



Directorate/Department: **CYPS**

Risk Assessment

FORM PD 59

Name & Address: Marwood School, Whiddon, Muddiford, Barnstaple, Devon, EX31 4HF

Person(s)/Group at Risk:

Initial: X Review Following incident

STAFF, PUPILS, VISITORS

Date of Assessment **.. 13/01/11**

Activity/Task/Process/Equipment:

Assessor(s): Alun Dobson/Stella Cronk

PRIMARY SCHOOL CURRICULUM ACTIVITIES

Significant Hazard and the likely injuries	Hazard Severity	Procedures & Precautions Already In Place	Likelihood of Occurrence	Risk Rating Col 3 x Col 5 Priority	Are the control measures in place?	
					Yes	No
	VHigh 5Pts High 4Pts Moderate 3 Pts Slight 2Pts Nil 1Pt		VHigh 5Pts High 4Pts Moderate 3 Pts Slight 2Pts Nil 1Pt			

PHYSICAL EDUCATION

e.g. persons falling from a height, slips, trips and falls, equipment collapsing, insufficient space, hard surfaces, manual handling of equipment. Further hazards such as drowning and infection are apparent in swimming pools. Outdoor work also presents hazards from the elements.

BALL GAMES

- The appropriate ball must be used for each activity.
- The correct rules for the game must be observed. However, to play some games safely indoors or in small areas the numbers of players will need to be reduced and extra-modified versions/rules need to be applied, in order to maintain the safety of the activity. The teacher must assess the activity and take account of these factors.
- If necessary, restrictions should be introduced to prevent damage to lights, doors and windows, etc.

CHANGING FACILITIES

- Most primary schools do not have purpose built separate changing facilities for pupils taking part in PE activities and have adopted a range of strategies in order to meet parental and pupil concern for modesty.
- Where schools have adopted a separation by room strategy, care must be taken, as it is extremely difficult for one member of staff to supervise two separate areas simultaneously. A clear code of behaviour should be established and some practical means of intervention will need to be agreed.

CLOTHING AND FOOTWEAR

- This must be appropriate to the activity. It is not acceptable to work in stocking feet because they do not grip the floor, bare foot work is acceptable when floor conditions are suitable i.e. smooth, clean and without splinters.
- Wherever possible clothing allowing freedom of movement should be worn, appropriate to the activity.

EARRINGS AND OTHER JEWELLERY

- Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc should not to be worn whilst participating in physical education lessons. In addition long hair should be secured as appropriate to the activity. Pupils should be consistently reminded of these requirements and a check carried out to ensure compliance before the activity begins.
- It is important that parents are made aware of the policy of the school on the wearing of jewellery by pupils. Information should be given to parents via the school prospectus or handbook outlining the school policy on this issue and on the requirements for physical education.
- Teachers or Classroom Assistants should not remove, replace or cover jewellery.

EQUIPMENT AND PE AREAS

- Equipment used is to be appropriate to the size and age of pupils using it.
- Teaching staff and pupils to be aware of risks/dangers associated with the use of any equipment.
- Trampolines and trampettes should not be used in Devon Primary Schools without the written consent of the Senior Adviser for Physical Education.
- Before use all apparatus should be checked by the teacher to ensure it is securely fixed and stable. In addition, PE equipment should undergo a full specialist inspection annually.
- Apparatus should be placed with due regard to all the activities in the room and dangerous obstacles for example, pianos, doors and radiators.
- Broken and dangerous items must be removed from use, marked as defective and reported immediately.
- Basic rules on the use of apparatus should be established for example, the numbers who may use it at any time, height and weight restrictions etc. These should be included in the PE Schemes of Work.
- Care should be taken to ensure items are stored in such a way as to minimise risk of injury to those using the storeroom or area.
- All indoor physical education facilities (halls etc.) and outdoor play areas must be inspected on a regular basis.

GOAL POSTS

- Goal posts must be properly secured in position to prevent them from tipping forward.
- Freestanding goal posts should be anchored and obtained from a recognised sports supplier.
- Further information on goal posts can be found in the LEA Playground Safety Guidance Note.

LONGJUMP LANDING PITS

- Sand should be regularly topped up, raked and checked for broken glass, animals waste, etc before use.
- To prevent sand from getting contaminated, pits can be covered.

MATS

- Mats with cellular (polyurethane) foam give off toxic fumes in a fire. PE mats should be stored away from possible sources of flame
- Where there are suitable storage areas, mats should be stored in them and where the stores have doors these should be kept closed
- Where the covering of mats is torn the mats should be recovered or repaired.

OUTSIDE CLIMBING EQUIPMENT

- Only low level climbing equipment available.
- Specific requirements relate to these items, in respect to the maximum heights and minimum impact materials to be used. For full guidance on this information please refer to the Playground Safety Guidance Note within the Departmental Health and Safety Manual.

PROTECTIVE WEAR

- Where specialist protective wear is required, e.g. cricket helmets when using a hard ball, schools should ensure that pupils are appropriately protected.

SUPERVISION AND COMPETENCE

- All pupils engaged in physical education activities must be adequately supervised at all times.
- Activities which are potential more hazardous, e.g. swimming, contact sports, etc, must be supervised by an individual with the appropriate qualification in that sport. Specific guidance can be found in the LEA's Guidance for Outdoor Education document.

SWIMMING

- The department has produced a detailed guidance to swimming lessons and managing school own swimming pools, called "Safety in Swimming" contained within the Departmental Health and Safety Manual. Primary schools should familiarise themselves with the document and its requirements.

PE MATS

- Pupils to be instructed in safe practice when moving/carrying mats.
- Mats to be carried by two pupils at a time.
- PE mats to be stored away appropriately after use, using mat storage provided in school hall.

CARRYING EQUIPMENT TO/FROM SCHOOL HALL, TOP PITCH OR SCHOOL FIELD

- Pupils to be made aware of risks/dangers when collecting/returning PE equipment from/to PE shed (tripping over, equipment stored on floor, boxes that may fall if handled incorrectly).
- Pupils to be made aware of correct handling and safe storage of PE equipment.
- Pupils to walk when carrying PE equipment.

TRAVELLING TO/FROM SCHOOL HALL AND TOP PITCH (STEP HAZARD)

- Pupils to be made aware of risk of slips, trips and falls.
- Teaching staff to be aware of effect of different weather conditions (wet/icy) on increasing the risk of slips, trips and falls and to communicate these to pupils.
- Pupils to walk to/from hall or top pitch.
- Teaching staff to ensure pupils correctly replace footwear before leaving hall should footwear have been removed for PE activity.
- Pupils are not to use the school hall unsupervised.
- The top pitch is to be inspected prior to use for PE activities and any hazards removed (glass, etc).

TRAVELLING TO/FROM SCHOOL FIELD THROUGH CAR PARK

- Pupils to walk in an orderly fashion (single file/pairs).
- Teaching staff to ensure pupils are aware of risks/dangers (cars moving in car park).
- Teaching staff to ensure chain is placed across school lane to restrict movement/speed of cars.
- Pupils to be instructed to use pedestrian walkway and gate to access school field and not to walk across the car park.

NETBALL GOAL POSTS

- Posts to be handled and moved by teaching staff only.

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