

# **St Illtyd's Health & Safety Policy**

## **Physical Education Area**

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**DRAFT**

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# HEALTH & SAFETY POLICY

## 1. The Role of this Policy

This Physical Education Health & Safety Policy should be read in conjunction with the School's Health and Safety Policy and general safety management systems. 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 members of staff including teachers, trainee teachers, teaching assistants etc working in the department. Staff are expected to sign the list kept in the PE office to show that they have read the document. A copy is passed to the school's nominated Health and Safety Officer.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The PE department will cooperate with any union health & safety representative to promote health, safety and welfare, and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

## 2. 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 including but not limited to teachers, trainee teachers, teaching assistants, other support 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.

## 3. Health and safety roles

### 3.1 Duties, functions and tasks

The employer, The Governing Body of St Illtyd's Catholic High School, has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department).

Cardiff County Council has issued the Governing Body with local instructions in line with legislation. They have also issued some guidance for Health and Safety for Physical Education.

The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher. Within the PE department, this task is further delegated to the Head of Department who has the particular function of maintaining this policy document.

This policy is reviewed annually during the summer term.

### **3.2 Communications**

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of Department. See section 10 for the names of staff members with these health and safety functions.

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

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

### **3.3 Monitoring and checking**

The employer expects the PE department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

Checklists on equipment and machines and a timetable for such checks are kept with the reference copy of this policy. Daily and pre-usage checks are maintained by the PE department. Annual servicing and other detailed checks are kept by the Health & Safety Officer with a reference copy held by the Head of Department.

Monitoring arrangements for the effective implementation of the policy will be discussed and evaluated through a scrutiny meeting between the relevant Assistant Headteacher, their link governor, one other governor and the Health & Safety Officer. The governors will report back to the committee about the results of the scrutiny process.

## **4. Training policy**

The person with the task of seeing that training is provided is the link Assistant Headteacher and Associate Assistant Headteacher in their role as Health & Safety Officer and in charge of HR and Staffing.

Generally, this department follows guidance in AfPE 'Safe Practice in Physical Education and School Sport' – 2016 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. A file containing copies of any certificate is located in the PE office. 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 Head of PE.

Particular training functions are delegated as follows (to be read in conjunction with section 10):

|  |  |
|--|--|
| Health & safety aspects of the work of newly-qualified teachers and other new teachers | The Head of Department and Health & Safety Officer                     |
| Health and safety of trainees on teaching practice                                     | The Head of Department   |
| Induction of newly-appointed teachers  | The Head of Department & Associate Assistant Headteacher (HR/Staffing) |
| Immediate remedial measures and other emergency procedures                             | The Head of Department   |
| Health & safety training of non-PE support staff                                       | PE Subject Teachers  |
| Regular update training (covering new or changed regulations, new equipment etc)       | The Head of Department and Health & Safety Officer                     |

Records of the training received by members of the PE staff are kept in the PE office.

## 5. Risk assessments

Every employer is required under various regulations to supply employees with risk assessment before activities take place. Risk Assessments for every activity that is delivered at St Illtyd's Catholic High School by the PE department can be found on the staff shared drive: Teachingstaff (T)>PE>Health and Safety

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

The School has a written policy on clothing, personal effects and personal protection for pupils in physical education, which includes the importance of safety and hygiene. All pupils and parents are informed of the policy in order 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. The School is not making a social comment about pupils wearing jewellery, the only concern is one of safety for the wearer and others in PE contexts.

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 sufficient kit is not brought along on two separate occasions in a term, then this will result in a lunch time detention. If it becomes an ongoing issue after school detentions will be issued and contact will be made with home.

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, PE kit should still be brought in as participation in a different capacity is encouraged, e.g. 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. Participation in a different capacity is encouraged, for example, as an umpire or coach.

### **6.1 Dress**

- Young people must wear appropriate PE clothing for all PE activities following the school PE kit policy.
- Acceptable clothing is that which presents no risk of injury to the wearer or other children and young people.
- 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 policy on a cold day, but scarves are not permitted.
- Items of clothing worn for religious and spiritual reasons, such as a head scarf or turban should allow unrestricted movement without being loose and should not hinder personal safety and protection for the activity concerned.

### **6.2 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.

### **6.3 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.
- Appropriately studded boots are recommended for invasion games played in grass pitches. Such footwear should not be worn inside the school building, and put on or removed at the school entrance.
- 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.

### **6.4 Jewellery**

- All jewellery and personal effects such as watches, necklaces and body piercings must be removed for physical education and related activities.
- Staff regularly remind pupils that no jewellery should be worn during PE lessons but it is ultimately the pupil's responsibility to remove all jewellery prior to PE lessons.
- The PE department operates a safe box for the safe keeping of students' essential possessions.

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 such items we would advise that items are safely stored in the student's bag or surrendered to school staff for safekeeping in a locked cabinet. If items are handed to PE staff, the school cannot accept any responsibility for the items. Pupils are reminded of the school's policy on mobile phones.

If, under exceptional circumstances, jewellery cannot be removed (e.g. cultural practice or newly pierced ears), 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 teaching and support staff 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.

## **6.5 Sun burn 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 sun screen/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.

## **6.6 Gum Shields**

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

## **7. Activities and procedures**

### **7.1 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. Permission for participation is requested on the school admission form.

### **7.2 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.

### **7.3 Concern for others**

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

### **7.4 Staff monitoring in changing rooms**

All PE areas should be made safe for pupils and staff and no pupil should enter a changing area without teacher permission. Staff should be present in changing areas to monitor and ensure the safety of pupils within these areas.

### **7.5 Maintenance of equipment**

Maintenance of the equipment is co-ordinated through Gymnasium Services. Records of the checks are kept with them, within the department and with the Health and Safety Officer.

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.

## **8. Emergency procedures**

### **8.1 Fire**

PE staff will follow the normal school procedures in case of fire or the sounding of the fire alarm.

### **8.2 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 Reception Office or Hub and the report then must be returned to the Health & Safety Officer as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Head of Department. These will be analysed and discuss at department meetings and recorded with the minutes.

## **9. Physical Education rules for students**

The rules for students during PE lessons are as follows.

1. Report any accident to your teacher immediately.
2. Ensure you have all the correct equipment to participate in an activity.

3. Follow any instructions given precisely.
4. All jewellery must be removed.
5. Aerosol deodorants are not permitted in school.

## 10. Staff roles and Emergency contacts

| Staff roles and/or emergency contacts   |  |
|---|--|
| Local Authority Health & Safety Adviser   | Jan Lewis – Cardiff Council<br>029 2087 3967<br><a href="mailto:JaLewis@cardiff.gov.uk">JaLewis@cardiff.gov.uk</a> |
| Overseeing health and safety in this school   | Gareth Dyer – Associate Assistant Headteacher<br><a href="mailto:gdyer@cardiff.gov.uk">gdyer@cardiff.gov.uk</a>    |
| Overseeing health and safety in the PE department   | Laurie Davies - Head of Department<br><a href="mailto:lad@stilltyds.org.uk">lad@stilltyds.org.uk</a>               |
| Various training functions  | See table in section 4.  |
| Overseeing the checking of activities against the model risk assessments and recording significant findings | Head of Department   |
| Detailed checking of activities is further delegated by year group  | Head of Department   |

## Emergency contacts

|  |                     |
|--|---------------------|
| Serious accident: Ambulance service              | 9-999               |
| Serious accident: School first-aiders            | 258/259/224/222/223 |
| Serious accident: School health & safety officer | 242                 |

## 11. External Coaches

In order for external coach companies to be used, it is essential that they have satisfied all LEA requirements in terms of the roadworthiness of the buses used, first aid equipment is carried, sufficient means of onward travel should a breakdown occur, and that all drivers used for school trips have had a satisfactory DBS check. This information is recorded and stored through the Evolve system used to record school trips. If a new company is approached they must satisfy these requirements before any booking is made.

## 12. 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 may be required should a member of the team or substitute withdraw).
- Enough time should be given to allow for this information to be passed home by the pupil.
- A list is placed by the PE office with all the fixture details and MUST include:

Match date, Team, Sport, Venue, Times for Departure and Arrival back at school, 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.

- The member of staff must have a team list with them at all times in case of an emergency.

Pupils should regularly look at the notice board and when they see they have been selected for a match, it is THEIR responsibility to ensure all the match information is collected from the relevant PE staff and passed onto parents/carers.

No further written confirmation from a parent/carer is required where it has already been provided through the Confidential Form on the pupil's admission to the school. Where this is not recorded in SIMS then written permission needs to be obtained. Where not provided the pupil will be deselected from the team.

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.



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