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|  | **PE Department Risk Assessment Record** |  |

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| **Operations/Work Activities covered by this assessment:** | PE Department | | | | | | | |
| **Site Address/Location:** | <insert location> | | | **Department/Service/Team:** | | | <insert name of school/academy> | |
| **Assessment Date:** | Click or tap to enter a date. | | | **Lead Assessor:** | | | <insert name of assessor> | |
| **Authorised By:** | <insert name of authoriser> | | | | | | | |
| **Who Might Be Affected** | Employee | Contractor | Visitor | | Pupil | Client | | Member of Public/Third Party |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees and nursing employees | | | | | | | | |

| Hazards  Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating | | | Action Required/ Action No. |
| --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating |
| Insufficient information, instruction and training of staff and pupils. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. | Safety information / instructions are provided at the start of each lesson e.g. safe use of equipment, rules of play, behaviour expectations.  Instructions are in place regarding dress code e.g. remove jewellery, appropriate clothing, long hair tied back and suitable footwear. PPE advised / required for specific activities e.g. shin pads, gum shield etc. Requirements to be in line with AfPE Guidance.  Staff receive a full induction when joining the department which includes health and safety arrangements and emergency action. A record is maintained of the induction including name, content and date undertaken.  Teachers / Technicians have suitable and sufficient training, experience, and knowledge for their role and to ensure equipment / activities are conducted safely e.g. trampolining.  Training records are maintained and available to view within the department. Refresher training is managed and provided at specified intervals.  Teachers are competent to use trampolines or other equipment. A record is available which indicates which members of staff can supervise specific activities / equipment. |  |  |  |  |
| Insufficient supervision of staff and pupils. | Physical injury or ill-health from inadequate supervision of pupils or lone working. Staff experiencing stress, physical injury, or ill-health from managing large groups and / or working alone. | Arrangements are in place to ensure that pupils are always appropriately supervised.  Access to changing rooms, sports halls / storage areas / classrooms is restricted when not in use and when supervision is not available.  Control measures are in place where supervision is inadequate e.g. practical activities not conducted when pupils are supervised by unqualified staff.  A risk assessment is undertaken to determine class sizes to ensure practical activities can be completed safely and with suitable support / supervision.  Lone working arrangements are in place to support staff who may be working without direct or close supervision. Avoid lone working wherever possible. Where lone working cannot be avoided ensure a specific risk assessment is completed. |  |  |  |  |
| Unsuitable and poorly maintained environment. | Physical injury or ill-health due to hazards present within working environment. Injuries may include cuts, bruising, bumps, burns, and fractures. Risk of damage to property due to lack of maintenance and repairs. | Adequate lighting is available within the changing rooms / sports halls / classrooms and other working areas.  Adequate ventilation is available within the sports halls / classrooms and other working areas e.g. can windows be opened, and mechanical ventilation provided where appropriate.  The floor is kept free of slip / trip hazards e.g. worn / uneven floors, unsuitable polished floors, obstructions, and debris etc.  Housekeeping arrangements are in place to keep the room clean and tidy.  Storage is available for personal belongings.  Equipment is suitably stored. Storage areas are kept tidy and equipment is accessible.  Handwashing, drying, and shower facilities are provided.  Furniture is suitable for purpose and of sound condition e.g. stable and undamaged.  Avoid using extension cables and prevent trailing cables. |  |  |  |  |
| Risk of harm from contact with sharp objects including needles, syringes, broken glass, or litter. | Physical injury from contact with sharp objects e.g. cuts and puncture wounds. Risk of ill-health from exposure to infection from blood borne viruses (BBV) e.g. Hepatitis B, Hepatitis C, HIV etc. | Visual inspections of all sports areas prior to activity commencing.  Sandpits inspected and raked prior to use.  Employees informed of procedure for dealing with discarded needles and syringes.  Employees aware to report any discarded needles or other sharp objects.  Equipment is available to collect discarded needles / syringes e.g. litter pickers, tongs, shovels or dustpan and brush.  Litter bins around site. Pupils discouraged to drink from cans / glass on fields during break times.  Arrangements are in place for the disposal of sharps.  Marked and secure containers placed close to areas where medical sharps are used. Instructions for staff on safe disposal of sharps is displayed in these areas.  Arrangements in place to log incidents of sharps injury.  Incidents where discarded needles / syringes are found on the premises are reported and if necessary, reported to the relevant authority. |  |  |  |  |
| Poorly maintained floor surface and poor housekeeping increasing risk of slips, trips, and falls. | Physical injury e.g. cuts, bruising and fractures from a slip, trip or fall. | Floors are in a good condition and monitored regularly.  Visual inspection of sports areas to ensure no obstructions or slip / trip hazards are apparent e.g. hidden in grass.  Grounds maintenance contracts to ensure areas are well marked and maintained.  Good housekeeping is maintained. Spillages on floors to be mopped up immediately. Cleaning regime is in place for classrooms / changing rooms / sports halls etc.  Class sizes are risk assessed. Suitable group sizes to ensure there is sufficient space for movement within the PE area.  Storage is available for personal belongings.  Equipment is suitably stored. Storage areas are kept tidy and equipment is accessible and tidied away after use.  No sports equipment to be situated in a way in which it may pose a trip hazard to others.  All equipment checked to ensure it is correctly assembled / prepared to ensure that it does not pose a trip hazard.  Suitable indoor / outdoor footwear worn or barefoot where appropriate.  Pupils informed and encouraged to play by the rules of the game and behaviour expectations reinforced. Non-contact versions of games played where appropriate e.g. tag rugby. |  |  |  |  |
| Falls from unsuitable / unavailable equipment, inadequate supervision and during sports activities. | Physical injury from falls from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal. | High jump bar to be raised on a progressive basis e.g. start low and increase height gradually.  Pupils instructed on correct jumping and vaulting techniques when hurdling, triple / long / high jumping, and pole vaulting.  Safety mattresses used to cushion falls. Care taken to ensure they are appropriately sited.  Hurdles suitably adjusted to cater for different age groups.  Sand pits to cushion falls when long / trip jumping.  Additional guidance, advice and resources are available from professional organisations e.g. AfPE.  Additional risk assessments are completed for specific tasks / activities e.g. practical lessons.  Equipment used for these activities is suitably maintained in accordance with the manufacturer’s instructions.  Suitable and sufficient supervision is provided to ensure the activity can be conducted safely. |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of equipment. | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. | Equipment suitable for the purpose and obtained from a reputable educational source.  Equipment to be inspected by a competent contractor and records of maintenance retained in accordance with the manufacturer’s instructions (where appropriate).  Operators to conduct a visual inspection of equipment prior to use and conduct in-house maintenance tasks e.g. cleaning.  There is a system in place for reporting defective equipment, e.g. removal from use or replacement.  The condition of equipment is checked routinely to ensure it is in a safe condition.  Long hair, loose clothing and all jewellery is removed (or tied back) to prevent injury.  Portable electrical appliances and the fixed electrical system is regularly tested and maintained.  Where the risk assessment has identified a requirement for PPE, suitable PPE is provided at the point of use and it is maintained / cleaned regularly.  Pupils provided with instructions regarding how to use equipment safely and what equipment must only be used under direct supervision from teaching staff. |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of electrical equipment. | Physical injury from contact with electricity from damaged, poorly maintained, or incorrect use of electrical equipment. This may result in electrocution which can potentially result in death. | PAT testing undertaken for all portable electrical items or equipment at regular intervals by a competent person.  Visual inspections of all plugs, cables, and sockets before use.  Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.  RCD sockets provided and tested regularly.  Sockets and electrical equipment located at a safe distance from sinks / showers.  Equipment sited to avoid trailing cables. Avoid the use of extension leads. |  |  |  |  |
| Risk of fire and insufficient emergency procedures. | Fire / explosion risk which may cause severe physical injury, burns, smoke inhalation, property damage and potentially fatality. | School fire risk assessment completed which outlines specific fire risk controls for the building.  School / departmental emergency action plan devised, communicated, and tested.  Fire safety awareness training completed by staff within the department.  Staff, pupils, and visitors aware of procedures to be taken in the event of discovering a fire / hearing the fire alarm.  Fire exits remain free from obstructions, are clearly marked and fire action notices are displayed.  Suitable firefighting equipment is provided, suitably positioned, and maintained e.g. fire blanket, fire extinguishers etc.  Fire protective measures e.g. emergency lighting, fire extinguishers, fire alarm etc. are maintained and inspected by competent persons. Records maintained within the fire logbook. |  |  |  |  |
| Inadequate or insufficient provision of first aid. | Injury or ill-health from inadequate first aid provision or incorrect first aid treatment. | Appointed and trained first aiders within the department.  Staff aware off emergency procedures and action to be taken whilst waiting for the first aider and method of contacting first aiders and emergency services. Notices displayed identifying contact details of first aiders.  First aid kits are kept fully stocked and a checked regularly by a responsible person.  Portable first aid kits are available for outside areas and off-site visits.  Arrangements for emergency contact when working outside / off-site e.g. mobile phone, two-way radios etc.  Procedures are in place to report accidents, incidents and near misses. |  |  |  |  |
| Insufficient / unsuitable plans and poor management of emergency situations. | Physical injury, ill-health with potentially fatal consequences if involved in an emergency. | Arrangements for emergency contact when working outside / off-site e.g. mobile phone, two-way radios etc.  School emergency / critical incident plan is in place which covers a variety of situations.  School emergency / critical incident plan is communicated to interested parties and tested with staff / pupils where appropriate.  Departmental arrangements are in place and procedures are in place to deal with emergency situations. |  |  |  |  |
| Inappropriate manual handling techniques. | Physical injuries or ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome loads. Such injuries may result in sprains, back injuries, fractures, and musculoskeletal disorders. | Manual handling awareness training completed by staff within the department.  Shared lifting practices to be adopted where appropriate.  Large or heavy items to be assessed before handling.  Lifting and handling aids to be provided where necessary.  Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling which consider TILE (task, individual, load and environment).  Pupils instructed on safe handling techniques. Due care and courtesy of pupils when carrying sports equipment. Staff to supervise pupils when carrying equipment.  Netball / basketball nets erected in a safe manner using correct handling techniques.  Goal posts are erected on a seasonal basis by grounds staff.  Equipment suitably stored to minimise the need to overreach or adopt awkward postures. |  |  |  |  |
| Risk of falls or falling objects whilst working at height. | Physical injury from falls from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal. | Work at height awareness training completed by staff within the department.  Only light items to be stored at height and ins a sensible manner to ensure potential for falls is limited. Only staff to reach for items stored at height ensuring that no pupils are below.  Suitable access equipment is provided and maintained. A visual inspection is completed prior to use. Where equipment is found to be faulty or damaged it will be removed from use immediately and reported to Site Manager.  A formal record of routine inspection of ladders / stepladders is maintained.  Formal assessments for work at height to be conducted for routine activities where there is a significant risk.  All work at height activities are planned and consideration given to the task, duration, and environment.  Suitable footwear is worn.  Lone workers must avoid work at height. |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use / supply of Personal Protective Equipment (PPE). | Physical injury or ill-health from failure to assess the need for PPE, or failure to provide or maintain PPE. | Risk assessments completed to identify the requirement for PPE for specific activities, tasks, equipment.  When required arrangements in place to ensure that appropriate PPE is available and worn. Instructions provided for when PPE should be worn.  Pupils are supervised to ensure they are wearing PPE where appropriate.  Pupils are instructed to purchase their own equipment e.g. mouth guards etc.  There are suitable arrangements for the storage of PPE. PPE is checked regularly to ensure it is in good condition, damage free and clean. |  |  |  |  |
| Exposure to adverse / extreme weather. | Physical injury or ill-health e.g. sun burn, heat stroke, dehydration, hypothermia etc. from exposure to extreme weather conditions e.g. hot, cold weather. | Drinking water available on site for pupils and staff.  Appropriate clothing and footwear to be worn dependant on weather conditions e.g. winter / summer PE kit.  Pupils advised to wear sunscreen during hot weather.  Extra care taken to minimise risk of slips, trips and falls during icy conditions e.g. suitable footwear, keeping floors clean / dry, undertaking indoor activities etc.  Additional consideration to welfare including breaks. |  |  |  |  |
| Contact with moving plant, equipment and / or vehicles. | Physical injury including cuts, bumps / blows, bruising, entrapment, fractures and potentially death from contact with moving vehicles, equipment. | Activities to be conducted in areas away from moving plants and vehicles.  Communication between PE staff and grounds staff to ensure activities are segregated.  Grounds maintenance to occur during periods where the sports fields are not being used.  Guarding in place on machinery to prevent entrapment / entanglement with moving parts.  Traffic management system in place for vehicles accessing site. |  |  |  |  |
| Contact with moving, flying, and falling items. | Physical injury including cuts, bumps / blows, bruising, fractures and potentially death from contact with moving, flying, and failing items. | Activities supervised and coached by competently trained staff.  Due care, attention, and courtesy of pupils and staff.  PPE advised / required for specific activities e.g. shin pads, gum shield etc.  Pupils instructed on correct formations, techniques, and tactics to help develop awareness.  Activities involving throwing e.g. javelin, shotput etc. are strictly supervised and managed to ensure the throwing area is correctly marked and individuals do not enter the throwing area.  Pupils instructed on correct throwing, bowling, pitching, batting, techniques to help ensure items are kept within the throwing area.  Segregation between throwing areas and other activities.  Nets erected to prevent stray items injuring people within the vicinity.  High jump elastic used instead of bar.  Spectators to stand a sufficient distance away from throwing, jumping, and landing areas. |  |  |  |  |
| Contact with sports equipment and / or stationary objects. | Physical injury including cuts, bumps / blows, bruising, entrapment, fractures from contact with sports equipment or stationary objects. | Activities supervised and coached by competently trained staff.  Due care, attention, and courtesy of pupils and staff.  PPE advised / required for specific activities e.g. shin pads, gum shield etc.  Pupils instructed on correct formations, techniques, and tactics to help develop awareness.  Team sizes are balanced.  Pupils waiting to partake in activity to be segregated from the field of play to minimise risk of contact injury.  Sports pitches correctly marked and maintained as part of grounds maintenance programme.  Sports pitches sited sufficient distances from fences and trees to reduce the likelihood of physical contact. |  |  |  |  |
| Contact with people. | Physical injury including cuts, bumps / blows, bruising, fractures from contact with people. | Pupils instructed on correct formations, techniques, and tactics to help develop spatial awareness.  Due care, attention, and courtesy of pupils and staff.  Sports kits worn to help identify other people.  Non-contact versions of activities played where appropriate e.g. tag rugby.  Balanced teams in relation to numbers and pitch sizes.  Suitable group sizes to ensure sufficient space for movement and ensure no overcrowding on courts / pitches.  Activities supervised and coached by competently trained staff.  PPE advised / required for specific activities e.g. shin pads, gum shield etc.  Pupils waiting to partake in activity to be segregated from the field of play to minimise risk of contact injury. |  |  |  |  |
| Risk of harm from sports related injury. | Physical injury or ill-health from overexertion, poor supervision, or inappropriate activity for age group / ability. | Warm up / cool down / stretching activities to take place prior to activity commencing and at the end of each session.  Activity appropriate for age group and ability.  Suitable and sufficient supervision is provided to ensure the activity can be conducted safely.  Adequate breaks and welfare facilities for staff.  Adequate first aid provision in place.  Procedures are in place to report accidents, incidents and near misses. |  |  |  |  |
| Risk of harm from violence and aggression during sports activities. | Physical injury, ill-health, stress, and impact on mental health from violent, aggressive, or threatening behaviour. Potential for fatal consequences or severe injury. | Identify if specialist behavioural assistance is required to assess and implement individual pupil behaviour plans.  Staff informed of violent individuals, triggers, behavioural assessments. This information must be communicated to all interested parties prior to any interventions.  Implement code of conduct for staff. Code of conduct communicated to all staff and new starters as part of the induction process.  Security procedures in place to prevent unauthorised access to site e.g. sign in procedures, fencing etc.  Non-contact versions of activities to be played (where appropriate) to limit the potential for adverse physical contact.  Pupils instructed on correct formations, techniques, and tactics.  Due care, attention, and courtesy of pupils and staff. |  |  |  |  |
| Specific performing arts learning activities and tasks. | Physical injury and ill-health from poorly managed activities, lack of competence, insufficient supervision, and unmaintained equipment. | A health and safety policy for the PE department has been implemented and outlines key roles and responsibilities.  Suitable and sufficient information, instruction and training provided to all those involved in the activity.  Additional guidance, advice and resources are available from professional organisations e.g. AfPE.  Employees engage, participate, and are consulted in the risk assessment process for specific tasks / activities e.g. practical lessons.  Equipment used for these activities is suitably maintained in accordance with the manufacturer’s instructions.  Suitable and sufficient supervision is provided to ensure the activity can be conducted safely. |  |  |  |  |
| **Trampolines**  **(Note: All the above risk assessment is also valid)** | | | | | | |
| Inappropriate manual handling techniques. | Physical injuries or ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome loads. Such injuries may result in cuts, sprains, back injuries, entrapment, fractures, and musculoskeletal disorders. | Staff are trained in the safe assembly and transportation of the trampoline.  Pupils not permitted to erect / dismantle trampoline equipment.  Trampoline on wheels to allow for easy manoeuvrability to required location.  Verbal communication between staff when conducting shared handling.  Consider planning of lessons to minimise moving, erecting, and dismantling of trampolines.  Manual handling awareness training completed by staff within the department.  Shared lifting practices to be adopted where appropriate.  Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling which consider TILE (task, individual, load and environment).  Equipment suitably stored to minimise the need to overreach or adopt awkward postures. |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of equipment. | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Injuries may include cuts, bruising, fractures. Injuries may be fatal. | Teachers supervising trampolining lessons have undertaken specific training and a qualified to coach the activity.  Pupils provided instructions to use the trampoline safely.  Arrangements are in place to ensure that pupils are always appropriately supervised.  Access to room containing trampoline is restricted when not in use and when supervision is not available. Pupils are not authorised to access area without staff supervision.  Visual inspection of equipment conducted prior to each use. Action taken to ensure all padding is in place and secure.  Trampolines to be inspected by a competent contractor and records of maintenance retained in accordance with the manufacturer’s instructions (where appropriate). |  |  |  |  |
| Falls from trampolines due to unsuitable / unavailable equipment or inadequate supervision. | Physical injury from falls from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal. | Adequate group sizes to ensure the trampoline is sufficiently spotted.  Spotters sited around the trampoline to limit the potential for people falling off.  Due awareness and concentration of spotters and staff.  One trampoline user at a time.  Usage periods kept short to prevent fatigue when on the trampoline.  Pupils instructed on correct jumping, landing, manoeuvring techniques to limit the potential for errors.  Trampolines used in areas with high ceilings.  Soft mats situated around the trampoline to reduce the impact of landing. |  |  |  |  |
| Additional Notes | | | | | | |
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| Control Improvements/Developments | | | | |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
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| Signature of Assessor: | Date: |
| Signature of Person Authorising: | Date: |

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| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring | | |

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| **Definitions** | |
| High | Take appropriate action within agreed period |
| Medium | Monitor Situation |
| Low | No Action Required |

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| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident | | | | | | | | |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
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| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

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