**RISK ASSESSMENTS FOR PHYSICAL EDUCATION, SCHOOL SPORT AND PHYSICAL EDUCATION (PESSPA)**

Written risk assessments should be reviewed on a regular basis, typically annually, but also follows a near miss or injury. All staff involved in PESSPA should know the location of, and read written risk assessments.

* This form should be adopted to meet your specific needs. This means amending, deleting or adding questions to column 1.
* Indicate in column 2 where the question in column 1 has been actioned appropriately, and is therefore considered 'safe'.
* Use column 3 where the question in column 1 still requires action to be taken, and therefore is considered to be 'unsafe'.
* Use column 4 where action is required to identify who may be harmed by the acknowledged risk.
* Use column 5 to list the action needed, over and above what is already in place, to reduce the risk to an acceptable level.
* Use column 6 for dating and signing, to demonstrate when appropriate action has been taken to make the issue safe.

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| **PESSPA ISSUES**  **1: Safe Exercise Practice**   * **Clothing, footwear** * **Personal effects** * **Preparation** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Are there any times when group sizes or teacher/student ratios make a situation unsafe? |  |  |  |  |  |
| 1. Is the clothing appropriate for each activity? |  |  |  |  |  |
| 1. Is the policy to remove jewellery and other personal effects applied consistently? |  |  |  |  |  |
| 1. Is your policy around the use of fitness trackers applied consistently? |  |  |  |  |  |
| 1. Are the school policies on physical contact (supporting) and substantial access (1:1) known and applied effectively? |  |  |  |  |  |
| 1. Are there any concerns about Disability Act requirements for access and involvement in PE for those with cognitive, visual, hearing or motor impairment? |  |  |  |  |  |
| 1. Do the students know and safely apply departmental routines and procedures? |  |  |  |  |  |
| 1. Are there safety issues about participation in any specific activity? |  |  |  |  |  |
| 1. Are there any other student-related safety concerns that require attention? (List them here): |  |  |  |  |  |
| 1. Is the student led 'warm-up' monitored by staff? |  |  |  |  |  |
| 1. Do written schemes of work/other guidance set out safety issues to be followed? |  |  |  |  |  |
| 1. Do lessons provide appropriate and effective warm up and cool down? |  |  |  |  |  |
| 1. Is student led warm up monitored by staff? |  |  |  |  |  |
| 1. Are there any other preparation-related safety concerns that require attention? (List them here): |  |  |  |  |  |

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| **PESSPA ISSUES**  **2: Group Management**   * **Competence** * **Safeguarding** * **Safe exercise practice** * **Insurance** * **Personal protective equipment (PPE)** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Do all staff have adequate qualifications, experience, confidence, competence to fulfil their teaching commitments safely? |  |  |  |  |  |
| 1. Is some system in place to monitor that qualifications are current, particularly for higher risk environments/activities? |  |  |  |  |  |
| 1. Does anyone require some form of professional development or support for reasons of safe teaching? |  |  |  |  |  |
| 1. Do staff adequately supervise students at all times? |  |  |  |  |  |
| 1. Are there any times when additional supervision is required but not provided? |  |  |  |  |  |
| 1. Are there any times when students are not supervised that give cause for concern? |  |  |  |  |  |
| 1. Is relevant information (including medical) always passed on to visiting staff before they lead a group? |  |  |  |  |  |
| 1. Are there any control/discipline/behaviour problems by any student/group with any adult teaching them that causes safety concerns? |  |  |  |  |  |
| 1. Is the system secure to ensure that student medical conditions are known by any adult teaching an individual (including visiting staff)? |  |  |  |  |  |
| 1. Are staff observation and analysis skills adequate? |  |  |  |  |  |
| 1. Is staff clothing or personal effects appropriate for teaching PESS? |  |  |  |  |  |
| 1. Do all staff demonstrate appropriate teaching positions in relation to participants? |  |  |  |  |  |
| 1. Do all assistants/support staff know the limits of their role/responsibility? |  |  |  |  |  |
| 1. Is effective communication between teacher and support staff evident? |  |  |  |  |  |
| 1. Do all adults teaching groups have appropriate insurance cover where needed? |  |  |  |  |  |
| 1. Have disclosure certificates been seen for all support staff? |  |  |  |  |  |
| 1. Are there any other staff-related safety concerns that require attention? (List them here): | (no) |  |  |  |  |
| 1. Are group numbers always known/ checked? |  |  |  |  |  |
| 1. Is a register check taken for every lesson? |  |  |  |  |  |
| 1. Do staff regularly scan or do head counts at the beginning/ during /end of lessons? |  |  |  |  |  |
| 1. Are group organisation/management procedures safe and consistently applied? |  |  |  |  |  |
| 1. Are demonstrations accurate and safely performed? |  |  |  |  |  |
| 1. Are students with visual, hearing, motor or cognitive impairment catered for appropriately to enable them to participate safely? |  |  |  |  |  |
| 1. Are there any activity-specific safety concerns? |  |  |  |  |  |
| 1. Are there any other class organisation-related safety concerns that require attention? (List them here): |  |  |  |  |  |
| 1. Does the demand/challenge in sessions match students’ abilities, needs and confidence? |  |  |  |  |  |
| 1. Are appropriate teaching styles used to ensure safety? |  |  |  |  |  |
| 1. Is progression based on ability? |  |  |  |  |  |
| 1. Is regular and approved practice used at all times? |  |  |  |  |  |
| 1. Are physical support and manual handling techniques known and applied where appropriate? |  |  |  |  |  |
| 1. Is intervention appropriate to individual student needs? |  |  |  |  |  |
| 1. Are tasks differentiated to meet individual abilities and confidence? |  |  |  |  |  |
| 1. Are rules consistently applied in games? |  |  |  |  |  |
| 1. Do staff know the limits of their involvement in games, practices and demonstrations involving students? |  |  |  |  |  |
| 1. Are there any activity-specific safety concerns? |  |  |  |  |  |
| 1. Are there any other teaching-related safety concerns that require attention? (List them here): |  |  |  |  |  |

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| **PESSPA ISSUES**  **3: Procedures and routines**   * **First Aid** * **Digital technology** * **Parental consent** * **Emergency action** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Is the head teacher appraised of all activities offered within and beyond the formal curriculum? |  |  |  |  |  |
| 1. Are parents informed and involved as necessary about PESS situations? |  |  |  |  |  |
| 1. Is movement to the work areas safe and orderly? |  |  |  |  |  |
| 1. Is access to each facility safely managed? |  |  |  |  |  |
| 1. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? |  |  |  |  |  |
| 1. Are notices providing safety information evident, clearly positioned, effective, shared and applied? |  |  |  |  |  |
| 1. Are emergency evacuation procedures known? |  |  |  |  |  |
| 1. Are there any other procedures/routine-related safety concerns that require attention? (List them here): |  |  |  |  |  |
| 1. Is the policy on digital imagery known and applied? |  |  |  |  |  |
| 1. Have requested permissions been obtained from parents, or have they been informed of any offsite visits and activities? |  |  |  |  |  |
| 1. Is a register check taken for every session (secondary), and where applicable (primary)? |  |  |  |  |  |
| 1. Are emergency procedures to address potential incidents during lessons and visits set out, known and applied by all? |  |  |  |  |  |
| 1. Are accident procedures to address potential incidents during lessons and visits set out, known and applied by all? |  |  |  |  |  |
| 1. Can first aid support be summoned and provided quickly? |  |  |  |  |  |
| 1. Are contingency plans to address potential incidents during lessons and visits set out, known and applied by all staff? |  |  |  |  |  |
| 1. Are there any other emergency/contingency-related safety concerns that require attention? (List them here): |  |  |  |  |  |

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| **PESSPA ISSUES**  **4: Equipment** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Is equipment used for the purpose it was designed? |  |  |  |  |  |
| 1. Is all equipment in good condition? |  |  |  |  |  |
| 1. Is equipment of an appropriate size, type, weight, quality and suitability for the age, build, strength of students? |  |  |  |  |  |
| 1. Have students been taught to carry, move, place and retrieve equipment safely? |  |  |  |  |  |
| 1. Is supervision of carrying/siting of equipment managed where appropriate? |  |  |  |  |  |
| 1. Do staff check equipment before use by participants? |  |  |  |  |  |
| 1. Do staff regularly check equipment before use and report any faults found? |  |  |  |  |  |
| 1. Is equipment easily accessed and safely stored? |  |  |  |  |  |
| 1. Are routines for collection, retrieval, changing of equipment known and applied by staff and students? |  |  |  |  |  |
| 1. Are there any other equipment handling, carrying, siting concerns in any activity? |  |  |  |  |  |
| 1. Is there an annual gymnastic, play and fitness equipment inspection check by a specialist company? |  |  |  |  |  |
| 1. Is any improvised use of equipment allowed? |  |  |  |  |  |
| 1. Is all required safety and rescue equipment present? |  |  |  |  |  |
| 1. Are there any other equipment-related safety concerns that require attention? (List them here): | (no) |  |  |  |  |

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| **PESSPA ISSUES**  **5: Transport for PESSPA** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Are school vehicles checked for roadworthiness before use? |  |  |  |  |  |
| 1. Is a reputable coach/taxi company used? |  |  |  |  |  |
| 1. Is a clear policy applied where any form of transport is used? |  |  |  |  |  |
| 1. Are embarkation points safe? |  |  |  |  |  |
| 1. Are seat belts always used? |  |  |  |  |  |
| 1. Are booster seats available where required? |  |  |  |  |  |
| 1. Is there always a check on numbers leaving and returning onto the transport? |  |  |  |  |  |
| 1. Are driver requirements and responsibilities known and applied? |  |  |  |  |  |
| 1. Are there any concerns about supervision whilst driving? |  |  |  |  |  |
| 1. Is there a procedure for dismissing students after an event away from school that is understood, accepted and applied by all staff, students and parents/carers? |  |  |  |  |  |
| 1. Is there an emergency contact system in place? |  |  |  |  |  |
| 1. Are procedures in place in the event of a transport problem arising? |  |  |  |  |  |
| 1. Are there any other transport-related safety concerns that require attention? (List them here): | (no) |  |  |  |  |

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| **PESSPA ISSUES**  **6: Teaching Facility** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Changing rooms safe? |  |  |  |  |  |
| 1. Are changing rooms secure when not in use? |  |  |  |  |  |
| 1. Work area hazard free? |  |  |  |  |  |
| 1. Clean, non-slip floor providing security of footing? |  |  |  |  |  |
| 1. If swimming pool – is water clarity good? |  |  |  |  |  |
| 1. Sufficient space for group size/activity? |  |  |  |  |  |
| 1. Are there any activity-specific safety concerns? |  |  |  |  |  |
| 1. Storage adequate and safe? |  |  |  |  |  |
| 1. Lighting safe and adequate for activities? |  |  |  |  |  |
| 1. Access issues for those with disabilities? |  |  |  |  |  |
| 1. Operating procedures known/applied? |  |  |  |  |  |
| 1. Fire regulations applied? |  |  |  |  |  |
| 1. Safety signs in place? |  |  |  |  |  |
| 1. Is the facility secured when not in use? |  |  |  |  |  |
| 1. Equipment concerns? |  |  |  |  |  |

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| **PESSPA ISSUES**  **7: Away Fixtures** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| 1. Pupil information/consent form |  |  |  |  |  |
| 1. Parents/carers informed |  |  |  |  |  |
| 1. Staffing issues (including match officials) |  |  |  |  |  |
| 1. Assembly/embarkation/disembarkation |  |  |  |  |  |
| 1. Transport/journey |  |  |  |  |  |
| 1. Venue (host risk assessment known?) |  |  |  |  |  |
| 1. Supervision issues |  |  |  |  |  |
| 1. Reciprocal arrangements in place for the safety of students? – i.e. first aid provision, emergency supervision etc. |  |  |  |  |  |
| 1. Emergency action/ contingency plans |  |  |  |  |  |
| 1. First aid provision |  |  |  |  |  |
| 1. Weather/clothing/personal protection issues |  |  |  |  |  |
| 1. Clear dismissal arrangements known by parents and students? |  |  |  |  |  |

**EXEMPLAR FACILITY ASSESSMENT: Gymnasium Date: Assessors:**

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| **PESSPA ISSUES** | **APPROPRIATE ACTION**  **'SAFE'** | **ACTION REQUIRED**  **'UNSAFE'** | **WHO**  **AFFECTED?**  **(STUDENT, STAFF, VISITOR)** | **CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL** | **CHECKED**  **BY:**  **(SIGN AND DATE)** |
| * Changing room safe?   Wire grilles above benches loose and broken with shape edge - cutting injuries likely |  |  | PSV | Need repair. |  |
| * Work area hazard free?   Ceiling tiles broken and out of place – could fall and injure |  |  | PSV | Need replacing urgently. |  |
| * Secure footing? |  |  |  |  |  |
| * Sufficient space for group size/activity |  |  |  |  |  |
| * Any activity-specific safety concerns |  |  |  |  |  |
| * Storage adequate and safe?   Small store – window broken – glass shards on floor and equipment – danger to staff and could be trampled into gym floor and become danger to users |  |  | S | Needs sweeping and replacing urgently. |  |
| * Lighting safe and adequate for activities |  |  |  |  |  |
| * Access issues for those with disabilities |  |  |  |  |  |
| * Operating procedures known/applied? |  |  |  |  |  |
| * Fire regulations applied?   Trampoline blocks near fire exit. Bolts on other (most likely to be used) fore exit – may prevent small pupils reaching and escaping |  |  | PSV | Trampoline must be moved to alternate storage position.  Fire doors must not be locked other than by push bar mechanism – needs altering immediately. |  |
| * Safety signs in place? |  |  |  |  |  |
| * Equipment concerns?   Large store – bow and arrows loose in corner; trampettes not disabled/locked |  |  |  | Bows and arrows must be removed immediately to prevent unauthorised use. Trampettes must be locked/disabled immediately to prevent unauthorised use. |  |

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