Risk Assessment and Risk Management Record

School/Youth Group	Gwladys Street Primary and Nursery	Learning Activity	Physical Education
Group Leader	Ellie Beckwith	Other Staff	Teachers, Sports Coaches & Teaching Assistants
Group Size		Supervision Ratio	

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix

Pupils and Staff to wash hands on regular basis.

Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Medium/Low		
 Indoor Facilities Clear from rubbish Size of the playing area 	Low	 Floors should be non slippery and checked for spillages prior to the PE session taking place. KS2 hall to be swept clean and cleared of rubbish as swiftly as possible once pupils have left. The size of the playing area should be sufficient to meet the demands of the activity and size of the group. There should be adequate run off areas at the sides and ends. 	KS2 hall is used by the whole school for lunchtime and is not free for use until 1.40pm at the earliest. Area by water fountain: is the floor dry and safe? Does the area need mopping dry? 'Caution' sign need to be used while the area dries?
		Wherever possible PE lessons to be taught outdoors in plenty of space and fresh air.	

-Tripping hazards from tables, benches, chairs and other equipment around the outside of the court Swimming Pools	Medium	 PE equipment will be stored away within stock cupboards and classrooms. Ensure all cupboard doors are shut and the locker doors on the KS2 cupboard are down when not in use. Any equipment left out in the hall, or being used should be pushed back against a wall. (see specific swimming risk assessment) Currently suspended- awaiting further guidance.	When starting to pile chairs, ensure they are stacked correctly with no more than 5 on a stack. Pupils still tripping whilst jogging - Remind children to be aware of equipment and space as they travel around the hall. Frequent reminders/demonstrat ions on how to travel safely. Consider using the outside yard for the warm up session if the hall floor still needs time to dry
Outdoor facilities: suitability	Low	 Playground to be assessed daily in the morning by the site manager and checked by the class teacher prior to the lesson. Presence of oil / ice must be prevented and any signs of this should be reported to the site manager. 	

Outdoor Play Equipment	Low	 (See separate outdoor equipment risk assessment) Check equipment is safe and report any signs of damage to the site manager, SLT member and / or PE coordinator. 	
Poor visibility / bad weather	Medium	 Consideration as to the severity of the weather. Pupils to wear cardigans / jumpers to keep warm in cold weather conditions. Teachers to check for appropriate outdoor footwear (trainers / pumps) 	
Safeguarding - Getting changed	Medium	 KS1 pupils to get changed within the KS1 library or the KS1 breakfast club. Ensure library door is open so as no teacher / adult is out of view when helping younger children with changing issues. KS2 pupils to get changed in their wet areas, ensuring they find a safe and sensible place to get changed (away from any door openings etc) Regularly remind pupils to pack all their clothing away and not to leave any items on the floor. All children to be encouraged to remain at 2m apart when getting changed before and after PE lessons. Children not to mix with anyone not in their bubble. All children to wash hands once changed for PE lesson and also wash hands again after PE lesson has ended. 	Staff / adults to remember to keep themselves safe at all times. All adults involved in helping children get changed will be DBS checked No volunteers, sports coaches or helpers under the age of 18 should be left unattended with children whilst they are getting changed.
PE Kit - Removal of jewellery etc	Low	 Children are reminded to only wear studded earrings in school. 	

		 Adults to check all jewellery is removed prior to leaving the classroom for the lesson. Any earrings that cannot be removed, must be covered up by tape.
Suitable PE kit	Low	 Letters sent home/information stated on school website/regular reminders on school newsletters regarding expectations for PE clothing (pumps/trainers, white T-shirt, plain blue/black shorts). No school shoes to be worn either indoors or outdoors. If chn do not have a PE kit, adult to use school lost property/spare clothing to lend for that session. Footwear should be fit for purpose with appropriate grip, support and protection for all activities Letters sent home/information stated on school website/regular reminders on school newsletters regarding expectations for PE clothing (pumps/trainers, white T-shirt, plain blue/black shorts). No school shoes to be worn either indoors or outdoors.
Hot weather conditions	Low	Children should have a water bottle in school. During hot conditions, water bottles will be accessible during the lesson. Only school water bottles that have been provided by
Long hair	Low	school can be used.

T			
		 Long hair should be tied back to prevent 	
		entanglement with equipment and obstruction	
		to vision.	
Equipment:		Adult to check the condition of the PE equipment to	
KS1 PE storage cupboard	Low	be used, prior to use.	Additional donatar finance
KS2 PE storage cupboard		Ensure all equipment is tidied away in the PE cupboard leasted in the hall in their corresponding lebelled beyon	Additional danger – fingers could get trapped. Possible
		located in the hall, in their corresponding labelled boxes. Equipment once used to be cleaned and left for 72 hours	back injury from opening &
		before next use.	closing KS2 shutter doors –
	High	boloto floxi doc.	inform SLT of the need to
	· ·	Staff to open the KS2 PE cupboard doors, remembering	look at investing in automatic
	Low	to bend their knees and lifting carefully with at least 2	shutters for the KS2 PE
		adults.	cupboard.
		Remind adults to ensure they lower the shutter back	
		down once equipment has been stored away.	
- Injury from use of equipment			Faulty equipment should be
injury from use of equipment			reported and condemned
		Equipment should be age and / or ability appropriate.	equipment should not be
		Ensure all equipment is tidies away in the designated	used but removed as soon as
		areas/boxes. Only adults to collect equipment from PE	possible.
		cupboards.	
Movement of and storage of		Pupils should be taught how to lift and carry equipment	
mats		safely.	
		Adults to set up PE lesson when can before lesson	
		commences, children not to be unnecessarily assisting with putting out equipment.	
		patting out equipment.	
Movement of and storage of		Store gym mats in trolley. Adult to remove mat from	
benches		trolley upright position to pass to children. Children to be	
In KS1		trained to carry mats correctly,	
		2 chn per mat, holding two corners each.	
		Once used mats to be cleaned and left for 72 hours before	
		next use.	

In KS2 Actual teaching of PE	Low	Benches to be tucked under chn's coat pegs, around the KS1 hall. Chn to be trained by an adult how to move the benches safely and correctly, bending their knees and lifting slowly and in unison. In KS1, a minimum of 4 chn lifting one bench (2 either end and at least one in the middle) Children not to be carrying benches, adult to put the benches out if needed for the lesson. Benches to be pushed up to the back of the KS2 hall. No more than 2 benches to be laid on top of each other, with the top bench placed upside down for balance. Chn to be trained by an adult how to move the benches safely and correctly, bending their knees and lifting slowly and in unison. Adults to use LCP & REAL PE planning file for their year group cohort, to provide the basis of the PE lessons. These lesson plans can be edited/tweaked to suit the needs of the class. Lesson plans, REAL PE resources not be shared between bubbles (each year group has own planning for this) Adult to use PE passport on own IPAD for teaching lessons.	Pupils may need to be assessed and monitored throughout the lesson if they suffer an injury. All head injuries should be reported to the school office and parents informed.
		Any injuries to be dealt with by the nearest First Aider. All classes have designated First Aid box with necessary medication for specific pupils. KS1 First Aid boxes are stored collectively in the Staff Room, KS2s are in the Resource Room. Staff previously deemed vulnerable not to be administrating	

		1st aid at present- await further guidelines.	
Inappropriate lesson tasks for the age, size or fitness abilities of the group	Low	 Staff have knowledge of techniques, skills and the rules governing the activity. Teacher to monitor pupil's technique and provide feedback. Teacher to use physical supports where required ensuring they are following appropriate guidance. The playing area has been checked and deemed safe and appropriate for the activity and the participating group. areas at the sides and ends. Wherever possible PE lessons to be taught outdoors in plenty of space and fresh air. If inside halls, ensure it is well ventilated and not to use the air conditioning in KS2 hall. The equipment being used is in good working condition. All equipment to be cleaned and left for 72 hours once it has been used for the lesson. Try and avoid sharing of equipment between year groups (PE lead to ensure each year group teaching different areas of PE to avoid this) 	Please see Appendices A to F below for risk assessments for each activity area.
Collision with another child	Low	Teacher to ensure the area is large enough for the activity and an appropriate ratio used for lesson and good classroom management group and activity.	Teacher to be aware of available first aiders if no first aider is present. Send two pupils to find the nearest adult to support with first aid.
Students not warmed up properly	Low	Warm up and cool down to match the age, experience of group and activity.	addit to support with hist aid.
Falling from apparatus or falling from height	Low	Rules and expectations clearly stated before equipment	

Form 2

	use the ed Mats place	rations and modelling by the teacher on how to quipment safely. ed to the side of any high equipment where jumping from a height (e,g, off horse shoe	
Form Completion Date:	12.7.20 in accordance with Covid-19 measures.	Points the Group	
Head of Establishment / EVC: Group Leader (Signature)	Ellie Beckwith	Leader or team to be aware of	