



Manor Park Infant School & Nursery

PE Health & Safety Policy

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The Role of this Policy

Each school is required to have a Physical Education Policy identifying the specific arrangements for managing physical education and sports. The policy and procedures supplement the general policies and procedures that are already in place.

The current policy must be read in conjunction with other related school policies and procedures. The purpose of this document is to identify specific arrangements in place for PE and sporting activities to ensure the school is providing a safe learning and working environment.

The school must also refer to “*Safe Practice in Physical Education and School Sport*” issued by the Association for Physical Education (AfPE).

The policy, risk assessments and schemes of work produced for specific sporting activities will be maintained and updated as necessary by the school. These documents will also be available to all members of staff. Staff who undertake PE and sports teaching are expected to familiarise themselves with this policy and should sign to confirm that they have read and understood the document.

Policy Statement

Physical education and sport plays a vital role in the physical, social, emotional and intellectual development of a child. It gives a child the knowledge, understanding and tools to make informed choices about healthy living and promotes a positive approach towards general health awareness and well-being.

The physical education curriculum aims to provide pupils with increasing self-confidence through active participation in a wide range of sporting and physical activities.

All PE and sporting activities will be risk assessed, planned and executed to ensure that pupils irrespective of ability, can effectively participate in activities within a safe and supporting environment.

The policy will:

- Outline the responsibilities for health and safety in PE and sports at all levels.
- Establish common codes of practice for staff and students.
- Identify a common set of administrative procedures to manage activities.
- Statutory and local requirements are followed and national guidelines and codes of practice are implemented.
- Health and safety policies and procedures are suitable and sufficient to cover all PE and sports activities and the locations where the activities are being undertaken. This will include assessments for on-site and off-site activities e.g. travel arrangements, away fixtures etc.
- Appropriate emergency arrangements and first aid cover is in place.
- Staff are competent and trained.
- All accidents, incidents and near misses are recorded and investigated where appropriate.

In relation to this policy staff are expected to:

- Take reasonable care with regard to health and safety of themselves and other persons who may be affected by their acts or omissions.
- Be familiar with the PE health & safety policy and any relevant guidance relating to PE and sporting activities they may be required to organise.
- Hold the appropriate competencies and training to teach or supervise any PE and sporting activities they may be required to organise.
- Familiarise themselves with any revisions or updates to this policy.
- Co-operate with other members of staff in promoting health and safety.
- Undertake and be familiar with risk assessments developed for PE and sporting activities.
- Equipment provided is fit for purpose, in good condition and has been formally inspected.
- Suitable arrangements are in place for first aid and emergencies.

Responsibilities

The employer has the ultimate duty to ensure the health and safety of employees and others. The task of overseeing health and safety is delegated to the Head Teacher / Principal.

Within the PE department, this task is further delegated to the Head of Department to ensure that the policy document is in place and arrangements for managing health and safety. The PE Health & Safety Policy and risk assessments will be reviewed regularly (minimum annually) to ensure compliance with legal requirements, industry best practice and curriculum guidelines.

Head Teacher / Principal

- Ensuring that overall health and safety arrangements are being appropriately managed.
- Ensure policies and procedures are in place, being maintained and regularly reviewed.

PE or Curriculum Leader

- Will ensure that arrangements are in place for managing the risks from off-site visits,
- The PE Health & Safety Policy and supporting guidance e.g. “*Safe Practice in Physical Education and School Sport*” issued by the Association for Physical Education (AfPE) are available to staff.
- Staff within the department are complying with the arrangements outlines within the PE Health & Safety Policy.
- Activity areas and facilities have been risk assessed and written risk assessments communicated to staff.
- Risk assessments are reviewed regularly (e.g. minimum annually) and updated as required.
- Staff undertaking PE and sporting activities are qualified, competent and experienced.

- Equipment is inspected and maintained and records are available.
- Where required, specific information regarding the medical condition of pupils is effectively communicated and activities planned to ensure pupils are not put at risk of injury or ill-health.
- Emergency arrangements and suitable first aid provision and equipment are available in the department.

PE Teaching Staff

- Adhere to the requirements outlined within the PE Health & Safety Policy and supporting guidance.
- All PE and sporting activities are risk assessed and be familiar with the content and control measures.
- Visual inspections of the activity area and equipment are conducted prior to use
- Report any defects with activity area and equipment and take out of service when appropriate.
- Report any health and safety concerns including accidents, incidents and near misses.
- Have expertise (qualification and competence) across the range of activities being taught including technical knowledge. Be familiar with progressive practice, safety awareness and knowledge of safety specific rules relating to the activity being taught.
- Use observational and analytical skills to identify unsafe conditions and be able to rapidly respond to them.
- Have management, organisation and class control so that an activity can immediately be stopped if it becomes hazardous.
- Have knowledge of pupil medical conditions and special educational needs.
- Appropriate clothing, footwear and personal protective equipment is correctly worn by staff and pupils for the activity, location and weather conditions.
- Ensure jewellery and other personal effects are removed, adjusted or made safe to allow pupils to actively participate in the activity without risk of injury to themselves or others.
- Follow safeguarding procedures as outlined within school Safeguarding Policy.

Communication

It is acknowledged that communication of health and safety information is vitally important. It is the task of the Head of Department to ensure suitable and sufficient risk assessments have been undertaken. This includes individual assessments for pupils with medical conditions or special educational needs – the SENCO may be able to provide additional support and guidance.

All staff engaged in activities must have access to this policy, relevant guidance and risk assessments.

Risk Assessment

Under the Management of Health and Safety at Work Regulations, it is a legal requirement to risk assess all significant risks, including; all activities and environments, to identify foreseeable risks and establish proportionate control measures.

It is the day-to-day responsibility of all staff to ensure all activities are robustly managed. The school is required to ensure suitable and effective risk assessments of PE and sporting activities are in place. All PE and sports events, such as festivals, away fixtures and sports days, must be individually risk assessed. All staff undertaking PE and sporting activities must sign to confirm that they have read and are familiar with the content of any risk assessment produced (relevant to their activities and role).

Other risk assessments may need to be considered in connection with activities e.g. manual handling. Where risk assessment findings identify significant hazards and specific control measures they must be recorded and incorporated into schemes of work. Any updates or changes to schemes of work will need to be effectively communicated to staff undertaking such activities.

Risk assessments will be reviewed regularly (minimum annually) to ensure compliance with legal requirements, industry best practice and curriculum guidelines.

Competence, Training and Awareness

The person with the task of ensuring that training is provided is the Head Teacher / Principal. This responsibility is delegated to the Head of Department to manage locally.

Training for the department must follow the guidance outlined in “*Safe Practice in Physical Education and School Sport*” issued by the Association for Physical Education (AfPE).

Where there are specific National Governing Body Certificates available for sports activities, teaching planning or supervising these activities must hold valid certification.

There must be documented evidence of training, such as certificate of attendance, which is retained within the department. Arrangements must be in place to provide refresher training and action taken to ensure training is completed in advance of certification expiring.

Staff must be reminded that they should not use any item of equipment / machinery or lone supervise classes for specific sports / activities if they have not received formal training to do so.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times. This also applies to individuals following a graduate or registered teacher training programme. This supervision may

be progressively reduced, depending on the competence of the individual. In such instances a specific risk assessment must be carried out and the degree of supervision required agreed by the Head of Department.

As part of the overall training strategy the requirements below should be considered:

- Induction training for new starters in the department.
- Health and safety training for newly qualified staff and trainees.
- Health and safety training for departmental staff.
- Training to cover new regulations, updates to current PE guidance and best practice.
- Training for specific activities and sports in line with National Governing Bodies.
- Training to cover the inspection and safe use of equipment.
- Refresher training requirements.

Emergency Procedures

Emergency Evacuation and Lockdown Procedures

Within the school building or grounds PE staff and pupils will follow the normal school emergency evacuation or lockdown procedures. Arrangements must be in place to alert staff of an emergency situation if activity is undertaken outside the school building e.g. playing fields.

Where the activity is being undertaken at an off-site venue staff will need to familiarise themselves with the local emergency arrangements and communicate them to the pupils under their control.

First Aid

When activities are undertaken outside the school building or off-site arrangements must be in place to ensure first aid provision is adequate.

A first aids needs assessment must be undertaken for the department. It likely that staff within the department will need to be trained to provide cover and provision off-site. Guidelines indicate that first aiders can cover more than one pitch, however, they must be in close proximity and in the event of an incident they can be immediately contacted.

Incident Reporting

Accidents, injuries and near misses involving staff or pupils must be recorded. Accident reporting procedures for the school must be followed at all times. Where a serious accident, incident or dangerous occurrence needs to be investigated it should be undertaken as soon as possible following the incident.

Monitoring / Inspection of Equipment and Facilities

Staff within the department will visually check all equipment prior to use and ensure damaged equipment is taken out of service until it has been repaired or replaced. This must be completed in a way which will avoid inadvertent use.

Visual inspection of equipment must be recorded routinely (e.g. each term). Records must include; date of inspection, item inspected, signature of person undertaken and comments of condition. Inspection records must be retained and be available for reference.

PE equipment must be inspected by a competent and qualified external sports equipment engineer each year. A record of all annual inspections and servicing must be retained and available for reference.

Any electrical equipment to be used as part of the activity must be portable appliance tested (PAT) and have a current in date certificate.

Clothing, Jewellery, Personal Effects and Protective Equipment

The school has written policies in place for clothing, jewellery and personal effects within the school. Parents / carers and pupils are informed of the clothing policy in order to promote consistent good practice across the school and minimise potential problems that may arise.

In the event a pupil does not have the appropriate key to participate in a lesson they will be expected to borrow kit and participate. If it becomes a persistent ongoing issue the parent / carer will be notified.

If a pupil is physically fit they will be expected to take part in activities. If they have a minor ailment / injury or are recovering from illness, PE kit should still be available as participation may be possible in a different capacity e.g. umpire or coach.

If a pupil is suffering from a long-term injury they should provide a letter from the parent / carer supported by a note from a qualified medical practitioner. Where this is the case PE staff must be informed prior to the lesson starting so alternative arrangements can be organised.

Clothing

Appropriate clothing must be correctly worn by staff and pupils for the activity, location and weather conditions. Pupils must follow the clothing requirements as outlines within the schools PE kit policy.

Acceptable clothing is that which present no risk or injury to the wearer or others. Clothing should allow unrestricted movement without being loose and when necessary provide protection for the activity concerned.

Care should be taken to ensure that pupils do not wear unnecessary amounts of clothing, particularly during indoor activities where thermal heat build-up may become an issue. Likewise clothing may also need to offer some insulation during cold weather in the winter months. The wearing of scarves must not be permitted during activities.

Long hair must be tied back to prevent it from obscuring vision or becoming entangled in apparatus.

Footwear

Footwear must be fit for purpose and demonstrate effective grip, support and reasonable protection for indoor / outdoor activities. Footwear must be clean, in good condition and free from mud. Laces and bindings must be tied / bound to prevent a trip hazard.

Barefoot working may be acceptable for activities such as gymnastics and dance where the activity and environment have been assessed and there is no potential risk of injury. The situation where some pupils have footwear and others barefoot must be avoided.

Pupils must never participate in socks on polished surfaces. The wearing of socks may be permitted from trampoline activities but only if they are suitable and the activity has been assessed.

Appropriately studded boots or moulded boots are recommended for invasion games played on grass pitches and AstroTurf.

The provision of appropriate footwear for outdoor activities on grass is a major issue. It is essential to ensure that an appropriate risk assessment is undertaken to ensure that reasonable decisions can be made about appropriate footwear for varying activities and variable ground conditions.

Sensory Aids

The wearing of sensory aids will usually be determined by the nature of the activity. The wearing of spectacles or hearing aids may not be appropriate for activities involving physical contact.

A balanced judgement should be made as to whether the wearing of sensory items constitutes a greater or lesser risk to the wearer or other participants within an activity.

During PE activities spectacle wearers should be encouraged to secure their spectacles using appropriate tabs or bands prior to participation.

Personal Effects and Jewellery

Personal effects, including; jewellery, religious artefacts, watches, hair slides etc. should always be removed by pupils before participating in physical activities. Staff must also be mindful of their own adornments.

The following procedure should be applied at the commencement of each lesson:

- All personal effects should be removed – a verbal reminder must be given.
- If they cannot be removed, staff need to take action to try and make the situation safe.
- If the situation cannot be made safe, the individual pupil(s) concerned should not actively participate – alternative involvement in the lesson may still be possible.

Weather Conditions

The risks associated with exposure to sun are well documented and staff need to be mindful of precautions to ensure the wellbeing of pupils.

Prior to undertaking outside activities teaching staff should familiarise themselves with the weather forecast, UV index, pollen count and air pollution levels.

The following measures must be considered:

- Long periods of time in direct sunlight (particularly around midday) should be avoided wherever possible,
- Pupils should wear light clothing and apply sunscreen. The approval of parent / carer should be obtained to use sunscreen products, which parents should also provide,
- Sunglasses and hats can provide protection, however, they must pose no risk to the wear or other participants.
- Where possible, individuals not participating in the activity should stay under shade, and;
- PE staff must encourage pupils to regularly drink fluids to prevent them becoming dehydrated.

Protective Equipment

The use of Personal Protective Equipment (PPE) in PE to reduce injury is becoming increasingly common. The department must provide guidance to pupils on the type of PPE to be used for particular activities. This will depend on a number of factors, including;

- Guidance from Governing Sports Bodies
- Type of activity being undertaken
- Age group involved
- Level of participation
- If the activity is a direct or contact sport
- The likelihood to pupil will come into direct contact with equipment or hard objects that could cause injury

Specialist PPE kit should be periodically checked for faults and damage.

Many Governing Sports Bodies set out specific requirements for PPE. This guidance must be complied with.

Additional Procedures

Sporting Events

The school endeavours to arrange a range of sporting activities with other local schools throughout the year and information including; team lists, venues, travel times and the staff contact will always be communicated to the selected pupils. Risk assessments will be completed and written consent from the parent / carer will be required for pupils participating in such events.

Security of Valuables and Personal Effects

The school advises pupils **do not** bring valuable items or large amounts of money to school. The school cannot be held responsible for the loss, damage or theft of valuables. It is important that students understand if they choose to bring valuable items to school they do so at their own risk.

If it is necessary to bring valuable items to school e.g. mobile phones, it is advised these items are safely stored in a secure locker. If mobile phones or valuables are handed to PE staff, the school cannot accept any responsibility for these items.

Teaching, staff and store rooms are to be kept locked at all times, except when in use. It is the task of the staff member in charge of the activity to ensure the areas are secure.

No pupils are permitted to be in an active PE teaching area on their own or without adequate supervision.

Concern for Others

All activity areas, changing facilities and equipment storage areas will be left in a safe and tidy condition so as not to put others at risk e.g. third parties, cleaners, contractors or anyone who has been given authorisation to access these areas.

Rules for Pupils

The rules for students during PE lessons are as follows:

- Ensure the correct equipment is worn / used to participate in an activity
- Follow any instructions given precisely
- All jewellery must be removed
- The correct footwear and clothing must be worn
- Report any accident to the teacher immediately

Record of Communication

The following table should be completed each time the PE Health & Safety Policy is reviewed and updated (minimum annually). Each member of the PE department including the Head of Department must sign to indicate the policy has been read and understood.

Name	Position	Signature	Date