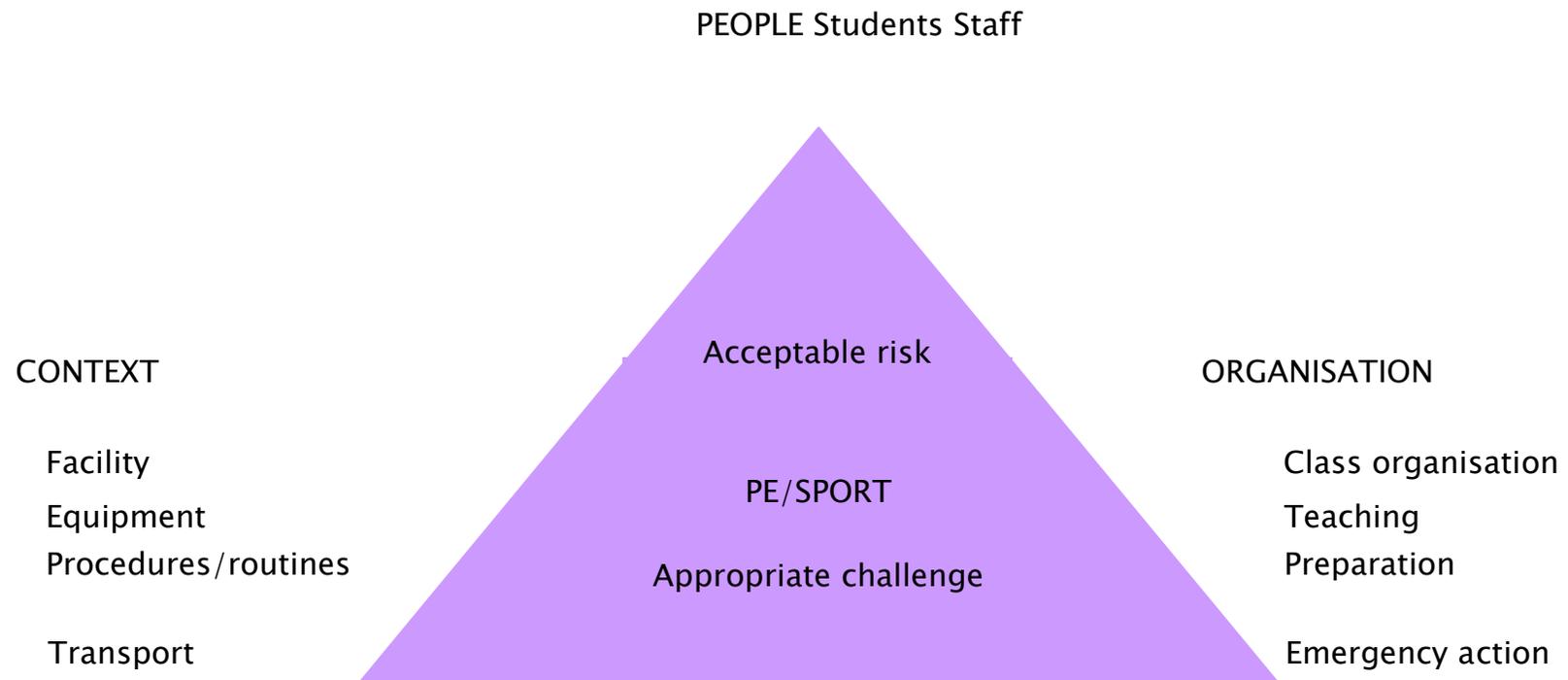


RISK ASSESSMENT IN PHYSICAL EDUCATION – THE TRIANGLE MODEL



Beaumont, Eve, Kirkby, Whitlam 1998

A GENERIC RISK ASSESSMENT FOR PHYSICAL EDUCATION: SOME ISSUES TO CONSIDER IN THE TRIANGLE MODEL. Ref: Safe Practice 2008 pp 26–27, 296–297 and 308.

PEOPLE	CONTEXT	ORGANISATION
<p>1. Students/participants:</p> <ul style="list-style-type: none"> • Group sizes and ratios • Additional supervision required? • Control/discipline/behaviour • Individual and group abilities • Needs match demands of activity • Clothing /personal effects • Clothing appropriate for activity • Jewellery • Safety equipment/personal protection • Medical conditions known • Policy on physical contact/substantial access applied • Disability Act requirements re access and involvement in PE for those with cognitive, visual, hearing or motor impairment • Students/performers know routines and procedures • Other aspects? <p>2. Staff:</p> <ul style="list-style-type: none"> • Qualifications/experience/confidence • CPD needed? • Supervision at all times • Knowledge of individuals and group • Observation and analysis skills adequate • Control and discipline adequate • Clothing/personal effects appropriate for teaching PESS • Teaching position in relation to performers • Assistants know limits of role/responsibility • Effective communication between teacher and support staff • Insurance cover where needed? • Disclosure certificates seen • Parents informed and involved as necessary • Other aspects? 	<p>1. Facility:</p> <ul style="list-style-type: none"> • Changing rooms safe • Work area hazard free – no obstructions • Clean, non-slip floor/water clarity • Sufficient space for group size/activity • Any shared use issues? • Access issues for those with disabilities • Operating procedures known/ applied • Fire regulations applied • Safety signs in place • Secured when not in use • Other aspects? <p>2. Procedures/routines:</p> <ul style="list-style-type: none"> • Orderly movement to work area • Access to facility • First-aid equipment/procedures /responsibilities • Notices • Other aspects? <p>3. Equipment:</p> <ul style="list-style-type: none"> • Used for purpose designed • Suitable for the activity/ age group/ ability • Handling/carrying/siting issues • Accessibility/storage • Safety/rescue equipment present • Annual/periodic inspection check • Checked before use by performers • No improvisation • Routines for collection/retrieval/changing • Other aspects? <p>4. Transport:</p> <ul style="list-style-type: none"> • Roadworthiness • Safe embarkation • Seat belts used • Driver requirements/responsibilities • Passenger lists • Other aspects? 	<p>1. Class organisation:</p> <ul style="list-style-type: none"> • Numbers known/register check • Regular scanning/head counts • Group organisation/management procedures • Warm up/preparation/safe exercise • Demonstrations accurate • Involvement of pupils with visual, hearing, motor or cognitive impairment • Other aspects? <p>2. Teaching:</p> <ul style="list-style-type: none"> • Planned sessions • Appropriate teaching style used • Rules consistently applied • Regular and approved practice used • Support techniques known and applied • Intervention appropriate • Progressive practices known/ applied • Appropriate activities • Tasks differentiated • Other aspects? <p>3. Preparation:</p> <ul style="list-style-type: none"> • Written scheme of work sets out safety issues to be followed • Equipment – size/type/quality/suitability • Carrying/ moving/placing equipment • Storage • Safety policy applied • Other aspects? <p>4. Emergency action:</p> <ul style="list-style-type: none"> • Emergency/accident procedures/contingency plans known and applied • Other aspects?

RISK ASSESSMENTS FOR PHYSICAL EDUCATION:

SCHOOL: Jack Hunt School

SUBJECT LEADER: Hayley Jeal

DATE OF ASSESSMENT: July 2015

a) **GENERIC ISSUES:**

This form should be adapted to be specific to school by amending, deleting or adding specific questions. For additional information refer to afPE Safe Practice in PE 2008. Where this resource is used it is essential that staff know of its location and content.

Tick the second column (satisfactory – i.e. safe/low risk) where health and safety concerns relating to that issue are minimal or deemed to be safe due to existing practices and standards. Tick the third column (unsatisfactory/unsafe/significant risk) if health and safety concerns exist (relating to the particular issue in column 1) where further action is needed urgently to make the issue safe. Where risk is determined to exist at significant levels indicate in the fourth column who may be harmed by that significant risk – pupils (P), staff (S) and/or other visitors (V). Strategies and controls (additional to current practice) to make safe those significant risks need to be listed in the fifth column. The final column is a management/ monitoring check to ensure that identified tasks are completed.

Complete the questions below plus a form for each facility (page 10) – exemplar on page 12 – and one for away fixtures (page 11). Separate risk assessments will be needed for each special event (e.g. sports day or sport related off-site visit).

ISSUES	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
A. PEOPLE:					
1.Students:					
i. Are there any times when group sizes or teacher/student ratios make a situation unsafe?	✓				Oct 16
ii. Is the clothing appropriate for each activity?	✓				Oct 16
iii. Is the policy to remove jewellery and other personal effects applied consistently?	✓				Oct 16
iv. Is safety equipment/personal protection available and used where needed – e.g. shin pads?		✓ Amber	Pupil	Refer to guidelines in planner	Oct 16
v. Are the school policies on physical contact (supporting) and substantial access (1:1) known and applied effectively?	✓				Oct 16
vi. Are there any concerns about Disability Act requirements for access and involvement in PE for those with cognitive, visual, hearing or motor impairment?	✓				Oct 16
vii. Do the students know and safely apply departmental routines and procedures?		✓	P/S	Staff enforcing notice boards/changing rooms.	Oct 16
viii. Are there safety issues about participation in any specific activity?	✓				Oct 16
ix. Are there any other student-related safety concerns that require attention? (List them here):	✓				Oct 16

A. PEOPLE: 2. Staff:	ISSUES	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i.	Do all staff have adequate qualifications, experience, confidence, competence to fulfil their teaching commitments safely?		✓	S	Some not confident to challenge older students.	Oct 16
ii.	Is some system in place to monitor that qualifications are current, particularly for higher risk environments/activities?	✓				Oct 16
iii.	Does anyone require some form of professional development or support for reasons of safe teaching?	✓				Oct 16
iv.	Do staff adequately supervise students at all times?	✓				Oct 16
v.	Are there any times when additional supervision is required but not provided?		✓		Male/Female changing rooms.	Oct 16
vi.	Are there any times when students are not supervised that give cause for concern?	✓				Oct 16
vii.	Do staff have sufficient knowledge of individuals and groups they teach to maintain a safe situation?	✓				Oct 16
viii.	Are there any control/discipline/behaviour problems by any student/group with any adult teaching them that causes safety concerns?		✓	P/S	KS4 boys expectation.	Oct 16
ix.	Is the system secure to ensure that student medical conditions are known by any adult teaching an individual (including visiting staff)?	✓				Oct 16
x.	Are staff observation and analysis skills adequate?	✓				Oct 16
xi.	Is staff clothing or personal effects appropriate for teaching PESS?	✓				Oct 16
xii.	Do all staff demonstrate appropriate teaching positions in relation to participants?	✓				Oct 16
xiii.	Do all assistants/support staff know the limits of their role/responsibility?		✓	S	Cover staff concerns covering some activities. In house training /guidance	Oct 16
xiv.	Is effective communication between teacher and support staff evident?	✓				Oct 16
xv.	Do all adults teaching groups have appropriate insurance cover where needed?	✓				Oct 16
xvi.	Have disclosure certificates been seen for all support staff?	✓				Oct 16 Oct
xvii.	Are there any other staff-related safety concerns that require attention? (List them here):	(no)				

ISSUES	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY / UNSAFE / SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
B. CONTEXT: 3. Procedures/routines:					
i. Is the head teacher appraised of all activities offered within and beyond the formal curriculum?		✓	P/S/V	E mail fixture list weekly.	Oct 16
ii. Are parents informed and involved as necessary about PESS situations?	✓				Oct 16
iii. Is movement to the work areas safe and orderly?	✓				Oct 16
iv. Is access to each facility safely managed?	✓				Oct 16
vi. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?	✓				Oct 16
v. Are notices providing safety information evident, clearly positioned, effective, shared and applied?		✓	P/S/V		Oct 16
vi. Are emergency evacuation procedures known?	✓				Oct 16
vii. Are there any other procedures/routine-related safety concerns that require attention? (List them here):	(none)				Oct 16

B. CONTEXT: 4. Equipment:	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY / UNSAFE / SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i. Is equipment used for the purpose it was designed?	✓				Oct 16
ii. Is all equipment in good condition?		✓	P/S	Netball posts/goals	Oct 16
iii. Is equipment of an appropriate size, type, weight, quality and suitability for the age, build, strength of students?	✓				Oct 16
iv. Have students been taught to carry, move, place and retrieve equipment safely?		✓	P/S	Some aware, not all.	Oct 16
v. Is supervision of carrying / siting of equipment managed where appropriate?	✓				Oct 16
vi. Do staff check equipment before use by participants?		✓	P/S	Inform staff.	Oct 16
vii. Do staff regularly check equipment before use and report any faults found?	✓				Oct 16
viii. Is equipment easily accessed and safely stored?	✓				Oct 16
ix. Are routines for collection, retrieval, changing of equipment known and applied by staff and students?	✓				Oct 16
x. Are there any other equipment handling, carrying, siting concerns in any activity?	✓				Oct 16
xi. Is there an annual gymnastic, play and fitness equipment inspection check by a specialist company?	✓				Oct 16
xii. Is any improvised use of equipment allowed?	✓				Oct 16
xiii. Is all required safety and rescue equipment present?	✓				Oct 16
xv. Are there any other equipment-related safety concerns that	(no				Oct 16

ISSUES B. CONTEXT: 5. Transport (where used for PESS):	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED ? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i. Are school vehicles checked for roadworthiness before use?	✓				Oct 16
ii. Is a reputable coach/taxi company used?	✓				Oct 16
iii. Is a clear policy applied where any form of transport is used?	✓				Oct 16
iv. Are embarkation points safe?	✓				Oct 16
v. Are seat belts always used?	✓				Oct 16
vi. Are booster seats available where required?	✓				Oct 16
vii. Is there always a check on numbers leaving and returning onto the transport?	✓				Oct 16
viii. Are driver requirements and responsibilities known and applied?	✓				Oct 16
ix. Are there any concerns about supervision whilst driving?	✓				Oct 16
x. Is there a procedure for dismissing students after an event away from school that is understood, accepted and applied by all staff, students and parents/carers?	✓				Oct 16
xi. Is there an emergency contact system in place?		✓		School mobile phones	Oct 16
xii. Are procedures in place in the event of a transport problem arising?	✓			Difficult when it broke down! Procedure in place. Call the AA.	Oct 16
xiii. Are there any other transport-related safety concerns that require attention? (List them here):	(no)				Oct 16

ISSUES C. ORGANISATION: 6. Class organisation:	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i. Are group numbers always known/ checked?	✓				Oct 16
ii. Is a register check taken for every lesson?	✓				Oct 16
iii. Do staff regularly scan or do head counts at the beginning/ during /end of lessons?	✓				Oct 16
iv. Are group organisation/management procedures safe and consistently applied?	✓				Oct 16
v. Are demonstrations accurate and safely performed?	✓				Oct 16
vi. Are students with visual, hearing, motor or cognitive impairment catered for appropriately to enable them to participate safely?	✓				Oct 16
vii. Are there any activity-specific safety concerns?	✓				Oct 16
viii. Are there any other class organisation-related safety concerns that require attention? (List them here):	(no)				Oct 16
ISSUES C. ORGANISATION: 7. Teaching:	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i. Does the demand/challenge in sessions match students' abilities, needs and confidence?	✓				Oct 16
ii. Are appropriate teaching styles used to ensure safety?	✓				Oct 16
iii. Is progression based on ability?	✓				Oct 16
iv. Is regular and approved practice used at all times?	✓				Oct 16
v. Are physical support and manual handling techniques known and applied where appropriate?	✓				Oct 16
vi. Is intervention appropriate to individual student needs?	✓				Oct 16
vii. Are tasks differentiated to meet individual abilities and confidence?	✓				Oct 16
viii. Are rules consistently applied in games?	✓				Oct 16
ix. Do staff know the limits of their involvement in games, practices and demonstrations involving students?	✓				Oct 16
x. Are there any activity-specific safety concerns?	✓				Oct 16
xi. Are there any other teaching-related safety concerns that require attention? (List them here):	(no)				Oct 16

ISSUES C. ORGANISATION: 8. Preparation	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i. Do written schemes of work/other guidance set out safety issues to be followed?	✓				OCT 16
ii. Do lessons provide appropriate and effective warm up and cool down?	✓				OCT 16
iii. Is student led warm up monitored by staff?	✓				OCT 16
iv. Are there any other preparation-related safety concerns that require attention? (List them here):	✓				OCT 16
ISSUES C. ORGANISATION: 9. Emergency action	SATISFACTORY (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED? (P.S.V.)	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
i. Are emergency procedures to address potential incidents during lessons and visits set out, known and applied by all?	✓				Oct 16
ii. Are accident procedures to address potential incidents during lessons and visits set out, known and applied by all?	✓				Oct 16
iii. Can first aid support be summoned and provided quickly?	✓				Oct 16
iv. Are contingency plans to address potential incidents during lessons and visits set out, known and applied by all staff?	✓				Oct 16
v. Are there any other emergency/contingency-related safety concerns that require attention? (List them here):	✓				Oct 16

b) FACILITY ASSESSMENTS: Jumps Area
Facility 1:

(complete one of these for each facility)

Date: July 2015

Assessors: Hayley

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	✓				Oct 16
❖ Are changing rooms secure when not in use?	✓				Oct 16
❖ Work area hazard free?		Litter.	P/S	Ensure that at start of lesson both areas are checked by the teacher.	Oct 16
❖ Clean, non-slip floor providing security of footing?	✓				Oct 16
❖ If swimming pool - is water clarity good?	✓				Oct 16
❖ Sufficient space for group size/activity?	✓		P	Just to ensure that the group line up on the runway to wait for their go!	Oct 16
❖ Are there any activity-specific safety concerns?			P	Ensure that the group have been given a safety talk prior to taking part in the activity.	Oct 16
❖ Storage adequate and safe?	✓				Oct 16
❖ Lighting safe and adequate for activities?	✓				Oct 16
❖ Access issues for those with disabilities?	✓				Oct 16
❖ Operating procedures known/ applied?	✓				Oct 16
❖ Fire regulations applied?	✓				Oct 16
❖ Safety signs in place?	✓				Oct 16
❖ Is the facility secured when not in use?	✓				Oct 16
❖ Equipment concerns?	Rake laying upwards with spikes.	Spikes face up, pupils fall on it and injure themselves	P	Runway/pit checked by staff prior to lesson, report any problems with runway to Boygues via Help Desk- Ensure that sand is well raked prior to students using it. Ensure Rake is always facing down when not in use	Oct 16

b) FACILITY ASSESSMENTS:
 Facility 1: Gym

 (complete one of these for each facility)
 Date: July 2015

Assessors: H JEAL

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	✓				Oct 16
❖ Are changing rooms secure when not in use?	Yes	Broken tiles near wooden doors.			Oct 16
❖ Work area hazard free?		No grill on heater near store cupboard.	Yes	Inform caretakers.	Oct 16
❖ Clean, non-slip floor providing security of footing?					Oct 16
❖ If swimming pool - is water clarity good?		N/A			Oct 16
❖ Sufficient space for group size/activity?	Yes				Oct 16
❖ Are there any activity-specific safety concerns?					Oct 16
❖ Storage adequate and safe?	✓				Oct 16
❖ Lighting safe and adequate for activities?	Yes	Stored in Gym.			Oct 16
❖ Access issues for those with disabilities?		No access to balcony and rowing area.	Yes		Oct 16
❖ Operating procedures known/ applied?	✓				Oct 16
❖ Fire regulations applied?	Yes				Oct 16
❖ Safety signs in place?	No				Oct 16
❖ Is the facility secured when not in use?	Yes				Oct 16
❖ Equipment concerns?	No				Oct 16

b) FACILITY ASSESSMENTS: Top field
Facility 1:

(complete one of these for each facility)
Date: July 2015

Assessors: H Jeal

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	N/A			All PE staff to be responsible for a changing room.	Oct 16
❖ Are changing rooms secure when not in use?	N/A			All staff responsible for locking doors, adequate signs shown.	Oct 16
❖ Work area hazard free?	Medium risk		P/S/V	Dog fouling on field. Need to put up signs to public. Litter a problem. Contact Boygues for removal of dog mess	Oct 16
❖ Clean, non-slip floor providing security of footing?	Safe		P/S/V	Damp weather. Students are not allowed to play on the field. Lesson brought indoors.	Oct 16
❖ Sufficient space for group size/activity?	Safe				Oct 16
❖ Are there any activity-specific safety concerns?	N/A				Oct 16
❖ Storage adequate and safe?	N/A				Oct 16
❖ Lighting safe and adequate for activities?	N/A				Oct 16
❖ Access issues for those with disabilities?	Low risk		P/S/V	Slight hill to get to playing field.	Oct 16
❖ Operating procedures known/ applied?	Yes				Oct 16
❖ Fire regulations applied?	Yes				Oct 16
❖ Safety signs in place?	Low risk			Dog fouling signs for public would be useful.	Oct 16
❖ Is the facility secured when not in use?	High risk- Open to public			Used for dog walking by public.	Oct 16
❖ Equipment concerns?	N/A				Oct 16

b) FACILITY ASSESSMENTS:
Facility 1:Tennis/ basketball courts

(complete one of these for each facility)
Date: July 2015

Assessors: H JEAL

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	Low risk		P/S/V		Oct 16
❖ Are changing rooms secure when not in use?	Low risk		P/S/V	Ensure doors are locked when not in use.	Oct 16
❖ Work area hazard free?		✓	P/S/V	Ensure equipment is put away and litter picked up.	Oct 16
❖ Clean, non-slip floor providing security of footing?		✓	P/S/V	Rubbish cleared away. Bougues. Also duty staff stop students eating in the court areas at break time.	Oct 16
❖ Sufficient space for group size/activity?	Safe		P/S/V		Oct 16
❖ Are there any activity-specific safety concerns?	✓		P/S/V	Netball/ basketball posts put away, tennis nets put away or stored safely. Check flooring area.	Oct 16
❖ Storage adequate and safe?	✓		P/S/V	Store correctly and keep locked when not in use.	Oct 16
❖ Lighting safe and adequate for activities?	✓	N/A	P/S/V	Ensure they are in working order.	Oct 16
❖ Access issues for those with disabilities?	✓		P/S/V	Ensure ramp is accessible at all times.	Oct 16
❖ Operating procedures known/ applied?	✓		P/S/V	Follow set procedures.	Oct 16
❖ Fire regulations applied?	✓		P/S/V	Clear exit route defined.	Oct 16
❖ Safety signs in place?			P/S/V		Oct 16
❖ Is the facility secured when not in use?	✓				Oct 16
❖ Equipment concerns?	✓		P/S/V	Netball posts put away properly.	Oct 16
❖ Kick Boards secured safely?	✓		P/S/V	Ensure all attached safely.	Oct 16

b) FACILITY ASSESSMENTS:
Facility 1: Bottom field

(complete one of these for each facility)
Date: July 2015

Assessors: H JEAL

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	Low		P/S	Member of staff to be in when being used. Staff to have own changing room and be responsible.	Oct 16
❖ Are changing rooms secure when not in use?	Low		P/S	Locked when not in use. Staff to do this.	Oct 16
❖ Work area hazard free?	Low		P/S	Use correct teaching methods and safe equipment.	Oct 16
❖ Clean, non-slip floor providing security of footing?	Low		P/S		Oct 16
❖ If swimming pool - is water clarity good?	N/A				Oct 16
❖ Sufficient space for group size/activity?	Low		P/S	All litter to be placed in bins. Avoid touching glass/cans.	Oct 16
❖ Are there any activity-specific safety concerns?	Low		P/S	Broken cans on field. Avoid.	Oct 16
❖ Storage adequate and safe?	Low		P/S		Oct 16
❖ Lighting safe and adequate for activities?	N/A				Oct 16
❖ Access issues for those with disabilities?	Low		P	Disabled students to use lower gate access.	Oct 16
❖ Operating procedures known/ applied?	Low		P	LM to know where groups are, phone to be taken out.	Oct 16
❖ Fire regulations applied?	Low		P/S/V	Usual fire procedures.	Oct 16
❖ Safety signs in place?	Low		P/S	Usual procedures.	Oct 16
❖ Is the facility secured when not in use?	Low		P/S	Ensure all gates are locked after lessons.	Oct 16
❖ Equipment concerns?	Low		P/S	Taking out and setting equipment up. Pupils to understand correct way of carrying and setting up.	Oct 16
❖ Jump pits	Low		P/S	Ensure pits are raked and cleaned regularly. Report any issue to Boygues	Oct 16

b) FACILITY ASSESSMENTS:
Facility 1: Dance Studio

(complete one of these for each facility)
Date: July 2015

Assessors: Hayley Jeal

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	✓		P/S	Ensure staff present to supervise students.	Oct 16
❖ Are changing rooms secure when not in use?	✓		P/S		Oct 16
❖ Work area hazard free?	✓		P/S/V	Ensure benches pushed to the side, chairs, bars and mat trolley.	Oct 16
❖ Clean, non-slip floor providing security of footing?	✓		P/S/V	Supervision and judgment from staff. Socks removed unless technical support at GCSE level.	Oct 16
❖ If swimming pool - is water clarity good?	N/A				Oct 16
❖ Sufficient space for group size/activity?	✓		P		Oct 16
❖ Are there any activity-specific safety concerns?	✓			Correct clothing, jewelry removed, socks removed.	Oct 16
❖ Storage adequate and safe?	✓				Oct 16
❖ Lighting safe and adequate for activities?	✓				Oct 16
❖ Access issues for those with disabilities?	✓				Oct 16
❖ Operating procedures known/ applied?	✓				Oct 16
❖ Fire regulations applied?	✓		P/S/V	Fire routine poster.	Oct 16
❖ Safety signs in place?				Minimal- Not easily seen.	Oct 16
❖ Is the facility secured when not in use?	✓			Staff to ensure door is locked after use.	Oct 16
❖ Equipment concerns?	✓				Oct 16

b) FACILITY ASSESSMENTS:
Facility 1:Sports Hall

(complete one of these for each facility)
Date: July 2015

Assessors: Hayley Jeal

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	✓		P/S	Staff to be present at all times at the start/end of lessons to ensure pupil safety.	Oct 16
❖ Are changing rooms secure when not in use?	✓		P	Staff to ensure changing rooms are locked and not give students keys.	Oct 16
❖ Work area hazard free?	✓		P/S	Ensure goal posts are secured back against the wall. Make sure the area is clear of equipment/rubbish.	Oct 16
❖ Clean, non-slip floor providing security of footing?	✓		P/S	Staff to ensure students are wearing appropriate footwear and not taking part in socks.	Oct 16
❖ Sufficient space for group size/activity?	✓		P/S	Use of the net to divide activities/groups if necessary.	Oct 16
❖ Are there any activity-specific safety concerns?	✓		P/S	Football goals- set up correctly.	Oct 16
❖ Storage adequate and safe?	✓		P/S	Separate storage cupboard. Students not to go in alone. Equipment to be put back in a safe place and door locked.	Oct 16
❖ Lighting safe and adequate for activities?	✓		P/S		Oct 16
❖ Access issues for those with disabilities?	✓		P/S		Oct 16
❖ Operating procedures known/ applied?	✓		P/S/V		Oct 16
❖ Fire regulations applied?	✓		P/S/V	Fire routine/ Assembly point posters on the wall of sports hall.	Oct 16
❖ Safety signs in place?	✓		P/S/V	Signs regarding fire procedure/equipment cupboard/Fire exits.	Oct 16
❖ Is the facility secured when not in use?	✓		P	Staff to ensure sports hall is locked when not in use.	Oct 16
❖ Equipment concerns?		✓?	P	Goals are put back against the wall after use. Nets are put back correctly after use.	Oct 16

b) FACILITY ASSESSMENTS:
Facility 1:Swimming Pool

(complete one of these for each facility)
Date: July 2015

Assessors: H JEAL

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	✓		P/S/V	Pupils use lockers or hand valuables to teachers.	Oct 16
❖ Are changing rooms secure when not in use?	✓		P/S/V	Changing rooms left tidy and valuables to a member of staff.	Oct 16
❖ Work area hazard free?			P/S	Clear all floats, woggles or equipment away at the end of each session.	Oct 16
❖ Clean, non-slip floor providing security of footing?	✓		P/S	Shoes removed by students and suitable footwear for all students and staff.	Oct 16
❖ If swimming pool - is water clarity good?	✓	✓	P/S	Kept at recommended temp, PH chorine in line with guidelines. Pool shut if above these.	Oct 16
❖ Sufficient space for group size/activity?	✓	Sometimes with large groups.		Ensure following staff- pupil ratios. Pupils swim in correct groups for ability. Pupils not complete activities too complex for ability.	Oct 16
❖ Are there any activity-specific safety concerns?		✓	P/S	Ensure all activities are suitable for ability. Supervision at all times.	Oct 16
❖ Storage adequate and safe?	✓			Equipment to be stored in the cupboard at all times.	Oct 16
❖ Lighting safe and adequate for activities?	✓			Notify pool staff if lights fail so it can be sorted.	Oct 16
❖ Access issues for those with disabilities?	✓			Pool hoist.	Oct 16
❖ Operating procedures known/ applied?	✓			See Steven Tidy if any problems.	Oct 16
❖ Fire regulations applied?	✓			Follow pool staff instructions when fire drill/fire alarm.	Oct 16
❖ Safety signs in place?	✓				Oct 16
❖ Is the facility secured when not in use?	✓			Yes, all signs on.	Oct 16
❖ Equipment concerns?	N/A			Any concerns- notify pool staff.	Oct 16

b) FACILITY ASSESSMENTS:
Facility 1: Rowing Area

(complete one of these for each facility)
Date: July 2015

Assessors: Ashley Piper

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing rooms safe?	N/A		P/S/V	Students have access to changing downstairs. Students not to leave valuables in changing area. Can store bags on balcony in gym outside rowing area.	Oct 16
❖ Are changing rooms secure when not in use?	N/A				Oct 16
❖ Work area hazard free?	Low		P/S/V	Students need to be positioned safely on machines. One on machine, one at wheel end, one at back of the machine.	Oct 16
❖ Clean, non-slip floor providing security of footing?	Safe				Oct 16
❖ If swimming pool - is water clarity good?	N/A				Oct 16
❖ Sufficient space for group size/activity?	Low				Oct 16
❖ Are there any activity-specific safety concerns?		Position of students in relation to each rowing machine.	P/S/V		Oct 16
❖ Storage adequate and safe?	N/A				Oct 16
❖ Lighting safe and adequate for activities?	Safe				Oct 16
❖ Access issues for those with disabilities?	Yes			No Lift up to facility.	Oct 16
❖ Operating procedures known/ applied?					Oct 16
❖ Fire regulations applied?					Oct 16
❖ Safety signs in place?	No				Oct 16
❖ Is the facility secured when not in use?	Safe			Facility can be locked.	Oct 16
❖ Equipment concerns?	Low		P/S/V	Students taught how to use equipment correctly in lessons.	Oct 16

b) FACILITY ASSESSMENTS:
Facility 1: Cricket Nets / Cricket

(complete one of these for each facility)
Date: July 2015

Assessors: Hayley Jeal

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Over-crowding, being hit by a cricket ball		Unsafe		Only 1 bats person in a net, only 1 bowler at a time. Rest of bowlers lined up behind cones.	Oct 16
❖ Retrieving ball from nets		High		Bats person to retrieve ball. If ball near net use bat to push net away	Oct 16
❖ Bats person hit by ball		High risk		All bats person to wear appropriate cricket safety equipment including helmets	Oct 16
❖ Bowler hit by ball	Low			Players to be watching bowler, batsperson & call if ball exiting nets	Oct 16
❖ Holes in nets	Low			Staff to inspect nets prior to each session. Report any holes. Make a decision regarding safety based upon inspection	Oct 16
❖ Using hard ball cricket ball	Low			Batting players to wear appropriate safety equipment. Players to be competent to play with hard ball. If not adapt equipment to wind ball	Oct 16
❖ Experience of players	Low			Adapt lessons equipment to accommodate experience and skill level of players	Oct 16
❖ Cricket games	Low			Allow sufficient space for games to occur with 'cross-over'. Players to experience variety of roles	Oct 16
❖ Equipment	Low			Players to receive safety talk regarding use of equipment, how to wear equipment, carry & store. Staff to count equipment in and out of storage.	Oct 16
❖					
❖					
❖					
❖					
❖					

c) AWAY FIXTURES: (complete one form per year to include all fixtures – the procedures are the same) Date:

ISSUES	SAFE/LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Pupil information/consent form					
❖ Parents/carers informed					
❖ Staffing issues (including match officials)					
❖ Assembly/embarkation/disembarkation					
❖ Transport/journey					
❖ Venue (host risk assessment known?)					
❖ Supervision issues					
❖ Reciprocal arrangements in place for the safety of students? – i.e. first aid provision, emergency supervision etc					
❖ Emergency action/ contingency plans					
❖ First aid provision					
❖ Weather/clothing/personal protection issues					
❖ Clear dismissal arrangements known by parents and students?					

Signed: Subject leader:.....

Head Teacher:

Date:

ISSUES	SAFE/ LOW RISK	UNSAFE/ SIGNIFICANT RISK	PSV AFFECTED?	CONTROL REMEDIES PROPOSED	CHECKED BY: (Sign and date)
❖ Changing room safe Wire grilles above benches loose and broken with sharp edge – cutting injuries likely		✓	PSV	Need repair.	Oct 16
❖ Work area hazard free? Ceiling tiles broken and out of place – could fall and injure		✓	PSV	Need replacing urgently.	Oct 16
❖ Secure footing?	✓				Oct 16
❖ Sufficient space for group size/activity	✓				Oct 16
❖ Any activity-specific safety concerns	✓				Oct 16
❖ Storage adequate and safe?		✓	S	Needs sweeping	Oct 16
❖ Lighting safe and adequate for activities	✓				Oct 16
❖ Access issues for those with disabilities	✓				Oct 16
❖ Operating procedures known/applied?	✓				Oct 16
❖ Fire regulations applied? Trampoline blocks near fire exit. Bolts on other (most likely to be used) fire exit – may prevent small pupils reaching and escaping		✓	PSV	Trampoline must be moved to alternate storage position. Fire doors must not be locked other than by push bar mechanism – needs altering immediately.	Oct 16
❖ Safety signs in place?	✓				Oct 16
❖ Equipment concerns? Large store – bow and arrows loose in corner; trampettes not disabled/locked		✓		Bows and arrows must be removed immediately to prevent unauthorised use. Trampettes must be locked/disabled immediately to prevent unauthorised use.	Oct 16