



King's Academy Ringmer

# King's Academy Ringmer

**“in pursuit of excellence”**

## Health and Safety Policy

**Date:** agreed at FG on 22 February 2023 – updated June 2023

**Review date:** July 2024

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### 1. Aims

Our schools aim to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

### 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

The school follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

#### **3.1 The Local Governing Board**

The Local Governing Board reports on Safeguarding, Stakeholders and Standards to the Multi Academy Trust. However, King's Group Academies, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The Governor who oversees health and safety is Denise Kong.

#### **3.2 Principal**

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise students.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the Local Governing Board and Board of Trustees on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Principal's absence, the Vice Principal assumes the above day-to-day health and safety responsibilities.



### **3.3 Health and safety lead(s)**

The nominated strategic health and safety lead is Mr C. Harvey (Principal).

The nominated operational health and safety lead is Mr Nigel Duckworth (Premises Manager).

### **3.4 Staff**

School staff have a duty to take care of students in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

### **3.5 Students and parent/carers**

Students and parent/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the Executive Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Site security**

The Premises Manager and building staff are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Mr Nigel Duckworth – Premises Manager

Mr Adam Brown and Mr Anthony Driver – Building staff/key holders

The Premises Manager and the Principal are key holders and will respond to an emergency.

## **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

- Emergency evacuations are practised at least three times a year.
- The fire alarm is a high level frequency sound.
- Fire alarm testing will take place once a week.
- New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

- Staff and students will congregate at the assembly point:
  - Tennis Courts, with signs for each tutor group.
- Tutors will initially conduct a headcount then undertake a register call of students, which will then be checked against the attendance register of that day.
- The Fire Officer, Mr Paul Burchett, Vice Principal will oversee the safety of all staff & visitors from the register check administered by admin staff.
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities ie. Personal Emergency Evacuation Plans (PEEPs).

## **6. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and the head of each department of each school and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

### **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### **6.2 Legionella**

- A water risk assessment is completed regularly through a service level agreement. Checks for ensuring that the identified operational controls are conducted are recorded in the school's Legionella/water log book
- This risk assessment is reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following checks that are in place: temperature checks, heating of water, regular flushing, disinfection of showers.

### **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.



## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Premises Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **7.2 PE equipment**

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- It is routinely inspected by an outside company and decommissioned as appropriate
- Any concerns about the condition of the hall floor for gym or other apparatus will be reported to the Premises Manager

### **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **7.4 Specialist equipment**

- Parent/carers are responsible for the maintenance and safety of their children's wheelchairs, if used. In school, staff promote the responsible use of wheelchairs.

### **7.5 Disposal of electrical equipment**

The school complies with the Waste Electrical Equipment Directive (WEEE Directive) introduced into UK law in January 2007 by ensuring the appropriate disposal of equipment of this nature. In particular, IT equipment is disposed in negotiation with our IT support service company.

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working

- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

## **9. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises Manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- The Educational Visits Co-ordinator will oversee off-site risk assessments
- All off-site visits are appropriately staffed
- Staff will take a school/personal mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- All staff need to enter information on Exeant.

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety policy, and will have responsibility for complying with it.



### **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Principal immediately. This applies to violence from students, visitors or other staff.

### **14. Smoking**

Smoking is not permitted anywhere on the school premises. The school has signage to ensure that that it is clear that it is a no smoking site.

### **15. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

#### **15.1 Handwashing**

- Follow NHS guidance on washing hands – 20 seconds
- Wash hands with liquid soap and warm water, and dry with paper towels or use the electric hand driers in the toilets
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover cuts and abrasions with waterproof dressings
- Use of anti-bacterial hand gel at appropriate times eg C-19

#### **15.2 Coughing and sneezing**

- Catch it. Kill it, bin it motto
- Cover mouth and nose with a tissue
- Sensible and safe disposal of tissue
- Wash hands after using or disposing of tissues

#### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

#### **15.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

#### **15.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **15.6 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **15.7 Animals**

- Wash hands before and after handling any animals
- Supervise students when playing with animals

### **15.8 Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.9 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **17. Occupational stress**

We are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The school(s) buy into a service level agreement so that staff can access a number of free telephone counselling/advice sessions.

## **18. Accident reporting**

Our schools follow the reporting of accident and first aid procedures e.g. a termly scorecard is submitted to Trustees, RIDDOR reportable incidents (broken limbs, attendance at hospital).



### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about serious injuries will also be kept in the student's educational record

### **18.2 Reporting to the Health and Safety Executive**

The admin staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Premises Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

### **18.3 Notifying parents**

Reception will inform parent/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable e.g. accident/first aid note, admin staff will telephone parents regarding injuries that are not considered minor. Any head injuries are recorded, a note sent home and phone call made.

### **18.4 Reporting to Ofsted and child protection agencies**

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, an Early Years student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify the local Multi Agency Safeguarding Hub of any serious accident or injury to, or the death of, a student while in the school's care.

## 19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, or work with students with special educational needs and disabilities (SEND) e.g. the Sensory Impairment Resource Provision, are given additional health and safety training. Other training will often involve modules of e-learning.

## 20. Monitoring

This policy will be reviewed by the Local Governing Board every year in conjunction with the Principal.

At every review, the policy will be approved by the Principal and Local Governing Board.

## 21. Links with other policies/procedures

This Health and Safety policy links to the following policies:

- Safeguarding/Child Protection
- Supporting students with medical conditions
- Accessibility plan
- Procedures for Bomb threats, Lockdown, PEEP, Snow/Severe weather

## Review

When: Annually

By whom: The Principal

Signed by the Chair of Governors:  .....

Ms Anne Needham

Date: 8 February 2024 .....

Signed by the Principal:  .....

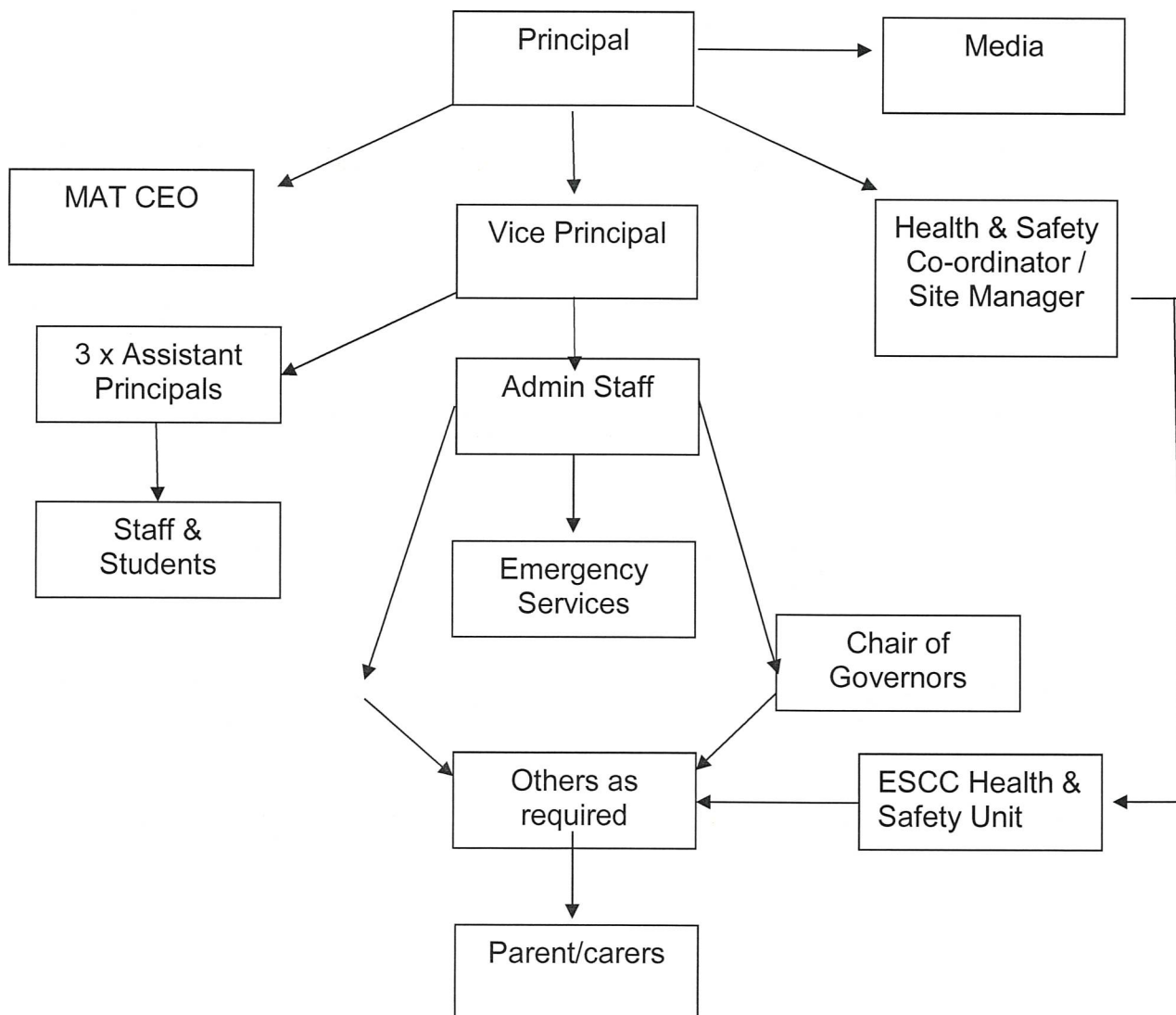
Mr Chris Harvey

Date: 22/02/24 .....



## Appendix 1

### Organisation Chart showing King's Academy Ringmer Health and Safety Management Structure



## Appendix 2

### ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat has been sent via email or social media see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

<b>When   Where   What   How   Who   Why   Time</b>
---

➤ ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
2. When is it going to explode?
3. What does it look like?
4. What does the bomb contain?
5. How will it be detonated?
6. Did you place the bomb? If not you, who did?
7. What is your name?
8. What is your address?



9. What is your telephone number?

10. Do you represent a group or are you acting alone?

11. Why have you placed the bomb?

Record time call completed:

➤ INFORM BUILDING SECURITY/ COORDINATING MANAGER

Name and telephone number of person informed:

➤ DIAL 999 AND INFORM POLICE

Time informed:

**This part should be completed once the caller has hung up and police / building security / co-ordinating manager have all been informed**

Date and time of call:

Duration of call:

The telephone number that received the call:

➤ ABOUT THE CALLER:      Male      Female      Nationality?      Age?

➤ THREAT LANGUAGE:    Well-spoken    Irrational    Taped    Foul    Incoherent

➤ CALLER'S VOICE:

Calm	Crying	Clearing throat	Angry	Nasal	Slurred
Excited	Stutter	Disguised	Slow	Lisp	*Accent
Other (please specify)			*What accent?		

If the voice sounded familiar, who did it sound like?

➤ BACKGROUND SOUNDS:

Street noises	House noises	Animal noises	Crockery	Motor	Music
Clear	Voice	Static	PA system	Booth	
Factory machinery	Office machinery		Other (please specify)		

➤ REMARKS:

➤ ADDITIONAL NOTES:

Signature: .....

Print Name: ..... Date: .....

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

1. DO NOT reply to, forward or delete the message
2. If sent via email note the address
3. If sent via social media what application has been used and what is the username/ID?
4. Dial 999 and follow police guidance
5. Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: .....

Print Name: ..... Date: .....

**SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY/ CO-ORDINATING MANAGER**

## RISK ASSESSMENT

HAZARD	Who may be at risk	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES	COACHES TRAINING REQUIRED
Goalposts	Children	Goalposts are checked regularly by coaches and caretaker	Medium/High	Caretaker will regular check goals and fix them if need be	Y
Weather Extremes	Children and Coaches	Coaches can bring class into hall if weather is bad	Low/Medium		Y
General state of playground	Children	Regular checks of playground by coaches	Low/Medium		Y
Children's Footwear – inappropriate footwear for conditions (danger of slipping/risk of injury)	Children	Coaches will check footwear to make sure children are not wearing school shoes, studs or boots with heels	Low	School is responsible for reminding children about PE kit policy and correct footwear.  Coaches can refuse children to take part in lesson if inappropriate footwear.	Y
Jewellery	Children	All Jewellery has to be removed or taped up before a match. Coaches and Teachers check this	Low	Each student to be responsible for removing their own jewellery before lessons or clubs	Y
Dehydration/Exhaustion	Children	Water bottles are brought outside from class when on a hot day. Drinks are allowed before, during and after session.	Low		Y



Drinks in the hall	Children, Coaches and School Staff	If a spillage occurs, this must be notified to the site team immediately who will arrange for it to be mopped / wiped up.	Medium		Y	
Wet or slippery surfaces	Children and Coaches	Coaches will do regular checks around drain areas or large puddles on playground	Low	Coaches can sweep puddles into the drains before lesson.	Y	
Outside played areas securely fenced and gated	Children	Coaches will do regular checks that the playground is secure and no children can get out	Low/Medium		Y	
Waterbutts or garden ponds securely guarded	Children		Low		Y	
Sharp objects or protrusions or animal excrement	Children and Coaches	Coaches will do regular check of the playground for any of this.	Low/Medium	School caretaker will be assigned to remove any hazardous objects or excrement	Y	
All play areas free from obstruction	Children	Anything that is blocking the playground will be moved or a lesson will not be carried out.	Low/Medium		Y	
Building work in school	Children and Coaches	Coach must scan playground to see if there are any building equipment left around. It is coach's responsibility to make the right people aware of this and have it either removed or children's lesson to be moved somewhere else.	Medium/High		Y	

Dust	Children and Coaches	When building work is happening around school Dust can be blown over playground. Coaches must be aware of this when this is happening and must keep children away from any building work happening.	Low		Y	
Football- Heading	Children	Children from 12 and below are not to be taught or be allowed to header a football in lessons	Low/Medium	Coaches to plan lessons around this and to encourage the children to keep the ball below chest height.  Reinforce safety measures	Y	
Hockey Sticks- Accidental hitting	Children	Children are encouraged by coaches to not raise the Hockey stick no higher than waist height	Medium	Small amount of players on teams  Safety discussion before  Soft balls	Y	
Tennis Rackets- Accidental hitting	Children	Children to be given enough room away from other children to be able to hit a tennis ball without hitting other people	Low/Medium	Coaches to plan lessons with a big enough area	Y	
Cricket Bats	Children	Children to be given enough room away from other children to be able to hit a tennis ball without hitting other people	Low/Medium	Coaches to plan lessons with a big enough area	Y	

Dodgeballs	Children	Dodgeball is to be played from shoulders and below. No headshots allowed	Low/Medium	Soft balls used	Y
All medicines, cleaning materials, sharp instrumentals etc locked away from children	Children	Any medicines, cleaning materials, sharp instrumentals will be removed from the hall before the lesson. Coaches are entitled to remove these objects and will do regular checks to make sure they are not in and around lessons.	Medium	A key is available for the PE Cupboard to lock them away from children	Y
Tripping and Falling	Children	Make children aware of dangers – slipping, tripping.	Low		Y
Collisions	Children	Designated safe area. Draw attention to obstacles. Control pace and numbers of people in area	Low		Y
Misuse or lack of control of equipment leading to purposeful or accidental striking of other people	Children	Reinforce safety measures and game rules. Work in controlled groups with specific individual tasks. Establish safe spacing between each group. Discipline and negative or potentially dangerous behaviour.	Low	Use classroom management rules.	Y



Muscular injuries excessive stress/strain. Injury through incorrect execution of activity.	Children	Follow aerobic and stretching warm up exercises. Use appropriate size/weight equipment. Follow PE Curriculum guidelines and adhere to safe practice. Reinforce safety measures	Low	Assess quality and appropriateness of equipment	Y
Showing a negative physical response to exercise- overly heavy breathing, dizziness etc.	Children	Observe physical responses	Low	First aid provision	Yes

#### RISK ASSESSMENT NPS (Dance/Gym Halls)

HAZARD	WHO MAY BE AT RISK?	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES	COACHES TRAINING REQUIRED
Hall well ventilated	Children and Coaches	Quad doors or small windows will be opened when hall needs to be ventilated	Low/Medium		Y
Gas taps, electric points covered	Children and Coaches	Coaches will do regular checks of hall	Medium/High	Coaches to let school caretakers know beforehand of any faults  Any faults coaches to avoid halls for lessons	Y
Drinks in the hall	Children, Coaches and School Staff	If a spillage occurs, this must be notified to the site team immediately who will arrange for it to be mopped / wiped up.	Low/Medium		Y

Fire Exits kept clear	Children and Coaches	Anything in the way of fire exits will be moved before the lesson by coaches	High		Y	
Children's Footwear – inappropriate footwear for conditions (danger of slipping/risk of injury)	Children	Coaches will check footwear to make sure children are not wearing school shoes, studs or boots with heels	Low		Y	School is responsible for reminding children about PE kit policy and correct footwear.
Jewellery	Children	All Jewellery has to be removed or taped up before a match. Coaches check this	Low		Y	Each student to be responsible for removing their own jewellery before lessons or clubs
Wet or slippery surfaces	Children, Coaches and School Staff	Coaches to thoroughly check the halls before lesson	Low		Y	Wet slippery signage is available in school
Sharp objects or protrusions	Children and Coaches	Coaches to thoroughly check the halls before lesson	Medium/High		Y	
All play areas free from obstruction	Children	Coaches to thoroughly check the halls before lesson	Low/Medium		Y	
Risk of falling from windows	Children	Children will not sit on Window frames. Coaches will make sure this does not happen	Low		Y	
Floor coverings made safe	Children and Coaches	Coaches to check floor	Low		Y	School caretaker to be made aware if any faults
Tables are put away after lunchtime	Children	Coaches to make sure they are removed before lesson	Low		Y	Lunchtime staff at school will be reminded to put away all tables after lunch
All medicines, cleaning materials, sharp	Children	Any medicines, cleaning materials or sharp instrumentals will be	Medium		Y	A key is available for the PE Cupboard to

instrumentals etc locked away from children		removed from the hall before the lesson. Coaches are entitled to remove these objects and will do regular checks to make sure they are not in and around lessons.		lock them away from children	
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