

## GUSTON CE PRIMARY SCHOOL Risk Assessment

**Activity: PE**

Name of Establishment/School: **GUSTON C OF E PRIMARY SCHOOL**

Risk assessment completed by:  
Jonathan Wells and Saskia Gifford

Signed:  
J.Wells

Date: 26.01.2023

Head of establishment: (name)

Signed:  
D.Day

*DEBY DAY, HEADTEACHER*

Sign here only after agreeing control measures and action points.

Date: 26.012.2023



<b>Risk Rating: (LIKELIHOOD)</b>	<b>OUTCOME:</b>		
	<b>Insignificant Injury</b>	<b>Significant Injury</b>	<b>Major Injury</b>
<b>Unlikely</b>	Trivial Risk	Low Risk	Medium Risk
<b>Possible</b>	Low Risk	Medium Risk	High Risk
<b>Probable</b>	Medium Risk	High Risk	<b>STOP</b>

<b>Risk Level:</b>	<b>Action and Timescales:</b>
<b>Trivial</b>	No action required and no documentary records are required
<b>Low</b>	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
<b>Medium</b>	Risk reduction measures should be implemented within a defined period.
<b>High</b>	Give priority to removing or reducing the risk urgent action should be taken.
<b>Stop</b>	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you doing already?	Current Risk Level	Step 4 Is anything further needed?	Step 5 Date further action(s) was/were completed	New Risk Level
				By Whom and By When?	Date of next Review	
Wearing of jewellery or personal items.	Pupils, service users – jewellery may become caught in PE or sports apparatus, or by another person causing an injury	<p><i>Policy is in place which states all jewellery and other personal items must be removed if possible before any PE or sports activities are undertaken.</i></p> <p><i>The policy states if jewellery cannot be removed the risk of harm must be minimised e.g. the use of micropore tape to cover earrings or adapting the activity so the pupil or service user can take part some other way. The Association for Physical Education (AfPE) guidance on how to manage the wearing of jewellery is followed.</i></p>	M		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Gymnastic, play or sports equipment not inspected annually by a specialist company.	Pupils, service users, employees, agency staff – injury due to faulty equipment.	Regular inspection of equipment by outside agency. Equipment checked before each session by member of staff.	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Faulty play or sports equipment not taken out of commission or securely taped off to prevent use	Pupils, service users, employees, agency staff - injury due to broken equipment (collapse, sharp object etc).	Equipment checked before each session by member of staff. Staff informed in staff meeting. Equipment fixed quickly or removed	M		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	

<p>No record of regular sports, play equipment or activity area inspections being conducted.</p> <p><i>(Weekly as a minimum and recorded on a simple checklist, and corrective action taken).</i></p>	<p>Pupils, service users, employees, agency staff – injury through faults not identified, fixed or equipment taken out of commission.</p>	<p>Record of equipment being checked in office and with PE subject leader.</p> <p>Equipment checked before each session by member of staff.</p>	<p>M</p>	<p><b>Date Completed: ongoing</b></p>	
				<p><b>Date: 01.01.2023</b></p>	<p><b>Review Date: 01/01/25</b></p>
<p>Sport or activity areas not checked before use</p>	<p>Pupils, service users, employees, agency staff – injury due to slip, trip, fall on obstacle/sharp object.</p>	<p>Equipment checked before each session by member of staff.</p>	<p>M</p>	<p><b>Date Completed: ongoing</b></p>	
				<p><b>Date: 01.01.2023</b></p>	<p><b>Review Date: 01/01/25</b></p>
<p>Sport or activity areas not set up correctly.</p> <p><i>(Area should be sufficient to meet the demands of the activity and size of group with adequate run off areas at the sides and ends).</i></p>	<p>Pupils, service users, employees, agency staff – injury due to collision or incorrect set-up</p>	<p>Equipment checked before each session by member of staff.</p> <p>First lesson f each unit to center around set up and health and safety</p>	<p>M</p>	<p><b>Date Completed: ongoing</b></p>	
				<p><b>Date: 01.01.2023</b></p>	<p><b>Review Date: 01/01/25</b></p>
<p>Equipment not visually checked before use.</p>	<p>Pupils, service users, employees, agency staff – injury due to faulty equipment.</p>	<p>Equipment checked before each session by member of staff.</p>	<p>L</p>	<p><b>Date Completed: ongoing</b></p>	
				<p><b>Date: 01.01.2023</b></p>	<p><b>Review Date: 01/01/25</b></p>

Inappropriate clothing or footwear worn during PE or sports activities.	Pupils, service users, employees, agency staff – injury due to slip, trip, fall.	Pupils are aware of the PE clothing policy. Pupils who are not wearing the correct attire do not take part in the activity and take notes or offer team advice.	L		<b>Date Completed: ongoing</b>
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>
Pupils or service users not instructed in the safe practices of the sport or activity.	Pupils, service users, employees, agency staff – injury through lack of safety knowledge by pupil.	Repeat instructions and safety briefings at the beginning of each session	L		<b>Date Completed: ongoing</b>
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>
Lack of appropriate knowledge/training to instruct PE or sport activities	Pupils, service users, employees, agency staff – injury due to accident or incident.	CPD in place for new staff. Regular training throughout the year in areas identified.	L		<b>Date Completed: ongoing</b>
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>
Employees not trained in manual handling of inanimate loads when handling/moving PE or sport equipment.	Employees, agency staff – injury due to lack of knowledge of moving and handling methods.	CPD in place for new staff. Regular training throughout the year in areas identified.	L		<b>Date Completed: ongoing</b>
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>
Pupils or service users not informed of how to move/handle equipment safely.	Pupils, service users – injury due to lack of knowledge on safe handling.	CPD in place for new staff. Regular training throughout the year in areas identified. Additionally pupils are	L		<b>Date Completed: ongoing</b>

		given the correct training at the beginning of each unit		<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
No warmup before activities undertaken and cool down after.	Pupils, service users, employees, agency staff – injury through lack of warmup and cool down.	Units f work give examples of warm up and down activities for teachers to use.	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Lack of appropriate knowledge/training to instruct PE or sport activities.	Pupils, service users, employees, agency staff – injury due to accident or incident.	CPD in place for new staff. Regular training throughout the year in areas identified.	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Insufficient safety equipment / personal protection available and used e.g. shin pads, mouth guards.	Pupils, service users, employees, agency staff – injury through lack of protection.	Full review of safety equipment is carried out twice a year. Any deficiency in equipment to be reported to the subject lead	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Control, discipline, or behavioural problems which may cause safety concerns.	Pupils, service users, employees, agency staff – injury due to bad behaviour and disruption.	Lesson observation completed throughout the year with an emphasis on behavior. Staff aware of behavior policy	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Pupils or service users not instructed in the safe practices of the sport or activity.	Pupils, service users, employees, agency staff – injury through lack of safety knowledge by pupil.	CPD in place for new staff. Regular training throughout the year in	L		<b>Date Completed: ongoing</b>	

		areas identified.		<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Insufficient supervision of PE or sport activities.	Pupils, service users - injury due to an accident or incident.	Correct ratios are adhered to and discussed throughout the year	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Equipment not stored correctly and is not easily accessible.	Pupils, service users, employees, agency staff – manual handling, or struck by injury.	CPD in place for new staff. Regular training throughout the year in areas identified. Review of storage termly.	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Multi sports activities not correctly distanced from each other (e.g. during sports day events or after school clubs).	Pupils, service users, employees, agency staff, members of the public – injury through lack of protection from equipment being used within each activity (e.g. balls, javelins, shotput).	Separate risk assessment and meetings for multi-sport events and activities to ensure safety of all	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
PE or sport activities held outside in severe weather.	Pupils, service users, employees, agency staff – injury/harm (e.g. slippery surfaces, sunstroke, dehydration).	Pre-event review takes place and moves to avoid risk; including canceling event can happen	L		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Emergency (including lockdown) procedures not known or in place.	Pupils, service users, employees, agency staff – injury, stress due to lack of	Follow schools lockdown policy	M			

	processes in place				<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	
Pupils or service users with visual, hearing, motor or cognitive impairment not catered for appropriately to enable them to participate safely.	Pupils, service users - injury through lack of safety provision to perform tasks safely.	All planning is inclusive and adapted on the spot if eventualities arise.	M		<b>Date Completed: ongoing</b>	
				<b>Date: 01.01.2023</b>	<b>Review Date: 01/01/25</b>	