

# Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



|       |              |
|-------|--------------|
| Date: | 18 June 2021 |
|-------|--------------|

|                  |             |           |                       |              |              |
|------------------|-------------|-----------|-----------------------|--------------|--------------|
| Assessor's name: | Paul Turner | Ref. No.: | TOAT PE Lessons - 001 | Review date: | 18 June 2022 |
|------------------|-------------|-----------|-----------------------|--------------|--------------|

|              |              |            |                  |           |                       |       |               |
|--------------|--------------|------------|------------------|-----------|-----------------------|-------|---------------|
| Endorsed by: | Susan Wilson | Signature: | <i>S. Wilson</i> | Position: | Executive Headteacher | Date: | 18 June 2021. |
|--------------|--------------|------------|------------------|-----------|-----------------------|-------|---------------|

|                            |  |
|----------------------------|--|
| Description of assessment: | <b>Physical Education (PE) Lessons</b> |
|----------------------------|--|

| Location details:               |                     | Tall Oaks Academy Trust Sites                   |   |   |    |  |  |                                     |                               |   |   |        |  |
|---------------------------------|---------------------|---|---|---|----|--|--|-------------------------------------|-------------------------------|---|---|--------|--|
| Identified hazards              | Who may be affected | Risk Level before control measures<br>S x L = R |   |   |    | Existing control measures  | Additional control measures required   | To be actioned by                   | Final Risk level<br>S x L = R |   |   |        |  |
|                                 |                     | S   | L | R | RR |  |  |                                     | S                             | L | R | R<br>R |  |
| Hazards presented by PE Lessons | All Staff<br>Pupils |   |   |   |    | <b><u>GENERAL POINTS</u></b><br>All lessons and learning must be conducted in accordance with current DfE guidelines. The full control measures in the Tall Oaks Academy Trust COVID-19 Risk Assessment must be followed and take priority over standard lesson procedures. <b>If your lesson is not COVID - 19 secure you cannot continue.</b><br>Most PE lessons will present some form of additional risk of injury to the participants if lessons are not managed correctly. This risk assessment has been created to guide and Identify some of the many risks present in PE lessons. It does not cover all potential risks. All class teachers and those conducting PE | Teacher or Lesson planner / Organiser should conduct a simple RA to check for Hazards that may be present for the specific lesson. | Lesson Organisers<br>Class Teachers |                               |   |   |        |  |

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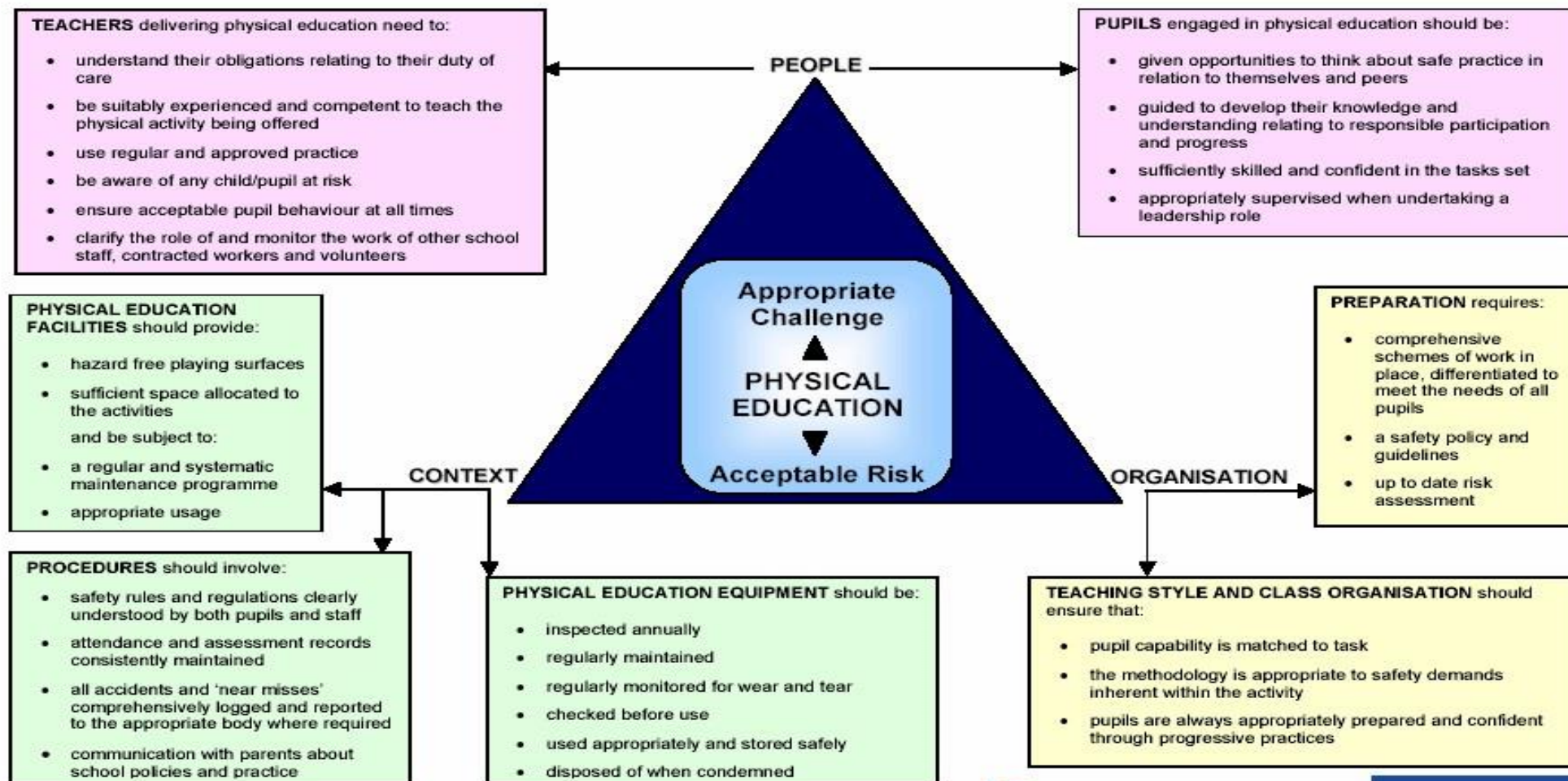
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|--|--|--|--|--|--|---|---|--|--|--|--|
|  |  |  |  |  | <p>lessons should use this generic risk assessment as guidance for their proposed lessons.<br/>Close adult supervision is required at all times during PE lessons – consider using additional adults for supervision if required.</p> <p>All class teachers and those conducting PE lessons must Identify any risk to themselves and the children. Each lesson will be different and therefore lesson organisers, as a part of their PPA planning should <b>conduct their own risk assessment</b> to ensure appropriate control measures are in place. To do this:</p> <p><b>Teaching Staff must complete the attached Simple RA (Risk and Responsibilities) Risk Assessment for each PE lesson. Once complete please send to your HOS/SLT for signature.</b></p> <p><b>The ‘Safe Practice in Physical Education (2004)- BAALPE’ guidelines should be referred to by all teachers when planning their PE lessons</b></p> | <p>Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson.</p> | <p>Lesson Organisers<br/>Class Teachers</p> |  |  |  |  |
|--|--|--|--|--|--|---|---|--|--|--|--|

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## SAFE PRACTICE IN PHYSICAL EDUCATION



For further information see the DfES commended BAALPE publication 'Safe Practice in Physical Education', 1999 (millennium) edition  
Available from: [www.baalpe.org](http://www.baalpe.org) or telephone 01746 769487  
Copies of this poster are available from: DfES Publications at [www.teachernet.gov.uk/pesafety](http://www.teachernet.gov.uk/pesafety) or telephone 0845 6022260

department for  
**education and skills**

  
DEPARTMENT OF EDUCATION  
An Roinn Oideachais  
Máinistir o Lear



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| Identified hazards    | Who may be affected | Risk Level before control measures<br>$S \times L = R$ |   |   |    | Existing control measures  | Additional control measures required   | To be actioned by                   | Final Risk level<br>$S \times L = R$ |   |   |    |
|-----------------------|---------------------|--|---|---|----|--|--|-------------------------------------|--------------------------------------|---|---|----|
|                       |                     | S  | L | R | RR |  |  |                                     | S                                    | L | R | RR |
| General PE activities | Pupils              | 2  | 3 | 6 | M  | <p>PE safety rules should be followed and all activities should closely supervised by staff and carried out in accordance with BAALPE guidelines.</p> <p>Essentially all Outside pitches and equipment must be checked for safety (uneven surfaces and foreign objects) prior to each use.</p> <p>Other general safety concerns to consider include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Monitoring the environment, such as heat, when playing outdoor sports</li> <li>Having a fully stocked first aid kit in the gym</li> <li>Knowing how to recognize the signs of a concussion, such as dizziness and headache</li> <li>Checking your gym's equipment for any problems</li> <li>Ensuring students are wearing appropriate clothing for the activity at hand</li> </ul> | Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson. | Lesson Organisers<br>Class Teachers | 2                                    | 2 | 4 | L  |

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|   |                     |   |   |   |   |   |  |                                     |   |   |   |   |
|---|---------------------|---|---|---|---|---|--|-------------------------------------|---|---|---|---|
| Gym equipment:<br>Wall bars, ropes<br>benches, stands,<br>agility tables,<br>vaulting boxes,<br>and mats. | <b>Pupils</b>       | 2 | 3 | 6 | M | All equipment inspected annually by independent specialists and repaired or replaced where necessary to prevent danger. All equipment checked weekly by SM.<br>All activities closely supervised by staff and carried out in accordance with BAALPE guidelines.   | Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson. | Lesson Organisers<br>Class Teachers | 2 | 2 | 4 | L |
| Manual handling gym equipment i.e. benches, vaulting box, stands, agility tables and mats etc.            | <b>Staff Pupils</b> | 2 | 2 | 4 | L | Team lifts used to reduce risks. Larger loads are split down where possible to reduce weight. Staff have been provided with manual handling training to reduce the risk of injury.<br>Trolleys provided for gym mats and these only moved by two persons because of the high weights involved. Pupils carry items in teams to reduce risks.<br>Staff ensure that any manual handling carried out by pupils is well within their capabilities. | Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson. | Lesson Organisers<br>Class Teachers | 2 | 1 | 2 | L |

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| Identified hazards   | Who may be affected          | Risk Level before control measures<br>S x L = R |   |   |    | Existing control measures  | Additional control measures required   | To be actioned by               | Final Risk level<br>S x L = R |   |   |    |
|--|------------------------------|---|---|---|----|--|--|---------------------------------|-------------------------------|---|---|----|
|  |                              | S   | L | R | RR |  |  |                                 | S                             | L | R | RR |
| Clothing, footwear & personal effects'<br>Wearing of jewellery | Pupils, Staff, Adult helpers | 2   | 2 | 4 | L  | <p>HOS should have a clear written policy in place regarding the management of personal clothing, footwear and personal adornments;</p> <ul style="list-style-type: none"> <li>• Pupil's long hair is required to be tied back;</li> <li>• Pupils are required to remove all personal effects. If they cannot be removed, then all personal effects must be made safe;</li> <li>• Pupils wear suitable clothing for the activity;</li> <li>• All staff and students change into footwear that is appropriate for the indoor lesson and for the PESSPA activity being taught;</li> <li>• In gymnastics, barefoot work is the safest, whether on floor or apparatus, because the toes can grip. Barefoot work in both gymnastics and dance can improve aesthetics by allowing the foot and toes to move through a full range of flexion and extension, which in turn strengthens the muscles, bones and joints. Training shoes should not, however, be worn for gymnastics activities;</li> <li>• For indoor games appropriate footwear should be worn due to the</li> </ul> | Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson. | All Lesson Planners<br>Teachers | 2                             | 1 | 2 | L  |

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|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  | <p>higher frequency of sudden stopping and changing direction quickly where toes can be stubbed, and also for games that require the ball to be kicked (e.g. football) or involve a hard, fast-moving ball at ground level (e.g. indoor hockey). Training shoes, which provide good traction will often prove effective for a range of indoor games and will also support the feet when carrying out activities that are largely high impact.</p> |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|

| Identified hazards | Who may be affected | Risk Level before control measures<br>S x L = R |   |   |    | Existing control measures  | Additional control measures required   | To be actioned by                   | Final Risk level<br>S x L = R |   |   |    |
|--------------------|---------------------|---|---|---|----|--|--|-------------------------------------|-------------------------------|---|---|----|
|                    |                     | S   | L | R | RR |  |  |                                     | S                             | L | R | RR |
| <b>Weather</b>     | <b>Pupils</b>       | 2   | 1 | 2 | L  | <ul style="list-style-type: none"> <li>In the event of extreme weather conditions Hot or Cold and Wet the Class Teacher will assess and decide if the event should continue</li> <li>All Staff/children should wear sunhats and apply sun cream if the weather dictates</li> <li>All Staff/children should have access to fluids to prevent dehydration</li> </ul> | Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson. | Lesson Organisers<br>Class Teachers | 1                             | 1 | 1 | L  |



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|---|----------|---|---|---|---|---|--|-------------------------------------|---|---|---|---|
|   |          |   |   |   |   | Suitable clothing and footwear should be advised to parents prior to the event.   |  |                                     |   |   |   |   |
| Medical Accidents<br><br>Health issues:<br>Accessibility of inhalers: | - Pupils | 2 | 3 | 6 | M | <ul style="list-style-type: none"> <li>A suitable First Aid kit/Kits will be available during sports and PE lessons.</li> <li>Teachers to explain need for sensible, calm behaviour during lessons. Children to follow directions and instructions from staff in order to prevent accidents.</li> <li>Staff should check the areas being used for foreign objects and trip hazards</li> <li>Children may trip, fall or slip whilst competing in their events. First Aid to be administered by qualified First Aider as required.</li> <li>Inhalers to be kept by group leaders in an individual plastic zippers in coat pocket (with them at all times).</li> <li>Class Teacher to be fully aware of Health Care Plans, have a copy of the HCPs and ensure full compliance with health requirements are met at all times</li> </ul> | Teacher or Lesson planner should conduct a simple RA to check for Hazards that may be present for the specific lesson. | Lesson Organisers<br>Class Teachers | 2 | 2 | 4 | L |



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## Guidance Notes

| RISK = SEVERITY x LIKELIHOOD |   |   |    |    |
|------------------------------|---|---|----|----|
| SEVERITY                     | 4 | 8 | 12 | 16 |
|                              | 3 | 6 | 9  | 12 |
|                              | 2 | 4 | 6  | 8  |
|                              | 1 | 2 | 3  | 4  |
| LIKELIHOOD                   |   |   |    |    |

| SEVERITY (Impact)        |   |
|--------------------------|---|
| 4                        | FATALITY OR SPECIFIED INJURY: imminent danger exists, hazard capable of causing death and illness on a wide scale       |
| 3                        | MAJOR/SERIOUS INJURY: hazard can result in serious injury and/or illness, property and equipment damage                 |
| 2                        | MINOR INJURY: hazard can cause illness, injury or equipment damage, but the results would not be expected to be serious |
| 1                        | TRIVIAL OR NEGLIGIBLE: hazard will not result in serious injury or illness, remote possibility of damage                |
| LIKELIHOOD (Probability) |   |
| 4                        | HIGHLY LIKELY/ FREQUENT: likely to occur, to be expected  |
| 3                        | LIKELY: not surprised, will occur given time  |
| 2                        | POSSIBLE: could occur occasionally  |
| 1                        | HIGHLY UNLIKELY: unlikely to happen, although possible  |

| 1–4<br>LOW   | 5–8<br>MEDIUM  | 9–12<br>HIGH  | 13–16<br>VERY HIGH  |
|--|--|---|---|
| Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment. | Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment. | Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level. | Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible. |

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**Teachers planning of any lessons should include the awareness of safety and risk assessment in certain environments and activities. All teachers should be encouraged to make a risk assessment prior to a PE lesson. This involves looking at the teaching area and equipment and assessing whether it is safe to proceed with the lesson. This process is outlined below:**

- 1. Identify hazards- anything that may cause harm.**
- 2. Consider the risk of someone being harmed by the hazard.**
- 3. Is the risk significant – likely to cause serious injury?**
- 4. Minimise the risk- take precautions to avoid injury.**
- 5. Log the hazard and share the information with colleagues.**

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## Tall Oaks Academy Trust – Simple Lesson RA (Risk and Responsibilities)

### Risk Assessment

#### Health and Safety

All Tall Oaks Academy Trust activities must operate within the Health and Safety Executive guidelines and in accordance with the trust Health and Safety policy. The PE Lesson planner is responsible for this risk assessment and all activities involved in the lesson you have devised. Your risk assessment must be **available to parents, on request, on the day of the lesson.**

#### Risk Assessment

The attached risk assessment form is simple and easy to complete and is suitable for the types of activities you will incorporate into your lessons. In order to complete it you must:

1 Begin by looking afresh at the activity and describe it carefully in the section at the top of the risk assessment form. You need to include exactly what the children will do.

2 Look for the hazards in the activity, which are likely to cause **significant harm**. Keep in mind that, in this case you are looking at significant harm to children and young people. Try not to include the trivial. You can refer to some of the significant hazards detailed in the generic risk assessment.

3 Decide who might be harmed and how.

4 Evaluate the risks and decide whether existing precautions are adequate or more should be done. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low. **All remaining risks should be low.**

#### **5. Send for HOS/SLT signature.**

#### You need to ask yourself:

1 Can I **get rid of the hazard** altogether without significantly changing the activity?

2 If not, how can I **control the risks** so that harm is unlikely?

#### More Advice

- Take the common sense view and don't overcomplicate things.
- Concentrate on significant risks but remember that you are looking at risks to children.
- HSE advice is that safety precautions / controls should be put in place which are: **suitable and sufficient but not perfect**
- Once you have completed the risk assessment and identified the safety precautions that need to be put in place, the overall risk of the activity should be **low**.
- Even if you consider an activity has **no risk** you should complete the top section of the risk assessment form to show that you have seriously considered any possible risk.
- Please keep a record of your risk assessment so that it is available to any parents or volunteers who wish to see it.

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|                              |             |                                 |  |
|------------------------------|-------------|---------------------------------|--|
| <b>Risk Assessment for:</b>  |             | <b>Assessment Undertaken by</b> |  |
| <b>Venue:</b>                |             | <b>Name:</b>                    |  |
|                              |             | <b>Signed:</b>                  |  |
|                              |             | <b>Date:</b>                    |  |
| <b>Activity Description:</b> |             |                                 |  |
|                              |             |                                 |  |
| <b>Potential Hazards</b>     | <b>Risk</b> | <b>Control Measures</b>         |  |
|                              |             |                                 |  |

**HOS/SLT Signature**\_\_\_\_\_