

Activity/ Situation	PE LESSONS (Including General Lessons, Dance Activities, Field Events, Gymnastics, Invasion Games, Over the Net and Wall Games, Striking and Fielding Games, Indoor Activity Spaces)			
Location	Willow Primary School			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> * Slips, Trips and Falls * Collision with Apparatus and Other Pupils * Blocked Escape Routes * Personal Injury e.g. Strains, Fractures, Over Exertion etc. * Dance Activities * Field Events * Invasion Games 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
General				
Teachers refer to AFPE ‘Safe Practice in Physical Education and School Sport’ for guidance as part of the lesson planning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are included in discussion about health and safety issues before, during and after the activity		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will only teach pupils a PE activity they are competent to manage - particularly when using apparatus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft flooring or mats are used where appropriate as hard floors can cause damage to joints or muscles through constant jarring		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are supervised at all times		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accidents, minor injuries and near misses are recorded and sent to appropriate people		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An adequate first aid kit and appropriate medication is available e.g. access to inhalers etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An emergency plan is in place and staff made aware of procedures		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All equipment is checked that it is in good condition before use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular documented maintenance and inspection procedure for recognition of faults, defects, damage to equipment and records are kept		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is well maintained and inspected daily		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All lighting is covered to protect against impact from sports equipment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slips, Trips and Falls				
Clothing and footwear is suitable to the activity, surface and weather conditions or activity takes place in bare feet (tights or socks are not permitted)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If indoors, floor is dry to prevent slips, trips etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors are maintained in good condition with no loose boards, splinters, cracks and lifting edges or irregular surfaces.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School fields are reasonably level with no acute hollows, holes or bumps		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Netting does not extend beyond the area covered by the base of the football/ hockey/badminton/tennis etc. posts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and drink is prohibited in activity areas		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collision with Materials and Objects				
Playing area is large enough for the activity to take place safely, with no overcrowding		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obstructions are removed before activity takes place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable goal frames and posts/nets are stable when in use		x		
Where applicable competent person to assemble any equipment that may be used before pupils start the activity and ensure it is safe for use		x		
Apparatus is arranged safely with enough space between each piece of equipment and walls, doors etc.		x		
'One way' system is ensured when moving as a group around the room to prevent collision with other pupils where appropriate		x		
Blocked Escape Routes				
All escape routes are signed and remain clear at all times		x		
Personal Injury e.g. Strains, Fractures, Over Exertion etc.				
Warming up exercises precede any activities		x		
Planning ensures that the activity is appropriate and safe for age, ability and previous experience of pupils		x		
Teachers adapt the activity for children with special needs		x		
Activity is planned to ensure no severe or uneven physical stress or moving of joints beyond pupils normal range		x		
Long hair is tied up		x		

Jewellery and other personal effects are removed by the pupil		x		
Sweets or gum is not to be chewed during the activity		x		
Protection against synthetic surfaces may be considered to reduce the risk of friction burns		x		
Regular documented visual checks of playgrounds, hard play surfaces and playing fields to ensure free of loose grit, needles, glass etc.		x		
Manual handling risk assessments for movement of equipment are in place		x		
If pupils move equipment, it must be under supervision only		x		
Dance Activities				
The range and demands of dance activities are appropriate for the nature of the floor surface, environment and space		x		
Field Events				
The number of events taking place at one time is controlled to ensure manageable safe levels of participation		x		
Measurements are taken before the next throw takes place		x		
Throwing implements are taken from designated areas only and away from spectators and onlookers.		x		
Retrieval of throwing implements will be controlled with implements being carried back along throw line		x		
Invasion Games				
Personal Protective Equipment is used accordingly e.g. shin pads – hockey/football etc.		x		
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name		Date	

State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s):		Signature(s):		
Position(s):				
Date:		Review Date:		
Distribution:				

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely