

# WHITEHILLS PRIMARY SCHOOL

"...putting children first...."



## P.E. HEALTH AND SAFETY POLICY

Date reviewed: January 2021

Policy reviewed by: R Casey and G Hillier

Ratified by Governors: January 2021

**Whitehills Primary School**  
**Physical Education Health and Safety Policy**  
**National health and safety publications**

**Refer to NCC code of practice January 2010 for further guidance.**

**This policy...**

- sets out the responsibilities for health and safety management in PESS;
- offers PESS within a well-managed, safe and educational context;
- establishes common codes of practice for staff and pupils;
- states common administrative procedures;
- ensures that statutory and local authority requirements are followed.

**Rationale (for teaching risk management in PE):**

**It will contribute to...**

- an appropriate balance between challenge with good practice in PESS;
- involving pupils in their own safety and enabling independent participation later in life;
- fulfilling the requirements of the national curriculum for physical education.

**Context (for teaching risk management in PE):**

**It will help ensure...**

- forethought and sound preparation;
- an environment which is safe for activity;
- appropriately supervised activities;
- the provision of basic care in the event of an accident;

***PE risk assessment has been updated to include Coronavirus safety measures (see separate risk assessment)***

**September 2020 PE risk assessment**

'Physical Education, School Sport and Physical Activity and the re-opening of schools.

Risk assessment produced in conjunction with the guidance on school reopening issued by the Department for Education 28 August 2020, and guidance from professional organisations.

The following publications, relevant to safe practice in physical education, can be found in the school.

Publication	Where documents can be found
Safe Practice in Physical Education	Document updated in July 2020. New version on preorder-arriving Jan 2021
Health and Safety, Learning Outside the Classroom (HASLOC)	Common-PE-2020 folder-Health and Safety
Managing Health and Safety in Swimming Pools (HSG179) - HSE (for schools with their own pool)	Common-PE-2020 folder-Health and Safety
Guidelines for Safe Practice in School Swimming (versions for schools with and without their own pool) – 2018 update	Common-PE-2020 folder-Health and Safety
TEACHING SWIMMING AND WATER SAFETY AT KEY STAGE 1 OR 2 PRIMARY SCHOOL SUPPORT MATERIALS	Common-PE-2020 folder-Health and Safety
TEACHING SWIMMING AND WATER SAFETY AT KEY STAGE 1 OR 2 WATER SAFETY RESOURCE	Common-PE-2020 folder-Health and Safety
Adventurous Activities Licensing Regulations HSE updated 1 <sup>st</sup> April 2020	Common-PE-2020 folder-Health and Safety
Educational Visits Co-ordinator documentation held in each school	Head Teacher's office
Education visits webpage <a href="#">Educational Visits - Northamptonshire County Council</a>	

## Roles and Responsibilities

### Safety functions of the Subject Leader

In the day-to-day management of health and safety in physical education the PE Co-ordinator's role is to ensure:

- there is a clear physical education safety policy
- all staff understand their roles
- procedures and systems for ensuring safety exist
- policy and procedures are systematically monitored and reviewed
- there is a smooth flow of health and safety information
- training in health and safety is available to all staff
- there is co-operation with NCC and senior managers on health and safety matters
- risk assessments are produced and implemented
- the competence of staff contributing to the physical education programme is monitored

## Safety functions of teachers, support staff and ASLs

All teachers, support staff and ASL's should;

- take reasonable care of their own, pupils' and others' health and safety
- co-operate with NCC and senior managers over safety matters
- carry out their work in accordance with training and instruction
- carry out delegated health and safety tasks
- follow school procedure in reporting any serious risks and failures in safety arrangements
- not misuse health and safety equipment

## Efficient information flow

Health and safety information is shared via staff meetings, access to notices, bulletins, newsletters etc from the LA, LASI, DfE and the P.E policies and risk assessments are made available to all as now stored electronically on the school network. All medical information can be located in the medical room in school. All documentation is checked and amendments made as necessary annually.

## Training for staff and ASL

Staff new to the school will receive a PE induction which includes routines for moving equipment and small apparatus, emergency procedures, safe handling of gymnastics equipment.

As part of the induction, prior to commencing their programme of activities all ASL will receive a comprehensive induction (Appendix1 – School Induction Checklist for Adults Supporting Learning)

There will be ongoing training for staff and ASL when new equipment or procedures are introduced, to test emergency and accident procedures and to provide refresher courses for experienced staff and ASL.

The record of PE Health and Safety training is ([Appendix 2 – Training Log](#))

## Equipment maintenance

The equipment and facilities are routinely checked to identify any signs of wear and tear that may cause injury. Any defective items are immediately taken out of use until repaired or replaced.

There is a routine for checking equipment and reporting faults.

When	Person responsible	Reporting mechanism
Every lesson	Teacher	Not formally recorded part of the lesson preparation
Bi-annually	Governing Body Health and Safety Committee	Governing Body/Headteacher
Annually	Specialist Maintenance Engineers (Universal services)	Contractor prepares report for Headteacher

The record and results of PE safety checks:

The copies of Specialist Maintenance Engineers safety checks are kept in the filing cabinet in the office. Class teachers report any damaged equipment to SL and SL contacts specialist maintenance engineers (universal services).

### **Purchasing and storage of equipment**

All items purchased comply with the appropriate British Standards (CE, BSI, BSEN etc) taking into account the nature of the usage, age of pupils, etc.

No items are donated or borrowed from home.

The equipment provided by ASL do comply with the appropriate British Standards (CE, BSI, BSEN etc).

All equipment must be stored safely and securely. Storage areas must be kept tidy and allow safe access for staff, ASL and pupils. Equipment in the hall consists of: a mat trolley, benches, beam, A-frames and boxes/storage units containing equipment for indoor/outdoor use. There are also three sheds for each year group for outdoor equipment. Each year group bubble has been provided with their own equipment.

### **Disposal of Equipment**

Equipment deemed to be in a defective state and/or unserviceable ("condemned"), where identified by the specialist inspection company or by staff and confirmed by the SL and the Head Teacher and is taken immediately out of use and correctly disposed of as soon as possible to prevent inappropriate usage. This is recorded on the Universal Services (Specialist Maintenance Engineer Company) documentation which is stored by office.

"Condemned" items of equipment are not to be used for other non-PE purposes.

### **Accident and Emergency procedures**

All accidents are recorded

The procedure for dealing with an accident during curriculum lessons, break time activities and out of hours learning activities are as follows:-

The class teacher/qualified coach will deal with the accident but the school has designated first aiders.

If an accident happens outside, a member of staff will telephone the named first aider and school office if necessary.

Medical boxes are kept in classrooms, the hall, the staffroom, and pupils' contact details are kept in the office. Medical boxes and class inhaler boxes will be taken to the hall or outside for PE lessons.

A record is kept of any accidents. Should any head accidents occur, they should be reported to the office and parents will be informed immediately. A pupil accident report form will be completed online and sent to Northamptonshire County Council.

Parents will receive a letter / note to inform them of minor accidents and the children will be sent home wearing an accident band.

In the event of an accident happening off-site, mobile phones would be used to contact parents. If the tournament/fixture was out of school hours when the office was closed, parents contact numbers would be taken to the event.

## **Lifting and carrying apparatus and equipment**

### **Lifting and carrying policy**

The pupils are taught to move the gymnastics apparatus correctly

- Four children to a mat
- Four children to carry the table top boxes, two each side
- Four children to carry the benches not at ends but opposite each other side to side.

Staff check equipment visually at the beginning of each lesson and before children work on gymnastic apparatus, checking spacing, connection, stability, appropriateness to the age and ability of the group and the tasks set.

### **Medical Information**

**All class teachers are informed of medical issues and details are kept in hygiene room. Outside agencies collect information from parents on any medical conditions and procedure for treating.** Medical issues are recorded on the school network and in the medical room folder. Inhalers and EpiPen are kept in a boxes in the classrooms.

Preventative or emergency inhalers will be taken out by class teachers for outdoor activities and into the hall for PE.

Epi pens are kept in classrooms and are taken with the child for PE lessons. Snacks for diabetic children are kept in the classrooms.

Supply teachers will be informed by first aider of any medical issues within the class.

### **Jewellery**

Pupils, staff and ASL should **not** wear any jewellery, including ear rings/studs when engaged in physical education or school sport. Staff may wear wedding ring and discrete watch.

Children are advised not to wear jewellery on P.E days including watches or fitbits.

Any jewellery worn will be collected by the teacher and kept in a box/container until after the lesson.

Children who have recently pierced ears may have them taped while they are healing.

If jewellery cannot be removed then teacher decides if task-situation can be amended to enable participation/ if not pupils don't take part. Teacher regularly checks for body piercings.

### **Clothing and footwear**

Expected PE clothing:

Indoors: white t-shirt, navy, blue or black shorts (no joggers)

Outdoor: Navy or black sweat top and jogging bottoms for winter, white t-shirt and navy/blue/black shorts in summer

Swimming: A (one piece) swimsuit and swimming cap. Swimming trunks for boys.

Dance and gymnastics will be done in bare feet, where the floor surface is suitable. Children are not allowed to work in socks. Where barefoot work is not possible, children will wear plimsolls or similar soft-soled footwear.

Children with verrucas should keep them covered and wear suitable footwear.

Long hair should be tied back, chewing gum and sweets are not allowed.

Headscarves must be secured safely.

Religious artefacts must be removed or made safe. If removal is expressly forbidden and the article cannot be made acceptably safe by taping, padding or covering, the activity and involvement of the pupil will be suitably modified to mitigate undue risk.

If children have to wear long trousers for religious reasons, they must wear close fitting leggings. Special care must be taken so that they do not slip on certain apparatus.

“Disclaimer letters” offered by parents/carers have no legal status and cannot be accepted.

All staff should wear appropriate footwear as a minimum requirement.

### **Pupils with special education needs**

The school aims to maximize all pupils’ participation in physical education and schools sport. Pupils with SEN pupils participate in lessons in a manner appropriate to their ability and the safety of themselves and others.

Staff and ASL working with SEN pupils will:

- know the nature of the pupils learning difficulty, disability or emotional or behavior disorder
- Be aware of any constraints on physical activity as a result of the disability or regime of medication
- Be able to provide the emergency treatment necessary of the physical activity exacerbates the disability

### **Changing Routines**

KS1 come into school in their PE kits and lower KS2 get changed in classrooms all together. Upper KS2 boys and girls get changed in different classrooms supervised by teachers/T.A.s/lunchtime supervisors. Children who forget kit have access to spare shorts kept in school. If children continually forget kit, parents will be informed.

### **Organisation of offsite visits (including inter school fixtures, festivals and competitions)**

The general requirements for Educational Visits / “Learning Outside the Classroom” apply to physical education or school sport events not on the school site. The school procedures for off site visits should be followed.

The host school/ club/facility is responsible for completing the risk assessment for the activity. Prior to the event the school member of staff in charge will make themselves familiar with any implications of the host school assessment, clarify any issues with the host and ensure that the pupils (and parents where necessary) are made aware of any procedures to make the situation safe

### **Risk Assessment**

The school policy for risk assessment is carried out for physical education and school sport activities. Risk assessments are reviewed annually. There are risk assessments in place for:

- the school hall
- the field
- the hardcourt/playground
- extra curricular activities
- hosting inter school sports events/festivals(When applicable)

### **Wet Weather Policy**

Lessons should be moved inside only when;

- There is potential risk to the children's safety; the surfaces are too slippery or the pupil's do not have appropriate footwear
- The weather will prevent effective learning and teaching
- There is a potential risk to health

Particular concern should be given to planning a lesson that will be safe in the alternate facility – soft balls, modified rules, different activity etc

### **Adults Supporting Learning (ASL)**

The school benefits from a number of coaches and volunteers assisting the PE and School Sport programme.

The recruitment of all ASL follows the statutory guidance set out in Safeguarding Children and Safer Recruitment (DfES January 2007).

The school has adopted the NCC good practice guide to working with ASL in PE and School Sport '*Working with coaches and volunteers in PE and School Sport*' (NCC January 2010)

### **Swimming**

Northamptonshire County Council follows guidance issued by the Health & Safety Executive's (HSE) publication Health and Safety in swimming pools. Further guidance and information can also be viewed on the HSE website.

**Next review date: January 2023**



Appendix 1

School Induction Checklist for Adults Supporting Learning		
Whitehills Primary School		
Person responsible for recruitment:		
ASL Name:		
	Date	Comments e.g. if ASL has been given a copy of the relevant school policy
Designated teacher		
Accident and emergency procedures		
Dismissal arrangements for pupils (after OSHL activities)		
Fire evacuation procedures		
Rewards and sanctions		
Standard procedures and routines e.g. personal effects, carry equipment		
Child protection		
Dress (pupils and coach)		
Any medical or emotional issues relating to pupils		
Registration arrangements		
Monitoring and evaluation procedures		
Signing in arrangements		
Procedure for cancelling a session		
Risk assessment		

I have received a full induction programme and am aware of all the relevant school policies and procedures.

Signed:

Date:



Appendix 3

Record sheets for inspections of PE equipment and facilities							
Whitehills Primary School 2020-2021							
Equipment; fixed/portable Facilities; indoor /outdoor	Term 1. Date	Term 2. Date	Term 3. Date	Term4. Date	Term 5. Date	Term 6. Date	Issues arising/ action taken
<i>Climbing Frame</i>							
Climbing Frame							
A frame ties							
Benches – wooden							
Benches - padded							
Mats							
A Frames							
Trestles							
Movement table							
Ladder							
Single pole							
Parallel Poles							
Bird perch							
Basketball Goals							
Football Goals							
Signed							

Appendix 4

Record sheet 1 for inspection of fixed PE equipment

**Whitehills Primary School 2020-2021**

**Subject Leader:**

Date	Defects Identified	Action Taken	Signed
<i>Example:</i> Term 3 13 Jan 2021	<i>Rope fraying on wall hinged rope unit</i>	<i>Taken out of use and service contractor contacted to carry out repair</i>	
Term 1			
Term 2			
Term 3			
Term 4			
Term 5			
Term 6			

Record sheet 2 for inspection of portable PE equipment

Whitehills Primary School 2020-2021

Subject Leader:

Date	Defects Identified	Action Taken	Signed
<i>Example:</i> Term 3 14 Jan 2021	<i>One hook on bench "3" is loose</i>	<i>Until repaired by service engineer, bench to only be used on the floor – marked accordingly</i>	
Term 1			
Term 2			
Term 3			
Term 4			
Term 5			
Term 6			

Record sheet 3 for inspection of indoor PE facilities

**Whitehills Primary School 2020-2021**

**Subject Leader:**

Date	Defects Identified	Action Taken	Signed
<i>Example:</i> Term 3 15 Jan 2021	<i>Door to portable equipment store does not lock Hall floor is often dirty after lunchtimes</i>	<i>Site Supervisor to check – locksmith to be used if necessary Lunchtime Supervisors reminded of need to sweep floor thoroughly – to be monitored</i>	
Term 1			
Term 2			
Term 3			
Term 4			
Term 5			
Term 6			

Record sheet 4 for inspection of outdoor PE facilities

**Whitehills Primary School 2020-2021**

<b>Subject Leader:</b>			
<b>Date</b>	<b>Defects Identified</b>	<b>Action Taken</b>	<b>Signed</b>
<i>Example: Term 3 14 Jan 2021</i>	<i>Goal posts by back fence are loose in their sockets</i>	<i>Grounds team to check and adjust</i>	
Term 1			
Term 2			
Term 3			
Term 4			
Term 5			
Term 6			