



# Health & Safety in PE Policy

March 2005 (Final)  
Updated April 2008  
Reviewed & Updated June 2012  
Reviewed February 2016 by Health and Safety/Premises governors committee

## 1 Introduction

As part of Cambridgeshire LA, our school adopts AFPE Safe Practice in Physical Education and Sport 2012 as its policy on Health and Safety, which is subsumed into the county health and safety manual.

When teaching Physical Education teachers need to:

- Refer to the county, school and PE Health and Safety policies
- Carry out a risk assessment for activities e.g. use of apparatus, hard balls and bats and site of activities
- Teach pupils how to take action to control risks themselves in order to carry out tasks safely.
- Before teaching swimming all teaching and support staff will receive resuscitation training annually including training in a 'deep water' rescue. Staff must refer to the separate Swimming Pool Safety Guidelines.

The Health and Safety Committee of the Governing Body carry out termly inspections of the premises. Maintenance of large PE equipment is carried out annually. Any defects are reported.

When in operation, in the second half of the summer term, the swimming pool is checked twice daily by the caretaker for damage and chemical levels in the water. It is inspected for biological and chemical levels monthly as well as for physical safety features. This is booked by the caretaker.

## 2 Preparation

### 2.1 Clothing and Footwear

All children need to have PE kit in school in a named bag.

**Indoor Activities:** Shorts  
T-Shirt  
Bare feet or soft-soled plimsolls

**Outdoor Activities:** Shorts/Tracksuit bottoms  
T-Shirt  
Sweatshirt  
Plimsolls or trainers

**Swimming:** Swimming costume (in one piece)  
Towel  
Slip-on shoes  
Tracksuit or jumper and trousers or dressing gown

All long hair must be tied up with a plain band.

All jewellery must be removed, including earrings. In exceptional circumstances, micropore tape can be used to cover earrings, for example, for the first six weeks after piercing. Jewellery worn for religious reasons should be covered in an appropriate way; for example a bracelet could be covered with a sweat band. Young children will be encouraged to leave jewellery, especially earrings, at home on PE days. Other jewellery will be collected by the class teacher and taken with the class to the lesson. The school cannot be held responsible for lost or damaged jewellery.

## **2.2 Changing**

### **2.2.1 Indoor Activities**

Pupils will change in their classrooms at KS1 and in separate girls' and boys' cloakrooms at KS2 and walk quietly to the hall through the school wearing their shoes. The shoes will be removed and placed by the side of the hall. Children will be supervised by a school adult or approved coaches.

Pupils will line up outside the hall until a member of staff is present and not be left in the hall unattended.

### **2.2.2 Outdoor Activities**

Pupils will change under supervision, as for indoor activities, and walk quietly to an outside door and wait until an adult is present. In the playground children will be accompanied by a school adult. On the recreation ground or Astroturf the children will be accompanied by 2 adults.

In summer, caps may be worn to protect children from the sun. The peaks should be turned round to the back of the head. Children may apply sun protection cream themselves, brought from home.

### **2.2.3 Swimming**

Pupils will change under supervision, as above, and walk quietly to an outside door and wait until an adult is present. Pupils should be supervised whilst walking across the playground. No child should be left in the pool area without an adult. See Swimming Guidelines for more details.

## **3 Equipment**

### **3.1 PE Cupboard**

The PE cupboard contains small games equipment and some larger items of gymnastics equipment. The latter are stored on the right-hand side against the outside wall for safety. Children's access to the cupboard should be supervised by an adult.

### **3.2 Netball posts**

Netball posts will be erected by the caretaker, given sufficient notice. They are stored against the walls of the PE cupboard.

### **3.3 Safe Handling Procedures**

Safe handling and use of all equipment will be taught and encouraged at all time. Specific procedures for lifting carry and placing sports apparatus correctly are taught and reinforced through out the school.

Teachers are responsible for the safe and tidy storage of equipment they have used. Problems should be reported to the PE Subject Leader or Headteacher.

When lifting equipment pupils must:

- bend knees, back straight to lift and lower;
- always travel in a forward/sideways direction – be able to see in the direction they are travelling;
- place apparatus carefully in position;
- hold apparatus securely – thumbs separate from fingers;
- carry apparatus at waist height, not lifted to high.

Benches should be carried by a “wheels on the bus” formation. In KS1 this should be 4 children and in KS2 it should be 2 children. Mats should be carried in a similar way with 4 children in KS1 and 2 in KS2.

In addition, safety rules procedures for working on all apparatus are established and reinforced, including:

- checking of the apparatus prior to use;
- starting and stopping signals;
- stopping and moving off the apparatus to listen to instructions;
- clear expectation of noise levels permitted, a quiet working environment is essential so that problems can be identified immediately;
- rules about the number of pupils allowed on a single piece of apparatus at any one time. Eg., 4 children on a bench.

In addition:

- landing mats should not be placed near the wall bars;
- no more than 6 gymnastic set ups should be used at a time;
- apparatus plans should be used and shared with children.

All gymnastic equipment is stored in the hall or PE cupboard. Teachers must ensure the apparatus is returned and stored safely in the correct place.

### **3.4 Small Games Equipment**

Small PE equipment (i.e. balls, bats, cones) are stored in the PE cupboard off the hall. The equipment stored in a range of appropriate containers allows easy access and a safe handling situation. Specific rules and procedures for accessing the PE store and the equipment are outlined below and adhered to by all teachers. All teachers take on the responsibility of keeping the storeroom tidy and safe.

- Equipment being used in the current term is stored to be most easily accessible, therefore storage layout will vary through the year.
- The PE Subject Leader will check equipment termly but problems should be reported when noticed. Broken or damaged equipment must be removed and given to the coordinator or headteacher.
- The store cupboard may be accessed through either door but children should only enter the cupboard when supervised.
- No more than 2 children should be in the cupboard unless there is an adult present. With an adult 4 children may enter.
- Teachers should select and prepare the equipment for lessons to allow easy access at the beginning of a lesson.
- Children should only access small games equipment stored at floor level or on the first shelf. Teachers need to organise the access of heavier or higher equipment themselves.

Teachers will check the equipment and the working space prior to the start of physical activity to ensure the teaching and learning environment is safe. Any damaged equipment or gymnastic apparatus should be reported to the PE Subject Leader.

## **4 Injuries, Accidents and Emergencies**

### **4.1 Warm-up**

Safe preparation is an integral part of every lesson. Pupils always complete an appropriate warm up prior to physical activity. The warm up involves:

- a) Mobility exercise to prepare the joints;
- b) Pulse raising activities to prepare the cardiovascular system;
- c) Stretches to prepare the muscles and associated ligaments/connective tissues.

Aerobic activity which incorporates mobility of the joints is completed prior to stretching. Specific muscle groups are used that relate to the anticipated activity and about full range of motion. The warm up is a gradual and of a sufficient intensity to increase muscle/core temperature without causing fatigue or reducing energy stores.

### **4.2 First Aid Procedure**

Within PE all teachers adhere to the school accident and emergency procedures, and where applicable the school's Swimming Pool Procedures.

A first aid box is situated outside the office and the side KS2 door.

When working outside of the school site the key to the recreation ground gate must be collected from the office together with the emergency walkie talkie. A basic first-aid bag should be taken to the Recreation Ground or Astro. In the case of an emergency, the walkie talkie should be used to communicate with the school office of the need for assistance. Two adults should remain with the class wherever possible.

### **4.3 Fire or Evacuation**

In the event of evacuation of the hall, teachers will instruct children to pick up their shoes and leave by the appropriate exit. Children will put on their shoes when they reach a safe area. If the teacher judges the risk to the children to be high, shoes will be left behind.

## **5 Risk Assessment**

In accordance with Safe Practice in Physical Education & Sport (2012) teachers will assess the risk from hazards in the working environment, hazards in different areas of activity and performing different movements or skills.

## **5.1 Risk Assessment of the Environment**

At the beginning of the day the caretaker will look for and identify hazards in the working environment and report them to the headteacher.

Teachers will look for and identify hazards within the working environment, which could result in significant harm. Teachers will assess the working environment before children. At lunchtime the lunchtime supervisors will assess the outside environment for hazards.

Hall

- Objects which impinge in to the working space;
- Slippery floor surface;
- Glare from the sun;
- Restricted/obstructed access to the apparatus.
- See also PE policy appendix The Hall as a Gymnasium.

Field and Play Ground

- Objects which impinge in to the working space
- Glare from the sun;
- Rubbish on the working space;
- Holes in the playing surface;
- Permanent equipment in safe state i.e. football goals.
- Other users of public spaces

Swimming Pool

- See separate swimming pool procedures.

Risk assessments for particular working areas will be reviewed annually.

## **5.2 Risk Assessments of the Activities**

Teachers will look for and identify hazards inherent within the teaching of different areas of the activity.

For example: Gymnastics, Lifting, transportation and placement of apparatus.

Teachers will consider:

- Does the storage of the apparatus provide easy access i.e. sufficient room for pupils to bend their knees and lift correctly?
- What information and training have the pupils received to ensure safe handling of the apparatus?
- When the apparatus is set out, is there sufficient space around between different sections.
- Are the mats strategically placed in relation to the apparatus to ensure safe exit point?

## **5.3 Answering a task, performing a specific movement/skill**

For example: Jumping and landing off apparatus.

Teachers will consider:

- Have the pupils been taught how to land safely with control?

- Has the pupils' experience in jumping and landing been progressively developed so that the task/activity set is appropriate to their skill level and control?
- Do the pupils require mats to help cushion the landing.

When assessing each area of activity, teachers will assess whether, the necessary precautions been taken to ensure the risk are reduced as far as reasonably practical?

Key Points:

- PE equipment/apparatus should only be used for the type of task/activities it was intended for.
- Pupils require adequate information and training in the handling and using of PE equipment/apparatus.
- Learning experience must be progressively developed and differentiated to ensure the task/activities are appropriate and safe for all pupils.
- Ensure equipment/apparatus is safe to use through regular monitoring, maintenance and inspections.

## **6 Review**

This policy will be reviewed as part of the policy cycle by staff and governors.