

## GENERAL SCHOOLS RISK ASSESSMENT

**NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.**



### PART A. ASSESSMENT DETAILS:

<b>Area/task/activity: P.E. &amp; Physical Activity during COVID 19 Pandemic</b>			
<b>Location of activity: Primary School Outdoor Areas (Playground/Field)</b>			
<b>School name: Address &amp; Contact details:</b>	Whittlefield Primary School Tabor Street Burnley BB12 0HL	<b>Name of Person(s) undertaking Assessment:</b>	Adam Booth
		<b>Signature(s):</b>	Mr A Booth
<b>Headteacher (Name):</b>	Helen Kershaw	<b>Date of Assessment:</b>	01/09/20
<b>Signature:</b>	Mrs H Kershaw	<b>Planned Review Date:</b>	04/01/20
<b>How communicated to staff:</b>	Email and school app	<b>Date communicated to staff:</b>	01/09/20

### PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR;                             <ul style="list-style-type: none"> <li>○ <a href="#">Coronavirus (Covid-19): guidance for schools and other educations settings</a></li> <li>○ <a href="#">LCC Schools HR guidance</a></li> <li>○ <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> </ul> </li> <li>• Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> </ul>

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Competence, qualifications and professional learning Staff competence Professional learning External staff competence and qualifications	Pupils	Muscle damage, struck by injuries, cuts, abrasions and fractures	<p>Teachers with QTS</p> <ul style="list-style-type: none"> <li>• Qualified teachers are competent to teach PE activities outdoors in curriculum time. Any areas of PE where the teacher feels less confident will be addressed with senior management team and appropriate professional learning put in place.</li> </ul> <p>School Support Staff</p> <ul style="list-style-type: none"> <li>• For other members of school staff the HT has made a competency assessment and ascertains that the HLT/TA is sufficiently competent to teach the <b>specific PESSPA activity</b> outside. This has been based on aspects such as qualifications, experience, reputation, knowledge of the children, and an observation of the HLT/TA.</li> </ul>
(cont) Competence, qualifications and professional learning Staff competence Professional learning External staff competence and qualifications	Pupils	Muscle damage, struck by injuries, cuts, abrasions and fractures	<p>External coaches (SSP coaches, Sports Development, football club coaches, Private companies/coaches)</p> <ul style="list-style-type: none"> <li>• External coaches not employed directly by the school <b>meet</b> the Lancashire guidelines on school employing external coaches. All original certificates have been seen and recorded by the school;</li> <li>• A <b>register</b> is kept of all support staff used who are not on the school roll, such as individual coaches or coaching agencies, including contact details and work undertaken and relevant insurance cover and DBS.</li> </ul> <p>For further information please see Lancashire's Guidance on Employing Sports Coaches.</p>
Child welfare	Pupils	Abuse, emotional or physical damage, choking	<ul style="list-style-type: none"> <li>• School safeguarding policy and acceptable and expected behaviour towards children policy for staff;</li> <li>• All staff have received up to date safeguarding training;</li> <li>• Staff will not use personal mobile telephones during lessons;</li> <li>• Parental consent for photography, digital imagery and/or filming of children during lessons, trials and/or competitions/matches.</li> </ul>

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Transmission of Covid-19 through airborne particles from sports coaches accessing the school	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Sports coaches are permitted and can move between schools;</li> <li>• Sports coaches will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• All sports coaches will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>• Office staff are aware of and explain additional hygiene and social distancing rules required by sports coaches on arrival;</li> <li>• A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</li> </ul>
Air borne particles and contaminated surfaces in changing areas	Pupils, staff	Transmission of coronavirus	<ul style="list-style-type: none"> <li>• Where practical, pupils to attend school with PE kit on to prevent the need to use changing areas;</li> <li>• Hand washing facilities are available to enable staff and pupils to wash their hands before and after the PE lesson. Where hand washing facilities are not available, hand sanitiser will be provided;</li> <li>• A documented cleaning schedule is in place to provide clarity on the cleaning requirements and to provide evidence that appropriate cleaning has been carried out;</li> </ul>

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Spread of COVID-19 virus via germs on surfaces and sports equipment	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is followed.</li> <li>• PE and outdoor equipment is cleaned meticulously between classes/bubbles and groups of pupils using it. Multiple groups are not permitted to use PE and outdoor equipment simultaneously;</li> <li>• If resources do not allow for the cleaning of PE and sports equipment or outdoor equipment after the lesson, then they are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes and bubbles.</li> <li>• Where practical the use of equipment during PE lessons is limited, to reduce cleaning requirements at the end of the lesson;</li> <li>• Tissues are taken out to the playing field by the teacher for general use during outdoor PE along with a plastic bag where used tissues are disposed of. The bag is placed in a waste bin at the end of the PE lesson.</li> </ul>
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils in a PE/Sport lesson.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering physical education as part of a broad curriculum;</li> <li>• Physical Education timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;</li> <li>• Pupils are kept in consistent groups during P.E and outdoor PE lessons are prioritised where possible;</li> <li>• When indoor PE lessons are unavoidable the indoor space is used maintaining social distancing based on the age and ability of the pupils and the feasibility of distancing measures between pupils and scrupulous attention is given to cleaning and hygiene of the indoor space between lessons;</li> <li>• <i>(Provide further detail about your specific arrangements here).</i></li> </ul>

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> <li>• Staff to maintain a 2 metre distance from each other at all times;</li> <li>• Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow within a PE lesson;</li> <li>• Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone;</li> <li>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</li> <li>• Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible;</li> </ul>
Supervision	Pupils, Staff, Adult helpers	Mental or physical harm, accidents leading to cuts, abrasion, fractures	<ul style="list-style-type: none"> <li>• Pupils are not left unsupervised at any time; if the teacher is called away the activity is stopped;</li> <li>• A dynamic risk assessment is carried out prior to lesson;</li> <li>• Challenging behaviour risk assessment and control measures in place.</li> </ul>

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Establishing & maintaining a safe learning environment	Pupils, Staff, Adult helpers	Mental or physical harm, accidents leading to cuts, abrasion, fractures  Transmission of coronavirus	<ul style="list-style-type: none"> <li>• Staff follow regular and approved practice, with planning that is commonly accepted as safe;</li> <li>• Pupils are matched in terms of size, ability and confidence;</li> <li>• Written schemes of work are in place for the activity offered outdoors, these will include: <ul style="list-style-type: none"> <li>• Planned progressive challenges that are developmentally appropriate to the learning task and prior learning of the children;</li> <li>• Knowledge of children in terms of medical and SEND to differentiate the activity as required so learning takes place.</li> </ul> </li> <li>• Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable All PE lessons to adhere to current social distancing guidelines distancing based on the age and ability of the pupils and the feasibility of measures.</li> <li>• Contact sports and team games involving close contact are <b>not</b> permitted;</li> <li>• Where practical, pupils to be given their own zone, to exercise in. Zones to be marked out using paint, tape or chalk etc.</li> </ul>
Physical activity	Pupils, Staff, Adult helpers	Muscle damage	<ul style="list-style-type: none"> <li>• Appropriate warm-up exercises are completed at the start of the lesson.</li> <li>• All activities delivered outdoors are appropriate for the age, capability and size of the pupils.</li> </ul>

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)
Facilities and outdoor surface	Pupils, Staff, Adult helpers	Cuts, abrasions, bruises, fractures, bumps to head, infection, needle injuries	<ul style="list-style-type: none"> <li>• Emergency evacuation procedures in place and take account of evacuation in inclement weather;</li> <li>• There is a suitable hazard free playing surface which is regularly maintained;</li> <li>• Children reminded of any hazards and the safe working area;</li> <li>• The playing surface is checked for faeces, sharp objects and hypodermic needles and cleared in accordance with school COSHH procedures;</li> <li>• Markers or posts used during PE lessons outside are fit for purpose and the height and size must not compromise safety.</li> <li>• The physical and organisational layout has been altered to manage social distancing requirements.</li> <li>• Where practical, a one way system is in place between the changing area and outdoor PE area.</li> <li>• Access to equipment stores is restricted to limit the number of people within a confined space where the ability to social distance is limited.</li> </ul>
Weather Conditions	Pupils, Staff, Adult helpers	Sun Burn, Chills or colds, Sprains, strains	<ul style="list-style-type: none"> <li>• Pupils to wear appropriate clothing when outdoors if a non- participant in the physical aspect of the lesson;</li> <li>• Staff are aware not to allow pupils to spend prolonged periods exposed to direct sunlight, and sun block / shading is provided when appropriate.</li> <li>• A dynamic assessment of the weather conditions is taken by the teacher on the day of the lesson and a decision made as to the appropriateness of the lesson taking place outside.</li> </ul>

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Clothing, footwear & personal effects'	Pupils, Staff, Adult helpers	Abrasions, bruises, cuts, fractures, bumps to head	<ul style="list-style-type: none"> <li>• Clear written policy in place regarding the management of personal clothing, footwear and personal adornments;</li> <li>• Pupil's long hair is required to be tied back;</li> <li>• Pupils are required to remove all personal effects. If they can not be removed then all personal effects must be made safe;</li> <li>• Pupils wear suitable clothing for the activity;</li> <li>• All <b>staff and students change</b> into footwear that is appropriate for the for the PESSPA activity being taught outside.</li> </ul>
Equipment	Pupils, Staff, Adult helpers	Muscle damage, struck by injuries, cuts, abrasions and fractures	<p>The suitability of equipment should reflect pupil need and ability.</p> <ul style="list-style-type: none"> <li>• An annual inspection of school PESSPA equipment is carried out;</li> <li>• Staff to make regular inspection of equipment in order to identify signs of wear and tear that may cause injury. Any equipment that is damaged or faulty will be removed from use;</li> <li>• Equipment is easily accessed and safely stored;</li> <li>• Staff and children are aware of the routines for collecting, moving and placing equipment.</li> </ul>
Contact with other persons /objects. Falls on the level or from height	Pupils, Staff, Adult helpers	Abrasions, bruises, cuts, fractures, bumps to head, head/spinal injuries	<ul style="list-style-type: none"> <li>• Suitable first aid provision is immediately available; paediatric first aider for foundation stage or qualified first aider for KS1 and KS2;</li> <li>• In the event of an accident, all activity ceases immediately and school emergency procedures and policies enacted;</li> <li>• A clear record of any incident is completed as soon as possible after the event.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in .....  
(Name of school)

Signed:

Name:

Risk Assessor:



<b>PART C. ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>