

Proud to work, learn and grow together

Physical Education Health & Safety Policy

Robert Wilkinson Primary Academy



Robert Wilkinson
PRIMARY ACADEMY

Approved by:	Local Governing Body	Date: 12.10.22
Last reviewed on:	October 2022	
Next review due by:	October 2025	

PHYSICAL EDUCATION HEALTH AND SAFETY POLICY

This policy sets out the responsibilities for health and safety management within the PE curriculum. It aims to ensure that PE is offered within a well-managed, educational context. It will help to ensure that the environment is safe for the activity and that the activities are appropriately supervised.

ROLES AND RESPONSIBILITIES

SAFETY FUNCTIONS OF THE PE LEAD

In the day to day management of the health and safety in PE the PE Lead's role is to ensure:

- All staff understand their roles and responsibilities
- There are procedures and systems for ensuring safety
- Policies and procedures are regularly monitored and reviewed
- Health and safety updates are communicated effectively
- All staff teaching PE are aware of the first aid procedures in school and who the designed first aiders are
- Risk assessments are produced, implemented and monitored regularly.

SAFETY FUNCTIONS OF STAFF DELIVERING PE

Teachers, Teaching Assistants and coaches should:

- Take reasonable care of the pupils they are supervising with regards to their safety during PE activities
- Cooperate with the PE Lead and others responsible for school health and safety
- Carry out their work in accordance with their training
- Carry out delegated health and safety checks and tasks
- Follow school procedures in reporting issues with health and safety
- Ensure the safe and proper use of all equipment
- Ensure any incidents are reported within a timely and accurate manner

COMMUNICATION

- Health and safety information is shared with staff where necessary at staff meetings and through weekly briefings
- Accident report forms are available at the office and should be completed and shared with a first aider
- Information regarding injuries and accidents is to be shared with the designated Health and Safety Appointed Person Andy Driffield
- Parents will receive information regarding injuries or incidents through the Parent Hub system.

TRAINING FOR STAFF

- The PE lead will provide training on the use of new equipment.
- CPD opportunities are available to all staff
- Teaching staff are all offered the opportunity to take part in coaching with their class led by the PE Lead.
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EQUIPMENT MAINTENANCE

DISPOSAL OF EQUIPMENT

- Equipment is checked annually and reports are made of faulty items. Identified equipment is repaired or replaced.

PURCHASING AND STORAGE OF EQUIPMENT

- All items purchased must comply with British Standards and take into account the nature of use and the age of the children
- All items donated or loaned will undergo suitable tests before use.
- All equipment must be stored safely and securely. Storage areas must be kept tidy and allow safe access for staff and supervised children. Equipment must be returned at the end of each session
- Equipment deemed faulty or unsafe must be immediately removed from use and reported to the Health and Safety Appointed person who will ensure that it is disposed of correctly

LIFTING AND CARRYING OR EQUIPMENT

- Staff and children are aware of safe practise and regularly updated when lifting and carrying of equipment.
- Staff check equipment visually at the start of each session. Checks are made on spacing, connection, stability and age appropriateness.

ACCIDENT AND EMERGENCY PROCEDURES

- The school has designated trained first aiders
- If an accident or injury occurs a first aider is informed and decides on the appropriate action. If necessary the rest of the group will be removed from the area accompanied by a member of staff.
- In Wraparound care a first aider is always present and has access to first aid supplies and emergency contact numbers
- For off-site events the Group Leader will have a mobile and will be able to make direct contact to a member of the SLT via the direct dial number
- First aid kits are prepared for all off site sports events and will include accident forms. These will be complete and copies given to the First Aider on return to school.

MEDICAL INFORMATION

- Class medical information is available in each classroom and is accessible to PE Lead and Sports Coaches. Each class has a medicine box which contains inhalers, epipens etc.
- When staffing sporting activities, staff medical conditions are considered and taken into account, this may result in cover being put in place

CLOTHING AND FOOTWEAR

- Children are required to wear the school PE kit as outlined on the website.
- Dance and gymnastics will be done in bare feet, where the floor surface is suitable. Children are not allowed to work in socks. Where this is not possible children will wear trainers or other soft soled shoes
- All children need to have their shoes with them in case of a fire or evacuation situation is required
- Long hair should be tied back
- Staff will address appropriately as outlined in the staff handbook. As a minimum, staff will wear appropriate footwear and remove jewellery

JEWELLERY

- Staff and children should not wear any jewellery, including earrings when engaged in PE activities.
- Jewellery is stored at the children's own risk
- Earrings cannot be taped and must be removed before coming to school or removed by the child. Staff must not remove earrings.

PROTECTIVE EQUIPMENT

- Shin guards and mouth shields are recommended for football and hockey and are often compulsory at local events

PUPILS WITH ADDITIONAL NEEDS

- Staff are made aware of any children with additional needs. This is also shared with visiting Sports Coaches etc.
- Regular communication with parents ensures that children are able to play as an active role in PE activities as possible whilst ensuring that they are safe and their needs are addressed
- Strategies to deal with children who are demonstrating emotional or behavioural issues are shared with the PE Lead and staff

CHANGING ROUTINES

- Children are allocated designated changing areas and are supervised by appropriate staff.
- To protect staff from allegations of inappropriate behaviour, staff do not supervise on a one to one basis.

ORGANISATION OF OFF SITE EVENTS

- The Educational Visits Policy and guidelines are applied to all off site events.
- The host school or facility are responsible for completing and sharing the risk assessment. Prior to the event this is shared with all staff who will be attending.

RISK ASSESSMENT

- Risk assessments are carried out and reviewed annually and are in place for
 - Outdoor PE – Curriculum
 - Indoor PE - Curriculum
 - Physical Education School Sports (PESS)Events
 - Fixtures and Festivals
 - Use of the Activity Trail

WET WEATHER POLICY

Lessons are moved inside when:

- There is potential risk to children's safety: the surfaces are too slippery or the children do not have the appropriate footwear
- The weather will prevent effective teaching and learning
- There is potential risk to health (fog or extreme heat)
- Particular attention should then be made to changes to the plan ie modified rules, softer balls etc.

SPORTS COACHES

- The school benefits from a number of sports coaches assisting the PE and School Sports programme. Children are expected to give them the same respect that they do to all adults within our school.
- Sports coaches are appropriately qualified in their area and are subject to full enhanced DBS checks

SWIMMING

- All swimming is conducted in the onsite swimming pool and children are taught by qualified instructors

PE LESSONS

- Children should have appropriate clothing and footwear for their PE lessons- as per the school uniform guidance
- Parents should send a note if they require their child to be excluded from PE sessions. If this is the case the child will be encouraged to play an non active part in the session for example photographer (for use on twitter) or point scorer

EMERGENCY ACTION PLAN

