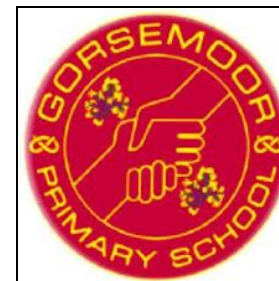


GORSEMOOR PE RISK ASSESSMENT



2019-2020

ACTIVITY: Use of Internal Areas for Physical Education (Page 1 of 5)

DATE OF ASSESSMENT:
2-09-19

ESTABLISHMENT/SCHOOL Gorsemoor Primary School

SECTION/DEPARTMENT/CLASS

WHO MIGHT BE HARMED? *Employees, Pupils*

HOW MANY ARE AFFECTED?

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool
General	<ul style="list-style-type: none"> Is a written policy statement included in the School's Health and Safety Policy? 	✓		
	<ul style="list-style-type: none"> Are staff aware of this policy? 	✓		
Area to be used for P.E.	<ul style="list-style-type: none"> Are procedures in place for regular inspections of the area? 	✓		
	<ul style="list-style-type: none"> Are adequate reporting procedures in place when defects have been identified? 	✓		
	<ul style="list-style-type: none"> Is there adequate ventilation? 	✓		
	<ul style="list-style-type: none"> Are lighting levels adequate? 	✓		
	<ul style="list-style-type: none"> Are the lighting units adequately guarded for the activities undertaken? 	✓		
	<ul style="list-style-type: none"> Is the area free from clutter and obstructions? 	✓		
	<ul style="list-style-type: none"> Is the floor surface in good condition (no trip hazards)? 	✓		

ACTIVITY: Outdoor Play Activities on the Premises (Page 2 of 5)				DATE OF ASSESSMENT 2-09-19	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
	<ul style="list-style-type: none"> Are the floors of a non-slip type, treated properly, cleaned regularly and free from dust? 	✓			
	<ul style="list-style-type: none"> Is safety glazing provided in all areas used for ball games? 	✓			
Fire	<ul style="list-style-type: none"> Are staff aware of the fire procedures? 	✓			
	<ul style="list-style-type: none"> Are fire doors checked on a regular basis e.g. monthly, to ensure they can be opened? 	✓			
	<ul style="list-style-type: none"> Do mats meet current fire regulations? (If not, are they stored in accordance with advice from the Area Fire Officer?) 	✓			
	<ul style="list-style-type: none"> Are termly Fire Practices arranged during PE lessons? 	❖	Introduce a fire drill every term for each class during a PE lesson.	2	
Physical Injury	<ul style="list-style-type: none"> Is the equipment appropriate for the age group concerned (e.g. age, strength and ability of pupils)? 	✓			
	<ul style="list-style-type: none"> Is the equipment inspected for damage prior to use? 	✓			
	<ul style="list-style-type: none"> Is there sufficient teacher to pupil ratio to provide adequate supervision? 	✓			
	<ul style="list-style-type: none"> Do teachers always check the safe erection of apparatus as described in BAALPE 'Checklist for Faults' before it is used by the children? 	✓			
	<ul style="list-style-type: none"> Are mats suitable for the purpose? 	✓			
	<ul style="list-style-type: none"> Are the pupils wearing appropriate clothing/footwear for the planned activity? 	✓			
	<ul style="list-style-type: none"> Is all jewellery always removed before every physical education lesson? 	✓	Yes- individual circumstances can be considered for earrings. Individual risk assessments can be produced.		

ACTIVITY: Outdoor Play Activities on the Premises (Page 3 of 5)				DATE OF ASSESSMENT 2-09-19	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
	<ul style="list-style-type: none"> Does a suitable warm up precede each activity to minimise the risk of injury? 	✓			
	<ul style="list-style-type: none"> Are pupils instructed not to chew sweets or gum? 	✓			
Supervision	<ul style="list-style-type: none"> Is there adequate supervision (suitable teacher to pupil ratio) taking into consideration pupils' ability, behaviour, age, etc.)? 	✓			
Storage	<ul style="list-style-type: none"> Is the storage area suitable? (E.g. sufficient space, clean and tidy, means of preventing unauthorised access, lighting, access to high level storage if necessary etc.) 	✓			
Manual handling activities	<ul style="list-style-type: none"> Are staff trained in safe manual handling techniques? (E.g. with regard to assembling, dis-assembling and storage of equipment) 	✓			
	<ul style="list-style-type: none"> Have pupils been instructed how to handle equipment safely according to their age and strength? 	✓			
	<ul style="list-style-type: none"> Are pupils supervised whilst handling equipment, where necessary? 	✓			
Welfare Facilities	<ul style="list-style-type: none"> Are there adequate changing, facilities? 	✓			
Physical injury e.g. slips, trips, cuts, etc.	<ul style="list-style-type: none"> Are procedures in place for regular inspection of the area? (E.g. for damaged tiles etc.) 	✓			
	<ul style="list-style-type: none"> Are the floor tiles of the non-slip variety? 	✓			
	<ul style="list-style-type: none"> Are adequate facilities provided for the storage of clothing? 	✓			
	<ul style="list-style-type: none"> If facilities are used after field activities, is there an area available for removing outside footwear? 	✓			
First Aid	<ul style="list-style-type: none"> Are adequate first aid facilities readily available? (trained first aiders, first aid kits etc.) 	✓			
Maintenance of Apparatus/ Equipment	<ul style="list-style-type: none"> Is apparatus/equipment suitable for the purpose? (obtained from reputable sources, suitable for the age range etc.) 	✓			

ACTIVITY: Outdoor Play Activities on the Premises (Page 4 of 5)				DATE OF ASSESSMENT 2-09-19	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
	<ul style="list-style-type: none"> Are arrangements in place for an annual inspection of apparatus/ equipment to be undertaken by a competent person? e.g. through your local Works Authority – who use approved contractors for the maintenance of gym equipment? 	✓			
	<ul style="list-style-type: none"> Are regular visual inspections of apparatus/equipment carried out prior to use? 	✓			
	<ul style="list-style-type: none"> Are arrangements in place for worn or damaged items to be immediately removed and/or appropriately labelled (e.g. <i>faulty - do not use</i>)? 	✓			
	<ul style="list-style-type: none"> Are maintenance and inspection records kept? 	✓			
	<ul style="list-style-type: none"> Is the equipment/apparatus adequately secured when not in use i.e. correctly strapped? 	✓			
	<ul style="list-style-type: none"> Are arrangements in place to ensure there is no unauthorised/ unsupervised use of equipment by pupils? 	✓			
Training	<ul style="list-style-type: none"> Are staff 'competent' to teach / supervise physical education lessons (i.e. have sufficient training and experience or knowledge and other qualities)? 	✓			
	<ul style="list-style-type: none"> Have staff been provided with appropriate information, instruction and training where applicable? 	✓			

ACTIVITY: Outdoor Play Activities on the Premises (Page 5 of 5)				DATE OF ASSESSMENT 2-09-19	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
Are there any other foreseeable hazards associated with this activity? Please circle YES / NO	<u>List any additional control measures</u>				
<u>Reference Documents</u> <div> <div></div> SCE Guide to SHEF Management – available on the SCE website </div> <div> <div></div> Safe Practice in Physical Education and School Sport (BAALPE) available from www.1st4sport.com </div>					
ASSESSED BY (Print name)			SIGNED	DATE	
LINE MANAGER			SIGNED	REVIEW DATE	
RISK RATING			RATING ACTION BANDS		
Likelihood	Severity of Injury	Rating Bands	Action Required		
1 Most unlikely	1 Trivial Injury(ies)	1 & 2 Minimal Risk	Maintain Control Measures		
2 Unlikely	2 Slight Injury(ies)	3 & 4 Low Risk	Review Control Measures		
3 Likely	3 Serious Injury(ies)	6 & 8 Medium Risk	Improve Control Measures		
4 Most Likely	4 Major Injury(ies)or Death	9, 12 & 16 High Risk	Improve Controls immediately and Consider stopping work		