



Physical Education H&S Policy

Date Reviewed: Summer 2023

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Introduction

This Code of Practice covers Physical Education and School Sport at The Axis Academy.

The School will also refer to 'Safe Practice in Physical Education and School Sport', 2016 edition, published by the Association for Physical Education (afPE) which the School has adopted as its standard for safe practice in PE. Schools should be familiar with Part 1 of the afPE guidance and with Part 2 (activity specific) as appropriate.

Purpose of Document

This document is designed to bring all relevant guidance on health and safety for the subject area into one place. It will inform and support the professional judgements and practices of PE teachers and enable the school to manage health and safety in a standardised way in line with national best practice.

Management Issues

Staff Competence and Qualifications

Teachers with responsibility for the planning and delivery of PE programmes should have completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught.

Where there are specific National Governing Body Certificates available for certain sports, teachers planning or supervising these activities should be certificated as appropriate.

In secondary schools, teachers of other subjects who have no specialist training in physical education are often time-tabled to teach in the PE department. This arrangement should be exceptional and be implemented with the greatest care. These teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and participant risk. This will include gymnastics, athletics throwing events, contact sports and aspects of outdoor and adventurous activities.

Where establishments use the services of external coaches or parents for lessons, after school activities, visits, etc., the relevant training standards apply and Headteachers/Heads of Department must have made checks necessary to ensure these are held, e.g. receive a copy of qualifications etc. together with any insurance papers required.

External Coaching Staff

Pupils will receive external coaching from a number of providers. As these providers are confirmed, the credentials will be checked prior to delivery, proof of qualifications should be attained by the school via email or post. External coaches will be given information on pupils learning needs and SEMH background etc. Pupils will always accompany and supervise, assist with the sessions. Potential coaching may be in specialist areas such as Trampolining, swimming, outdoor education, Athletics, Dance etc.

Pupils and Class Sizes

Teachers must take account of the age, ability, aptitude, health and special educational needs of pupils in relation to equipment and activities. Legislation does not specify maximum pupil numbers in relation to individual teaching spaces. However, there is a relationship between the degree of hazard and the size of the teaching group in certain activities. The size of practical groups and pupil-teacher ratios should take account of the assessment of potential hazards and appropriate safety requirements.

If, in a teacher's professional judgement, the class is too large to attempt a particular activity, alternative approaches must be considered, e.g. pupil assisted teacher demonstrations, only part of the class doing the activity at any one time, or not carrying out the activity. If these alternative approaches do not provide a satisfactory solution, the Head of Department should raise the matter with the Headteacher. This is very unlikely at Axis as class sizes are small and staff ratios are high.

Pupils should be taught about the hazards, risks and control measures within the context of their work in the PE subject area so that risk awareness forms part of their learning.

Safety Training

Suitable Health and Safety training must be provided whenever staff have to work with new equipment or in a new system, for example:

- new staff should be trained before taking up their formal duties;
- staff should be trained before taking up their formal duties in a new work area or job;
- staff should be trained before taking up new responsibilities;
- staff should be trained before participating in a new or different system of work.

The Health and Safety training must:

- be repeated periodically where applicable (refresher courses);
- take place during working hours;
- take account of new or changed risks to the employees.

N.B. Managers must remain aware that it may be necessary to alter the nature of the job itself or procedures related to the job if risks cannot be minimised to an acceptable level.

Student teachers and new teaching staff are given an induction programme that includes training in safety procedures. All of the Department's staff are trained in the use of new apparatus/equipment.

Safety Training for Staff:

It is expected that staff will make every effort to attend any safety training courses which are run from time to time. Funding for safety training shall be given priority over other courses wherever possible and particularly in the case of training urgently needed in order that a member of staff can use apparatus/equipment required for National Curriculum pupil entitlement.

It is expected that members of the Department will make it known to the HOD if they feel that their experience does not extend to apparatus/equipment or facilities which they are expected to use in the course of their employment. The HOD will endeavour to arrange informal instruction/safety sessions to ensure adequate safety cover and familiarity until a recognised course becomes available.

Trainee teachers and new teaching staff are given an induction programme that includes training in safety procedures. All of the department's staff are trained on the use of new equipment. Our system of storage is based around the concept of 'Safety by good storage and positioning'.

Safety Training for Pupils:

Health and Safety is constantly re-enforced throughout the year in all activities and reference is made regularly thereafter, and on every occasion when a new method/technique or piece of apparatus/equipment is introduced. They are made aware of their responsibility for their own welfare and their general responsibility to others. Particularly important is the consideration of situations which do not always appear to be dangerous, but which often are, and of which pupils must be made aware.

Examples include things which:

- are unusually heavy, e.g. boxes, horse;
- can cause a painful blow, e.g. hockey stick;
- have sharp points, e.g. javelin;
- are very hard and which they can fall against, e.g. benches;
- may overbalance, e.g. upturned bench;
- can trip them up, e.g. skipping ropes, mats;
- they can slip on, e.g. sweat/water/liquids on the floor;
- can cause electric shock, e.g. electric pumps;
- can damage eyesight, e.g. squash balls, javelins, etc.
- are outside their previous experience and which may be dangerous to the untrained, e.g. shot, discus, javelin.

Appropriate Clothing:

- school P.E. kit; spare kit worn if students has not brought their own in
- correct indoor/outdoor footwear;
- tracksuit for outdoor lessons when the weather requires it;
- specialist clothing as required, e.g. boxing wraps and gloves if doing pad work when boxing.

Personal Safety:

- securing of jewellery etc.
- fastening loose clothing and shoelaces;
- tying hair back or other protection.

General Behaviour: students and staff to follow school policies:

- no running, chasing, fighting or unruly behaviour;
- no throwing equipment or misuse of apparatus;
- no excessive noise so that instructions can be heard – see Appendix 3;
- always obey instructions.
- All behaviour issues to be logged by staff responsible for class. Any major issues to be directed to Steve Jardine Assistant Headteacher who will deal with incidents accordingly.

Good practice:

- co-operate with others in the group;
- careful handling of apparatus/equipment;
- use equipment as instructed;
- ask if unsure how to use apparatus/equipment;
- report any broken or damaged equipment immediately to a teacher;
- report any dangerous objects, e.g. glass or cans on the ground.

Working practice and expectations:

All pupils will be expected to attempt what is asked of them when practical work is undertaken. Under no circumstances must other pupils 'help' their friends who are unsure/afraid of a piece of apparatus/equipment. It must be made clear that the teacher is there to help and advice, and that seeking help from an expert source whenever needed is a normal and accepted practice so far as health and safety is concerned. The only exceptions may be where work has to be performed by two or more people.

Pupils must be discouraged from thinking that it is helpful to adjust equipment settings set by someone else, unless they have been specifically instructed to help by a member of staff, and adequate safety precautions have been taken and the matter discussed beforehand.

Reporting damage and breakages:

Pupils must be encouraged to report all breakages/damage to apparatus/equipment or other problems at the earliest opportunity. They should have confidence in knowing that they will not be criticised or disciplined, provided that the damage has been caused accidentally and during the course of their work. They should be made aware that such things do happen from time to time, e.g. equipment does break - it is something that happens in P.E.

It is departmental policy that pupils are not charged or criticised for breakages that occur normally during the course of their work. This is so that repairs and replacements can be put in hand immediately rather than finding the evidence later, hidden under a bench or at the back of a cupboard. The need for co-operation and mutual trust between staff and pupils in the gym/sports hall must be stressed.

Risk Assessment:

All departmental staff are required to familiarise themselves with the health and safety policies and risk assessments of the Department and whole school, copies of which must be retained in the Risk Assessment area on the Shared area/one drive.

The legislation requires the significant findings of risk assessments to be recorded. Assessments are recorded on the school risk assessment form. It is essential that once completed, the risk assessments are communicated with staff.

Every activity with a significant hazard should be assessed for risk. Once the hazards have been identified the risk assessment should identify who could be harmed and how. The risk assessment should then list all the current control measures which are in place to reduce the hazard. This can include items such as induction training adequate supervision, correct PE equipment used etc. Once the control measures have listed the risk rating should be calculated using the table below:-

Risk Matrix

SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)		SEVERITY					
				1	2	3	4	5	
LIKELIHOOD	5	Fatality	5	Almost certain	1	2	3	4	5
	4	Major injury, resulting in disability	4	Probable	2	4	6	8	10
	3	Injury requires doctor's or hospital attendance	3	Possible	3	6	9	12	15
	2	Minor injury, 1 st aid required	2	Possible (under unfortunate circumstances)	4	8	12	16	20
	1	Minor injury, no 1 st aid required	1	Rare	5	10	15	20	25
Likelihood (L) x Severity (S) = RISK RATING									

Date Review No. 1	Date Review No. 2	Date Review No. 3	Date Review No. 4	Date Review No. 5
By:	By:	By:	By:	By:

Example of another risk matrix:

Persons at Risk	NOTES ON RISK RATES:	Risk Rate
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Employees</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Students</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Other Users</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Contractors</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Public</div> </div>	<p>SEVERITY:</p> <p>A – Death, major injury, damage, loss of property</p> <p>B – 3 days abs, moderate injury / damage</p> <p>C – Minor injury, loss / damage</p> <p>LIKELIHOOD:</p> <p>1 – Extremely likely to occur</p> <p>2 – Likely to occur</p> <p>3 – Unlikely to occur</p> <p>RISK LEVEL: H – High M – Medium L – Low</p>	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Risk level</div> </div>

Incorporating Findings of Risk Assessments into Schemes of Lesson:

Significant hazards and their control measures should also be included in Schemes of Learning as appropriate. All staff working in PE and school sport should be made aware of these findings and be involved in their review.

Once completed, these forms must be kept locally and a copy provided to the school Health and Safety Co-ordinator for internal and external health and safety monitoring purposes.

Manual Handling and Storage of Equipment:

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Pupils:

It is an integral part of the subject to involve pupils in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. Schools must have arrangements to enable pupils to learn how to handle equipment safely according to their age and strength. This is taught to each pupil and re-enforced each gymnastics lesson when working with apparatus.

Inspection of equipment:

Gym equipment/apparatus in the Sports Hall and Gym are regularly monitored by teaching staff.

Offsite visits:

For offsite visits and fixtures etc. there will be a generic risk assessment in place for travelling off site e.g. minibus policy. There will be risk assessments for individual pupils and the risk assessment for the venue, where appropriate from the external provider. Visits will be assessed through Evolve following the usual procedure. Parental consent will be obtained and pupils will be informed usually in person by relevant staff accompanied by a letter for the pupil. Information and a list of names will be provided to the office in advance and pupil list will be checked on departing school. Pupil medical boxes if appropriate will be collected also. Vehicle will be booked and signed out. Trip Leader will make emergency contacts aware of being on call if after school hours (usually a member of SLT).

P.E. DEPARTMENT SAFETY CODE**Before the lesson starts you must:**

Always approach PE lessons with positivity, resilience and growth mind-set

Always behave appropriately when in the changing rooms keeping to all safety rules

Never go to or enter the activity area without permission or unsupervised.

Always walk to the activity area, never run or push anyone.

During the lesson you must:

Always know exactly what you are doing. If not, ask your teacher.

Always respond well to the teacher's instructions.

Always report an accident or breakage immediately.

Always report any hazards that you see.

Never interfere with equipment.

Never remove or interfere with any safety notices.

Never put anything in your mouth. Do not eat, drink or chew.

At the end of the lesson:

Always help your teacher to leave the activity area clean and tidy.

Always walk back from the activity area, never run or push anyone.

Always behave appropriately when in the changing rooms keeping to all safety rules.

Always leave the changing rooms dressed according to school uniform.

Always reflect on personal achievements of you or group members

1. Pupils should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures. Pupils must heed the teacher's advice on how to avoid any potential risks when using particular apparatus/equipment or transport. They are required to behave sensibly at all times, and should be reminded regularly of the dangers that exist whilst doing P.E. Safety training for pupils is therefore important and should be an inclusive part of all lessons planning and teaching.
2. When appropriate, pupils are required to perform certain activities with a prescribed number of safety monitors, e.g. trampolining.
3. Doors must be locked if staff leave the activity area. Pupils are not allowed to enter or work in the activity area unless actively supervised.
4. Pupils and staff are not to eat or drink in the activity area
5. At the end of a lesson staff are to ensure that all equipment has been rendered safe, counted back in and stored only in a store room.
6. Staff should ensure that the pupils leave the area in an orderly manner.
7. Particular care should be given to the distribution and collection of equipment; the number and condition of which should be checked at both the beginning and the end of an activity or a lesson with storage rooms and cupboards being locked.
8. **Dealing with accidents and emergencies:**
 - **First aid boxes** are checked by teaching staff and there should always be one in each changing room.

ACCIDENTS:

In the event of a pupil injuring themselves, dealing with that incident must take priority. **All work in the activity area must STOP** and pupils must be asked to sit quietly without working or using apparatus/equipment further, until the incident has been dealt with and the welfare of the injured party has been organised. Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Accidents that cause injury can be dealt with by the nearest qualified first-aider. A runner may be sent for help but staff should not leave the casualty unsupervised. Teacher may call for another member of staff/first aider for support instead.

All accidents however minor should be reported on the school's accident form. Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment will be given or sanctions taken against them. Pupils should also be reminded at regular intervals and especially during practical demonstrations, about the course of action that they should take immediately following a personal injury and before the member of staff has arrived to take charge.

ILLNESS & SICKNESS DURING LESSONS:

Pupils must be encouraged to report that they are feeling unwell during a lesson if it is likely that their condition would cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a health and safety point of view, e.g. the unwell pupil may have an increased chance of an accident. However, pupils must not leave the activity area without first informing the member of staff. Pupils feeling unwell and who leave the class must be accompanied by another pupil, still within distance supervision of the teacher in charge of the group.

EMERGENCY PROCEDURES (GENERAL):

In the event of damage to or faults with apparatus/equipment which are liable to render their further use dangerous, it is important that the apparatus/equipment is physically isolated so far as it may be possible in order to eliminate any further risk to users, until such time that the apparatus/equipment has been inspected and/or repaired. Teachers are responsible for informing the Head of PE of such equipment and ensure it is left safe. Apparatus/equipment so affected must be removed from the activity area to a secure place, so that it cannot be used. Pupils must be made aware of all incidents where damage occurs to apparatus/equipment so that they are not tempted to use such items, and they should always be encouraged to report any situation or apparatus/equipment which appears to present a hazard.

9. Supervision of activities and equipment:

All activities need supervision from a PE teacher. However, equipment has different levels of severity and potential dangers. The risk assessment of each activity and each activity area clearly states the supervision needed to make the activity as safe as possible. The risk assessment file can be found in the PE office and on line.