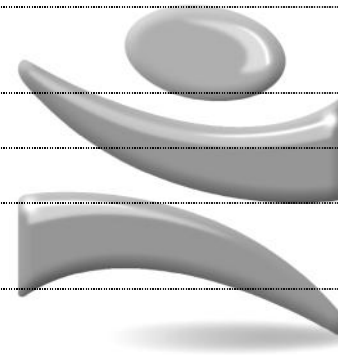


# RISK ASSESSMENT

<b>ACTIVITY: Use of Internal Areas for Physical Education (Page 1 of 4)</b>				<b>DATE OF ASSESSMENT</b>	
<b>ESTABLISHMENT/SCHOOL</b>			<b>SECTION/DEPARTMENT/CLASS</b>		
<b>WHO MIGHT BE HARMED?</b> <i>Pupils, Sports Coaches</i>				<b>HOW MANY ARE AFFECTED?</b>	
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place X if not</b>	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> Use Risk Rating Tool	
<b>Area to be used for P.E.</b>	<ul style="list-style-type: none"> <li>Are procedures in place for regular inspections of the area?</li> </ul>				
	<ul style="list-style-type: none"> <li>Are adequate reporting procedures in place when defects have been identified?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is there adequate ventilation?</li> </ul>				
	<ul style="list-style-type: none"> <li>Are lighting levels adequate?</li> </ul>				
	<ul style="list-style-type: none"> <li>Are the lighting units adequately guarded for the activities undertaken?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is the area free from clutter and obstructions?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is the floor surface in good condition (no trip hazards)?</li> </ul>				
	<ul style="list-style-type: none"> <li>Are the floors of a non-slip type, treated properly, cleaned regularly and free from dust?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is safety glazing provided in all areas used for ball games?</li> </ul>				
<b>Physical Injury</b>	<ul style="list-style-type: none"> <li>Is the equipment appropriate for the age group concerned (e.g. age, strength and ability of pupils)?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is the equipment inspected for damage prior to use?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is there sufficient teacher/Coach to pupil ratio to provide adequate supervision?</li> </ul>				

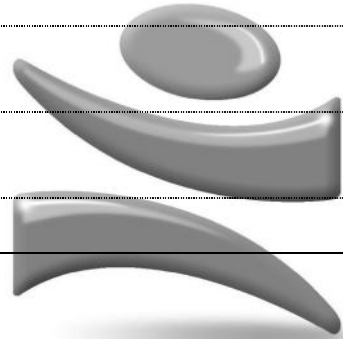
WEST MIDLANDS  
Sports Development



<b>ACTIVITY: Outdoor Play Activities on the Premises (Page 2 of 4)</b>	DATE OF ASSESSMENT
--	--------------------

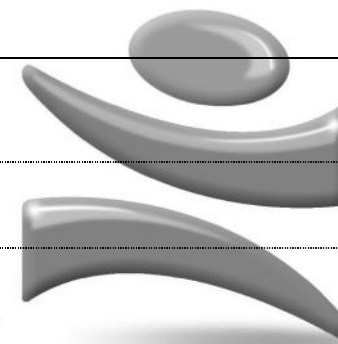
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool
	<ul style="list-style-type: none"> <li>Do teachers always check the safe erection of apparatus as described in BAALPE 'Checklist for Faults' before it is used by the children?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are mats suitable for the purpose?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are the pupils wearing appropriate clothing/footwear for the planned activity?</li> </ul>			
	<ul style="list-style-type: none"> <li>Is all jewellery always removed before every physical education lesson?</li> </ul>			
	<ul style="list-style-type: none"> <li>Does a suitable warm up precede each activity to minimise the risk of injury?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are pupils instructed not to chew sweets or gum?</li> </ul>			
<b>Supervision</b>	<ul style="list-style-type: none"> <li>Is there adequate supervision (suitable teacher to pupil ratio) taking into consideration pupils' ability, behaviour, age, etc.)?</li> </ul>			
<b>Storage</b>	<ul style="list-style-type: none"> <li>Is the storage area suitable? (E.g. sufficient space, clean and tidy, means of preventing unauthorised access, lighting, access to high level storage if necessary etc.)</li> </ul>			
<b>Manual handling activities</b>	<ul style="list-style-type: none"> <li>Are staff trained in safe manual handling techniques? (E.g. with regard to assembling, dis-assembling and storage of equipment)</li> </ul>			
	<ul style="list-style-type: none"> <li>Have pupils been instructed how to handle equipment safely according to their age and strength? (See '<i>Safe Practice in Physical Education</i>' by BAALPE)</li> </ul>			
	<ul style="list-style-type: none"> <li>Are pupils supervised whilst handling equipment, where necessary?</li> </ul>			
<b>Welfare Facilities</b>	<ul style="list-style-type: none"> <li>Are there adequate changing, washing facilities?</li> </ul>			
<b>Physical injury e.g. slips, trips, cuts, etc.</b>	<ul style="list-style-type: none"> <li>Are procedures in place for regular inspection of the area? (E.g. for damaged tiles etc.)</li> </ul>			

WEST MIDLANDS  
Sports Development



ACTIVITY: Outdoor Play Activities on the Premises (Page 3 of 4)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool
	<ul style="list-style-type: none"> <li>Are the floor tiles of the non-slip variety?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are adequate facilities provided for the storage of clothing?</li> </ul>			
	<ul style="list-style-type: none"> <li>If facilities are used after field activities, is there an area available for removing outside footwear?</li> </ul>			
<b>First Aid</b>	<ul style="list-style-type: none"> <li>Are adequate first aid facilities readily available? (trained first aiders, first aid kits etc.)</li> </ul>			
<b>Maintenance of Apparatus/ Equipment</b>	<ul style="list-style-type: none"> <li>Is apparatus/equipment suitable for the purpose? (obtained from reputable sources, suitable for the age range etc.)</li> </ul>			
	<ul style="list-style-type: none"> <li>Are regular visual inspections of apparatus/equipment carried out prior to use?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are arrangements in place for worn or damaged items to be immediately removed and/or appropriately labelled (e.g. <i>faulty - do not use</i>)?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are arrangements in place to ensure there is no unauthorised/ unsupervised use of equipment by pupils?</li> </ul>			
<b>Training</b>	<ul style="list-style-type: none"> <li>Are staff 'competent' to teach / supervise physical education lessons (i.e. have sufficient training and experience or knowledge and other qualities)?</li> </ul>			
	<ul style="list-style-type: none"> <li>Have staff been provided with appropriate information, instruction and training where applicable?</li> </ul>			

WEST MIDLANDS  
Sports Development



<b>ACTIVITY: Outdoor Play Activities on the Premises (Page 4 of 4)</b>				<b>DATE OF ASSESSMENT</b>
--	--	--	--	---------------------------

<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	✓if in place X if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> Use Risk Rating Tool
---	----------------------------------	--------------------------	--	---

<p>Are there any other foreseeable hazards associated with this activity?</p> <p>Please circle YES / NO</p>	<p><u>List any additional control measures</u></p>			
---	--	--	--	--



<b>ASSESSED BY (Print name)</b>	<b>SIGNED</b>	<b>DATE</b>
---------------------------------	---------------	-------------

--	--	--

RISK RATING		RATING ACTION BANDS		
Likelihood	Severity of Injury	Rating Bands	Action Required	
1 Most unlikely	1 Trivial Injury(ies)	1 & 2 Minimal Risk	Maintain Control Measures	
2 Unlikely	2 Slight Injury(ies)	3 & 4 Low Risk	Review Control Measures	
3 Likely	3 Serious Injury(ies)	6 & 8 Medium Risk	Improve Control Measures	
4 Most Likely	4 Major Injury(ies)or Death	9, 12 & 16 High Risk	Improve Controls immediately and Consider stopping work	