

RISK ASSESSMENT: PE SESSIONS

ACTIVITY: PE Sessions (Page 1 of 7)				DATE OF ASSESSMENT <i>1st September 2020</i>	
ESTABLISHMENT/SCHOOL <i>Northborough</i>			SECTION/DEPARTMENT/CLASS <i>Foundation – Year 6</i>		
WHO MIGHT BE HARMED? <i>Employees, Pupils, Northborough staff</i>				HOW MANY ARE AFFECTED? <i>Approximately 30</i>	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
General	<ul style="list-style-type: none"> Is a written policy statement included in the School's Health and Safety Policy? 	✓	<i>Policy is available on Northboroughs website.</i>	1	
	<ul style="list-style-type: none"> Are staff aware of this policy? 	✓	<i>YDP staff regularly familiarise themselves with Northboroughs policy.</i>	1	
Covid-19	<ul style="list-style-type: none"> Are YDP staff aware of the Governments latest Covid-19 advice? 	✓	<i>YDP staff are well informed and understand best practice for social distancing and working with bubbles of students. They will remind the bubble of children at the beginning of each session (and during if required) to maintain 1 metre+ distance from everyone.</i>	1	
	<ul style="list-style-type: none"> What are YDPs hygiene regulations? 	✓	<i>YDP coaches will regularly wash their hands and use the hand sanitiser provided to them at the beginning and end of each session. They will also use any PPE provided and if required by the school.</i>	1	
	<ul style="list-style-type: none"> How will YDP implement safe 'bubble' coaching with the students? 	✓	<i>We will work with the school to ensure there is enough space available for the number of children we are coaching during each session to ensure it is adequate and safe. We will consistently remind children that they are to remain 1 metre+ apart.</i>	2	

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Sports Equipment	<ul style="list-style-type: none"> Is the equipment going to be cleaned before and after use? 	✓	<i>YDP coaches will ensure that all equipment will be cleaned after each use.</i>	1
	<ul style="list-style-type: none"> Is the sports equipment shared? 	✓	<i>YDP coaches will avoid any sharing of sports equipment used by the students.</i>	1
	<ul style="list-style-type: none"> Is there sufficient equipment to run the YDP sports session? 	✓	<i>YDP will only use equipment if there is enough for every student.</i>	2
Area to be used for PE Sessions	<ul style="list-style-type: none"> Are procedures in place for regular inspections of the area? 	✓	<i>YDP work with the school and will regularly inspect the area they coach in to ensure it is up to standard.</i>	1
	<ul style="list-style-type: none"> Are adequate reporting procedures in place when defects have been identified? 	✓	<i>YDP work with the school and will report any defects.</i>	1
	<ul style="list-style-type: none"> Is there adequate ventilation? 	✓	<i>Check windows are unlocked so that we can open them if necessary.</i>	1
	<ul style="list-style-type: none"> Are lighting levels adequate? 	✓	<i>Report any lights out to Northborough staff.</i>	1
	<ul style="list-style-type: none"> Are the lighting units adequately guarded for the activities undertaken? 	✓	<i>YDP work with the school and will report any lighting inadequacies.</i>	1
	<ul style="list-style-type: none"> Is the area free from clutter and obstructions? 	✓	<i>Check the area before each session and clear clutter/obstructions.</i>	1
	<ul style="list-style-type: none"> Is the floor surface in good condition (no trip hazards)? 	✓	<i>Check the floor surface before each PE session.</i>	1
	<ul style="list-style-type: none"> Are the floors of a non-slip type, treated properly, cleaned regularly and free from dust? 	✓	<i>Check the floor surface before each session and check the students are wearing the appropriate footwear for PE Sessions.</i>	1

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	<ul style="list-style-type: none"> Is safety glazing provided in all areas used for ball games? 	✓	YDP to check with Northborough.	1
Fire	<ul style="list-style-type: none"> Are staff aware of the fire procedures? 	✓	YDP staff regularly familiarise themselves with Northboroughs policy.	1
	<ul style="list-style-type: none"> Are fire doors checked on a regular basis e.g. monthly, to ensure they can be opened? 	✓	YDP to check with Northboroughs designated Fire Officer.	1
	<ul style="list-style-type: none"> Do mats meet current fire regulations? (If not, are they stored in accordance with advice from the Area Fire Officer?) 	✓	We will check mats prior to each session and work with Northboroughs designated Fire Officer if they are not to standard.	1
	<ul style="list-style-type: none"> Are termly Fire Practices arranged during PE lessons? 	✓	YDP work with the school to follow the fire practice	1
Physical Injury	<ul style="list-style-type: none"> Is the equipment appropriate for the age group concerned (e.g. age, strength and ability of pupils)? 	✓	We will check the relevant equipment before each session.	1
	<ul style="list-style-type: none"> Is the equipment inspected for damage prior to use? 	✓	YDP will work with the school to ensure sports equipment is up to standard.	1
	<ul style="list-style-type: none"> Do teachers always check the safe erection of apparatus as described in BAALPE 'Checklist for Faults' before it is used by the children? 	✓	YDP will work with the school to ensure equipment is up to standard.	1
	<ul style="list-style-type: none"> Are mats suitable for the purpose? 	✓	We will check mats prior to each session and work with Northboroughs designated Fire Officer if they are not to standard.	1
	<ul style="list-style-type: none"> Are the pupils wearing appropriate clothing/footwear for the planned activity? 	✓	As part of our Behaviour Policy, YDP encourage that appropriate attire is worn during our sessions.	1
	<ul style="list-style-type: none"> Is all jewellery always removed before every physical education lesson? 	✓	As part of our Behaviour Policy, YDP encourage that jewellery is removed during our PE sessions.	1

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	<ul style="list-style-type: none"> Does a suitable warm up precede each activity to minimise the risk of injury? 	✓	<i>As part of our Session Planning we always warm up the group prior to starting a PE session.</i>	1
	<ul style="list-style-type: none"> Are pupils instructed not to chew sweets or gum? 	✓	<i>YDP will work with Northborough to ensure no students chew gum during our sessions.</i>	1
Supervision	<ul style="list-style-type: none"> Is there adequate supervision (suitable teacher to pupil ratio) taking into consideration pupils' ability, behaviour, age, awareness of social distancing etc.)? 	✓	<i>YDP will check that the teacher to pupil ratio is adequate for each bubble and ensure it is safe to coach prior to each session.</i>	1
	<ul style="list-style-type: none"> What will YDP staff do if a child is unable to understand the social distancing guidelines? 	✓	<i>YDP will work with the school to ensure the children are continuously reminded about the guidelines.</i>	2
	<ul style="list-style-type: none"> If a child becomes distressed and upset, how will the coach deal with this in a safe way? 	✓	<i>YDP will be delivering fun and engaging activities where students must be 1 metre+ apart, but in the unlikely event where a child becomes upset YDP coaches will reassure the student at a safe distance.</i>	2
Storage	<ul style="list-style-type: none"> Is the storage area suitable? (E.g. sufficient space, clean and tidy, means of preventing unauthorised access, lighting, access to high level storage if necessary etc.) 	✓	<i>YDP will work with Northborough to ensure the storage area is sufficient and report back if it isn't.</i>	1
Manual handling activities	<ul style="list-style-type: none"> Are staff trained in safe manual handling techniques? (E.g. with regard to assembling, dis-assembling and storage of equipment) 	✓	<i>YDP are fully trained in manual handling techniques and will ask for support from Northborough staff if they need help with larger equipment.</i>	1
	<ul style="list-style-type: none"> Have pupils been instructed how to handle equipment safely according to their age and strength? (See 'Safe Practice in Physical Education' by BAALPE) 	✓	<i>YDP are fully trained in manual handling techniques and would only ask for support from Northborough students if they are of an appropriate age and able to follow clear instructions.</i>	1

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	<ul style="list-style-type: none"> Are pupils supervised whilst handling equipment, where necessary? 	✓	<i>YDP are fully trained in manual handling techniques and would only ask for support from Northborough students if they are of an appropriate age and able to follow clear instructions.</i>	1
Welfare Facilities	<ul style="list-style-type: none"> Are there adequate changing facilities? 	✓	<i>We will work with Northborough staff to ensure the changing facilities are available/suitable.</i>	1
Physical injury e.g. slips, trips, cuts, etc.	<ul style="list-style-type: none"> Are procedures in place for regular inspection of the area? (E.g. for damaged tiles etc.) 	✓	<i>Check the floor surface and surrounding area before each session.</i>	1
	<ul style="list-style-type: none"> Are the floor tiles of the non-slip variety? 	✓	<i>Check the floor surface before each session.</i>	1
	<ul style="list-style-type: none"> Are adequate facilities provided for the storage of clothing? 	✓	<i>We will work with Northborough staff to ensure the clothing storage facilities are available/suitable.</i>	1
	<ul style="list-style-type: none"> If facilities are used after field activities, is there an area available for removing outside footwear? 	✓	<i>We will work with Northborough staff to ensure the outdoor footwear storage facilities are suitable.</i>	1
First Aid	<ul style="list-style-type: none"> Are adequate first aid facilities readily available? (trained first aiders, first aid kits etc.) 	✓	<i>All YDP staff are first aid trained. They are familiar with the Northborough First Aiders and will work with them to protect and help the students during the sessions.</i>	1
Maintenance of Apparatus/ Equipment	<ul style="list-style-type: none"> Is apparatus/equipment suitable for the purpose? (obtained from reputable sources, suitable for the age range etc.) 	✓	<i>YDP will work with the school to ensure the equipment is suitable.</i>	1
	<ul style="list-style-type: none"> Are arrangements in place for an annual inspection of apparatus/ equipment to be undertaken by a competent person? e.g. through your local Works Authority – who use approved contractors for the maintenance of gym equipment? 	✓	<i>YDP will work with the school to ensure the equipment is suitable.</i>	1
	<ul style="list-style-type: none"> Are regular visual inspections of apparatus/equipment carried out prior to use? 	✓	<i>YDP will work with the school to ensure the equipment is suitable prior to each session.</i>	1

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	<ul style="list-style-type: none"> Are arrangements in place for worn or damaged items to be immediately removed and/or appropriately labelled (e.g. <i>faulty - do not use</i>)? 	✓	<i>YDP will work with the school to ensure the equipment is suitable prior to each session. If they are damaged, we will report to Northborough staff.</i>	1
	<ul style="list-style-type: none"> Are maintenance and inspection records kept? 	✓	<i>YDP will work with the school.</i>	1
	<ul style="list-style-type: none"> Is the equipment/apparatus adequately secured when not in use i.e. correctly strapped? 	✓	<i>YDP will work with the school to ensure the equipment is suitable stored.</i>	1
	<ul style="list-style-type: none"> Are arrangements in place to ensure there is no unauthorised/unsupervised use of equipment by pupils? 	✓	<i>We will ensure all students remain safe and do not use equipment until instructed to do so.</i>	1
Training	<ul style="list-style-type: none"> Are staff 'competent' to teach / supervise physical education lessons (i.e. have sufficient training and experience or knowledge and other qualities)? 	✓	<i>YDP staff are fully qualified sports coaches and have the required training to teach PE.</i>	1
	<ul style="list-style-type: none"> Have staff been provided with appropriate information, instruction and training where applicable? 	✓	<i>YDP staff are fully qualified sports coaches and have the required training to teach PE.</i>	1

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<p>Are there any other foreseeable hazards associated with this activity?</p> <p>Student tripping</p> <p>Student accidentally hit by the ball</p> <p>Student doesn't abide by the social distance guidelines</p>	<p>List any additional control measures</p> <p><i>Ensure laces are tied and shoes worn correctly.</i></p> <p><i>Ensure the rules of the game have been instructed to students. Administer first aid if necessary.</i></p> <p><i>YDP Coach will remind them. If they continue not to adhere to the 1 metre+ distance, the coach will inform a member of staff.</i></p>				
ASSESSED BY (Print name) Luke Kennedy			SIGNED 		DATE 1st September 2020

RISK RATING

Likelihood

- 1 Most unlikely
- 2 Unlikely
- 3 Likely
- 4 Most Likely

Severity of Injury

- 1 Trivial Injury(ies)
- 2 Slight Injury(ies)
- 3 Serious Injury(ies)
- 4 Major Injury(ies)or Death

RATING ACTION BANDS

Rating Bands

- 1 & 2 Minimal Risk
- 3 & 4 Low Risk
- 6 & 8 Medium Risk
- 9, 12 & 16 High Risk

Action Required

- Maintain Control Measures
- Review Control Measures
- Improve Control Measures
- Improve Controls immediately and Consider stopping work