must be locked if staff leave the activity area they are in. Students are not allowed to enter or work in any activity area unless actively supervised.
10. Students and staff are not to eat or drink (other than water) in any activity area or changing room- this includes break and lunch times (unless the student has a medical condition which requires them to consume food or other liquids).
11. At the end of a lesson staff are to ensure that all equipment has been rendered safe and should remove and report any breakages.
12. Staff should ensure that the students leave the area in an orderly manner. If fire exits are used this can reduce the congestion, which is often heavy, in the corridors.
13. Particular care should be given to the distribution and collection of equipment; the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.
14. Notices identifying large items of equipment, giving instructions on how to use them safely, and warning of any potential hazards, must be prominently displayed in positions adjacent to them.

### **SECTION 3.**

#### **Control.**

1. Where to find information:
  - a) Safe Practice in Physical Education and School Sport can be located in the Physical Education Department office and teachers should refer to this with regards to specific activities and if they have any concerns and queries.
  - b) Teachers need to be familiar with the procedures for reporting accidents, particularly those that constitute an emergency (see reporting flow chart for procedures).
2. Regular safety checks:
  - a) Gym equipment/apparatus is regularly monitored by all teaching staff (see below for details) paying particular attention to wall bars/fitting brackets. An annual safety check by a specialist contractor is also carried out.
  - b) The portable electrical equipment (such as sound systems) is checked annually.
  - c) Lighting to be maintained in a condition that produces adequate light for the required activities. Any defects in lighting should be fault logged and reported to the premises manager.



- d) Heating must be sufficient to provide comfort and to comply with statutory requirements - Any defects in heating should be fault logged and reported to the premises manager.
  - f) Floors to be regularly inspected to ensure they remain clean, even, non-slip and splinter proof - Any defects in the flooring should be fault logged and reported to the premises manager.
  - g) Benches will be inspected to ensure that they remain free from splinters.
  - i) Vaulting horses, beams and benches must be stable.
  - j) Changing rooms/showers will be checked for broken tiles, sharp edges, and hygienic cleaning. Issues should then be reported to the premises manager.
  - k) A first aid box is kept in the PE department office and returned to matron when items have been used to replenish this.
3. Trainee teachers and new teaching staff are given an induction programme that includes training in safety procedures. All of the department's staff will be trained on the use of new equipment.
  4. All members of the PE department will be trained to deliver emergency first aid.

#### **SECTION 4.**

##### **Monitor and review.**

1. Procedures for reporting safety matters: such as a suspicion/reporting of faulty equipment including faulty/inadequate fire fighting equipment:
  - a) **Always** inform the Head of Department and colleagues. Also inform the Premises Officer as appropriate, ensure that this is done verbally and written (e.g. through email correspondence). Once the Head of Department has been informed it will be his/her responsibility to make appropriate decisions, e.g.
    - i. Immediately taking the relevant piece of equipment out of service.
    - ii. Organising a replacement item of equipment.
  - b) Safety matters are standard items on the agendas of the Department meetings.
2. Procedure for Circulating Safety Information.
 

On receipt of a safety concern these are categorised by the Head of Department under one of three headings:

  - i. **Immediate action required** - staff are verbally informed by the Head of Department / post holder and then emailed a copy of the new/revised instruction as soon as possible (if appropriate). The related Risk Assessments are then to be altered as appropriate if required. The document will then be discussed at the next department meeting.
  - ii. **Medium/long term action required** – Staff are informed and the document is circulated to all P.E. staff and then filed. The Practical Requirement sheets

and related Risk Assessments are then altered as appropriate. The document will be discussed at the next department meeting.

- iii. **No action required** – Staff will be informed at the next department meeting.

### **Dealing with and reporting incidents**

If an accident occurs within a lesson or extra-curricular the following procedure must be followed:

1. Staff member to assess the student and the severity of the injury. If the member of staff is first aid trained then they must follow their first aid training.
2. If the member of staff feels that the injury is severe then the academy nurse/first aider should be contacted via her academy mobile or radio. OR two sensible members of the class should be sent to get academy nurse/first aider if she isn't contactable via academy mobile or radio.
3. If the injury is that severe that the student isn't to be moved staff should clear the area around the student and ensure that they are kept warm and spoken to whilst waiting for the academy nurse/first aider.
4. Once the academy nurse/first aider has arrived she will take over at this point and administer any first aid required / contact parents / hospital / doctors accordingly.
5. If the injury doesn't require the academy nurse / first aider then staff to issue first aid as appropriate and make recommendations as required e.g. advise student to go to the First aider should the pain continue.
6. In both situations (nurse/ first aider present or not) staff **MUST** complete the accident / incident reporting form in as much detail as possible and as soon as possible which is located in the PE department office, ensuring names of any witnesses are collected for accident / incident investigation purposes.

### **Extra-curricular:**

1. If the injury / accident occurs during extra-curricular activities or out of hours staff **MUST** follow the same procedure as above unless academy nurse/ first aider isn't present and then it may be required for the member of staff to contact parents / hospital / doctors.
2. Prior to calling of an ambulance (if required) staff should make an attempt to contact a member of SLT. A member of the SLT should be contacted when any situation during extra-curricular activities (practice or fixtures) occurs.
3. The out of hours first aider is Mr D Fieldman, Senior Caretaker, premises out of hours number is 07718 110114 or via Radio. (Note: if Mr Fieldman is not on site the assistant caretaker can be contacted via same method who will call appropriate first aid as required)