

**Longridge Towers
School**

**Sport
Health & Safety
Manual**

Longridge
Towers School



CARPE DIEM

October 2009

Contents and Considerations

1. Introduction and Legal Requirements
2. Health and Safety Management
3. Policy
4. Risk Assessment procedure
5. Training and Recording
6. Risk Assessment Documents and Codes

Introduction to Risk Assessment and Health & Safety

Everyone in the workplace is responsible for Risk Assessment whether they are the Employer, Employee or Student. Risk Assessment is a planned procedure identifying hazards, which may cause injury or harm. By identifying hazards, the degree of risk can be judged so that precautions or control measures can be put in place. Implementing these actions should help to reduce or eliminate danger from those it is intended to protect.

Legal Requirements of Risk Assessment

The legal requirements relating to risk assessment have been amended and updated regularly since the 'Health and Safety at Work Act' was introduced in 1974. Since then, particularly in the 1990's, regulations have had greater implications for Schools with the implementation of the 'Management of Health and Safety Regulations' in 1999. This made risk assessment a requirement under Regulation 3 of the Act.

1996 saw the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' come into force. Under RIDDOR, fatal/major accidents requiring three-day absence and certain diseases contracted at work have to be reported to the Local Authorities.

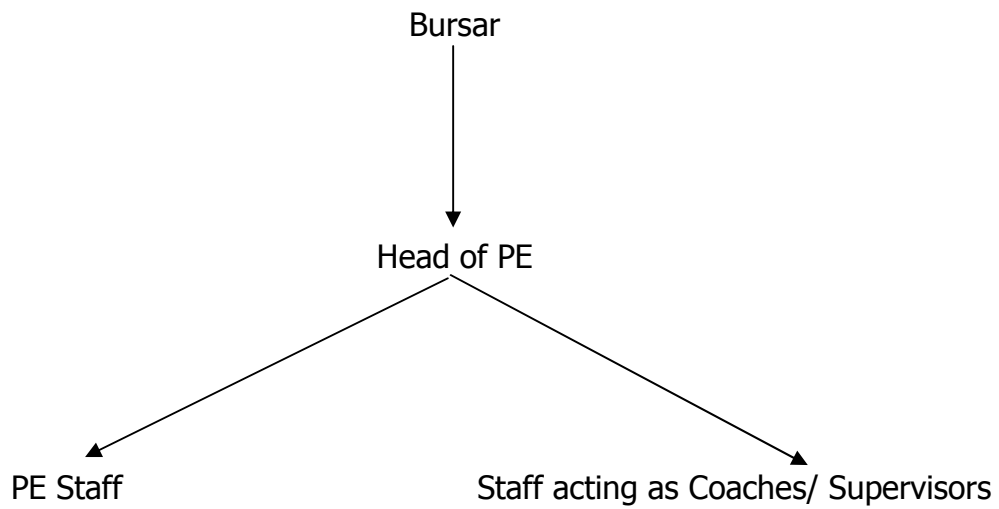
Fire Precautions Regulations in 1997 and Electricity at Work Regulations in 1990 required regular inspection, testing and maintenance of plant and premises.

Later 'Control of Substances Hazardous to Health' Regulations in 1999, (COSHH), required assessment of health risks and also maintenance and testing of control measures. It also stipulated that information, instruction and training should be put into place for all those exposed to hazardous substances.

Other implications for staff and students in schools were addressed with the introduction of the 'Manual Handling Operations Regulations' in 1993. Requirements included

avoidance of manual handling, and mentioned the duties of employers/employees to be aware of load carrying information and the measures used to help reduce the risk of injury.

Sport at Longridge Tower School Health and Safety Management



Sport – Risk Assessment Policy

Aim

To provide a safe environment for both staff and students by increasing awareness of the precautions needed to minimise injury or harm.

Rationale

Staff and students are encouraged to be vigilant in their recognition of hazardous activities and safe practice in Physical Education and Sport.

Guidelines

- 1. Risk assessment should be applied where foreseeable risks occur.**
- 2. Guidelines and Procedures from 'Safe Practice in Physical Education' BAALPE must be adhered to at all times.**
- 3. Ongoing reporting/recording of any remedial action needed.**
- 4. Regular audits of the Physical Education Environment.**
- 5. Annual inspection and maintenance of major equipment.**
- 6. Share the process with other adults involved in the activity and the ensuing information with the participants.**
- 7. Use your professional judgement and considered response to the following questions:**
 - What potential hazards can be reasonably foreseen?**
 - Is the risk controlled for each foreseeable hazard?**
 - Is further action necessary?**

Conclusion

The Department intends to provide a safe environment by effective management of potential hazards.

Risk Assessment Procedure

1. Risk Assessment Cycle:

- **Environment being assessed (Scope)**
- **Hazard**
- **People at Risk**
- **Severity**
- **Risk Factors**
- **Likelihood**
- **Priorities**
- **Controls**
- **Recording Procedure**
- **Regular Review**

2. Risk Rate Prioritisation for Recording Risk Assessment

Risks need to be prioritised to ensure rapid action is taken to allow more serious situations to be dealt with promptly.

Level of Severity:

- 1 – discomfort/inconvenience but no injury;
- 2 – non-serious injury;
- 3 – serious injury/hospital;
- 4 – permanent disability/death

Probability of the incident occurring: (after control measures in place):

- 1 – unlikely;
- 2 – might occur;
- 3 – likely to occur sometime;
- 4 – likely to occur immediately

Outcome

Severity x Probability. A score of 9 or more indicated that control measures are inadequate and should be reviewed 12 or more and the activity should be stopped

Training and Recording

All members of Staff involved in leading sport at Longridge Towers School must be trained in terms of RA and Health and Safety in their particular activity.

This will involve the reading and active involvement of Assessing the Risk in their activity. They must read the full Risk Assessment of the area they are taking the activity and the activity itself. This will also involve reading, understanding and the copying of the procedures as stated in 'Safe Practice in Physical Education' as written by BAALPE.

This training must be recorded in the Health and Safety Folder and the member of staff must sign and date the record indicating the activity and the paperwork issued.

If it is felt that the member of staff does not have enough knowledge of the sport he/she is leading, further training must take place by attending National Governing Body (NGB) courses.

In addition to leading sporting activities members of staff who have no sporting qualifications may be asked to supervise teams when playing matches away from home. They should be familiar with the risk assessment and have been fully briefed on what is expected from them in terms of complying with Health and Safety. They should all have signed the following sheet to indicate that they have read the risk assessment and been fully briefed by the Head of PE. At that the start of each session the Head of PE will provide in-service training covering all aspects of team supervision.

This training will cover the following aspects:

Transport

Transport will be organised by A.P. in discussion with the Bursar during the week prior to a fixture. Mini buses driven by staff (Midas trained) can be used for local fixtures eg a 30 mile radius. Beyond this distance, a professional driver must be used or a Perrymans coach. It would be unreasonable to expect a member of staff to drive a substantial distance and also have responsibility for the team at a fixture.

First Aid

Ideally every member of staff involved with sport would have an up to date First Aid qualification and ideally a practical working knowledge of First Aid.

Behaviour

Behaviour codes on all fixtures would be the same as if on school premises. A player misbehaving on the pitch should be removed from the field immediately. AP must be informed as soon as is practicable.

Changing Facilities

Staff should have a discreet presence at changing areas. It is always advisable to collect valuables in before leaving the changing rooms. A boot bag is ideal for this purpose.

Pitch Inspection

Dog fouling, glass or shredded drinks cans (by grass cutters) can be an issue. It would be good practice to walk over the pitch to check for any hazard eg collapsed drains.

Weather Conditions

Forecasts should be obtained during the week. Frozen or water logged pitches can result in matches being cancelled. A decision would always be made by Friday lunchtime to cancel a match.

Matched Levels of Competition

In rugby, the age groups are very important due to our small numbers. In the senior age group, the ages of the front rows are critical. The SRU have now made it illegal for U.16's to play against U.18's. This is good practice and I insist on this when arranging fixtures. I always keep a copy of e-mails as evidence. Hockey is organised to produce competitive matches.

Catering

AP liaises with the Catering Manageress early in the week, prior to a fixture, to discuss numbers of players and parents/guests. It is always nice to reciprocate with a hot meal with appropriate schools. Teams are entertained in the dining room and tea and coffee are set up in the Theatre for parents and visitors. Staff should make every effort to be on hand to supervise and entertain.

Drop Off and Collection

Clear times are displayed on team sheets of departure and an estimated time of arrival back at school. Travelling such long distances can put timings out. The era of mobile phones has assisted with communication and players are always advised of an accurate return time as soon as practicable. When returning back to school, it is good practice for staff not to leave school until all players have been picked up.

Sports Equipment

It is the team managers responsibility to make sure all equipment used on a fixture is accounted for eg rugby bags and balls, First Aid kits and water bottles, hockey bags containing goalkeepers kit, cricket bags, etc. Upon arrival at school, make sure that the kit is taken to the staff room for temporary storage (do not leave in the corridor).

Risk Assessment Documents and Codes

The following Risk Assessments provide an assessment of the risks involved in leading, teaching and coaching different activities at Longridge Tower School. These must be updated regularly (at least annually) or more frequently especially if any near misses or new risks are identified.

Risk Assessment Codes

- PESP - Any activity in the Sports Hall**
- PESPAF - Association Football in the Sports Hall**
- PESPBAS - Basketball in the Sports Hall**
- PEPF - Any activity on the Playing Fields**
- PEPFRU - Rugby union on the Playing Fields**
- PEPFHK - Hockey on the Playing Fields / Astro**

ACTIVITY / SITUATION: Association Football		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
SITE LOCATION: Playing Fields		SIGNATURE OF ASSESSOR:					PRECAUTIONS AND CONTROLS			
RISK ASSESSMENT REF: PEPFAF No. OF SHEETS: 2										
DATE: October 2009 REVIEW DATE: October 2010		IDENTIFIED HAZARD								
ACTIVITY / PREMISES EQUIPMENT	Haz No.									
Association Football	1	✓	✓				Wear personal protective equipment (P.P.E.) like leg / shin guards. Correct footwear and clothing as appropriate. Shin Pads should be worn in competitive matches.	3	3	9
	2		✓	✓			Play by the rules and in the spirit of the game.	3	2	6
	3		✓	✓			<ul style="list-style-type: none"> wear appropriate footwear fastened securely. Pitches should be inspected before every session to clear debris and to identify any uneven areas. 	2	2	4
	4		✓	✓			<ul style="list-style-type: none"> students to be aware of other players. clear any obstructions to playing surface. 	3	2	6

ACTIVITY / SITUATION: Association Football			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Playing Fields			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PEPFAF No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
	5	Collapsing goal posts		✓	✓			Ensure that the legs are set at 90° and that all posts are secured safely to the ground. Ensure that the pins are in to prevent folding.	3	1	3
	6	Marker cones and posts		✓	✓			All plastic marker cones should be safety cones that squash under and contact with the foot. Cricket stumps or short posts should not be used as goal posts due to impailment.	2	1	2
	7	Studded Boots		✓	✓			All studs should be checked regularly and boots should not be worn on paved areas due to the sharpening of studs. Boots with appropriate traction should be worn at all times.	2	2	4
	8	Corner flags		✓	✓			Corner flags must be smooth and flexible and have rounded ends. At the highest level they should be sprung loaded and padded.	1	1	1
	9	Inappropriate competition		✓	✓			Sessions should be arranged and organised to ensure that all boys have the skill level to cope with the level of skill and competition.	2	2	4

ACTIVITY / SITUATION: Playing Field Sports		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Playing Fields		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PEPFMCS No. OF SHEETS: 3										
DATE: October 2009 REVIEW DATE: October 2010										
SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
Ground Conditions	1	✓	✓	✓	✓		Stop activity, ground tested regularly by environmental health dept. Regular verti-draining programme	1	1	1
	2	✓	✓	✓	✓		Stop activity or move to drier area. Improve drainage.	1	1	1
	3	✓	✓	✓			Shower thoroughly. Wear suitable footwear, e.g. boots. Wash clothing. Avoid wet areas.	1	1	1
	4		✓				Keep close control / supervision of students.	1	1	1
	5	✓	✓	✓	✓		Modify game, e.g. Touch & Pass (Rugby). Limit dribbling / distance travelled before passing. Remove tackling.	1	1	1
	6		✓				Remove scrums from rugby. Develop tag games. Free pass rather than contact. Regular inspections of the ground and action by groundstaff.	1	1	1

ACTIVITY / SITUATION: Playing Field Sports		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate			
SITE LOCATION: Playing Fields		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score	
RISK ASSESSMENT REF: PEPFMCS No. OF SHEETS: 3											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS				
	7		✓	✓			Check pitches and jumping pits. Highlight dangers of cuts to students & need to put cans & litter in bins. Caretaker and students clear litter.	1	1	1	
	8	✓	✓	✓	✓	✓	Have lines clearly marked prior to competitions and key practices and ensure that they are marked with non-toxic/non-corrosive substances.	1	1	1	
Pitches	9		✓	✓			All pitches should have clear areas surrounding the pitches so no collisions can take place with fences, hedges and posts	1	1	1	
	10		✓	✓	✓	✓	All vehicle accesses should be left open on match days	1	1	1	
Games Posts	11	✓	✓	✓	✓	✓	All posts to conform to BS EN safety standards and should be painted regularly	1	1	1	

ACTIVITY / SITUATION: Rugby Union			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death			Risk Rate		
SITE LOCATION: Playing Fields			Employees	Students	Other Users	Contractors	Public	Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately			Severity	Probability	Score
RISK ASSESSMENT REF: PEPFRU No. OF SHEETS: 3													
DATE: October 2009 REVIEW DATE: October 2010			SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS					
Contact injuries - twists, breaking of limbs, cuts and bruises.	1	With other players		✓	✓			Ensure appropriate level of competition in terms of age and size	3	3	9		
	2			✓	✓			Wear PPE including mouthguards, shoulderguards and shin guards. We strongly recommend that boys wear a dentist fitted mouthguard. All PPE must conform with IRB regulations. Pupils who play in the front row are advised to wear shin guards that are strapped in position	3	2	6		
	3			✓	✓			Coaching of correct technique – if all players are taught the basic technique the boys will be aware of the dangers in the contact situation. Players should not be put into a position of competition if they cannot cope with the level they are being expected to play at.	3	2	6		

ACTIVITY / SITUATION: Rugby Union		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Playing Fields		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PEPFRU No. OF SHEETS: 3										
DATE: October 2009 REVIEW DATE: October 2010										
SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
	4		✓	✓			All coaches must differentiate sessions accordingly to ensure that risks are avoided with differing levels of skill.	3	2	6
	5		✓	✓			With other players - Concussion All players to take concussion test and must take a three week break if they fail the concussion test	3	2	6
	6		✓	✓			With Goal posts All posts must be padded in accordance with SRU/IRB guidelines.	3	2	6
	7		✓	✓			With corner flags Corner flags must be smooth and flexible and have rounded ends. At the highest level they should be sprung loaded and padded.	2	2	4
	8	✓	✓	✓	✓	✓	Scrummage Machines Ensure that all scrummaging machines are inspected and maintained on a regular basis	2	2	4

ACTIVITY / SITUATION: Rugby Union		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Playing Fields		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PEPFRU No. OF SHEETS: 3										
DATE: October 2009 REVIEW DATE: October 2010										
SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
	9	✓	✓	✓	✓	✓	All training equipment should be checked regularly, if ripped or broken in anyway they should be replaced or repaired.	2	2	4
	10		✓				Play by the rules and in the spirit of the game.	3	1	3
	11		✓				Ensure that all footwear and studs are safe and appropriate for the condition of the ground	2	2	4
	12									
	13									
The requirements of the IRB and NGB safety requirements should be met at all times. All rugby coaches should be aware of the hazards, risks and controls of using the playing fields.										

ACTIVITY / SITUATION: Association Football		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPAF No. OF SHEETS: 2										
DATE: October 2009 REVIEW DATE: October 2010										
SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
Association Football	1	✓	✓				Wear personal protective equipment (P.P.E.) like leg / shin guards, knee and elbow guards if playing in goal, or placing mats in front of the goal. Correct footwear and clothing as appropriate. Shin Pads should be worn in competitive matches.	3	2	6
	2		✓	✓			Play by the rules and in the spirit of the game.	3	1	3
	3		✓	✓			<ul style="list-style-type: none"> wear appropriate footwear fastened securely. Keep floor clean and dry. Ensure that the area is coned off if wet. Sodexho clean regularly and remedial action taken. 	2	2	4
	4		✓	✓			<ul style="list-style-type: none"> students to be aware of other players. clear any obstructions to playing surface. 	3	2	6

ACTIVITY / SITUATION: Badminton			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPBA No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
Badminton	1	Injuries caused by being struck by racket or shuttlecock.	✓	✓	✓			<ul style="list-style-type: none"> equipment must be in satisfactory condition. provide safe, well-lit environment. limit numbers on Court. define each player's space. provide space for least experienced players. do not hit ball / shuttle outside your zone. brief on going onto others courts 	2	2	4
	2	Tripping and slipping injuries.		✓	✓			<ul style="list-style-type: none"> wear appropriate footwear fastened securely. Keep floor clean and dry. Ensure that the area is coned off if wet. Staff clean regularly and remedial action taken. 	2	2	4
	3	Colliding injuries with other players, equipment or walls.		✓				<ul style="list-style-type: none"> students to be aware of other players. clear any obstructions to playing surface. 	2	2	4

ACTIVITY / SITUATION: Badminton			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPBA No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
	4			✓	✓			<ul style="list-style-type: none"> posts and nets must be secure and in safe condition. staff control games with set rules. players not to impede opponents. 	2	2	4
Lifting and moving	5	Strains, bruising and crushing injuries caused by poor handling methods.	✓	✓	✓			Split loads, push, pull or roll equipment where possible. Do not rush, and clear obstructions.	2	2	4
Lifting and moving continued	6	Tripping and slipping.	✓	✓				Clear floor space, gangways and access routes of obstructions, tripping and slipping hazards. Have clear view of carry route. Lift only when necessary. Stand close to the load, bend knees and have back straight.	2	2	4
Lighting	7	Vision		✓	✓			Ensure that shuttles are contrasting colour to the walls. Ensure that all lights are working and maintenance is completed	2	2	4

ACTIVITY / SITUATION: Basketball			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPBAS No. OF SHEETS: 2								DATE: October 2009 REVIEW DATE: October 2010			
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
Basketball	1	Contact injuries - twists, breaking of limbs, cuts and bruises.	✓	✓				Correct footwear and clothing as appropriate. Shin Pads should be worn in competitive matches.	3	2	6
	2	Injuries caused by foul play.		✓	✓			Play by the rules and in the spirit of the game.	2	1	2
	3	Tripping and slipping injuries.		✓	✓			<ul style="list-style-type: none"> wear appropriate footwear fastened securely. Socks should not be worn. Keep floor clean and dry. Ensure that the area is coned off if wet. Sodexho clean regularly and remedial action taken. 	2	1	2
	4	Colliding injuries with other players, equipment or walls.		✓	✓			<ul style="list-style-type: none"> students to be aware of other players. clear any obstructions to playing surface. 	3	2	6
	5	Goal Posts		✓	✓			Goal Posts should be folded back against the wall or put into store cupboard	1	1	1

ACTIVITY / SITUATION: Indoor Cricket Nets		Persons at Risk				Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate			
SITE LOCATION: Sports hall		Employees	Students	Other Users	Contractors		Public	Severity	Probability	Score
RISK ASSESSMENT REF: PESPCR No. OF SHEETS: 2										
DATE: October 2009 REVIEW DATE: October 2010										
SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD				PRECAUTIONS AND CONTROLS				
Indoor nets for cricket.	1		✓	✓			Wear appropriate personal protective clothing, e.g. abdominal guard, helmet, gloves, leg guard, etc. Follow NGB guidelines Place toe of bat into adjacent net to retrieve ball to give distance from possible danger.	3	2	6
	2	✓	✓	✓			All batsmen advised to hit ball into netting. Bowlers put into appropriate ability groups. Other players watch all nets and be aware of trajectory of ball from net batsman. Batsman remove any ball at rest from the matting / batting surface. Make sure the nets are fully extended to protect both batsman and bowlers.	3	2	6
	3		✓	✓			Brief students	1	2	2

ACTIVITY / SITUATION: HRE/Fitness Testing			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPFT No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
Fitness Testing	1	Contact injuries - twists, breaking of limbs, cuts and bruises.	✓	✓				Correct footwear and clothing as appropriate.			
	2	Illness		✓	✓			Pupils that have had a recent viral infection, including a common cold and high temperature should avoid exercise.			
	3	Tripping and slipping injuries.		✓	✓			<ul style="list-style-type: none"> wear appropriate footwear fastened securely. Socks should not be worn. Keep floor clean and dry. Ensure that the area is coned off if wet. Staff clean regularly and remedial action taken. 			
	4	Strenuous Exercise		✓	✓			Staff should recognise the limits of their students and should not over exert pupils to maximal activities			
	5	Goal Posts		✓	✓			Goal Posts should be folded back against the wall or put into store cupboard			

ACTIVITY / SITUATION: Gymnastics SITE LOCATION: Sports hall RISK ASSESSMENT REF: PESPGYM No. OF SHEETS: 2 DATE: October 2009 REVIEW DATE: October 2010 SIGNATURE OF ASSESSOR:		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
Gymnastics	1	Twists slips and impact injury.	✓	✓			Floor clean and dry. Use mats to reduce impacts. Develop progression suitable for experience and ability of student. Build up competence and refine control at low level – developing flight, tension and good landing technique before increasing height.	2	2	4
	2	Balance/slipping		✓	✓		All gym activities should be done in bare feet or gym shoes. Training shoes with thick soles are not appropriate.	2	2	4
	3	Collision Injuries.		✓	✓		Direct route of travel. Divide areas of activity in formal gymnastics. Develop awareness of others in less formal educational gymnastics. Wait until route of activity is clear before proceeding. Teacher should maintain good discipline.	2	2	4

ACTIVITY / SITUATION: Gymnastics			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPGYM No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD	PRECAUTIONS AND CONTROLS					Severity	Probability	Score	
	4	Lifting and carrying	✓	✓	✓			Split loads, push, pull or roll equipment where possible. Do not rush, and clear obstructions.	2	2	4
	5	Warm-Up and Cool Down - injuries		✓	✓			Due to the extreme nature of the activity, a whole class warm-up and cool down must be completed	2	2	4
	6	Activities – skill level		✓	✓			New skills/tasks should only be introduced if the pupils have the necessary strength, flexibility and body awareness	2	2	4
	7	Support	✓	✓	✓			When supporting pupils staff should make the child aware of physical contact and there should be no ‘surprises’ for either party.	2	2	4

Consult the Safety Guidelines given in the British Gymnastics (BAGA) safety guidelines for delivering the Proficiency Awards.

ACTIVITY / SITUATION: Sportshall Activities			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESP No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD	PRECAUTIONS AND CONTROLS					Severity	Probability	Score	
Balcony	1	Elevated area for changing, falling from balcony, standing on chairs.		✓	✓			Notices to state not to climb on chairs and swing on the balcony rail	1	1	1
Access routes, stairs and entrances	2	Slips and trips on wet surfaces.	✓	✓	✓	✓	✓	Restrict access to single line one way. Walk, do not run. Be aware of surface conditions. Be considerate to others.	1	1	1
Wall Fittings	3	Trips, cuts and bruising from contact with fixings from curtain divider	✓	✓	✓			Hanging curtain hides fixings and provides protection, staff briefed and hirers informed	2	2	4
Floor	4	Trips and slips on floor. Often wet from leaking roof.	✓	✓	✓			Keep floor clean and dry. Ensure that the area is coned off if wet. Staff clean regularly and remedial action taken.	1	1	1
Doors	5	If open the doors to the store cupboard are left open the students can run into the open door		✓	✓			Keep doors closed at all times when activities are taking place in the sports hall	3	1	3
Football Goals	6	Collapsing		✓	✓			Ensure that the legs are set at 90°. Ensure that the pins are in to prevent folding. Reset if they are moved due to impact.	1	1	1

ACTIVITY / SITUATION: Sportshall Activities		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESP No. OF SHEETS: 2										
DATE: October 2009 REVIEW DATE: October 2010										
SIGNATURE OF ASSESSOR:										
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
Football Goals	7		✓	✓			Make students aware of danger. Only have activities which can avoid the goals. Put in store cupboard when not required.	1	1	1
Cricket Nets	8		✓	✓			Ensure that they are always folded into storage facility lifted off the floor	2	2	4
Windows	9	✓	✓	✓	✓	✓	All windows should be laminated – inform MOW	1	1	1
Lifting and moving	10	✓	✓	✓			Split loads, push, pull or roll equipment where possible. Do not rush, and clear obstructions.	2	2	4
Lifting and moving continued	11	✓	✓				Clear floor space, gangways and access routes of obstructions, tripping and slipping hazards. Have clear view of carry route. Lift only when necessary. Stand close to the load, bend knees and have back straight.	2	2	4

ACTIVITY / SITUATION: Volleyball		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
SITE LOCATION: Sports hall		RISK ASSESSMENT REF: PESPVO No. OF SHEETS: 3 DATE: October 2009 REVIEW DATE: October 2010 SIGNATURE OF ASSESSOR:					PRECAUTIONS AND CONTROLS			
ACTIVITY / PREMISES EQUIPMENT	Haz No.						IDENTIFIED HAZARD			
Volleyball	1	Injuries caused by being struck by the volleyball.	✓	✓	✓		<ul style="list-style-type: none"> equipment must be in satisfactory condition. provide safe, well-lit environment. limit numbers on Court. define each player's space. provide space for least experienced players. do not hit volleyball outside your zone. brief on going onto others courts limit numbers on courts enforce rules to protect the players at the net 	2	2	4
	2	Tripping and slipping injuries.		✓	✓		<ul style="list-style-type: none"> wear appropriate footwear fastened securely. Keep floor clean and dry. Ensure that the area is coned off if wet. Staff clean regularly and remedial action taken. 	2	2	4

ACTIVITY / SITUATION: Volleyball SITE LOCATION: Sports hall RISK ASSESSMENT REF: PESPVO No. OF SHEETS: 3 DATE: October 2009 REVIEW DATE: October 2010 SIGNATURE OF ASSESSOR:		Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
		Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD					PRECAUTIONS AND CONTROLS			
	3	Colliding injuries with other players, equipment or walls.					<ul style="list-style-type: none"> • students to be aware of other players. • clear any obstructions to playing surface. • posts and nets must be secure and in safe condition. • staff control games with set rules. • players not to impede opponents. • Players should not be allowed to dive/roll or fall as part of the game. • Ensure that the football goal posts are folded back or stored in the cupboard 	2	2	4
Lifting and moving	4	Strains, bruising and crushing injuries caused by poor handling methods.					<ul style="list-style-type: none"> • Split loads, push, pull or roll equipment where possible. • Do not rush, and clear obstructions. 	2	2	4

ACTIVITY / SITUATION: Volleyball			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Sports hall			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PESPVO No. OF SHEETS: 3											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
Lifting and moving continued	5	Tripping and slipping.	✓	✓				Clear floor space, gangways and access routes of obstructions, tripping and slipping hazards. Have clear view of carry route. Lift only when necessary. Stand close to the load, bend knees and have back straight.	2	2	4
	6	Net Posts		✓	✓			Due to the heavy volleyball, ensure that the posts are securely weighted at each end to stop them from collapsing	2	2	4
Lighting	7	Vision		✓	✓			Ensure that volleyballs are contrasting colour to the walls. Ensure that all lights are working and maintenance is completed	2	2	4

ACTIVITY / SITUATION: Hockey			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Playing Fields			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PEPFHK No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD						PRECAUTIONS AND CONTROLS			
Contact injuries - twists, breaking of limbs, cuts and bruises.	1	With other players		✓	✓			Ensure appropriate level of competition in terms of age and size	3	3	9
	2			✓	✓			Wear mouthguards and shin guards. We strongly recommend that players wear a dentist fitted mouthguard.	3	2	6
	3	Use of hockey stick and safe tackling.		✓	✓			Coaching of correct technique – if all players are taught the basic technique the players will be aware of the dangers in the tackle situation. Players should not be put into a position of competition if they cannot cope with the level they are being expected to play at.	3	2	6

ACTIVITY / SITUATION: Hockey			Persons at Risk					Severity: 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability/death Probability: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately	Risk Rate		
SITE LOCATION: Playing Fields			Employees	Students	Other Users	Contractors	Public		Severity	Probability	Score
RISK ASSESSMENT REF: PEPFRU No. OF SHEETS: 2											
DATE: October 2009 REVIEW DATE: October 2010											
SIGNATURE OF ASSESSOR:											
ACTIVITY / PREMISES EQUIPMENT	Haz No.	IDENTIFIED HAZARD	PRECAUTIONS AND CONTROLS					Severity	Probability	Score	
	9	Training equipment	✓	✓	✓	✓	✓	All training equipment should be checked regularly. If damaged in anyway they should be replaced or repaired.	2	2	4
	10	Injuries caused by foul play.		✓				Play by the rules and in the spirit of the game.	3	1	3
	11	Slips and trip injuries.		✓				Ensure that all footwear and studs are safe and appropriate for the condition of the ground	2	2	4
	12										
	13										
<p>The requirements of the IRB and NGB safety requirements should be met at all times. All rugby coaches should be aware of the hazards, risks and controls of using the playing fields.</p>											