



**Kings Langley School**

Unlocking Potential for Life

# **Physical Education Department Health and Safety Policy 2023/24**



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## The role of this policy

This Physical Education Health & Safety Policy should be read in conjunction with the School's general Health & Safety System. The purpose of this document is to record the arrangements made in the Physical Education Department to implement the policy.

This document is maintained by the Physical Education Department. It is available to all new members of staff, i.e., teachers, trainee teachers, teaching assistants, etc. working in the department.

## General aims

Physical Education teaching has an excellent health & safety record. This department is keen to continue to promote practical work as it's an essential component of PE teaching and is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the PE staff, i.e., teachers, trainee teachers, teaching assistants and other support staff (e.g., special needs and bilingual staff) and staff who work in the department occasionally:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work,
- to be familiar with this health & safety policy by periodic reference to it,
- to look out for any revisions,
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

Students should always be encouraged to develop a strong sense of 'health & safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures.

## Health and safety roles

### Duties, functions and tasks

Within the PE department, this task is delegated to the Learning Area Leader who has the particular function of maintaining this policy document.

This policy is reviewed annually during the summer term.

### Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Learning Area Leader.

In this department, all staff should have access to this policy. A reference copy is kept on the PE SharePoint page, together with any appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing as well as being attached to the reference copy of this policy.

A copy of this policy is also attached to the PE Department's page on the school website.



## **Monitoring and checking**

The school expects the PE Department to monitor the implementation of this policy. Records of monitoring are kept by the Learning Area Leader.

Checklists on equipment and machines and a timetable for such checks are kept with the reference copy of this policy.

Monitoring arrangements for the effective implementation of the policy will be discussed and evaluated through a scrutiny meeting between the relevant member of the SLT.

## **Training policy**

The person with the task of seeing that training is provided is the PE Department Line Manager and Deputy Head (Personnel).

Generally, this department follows guidance in AfPE 'Safe Practice in Physical Education and School Sport' - 2020 edition.

Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their skills upon expiry.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times. This also applies to people following a Graduate or Registered Teacher Programme. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Learning Area Leader.

## **Risk assessments**

All departmental staff are required to familiarise themselves with the Health & Safety Policies of Kings Langley School and the Physical Education Learning Area.

Risk Assessments for every activity that is delivered at Kings Langley School by the PE Department can be found on the relevant PE SharePoint page.

Prior to the commencement of any lesson staff should:

1. Have carried out a visual risk assessment, checking the facility, surface and equipment. Should any equipment be faulty this must not be used and at the end of the lesson the Premises Manager/Learning Area Leader informed immediately.
2. Have procured any necessary safety equipment and undertaken any safety measures.
3. Know when to use particular facilities and equipment.
4. Reinforce any safety procedures to students.
5. Follow any Covid related transmission guidance.

Risk Assessment is a process that has several components:

1. Identify hazards. N.B. these can be routine, e.g. lifting benches or the throwing of basketballs to an inattentive student (which could break a finger). If activities are well-managed, and the students concerned are carefully supervised, then the element of risk will be minimised or removed.



2. Look at cause and effect, e.g. a large class size may adversely affect the safety of the people in a sports hall. Therefore the number of students allocated to any one group is ideally restricted to help enable adequate and safe use of the equipment/facilities in each location.

In addition if the staff member is:

- An NQT
- New to the school
- Inexperienced
- Lacking in confidence in that activity

All of these have a bearing on class size.

Finally, if the activity is a higher risk activity such as:

- Trampolining
- Some athletic events
- Outdoor and adventurous activity

This would mean reducing the ratio

3. Examine methods of work.
4. Investigate safety literature for advice.
5. Remove hazards where possible. Clearly good class management and supervision are crucial to this.
6. Implement new practices.
7. Review any changes.

### **Clothing, personal effects and protection**

The School has a written PE Kit Policy. All pupils and parents are informed of the policy to promote consistent good practice across the school and minimise potential problems that may otherwise arise. The policy draws parents' attention to the fact that there is an element of danger to the wearer and others if jewellery and clothing policies are not strictly enforced, as well as any student sanctions for infringing this Policy.

In the event that a pupil does not have the appropriate kit with them to participate in the lesson, they will be expected to borrow some PE kit and still actively take part.

If a pupil is in school and fit, they will be expected to take part in lessons. If they have a minor ailment or injury, such as a bruised foot, or recovering from a cold, P.E kit should still be brought in as participation in a different capacity is encouraged, for example, as an umpire or coach.

If a pupil is suffering from a long-term injury, such as a broken leg or recovering from glandular fever, he/she should have a letter from parents to this effect supported by a note from a qualified medical practitioner. An alternative place of study can then be arranged for the student, but the student **MUST** still register with the PE staff at the start of the lesson.

#### **Dress**

- Students must wear appropriate PE clothing for all PE activities following the school's PE Kit Policy



- Clothing should allow unrestricted movement without being loose and when necessary provide protection for the activity concerned. Care should be taken to ensure that young people do not wear unnecessary amounts of clothing, particularly for indoor activities.
- Long hair must be tied back to prevent entanglement in apparatus and to prevent it obscuring vision.
- There should be no objection to additional clothing or tracksuits for outdoor activity as long as it complies with the school PE Kit provision on a cold day, but scarves are not permitted.

### **Sensory aids – spectacles and hearing aids**

- The wearing of sensory aids will usually be determined by the nature of the activity (i.e. activities involving physical contact would not be appropriate).
- A balanced judgement should be made as to whether wearing the item constitutes a greater or lesser risk to the wearer and to the group in those activities where physical contact is absent.
- Spectacle wearers should be encouraged to secure their spectacles using appropriate tabs or bands prior to play. Parents should be asked to provide shatterproof lenses in spectacles or ideally plastic lenses whenever the participant relies on wearing spectacles during PE.

### **Footwear**

- Barefoot working is recommended for activities such as gymnastics and dance.
- Pupils should never participate in socks on polished surfaces.
- When organising indoor activities, a situation where some pupils have footwear and some are barefoot should be avoided and all pupils work barefoot.
- Appropriately studded boots are recommended for invasion games played on grass pitches.
- The provision of appropriate footwear for outdoor activities on grass is a major issue for the School. It is essential to ensure that appropriate risk assessment is undertaken to ensure that reasonable decisions can be made about appropriate footwear and its appropriateness for the varying activities and equally variable ground conditions.
- Appropriate training shoe footwear must be worn for indoor games activities in all phases of education and footwear should be clean and free from mud.

### **Jewellery**

- All jewellery and personal effects such as watches, necklaces and body piercings must be removed for physical education and related activities.
- Staff should always give a verbal reminder to pupils to remove jewellery prior to PE lessons.

We would prefer it if students did not bring valuable items to school. The school cannot be held responsible for lost items. It is important that students understand that they bring in items at their own risk. If it is felt necessary to bring in items such as mobile phones we would advise that items are safely stored in the student's locker.

If, under exceptional circumstances, jewellery cannot be removed (e.g. cultural practice), risk of injury should be reduced where it is practicable to do so.

Studs being secure by the use of micropore tape or masking tape (not sellotape or elastoplasts).



Medi alert bracelets and necklaces will be worn by some children and it is sensible to remove these items during the period of participation. The teacher and young person will be aware of the special circumstances relating to that child and will know how to react should difficulties arise.

Disclaimers from parents about the wearing of any item of jewellery by a pupil should be declined as such indemnities have no legal status. The duty of care remains firmly with the school on such matters.

### **Sunburn and skin damage**

The School increases pupils' knowledge about the dangers of the sun and the importance of protection and all pupils are encouraged to apply sunscreen/block preparations and to use a non-water resistant product. The sunscreen used should be SPF15 or higher.

During Physical Education where games are being played outside, care should be taken to ensure that clothing is loose fitting and that preferably tops with collars are worn. Where possible, players not taking part should be sitting in some form of shade.

### **Gum Shields**

Gum shields are highly recommended to be worn for both codes of Rugby during curriculum time, but they are compulsory during extra-curricular and competitions/fixtures. It is the responsibility of the student and parent to provide the gum shield.

## **Activities and procedures**

### **Sporting events**

The School offers a range of sporting activities throughout the year. We endeavour to arrange matches with other local schools throughout the year and information including team lists, venues, travel times and the staff contact will always be passed to the selected students via registers, team captains, departmental notice board, Twitter, Instagram, and Google Calendar. Permission for participation is requested on the school admission form.

### **Security**

All teaching rooms, staff and store rooms are to be kept locked at all times, except when in use. It is the task of the staff member leaving such a room to see that the rooms are empty and that the door is locked.

No class is allowed to be in a PE teaching area without adequate supervision.

The task of locking Changing Rooms is the responsibility of the member of staff teaching at that time. They should ensure all students have left the Changing Rooms prior to locking the door.

### **Apparatus and Equipment Handling by Students**

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics and also equipment handling and carrying in other activities. However this must be carried out in such a way as to reduce risk to students as far as reasonably practicable. The PE Department will make arrangements to enable students to learn how to handle equipment safely according to their age and strength.



### **Concern for others**

All PE areas are made safe for cleaners and contractors to work in before these persons are allowed to proceed.

### **Maintenance of equipment**

Any equipment requiring maintenance must be reported to the Premises Manager and Learning Area Leader. It should be removed from use until such times as any maintenance is completed.

PE staff at the School will visually check all equipment prior to use and damaged equipment is not used. On a termly basis, all relevant equipment that is planned on being used will be checked over.

## **Emergency procedures**

### **Fire**

PE staff will follow the normal school procedures in case of major fires.

### **Reporting procedures**

Injuries or suspected injuries to a pupil or of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures.

Following an injury, so that the regulations (RIDDOR) can be complied with, the accident must be reported to the Main Office. In the case of injuries requiring hospital treatment, the report then must be returned to the Learning Area Leader/SLT as quickly as possible for any investigation to take place.

## **Physical Education rules for students**

The rules for students during PE lessons are as follows.

1. Ensure you have all the correct equipment to participate in the activity. Borrow any equipment if necessary.
2. Follow all instructions given precisely.
3. Remove all jewellery.
4. Wait for your teacher prior to entering any facility.
5. Assist your teacher with the collection or movement of any equipment.
6. Behave appropriately at all times.
7. Work to the best of your ability.
8. Support others throughout the lesson, showing excellent character.
9. Assist your teacher with the return of any equipment.
10. Change into your school uniform as quickly and quietly as you can.

## **External Coaches/Officials/Supporters**

It is essential that all external coaches that assist during curricular and extra-curricular time have provided the school with the information needed in line with all CP guidelines.

All external coaches, officials and supporters must sign in at the Main Office on their arrival on site.



Parents/Guardians will be reminded of the need to sign in at the Main Office at the start of the year via the School Newsletter. Students will also be reminded of this policy each practice or fixture if their parents/guardians intend to attend.

### **School sporting events procedure**

- PE teacher identifies the team for a particular fixture, which should include a team captain, the team, substitutes and reserves (those who might be required should a member of the team or substitute withdraw).
- A minimum of one week's notice should be given to allow for this information to be passed home by the pupil.
- A list is placed in registers, and on MS Teams, with all the fixture details and MUST include:

Match date, team, sport, venue, depart and arrive at Kings Langley times and a full team list and the contact name of the teacher who MUST be notified if any player is unable to play.

If one of the reserves is used every effort should be made to contact the home, especially if this occurs on the day of the fixture.

Full details of the fixture must be added to the departmental Google Calendar.

- The member of staff must have a team list with them at all times in case of an emergency.
- The member of staff leading the fixture must ensure they have a 1<sup>st</sup> Aid Kit and Emergency Contact booklet with them at all times.
- Pupils should regularly look in registers and when they see they have been selected for a match, it is THEIR responsibility to ensure all the match information is passed onto parents/carers.

No further written confirmation from a parent/carer is required, as it should have already been given.

The team captain could also be used to ensure all the players have looked at the board or can be given a duplicate team list and chase up players.

- Information regarding the result of the fixture must be added to the departmental X and Instagram accounts and passed onto the Main Office for it to be published in the next School Newsletter.

### **Addendum – Covid**

Changes to daily practice must be incorporated into all lessons and extra-curricular clubs to ensure students and staff are housed, and are participating, in Covid safe activities.

- All students must sanitise their hands before entry to the Sports Hall and on leaving the Sports Hall at the end of lessons.
- Registers will be taken to assist with 'Track and Trace' procedures.
- Activities undertaken will comply with NGB 'Return to Play' guidance for school children.
- Equipment will be cleaned/sanitised before and after use.
- Where equipment cannot be cleaned/sanitised it will be quarantined for 72 hours.
- Changing Rooms will be cleaned after every lesson and students only allowed access in Year Group bubbles.
- Extra-curricular fixtures will not commence without the permission of the Headteacher.