St Catherine's
CE PRIMARY SCHOOL

P.E. Health & Safety Policy

Our vision:
We show God's love in everything we do; inspired by the life and work of Jesus. We journey together in our learning, seeking wisdom through academic, personal and spiritual growth. Together is everyone, and every child matters. We celebrate the different and unique abilities, gifts and passions, of everyone in our school.

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1. Introduction

When teaching Physical Education teachers need to:

- Refer to the school and PE Health and Safety policies
- Carry out a risk assessment for activities e.g. use of apparatus
- Teach pupils how to take action to control risks themselves in order to carry out tasks safely.
- Before teaching swimming all teaching and support staff will receive resuscitation training in the emergency first aid training every 3 years. Staff must refer to the separate Swimming Pool Safety Guidelines.

The school health and safety advisors carry out termly inspections of the premises. Maintenance of large PE equipment is carried out annually. Any defects are reported.

2. Preparation

2.1 Clothing and Footwear - All children need to have PE kit in school in a named bag.

PE Kit:

- T-shirt or St Catherine's t-shirt in house colours (these are allocated once the children are in school)
- Black or Navy shorts
- Pumps or white soled trainers
- Long hair to be tied up

Please note that earrings are to be covered or removed on PE days, no other jewellery is allowed in PE lessons.

Lost property – We ask all parents & carers to ensure that children's clothes are clearly labelled with their name. We have a lost property cupboard in school entrance where anything that is found is stored.

Jewellery

Any child with pierced ears should wear a small gold stud for school. We do not encourage jewellery to be worn at school. The school cannot take responsibility for any lost or damaged jewellery. In exceptional circumstances, micropore tape can be used to cover earrings, for example, for the first six weeks after piercing.

Swimming:

- Swimming costume for girls (in one piece).
- Swimming shorts for boys
- Towel
- All long hair must be tied up with a plain band.

2.2 Changing

2.2.1 Indoor Activities

Pupils will change in their classrooms at KS1 and in separate girls' and boys' cloakrooms or classrooms in KS2 and walk quietly to the hall through the school wearing their pumps or trainers. For lessons involving apparatus the pumps or trainers should be removed and placed by the side of the hall. Children will be supervised by a school adult or approved coaches.

2.2.2 Outdoor Activities

Pupils will change under supervision, as for indoor activities, and walk quietly to an outside door and wait until an adult is present. In the playground children will be accompanied by a school adult.

In summer, caps may be worn to protect children from the sun. The peaks should be turned round to the back of the head. Children may apply sun protection cream themselves, brought from home.

2.2.3 Swimming

Pupils will change under supervision, in separate male/female changing rooms. Children will walk quietly to an outside door and wait until an adult is present. Pupils should be supervised whilst walking across the playground. No child should be left in the pool area without an adult. See the Franche Pool rules and swimming guidelines for more information.

3 Equipment

3.1 PE Cupboard

The PE cupboard contains small games equipment. Some larger items of gymnastics equipment are stored in the main hall against the wall for safety. Children's access to the cupboard should be supervised by an adult.

3.2 Netball posts

Netball posts will be erected by the caretaker, given sufficient notice. They are stored in the outside storage cupboards. When not in use netball posts should be removed from the playground area.

3.3 Safe Handling Procedures

Safe handling and use of all equipment will be taught and encouraged at all time. Specific procedures for lifting carry and placing sports apparatus correctly are taught and reinforced throughout the school.

Teachers are responsible for the safe and tidy storage of equipment they have used. Problems should be reported to the PE Subject Leader or Headteacher.

When lifting equipment pupils must:

- bend knees, back straight to lift and lower;
- always travel in a forward/sideways direction – be able to see in the direction they are travelling;
- place apparatus carefully in position;

- hold apparatus securely – thumbs separate from fingers; carry apparatus at waist height, not lifted to high.

Benches should be carried by a “wheels on the bus” formation. In KS1 this should be 4 children and in KS2 it should be 2 children. Mats should be carried in a similar way with 4 children in KS1 and 2 in KS2.

In addition, safety rules procedures for working on all apparatus are established and reinforced, including:

- checking of the apparatus prior to use;
- starting and stopping signals;
- stopping and moving off the apparatus to listen to instructions;
- clear expectation of noise levels permitted, a quiet working environment is essential so that problems can be identified immediately;
- rules about the number of pupils allowed on a single piece of apparatus at any one time. E.g. 4 children on a bench.

In addition:

- landing mats should not be placed near the wall bars;
- no more than 6 gymnastic set ups should be used at a time; apparatus plans should be used and shared with children.

All gymnastic equipment is stored in the hall or PE cupboard. Teachers must ensure the apparatus is returned and stored safely in the correct place.

3.4 Small Games Equipment

Small PE equipment (i.e. balls, bats, cones) are stored in the PE cupboard off the hall. The equipment stored in a range of appropriate containers allows easy access and a safe handling situation. Specific rules and procedures for accessing the PE store and the equipment are outlined below and adhered to by all teachers. All teachers take on the responsibility of keeping the storeroom tidy and safe.

- Equipment being used in the current term is stored to be most easily accessible, therefore storage layout will vary through the year.
- The PE Subject Leader will check equipment termly but problems should be reported when noticed. Broken or damaged equipment must be removed and given to the coordinator or headteacher.
- The store cupboard may be accessed through either door but children should only enter the cupboard when supervised.
- No more than 2 children should be in the cupboard unless there is an adult present.
- Teachers should select and prepare the equipment for lessons to allow easy access at the beginning of a lesson.
- Children should only access small games equipment stored at floor level or on the first shelf. Teachers need to organise the access of heavier or higher equipment themselves.
- PE equipment used by one class bubble should be quarantined for 72 hours before returning to the PE cupboard or should be wiped down with sanitiser spray to adhear to Covid safe procedures.

Teachers will check the equipment and the working space prior to the start of physical activity to ensure the teaching and learning environment is safe. Any damaged equipment or gymnastic apparatus should be reported to the PE Subject Leader.

4 Injuries, Accidents and Emergencies

4.1 Warm-up

Safe preparation is an integral part of every lesson. Pupils always complete an appropriate warm up prior to physical activity. The warm up involves:

a) Mobility exercise to prepare the joints;
b) Pulse raising activities to prepare the cardiovascular system;
c) Stretches to prepare the muscles and associated ligaments/connective tissues.

Aerobic activity which incorporates mobility of the joints is completed prior to stretching. Specific muscle groups are used that relate to the anticipated activity and about full range of motion. The warm up is a gradual and of a sufficient intensity to increase muscle/core temperature without causing fatigue or reducing energy stores.

4.2 First Aid Procedure

Within PE all teachers adhere to the school accident and emergency procedures.

The class first aid boxes should be brought into PE sessions.

When working outside of the school site the key to the rugby ground gate must be collected from the office together with a school phone. A basic first aid bag should be taken to the rugby pitch. In the case of an emergency, the phone should be used to communicate with the school office of the need for assistance. Two adults should remain with the class wherever possible.

4.3 Fire or Evacuation

In the event of evacuation of the hall, teachers will instruct children to pick up their shoes and leave by the appropriate exit. Children will put on their shoes when they reach a safe area. If the teacher judges the risk to the children to be high, shoes will be left behind.

5 Risk Assessment

Teachers will assess the risk from hazards in the working environment, hazards in different areas of activity and performing different movements or skills.

5.1 Risk Assessment of the Environment

At the beginning of the day the site manager will look for and identify hazards in the working environment and report them to the headteacher. Teachers will look for and identify hazards within the working environment, which could result in significant harm. Teachers will assess the working environment before children. At lunchtime the lunchtime supervisors will assess the outside environment for hazards.

Hall

- Objects which impinge in to the working space;
- Slippery floor surface;
- Glare from the sun;
- Restricted/obstructed access to the apparatus.

Field and Play Ground

- Objects which impinge in to the working space
- Glare from the sun;
- Rubbish on the working space;
- Holes/damage to the playing surface;
- Permanent equipment in safe state i.e. football goals.

Risk assessments for particular working areas will be reviewed annually.

5.2 Risk Assessments of the Activities

Teachers will look for and identify hazards inherent within the teaching of different areas of the activity.

For example: Gymnastics, Lifting, transportation and placement of apparatus.

Teachers will consider:

- Does the storage of the apparatus provide easy access i.e. sufficient room for pupils to bend their knees and lift correctly?
- What information and training have the pupils received to ensure safe handling of the apparatus?
- When the apparatus is set out, is there sufficient space around between different sections.
- Are the mats strategically placed in relation to the apparatus to ensure safe exit point?

5.3 Answering a task, performing a specific movement/skill

For example: Jumping and landing off apparatus.

Teachers will consider:

- Have the pupils been taught how to land safely with control?
- Has the pupils' experience in jumping and landing been progressively developed so that the task/activity set is appropriate to their skill level and control?
- Do the pupils require mats to help cushion the landing.

When assessing each area of activity, teachers will access whether, the necessary precautions been taken to ensure the risk are reduced as far as reasonably practical?

Key Points:

- PE equipment/apparatus should only be used for the type of task/activities it was intended for.
- Pupils require adequate information and training in the handling and using of PE equipment/apparatus.
- Learning experience must be progressively developed and differentiated to ensure the task/activities are appropriate and safe for all pupils.
- Ensure equipment/apparatus is safe to use through regular monitoring, maintenance and inspections.

6 Review

This policy will be reviewed as part of the policy cycle.