

Risk Assessment for Indoor Physical Education



PART A. ASSESSMENT DETAILS:

Area/task/activity: P.E.

Location of activity: Hall

School name:	St Luke's School	PE Coordinator:	Harriet Simon
Address & Contact details:	Elizabeth Street, St Saviour Jersey JE2 7PG	Signature(s):	
Head Teacher:	Adam Turner	Date of Assessment:	23.1.18
Signature:		Planned Review Date: (Minimum 12 months)	January 2018
How communicated to staff:	Register issued to staff. All staff have signed to say that they have read and understood.	Date communicated to staff:	23.1.18

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1: Identify Significant Hazards	Step 2: Identify Who Might Be Harmed & How		Step 3: Identify Existing Control Measures
List of Significant Hazards (Something with the potential to cause harm)	Who might be harmed?	What type of harm?	Existing controls (Actions already taken to control the risk)
PEOPLE			
Child Welfare	Pupils	Physical harm	<ul style="list-style-type: none"> ◆ Staff should create a safety zone with cones as the hall is multi-purpose. ◆ Blinds must be opened by staff who are delivering session (if not open). ◆ Windows should be opened if they become steamed up or if it becomes warm and plenty of water should be drunk to avoid any pupils fainting or becoming dehydrated. ◆ Staff must ensure children without kit must complete an evaluation form of the lesson and be safely seated away from lesson and not talking. ◆ Staff should ensure that they and the children are aware of the fire and exit procedures as per those laminated in the hall. ◆ Staff should collect equipment from storage. Children should not enter the PE store. ◆ Red "Help!" Card must be taken to all PE lessons in case they are needed.

Supervision and instruction	Pupils, Staff	Mental or physical harm, accidents leading to cuts, abrasion, fractures,	<p>Staff are appropriately trained and competent to teach the PE activity indoors in curriculum time.</p> <ul style="list-style-type: none"> ◆ Staff to take part at all times, even when observing/assessing. They should not be sat on equipment (stage, benches, etc.) as this is poor role modelling for children. ◆ Pupils are not left unsupervised at any time; if the teacher is called away the activity is stopped and another adult must remain with children. ◆ Staff follow regular and approved practice. ◆ Some written schemes of work may be used for the activity offered that follow planned progressive practices to meet the learning needs of the pupils. ◆ For challenging behaviour ensure the School Behaviour Policy is adhered to.
CONTEXT			
Playing Surfaces	Pupils, Staff	Cuts, abrasions, bruises, fractures, bumps to head	<ul style="list-style-type: none"> ◆ Suitable hazard free dry surface is provided for all PE activities indoors. ◆ Appropriate footwear to be worn (black pumps) or bare feet. ◆ Footwear that has been removed must be stored either in class or on a bench/stage in pairs and neat rows to avoid falls and trips.
Clothing	Pupils, Staff	Abrasions, bruises, cuts, fractures, bumps to head	<ul style="list-style-type: none"> ◆ Pupil's long hair is required to be tied back. ◆ Pupils are required to remove all personal effects. If they cannot be removed then all personal effects must be made safe. ◆ Bare feet or black pumps should be used for indoor lessons, no trainers. ◆ Pupil's wear school PE kit (white t-shirt, blue shorts, black pumps) ◆ Staff wear appropriate footwear and clothing.
Equipment	Pupils, Staff	Muscle damage, struck by injuries, cuts, abrasions and fractures	<p>The suitability of equipment should reflect pupil need and ability.</p> <ul style="list-style-type: none"> ◆ Annual inspection of gymnastic apparatus equipment is carried out. ◆ Staff to make regular inspection of equipment in order to identify signs of wear and tear that may cause injury then report to PE coordinator (HS). ◆ Pupils should experience skill on the floor using the blue mats before transferring them to apparatus. ◆ Pupils are given clear instruction about safe lifting techniques and how to carry apparatus and equipment and can cooperate effectively with others in the process of setting out equipment. ◆ Staff should ensure emergency doors are not be blocked by footwear or other equipment.
ORGANISATION			
Contact with other persons / objects.	Pupils, Staff	Abrasions, bruises, cuts, fractures, bumps to head, head/spinal injuries	<ul style="list-style-type: none"> ◆ Suitable first aid provision is immediately available. ◆ In the event of an accident, all activity ceases immediately and school emergency procedures and policies enacted. ◆ A clear record of any incident is completed as soon as possible after the event. (e.g. First Aid log / Near Miss log)
Falls on the level or from height			
Physical activity	Pupils, Staff	Muscle damage	<ul style="list-style-type: none"> ◆ Appropriate warm-up exercises are completed at the start of the lesson. ◆ Activities are appropriate for the age, capability and size of the pupils.

