



# HEALTH and SAFETY PE POLICY

**Name of Governing Body Representative:** Kristofer McGhee

**Signed by (GBR):**

*K. McGhee*

**Date:** 01/03/2022

**Next review due by:** 01/03/2025

Respect



Responsibility



Determination



Aspiration



Empathy



## Our Commitment to Staff



### Staff

Foster and develop the highest standards of teaching through high quality professional development

Nurture and secure leadership talent to lead the future

Recognise and reward the commitment of all staff

Create and maintain a mutually supportive, collaborative and caring environment for all

Establish well-being and health as essential contributions to effectiveness at work.



## Our Strategic Priorities

Enrich the curriculum to maximise opportunities for children to develop their talents and interests.

Create a culture of care and stimulate curiosity. Build an environment of independence and collaboration for all pupils.

Use high quality and innovative approaches to teaching to promote progress and engagement.

Enhance teaching and learning through ongoing professional development and continuous support.

Build strong and flexible leadership structures.

Ensure that every child learns to read.



# Introduction and Overview

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### 1. Introduction

At Princess May, we adopt **AFPE Safe Practice in Physical Education, School Sport & Physical Activity 2020**. This is the essential reference and developmental tool that offers up-to-date advice across PESSPA, to help teachers, coaches and school governors protect their students and themselves from potential risks across both the curriculum and extra-curricular activities. Our Policy is updated to reflect recent developments in legal practice, national guidance, statute law and case law.

When teaching Physical Education teachers need to:

- Refer to the PE Health and Safety policy
- Carry out a risk assessment for activities, e.g. use of apparatus, hard balls and bats and site of activities
- Teach pupils how to take action to control risks themselves in order to carry out tasks safely.
- Ensure that a member of staff is always on site during external swimming lessons.

The Health and Safety Committee of the Governing Body carry out termly inspections of the premises. Maintenance of large PE equipment is carried out annually by professional equipment engineers. Any defects are reported. Any condemned equipment should be cleared marked and disposed of so that they are no longer available for use.

### 2. Preparation

#### 2.1 Clothing and Footwear

All children need to have PE kit in school in a named bag.

Indoor Activities: Shorts  
T-Shirt

Bare feet or soft-soled plimsolls

Outdoor Activities: Shorts/Tracksuit bottoms

T-Shirt

Sweatshirt

Plimsolls or trainers

Swimming: Swimming costume (in one piece)

Towel

Swimming cap

Goggles

All long hair must be tied up with a plain band.

All jewellery must be removed, including earrings. In exceptional circumstances, micropore tape can be used to cover earrings, for example, for the first six weeks after piercing. Jewellery worn for religious reasons should be covered in an appropriate way; for example, a bracelet could be covered with a sweat band. Young children will be encouraged to leave jewellery, especially earrings, at home on PE days. The school cannot be held responsible for lost or damaged jewellery.

## **2.2 Changing**

### **2.2.1 Indoor Activities**

Pupils will come to school in their PE kits on their PE days. They will walk quietly to the hall through the school wearing their shoes. Depending on the activity, the shoes will be removed and placed by the side of the hall. Children will be supervised by a school adult or approved coaches. Pupils will line up outside the hall until a member of staff is present and not be left in the hall unattended.

### **2.2.2 Outdoor Activities**

Pupils will come to school in their PE kits on their PE days. They will walk quietly to an outside door and wait until an adult is present. In the playground children will be accompanied by a school adult. In summer, caps may be worn to protect children from the sun. The peaks should be turned round to the back of the head. Children may apply sun protection cream themselves, brought from home.

### **2.2.3 Swimming**

Pupils will change under supervision and walk quietly to the entrance of the pool and wait until an adult is present. Pupils should be supervised whilst going back to the public changing room/toilets. No child should be left in the pool area without an adult. See Swimming Guidelines for more details.

## **3. Equipment**

### **3.1 PE Cupboard**

The PE cupboard contains small games equipment and some larger items of gymnastics equipment. The latter are stored on the right-hand side against the outside wall for safety. Children's access to the cupboard should be supervised by an adult.

### **3.2 Sports Cage**

Pupils are to be accompanied at all times when using the sports cage.

### **3.3 Gymnastic Wall Bars**

Teachers should ensure that:

- When using the wall bars, the teacher should agree an appropriate height with the pupils, depending on their competence and confidence.
- Mats should only be placed at exit points (places children are allowed to jump off). They should not be placed around the wall bars or A Frames.

### **3.4 Safe Handling Procedures**

Safe handling and use of all equipment will be taught and encouraged at all times. Specific procedures for lifting carry and placing sports apparatus correctly are taught and reinforced throughout the school.

Teachers are responsible for the safe and tidy storage of equipment they have used. Problems should be reported to the PE Subject Leader, Headteacher or Site manager.

When lifting equipment pupils must:

- bend knees, back straight to lift and lower
- always travel in a forward/sideways direction – be able to see in the direction they are travelling
- place apparatus carefully in position
- hold apparatus securely – thumbs separate from fingers
- carry apparatus at waist height, not lifted to high

Benches should be carried by a “wheels on the bus” formation. In KS1 this should be 4 children and in KS2 it should be 2 children. Mats should be carried in a similar way with 4 children in KS1 and 2 in KS2.

In addition, safety rules procedures for working on all apparatus are established and reinforced, including:

- checking of the apparatus prior to use
- starting and stopping signals
- stopping and moving off the apparatus to listen to instructions
- clear expectation of noise levels permitted; a quiet working environment is essential so that problems can be identified immediately
- rules about the number of pupils allowed on a single piece of apparatus at any one time. E.g., 4 children on a bench.

In addition:

- landing mats should not be placed near the wall bars
- no more than 6 gymnastic set ups should be used at a time
- apparatus plans should be used and shared with children.

All gymnastic equipment is stored in the hall or PE cupboard. Teachers must ensure the apparatus is returned and stored safely in the correct place.

3.5 Small Games Equipment

Small PE equipment (i.e. balls, bats, cones) are stored in the PE cupboard near the canteen. The equipment stored in a range of appropriate containers allows easy access and a safe handling situation. Specific rules and procedures for accessing the PE store and the equipment are outlined below and adhered to by all teachers. All teachers take on the responsibility of keeping the storeroom tidy and safe.

- Equipment being used in the current term is stored to be most easily accessible, therefore storage layout will vary through the year.
- The PE Subject Leader will check equipment termly, but problems should be reported when noticed. Broken or damaged equipment must be removed and given to the coordinator or headteacher.
- Children should only enter the cupboard when supervised.
- No more than 2 children should be in the cupboard unless there is an adult present. With an adult 4 children may enter.
- Teachers should select and prepare the equipment for lessons to allow easy access at the beginning of a lesson.
- Children should only access small games equipment stored at floor level or on the first shelf. Teachers need to organise the access of heavier or higher equipment themselves.

3.6 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
Termly	Subject Leader Governing Body Health and Safety Committee	Governing Body/Headteacher
Annually	Specialist Maintenance Engineers	Contractor prepares report for Headteacher

The record and results of PE safety checks can be found with P.E. policy documents.

4. Injuries, Accidents and Emergencies

4.1 Warm-up

Safe preparation is an integral part of every lesson. Pupils always complete an appropriate warm up prior to physical activity. The warm-up involves:

- a) Mobility exercise to prepare the joints
- b) Pulse raising activities to prepare the cardiovascular system
- c) Stretches to prepare the muscles and associated ligaments/connective tissues.

Aerobic activity which incorporates mobility of the joints is completed prior to stretching. Specific muscle groups are used that relate to the anticipated activity and about full range of motion. The warm-up is a gradual and of a sufficient intensity to increase muscle/core temperature without causing fatigue or reducing energy stores.

#### **4.2 First Aid Procedure**

Within PE, all teachers adhere to the school accident and emergency procedures, and where applicable the school's Swimming Pool Procedures.

Teachers should carry their First Aid Box to each session and any medical equipment such as Asthma pumps and Epi Pens should be in close access.

When going swimming, a First Aid bag should be taken, including any medical equipment such as Asthma pumps and Epi Pens.

#### **4.3 Fire or Evacuation**

In the event of evacuation of the hall, teachers will instruct children to pick up their shoes and leave by the appropriate exit. Children will put on their shoes when they reach a safe area. If the teacher judges the risk to the children to be high, shoes will be left behind.

### **5. Risk Assessment**

In accordance with **Safe Practice in Physical Education, School Sport & Physical Activity 2020** teachers will assess the risk from hazards in the working environment, hazards in different areas of activity and performing different movements or skills.

#### **5.1 Risk Assessment of the Environment**

At the beginning of the day the site manager will look for and identify hazards in the working environment and report them to the headteacher.

Teachers will look for and identify hazards within the working environment, which could result in significant harm. Teachers will assess the working environment before children. At lunchtime the lunchtime supervisors will assess the outside environment for hazards.

##### **Hall**

- Objects which impinge into the working space;
- Slippery floor surface
- Glare from the sun
- Restricted/obstructed access to the apparatus.

##### **Sports Cage and Playground**

- Objects which impinge into the working space
- Glare from the sun
- Rubbish on the working space
- Holes in the playing surface
- Permanent equipment in safe state i.e. football goals and basketball hoops.
- Other users of public spaces

##### **Swimming Pool**

- See separate swimming pool procedures.
- Risk assessments for particular working areas will be reviewed annually.

## 5.2 Risk Assessment of the Activities

Teachers will look for and identify hazards inherent within the teaching of different areas of the activity.

For example: Gymnastics, Lifting, transportation and placement of apparatus.

Teachers will consider:

- Does the storage of the apparatus provide easy access i.e. sufficient room for pupils to bend their knees and lift correctly?
- What information and training have the pupils received to ensure safe handling of the apparatus?
- When the apparatus is set out, is there sufficient space around between different sections.
- Are the mats strategically placed in relation to the apparatus to ensure safe exit point?

## 5.3 Answering a task, performing a specific movement/ skill

For example: Jumping and landing off apparatus.

Teachers will consider:

- Have the pupils been taught how to land safely with control?
- Has the pupils' experience in jumping and landing been progressively developed so that the task/activity set is appropriate to their skill level and control?
- Do the pupils require mats to help cushion the landing?

When assessing each area of activity, teachers will assess whether, the necessary precautions been taken to ensure the risk are reduced as far as reasonably practical?

### Key Points:

- PE equipment/apparatus should only be used for the type of task/activities it was intended for.
- Pupils require adequate information and training in the handling and using of PE equipment/apparatus.
- Learning experience must be progressively developed and differentiated to ensure the task/activities are appropriate and safe for all pupils.
- Ensure equipment/apparatus is safe to use through regular monitoring, maintenance and inspections. Equipment and areas is checked regularly by professional equipment engineers. Any condemned equipment should be cleared marked and disposed of so that they are no longer available for use.

## 6. Training and CPD for staff

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 as set out in working with coaches and volunteers in P.E. and school Sport.

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 found with P.E. policy documents.  
(Appendix 2 – Training Log for master)

## 7. Review

This policy will be reviewed as part of the policy cycle by staff and governors. We also ensure that our Policy reflects **AFPE Safe Practice in Physical Education, School Sport & Physical Activity** which is published every four years. This resource is the **essential reference and developmental tool** that offers up-to-date advice across PESSPA, to help teachers, coaches and school governors protect their students and themselves from potential risks across both the curriculum and extra-curricular activities. The Subject leader will ensure that our Policy is fully updated to reflect recent developments in legal practice, national guidance, statute law and case law.

## 8. Appendices

**Appendix 1:** PE Training Log

**Appendix 2:** Record sheets for inspections of PE equipment and facilities

**Appendix 3:** Record sheet 1: Inspection of fixed PE Equipment

**Appendix 4:** Record sheet 2: Inspection of portable PE Equipment

**Appendix 5:** Record sheet 3: Inspection of indoor PE facilities

**Appendix 6:** Record sheet 3: Inspection of outdoor PE facilities

## Appendix 1

[illegible]

**Appendix 2:**

Record sheets for inspections of PE equipment and facilities							
Princess May Primary School							
Equipment: fixed/ portable Facilities: indoor/ outdoor	Autumn1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	Issues arising/ action taken
Climbing frame A Frame							
A Frame ties							
Benches - wooden							
Benches – padded							
Mats							
Agility tables							
Walk beams							
6-foot connection walk board							
Ladder bars							
Hanging ladder							
Hanging exercise hoops							
2 hanging ropes							
Balance bars							
High level single horse vaulting unit							
Springboard							
Basketball hoops							
Football goals							
Cage							

**Appendix 3**

Record sheet 1: Inspection of <b>fixed</b> PE Equipment			
Princess May Primary School			
Monitored by:			
Date	Defects identified	Action taken	Signed
Autumn 1			
Autumn 2			
Spring 1			
Spring 2			
Summer 1			
Summer 2			

**Appendix 4**

Record sheet 2: Inspection of <b>portable</b> PE Equipment			
Princess May Primary School			
Monitored by:			
Date	Defects identified	Action taken	Signed
Autumn 1			
Autumn 2			
Spring 1			
Spring 2			
Summer 1			
Summer 2			

**Appendix 5**

Record sheet 3: Inspection of <u>indoor</u> PE facilities			
Princess May Primary School			
Monitored by:			
Date	Defects identified	Action taken	Signed
Autumn 1			
Autumn 2			
Spring 1			
Spring 2			
Summer 1			
Summer 2			

**Appendix 6**

Record sheet 3: Inspection of <u>outdoor</u> PE facilities			
Princess May Primary School			
Monitored by:			
Date	Defects identified	Action taken	Signed
Autumn 1			
Autumn 2			
Spring 1			
Spring 2			
Summer 1			
Summer 2			

