

**XXX SCHOOL
Risk Assessment Form**

Serial No: XXX/RA/PE OUTSIDE

IMPORTANT – BEFORE COMPLETING READ GUIDANCE OVERLEAF

*If hazardous substances are used and/or work at height is undertaken then supplementary assessments **MUST** be carried out.

**Where manual handling is undertaken and/or noise at work is a hazard, supplementary risk assessments are required where the hazard poses a significant risk.

Area: P.E. Areas Outside		Activity/Task: P.E. - outside This RA includes most of the main Injury Hazards applicable to most PE activities To make it more specific, it needs to be edited to include any additional risks or to add more specific control measures to the existing ones. It does not include an assessment of the personal physical risks associated with the 'sport/ activity' itself. A separate RA applicable to each individual sport carried out under the PE banner may be required e.g. Football, Field sports			Date of Assessment: DATE			
Persons at Risk: SCHOOL STAFF, PUPILS, VOLUNTEERS, VISITORS		Equipment Required for Activity/Task: Sports Equipment			PPE Required for Activity/Task: N/A			
Hazardous Substance(s) to be used (COSHH)*: N/A		Manual Handling**: Moving P.E. Equipment			Instructions/Training/Supervision – Required/Received: Follow BAALPE Guidance "Safe Practice in Physical Education & School Sport" Manual Handling training.			
Work at Height**: N/A		Noise**: EVENT SPECIFIC			Health Surveillance – Required/Provided: N/A			
Injury Hazards	Risk Description	Severity	Likelihood of occurrence	Risk Factor	Corrective Action	Severity	Likelihood of occurrence	Reduced Risk Factor
Water	Drowning – falling into school pond	4	5	20	Secure barrier provided against access to water by pupils. Inspected annually. Regularly inspected & maintained. Regularly monitored for wear & tear. Immediate action in case of defects that could endanger pupils. Closure of access to area and installation of temporary barrier/ security until repairs undertaken and inspected for effectiveness. Pupils to be under constant and close supervision. Teachers and pupils to be aware of the dangers and the school rules in relation to the dangers/ risks	3	2	6
Vehicles	Traffic Accident Struck by vehicles	4	3	12	Vehicle movement must be controlled. Pedestrian & physical vehicle separation, speed limits & traffic calming. Vehicle access throughout premises limited to authorised areas. Particular care should be taken where PE activity areas, such as fields meet vehicular areas e.g. car park or roadway adjacent to sports field. Contract works vehicles access only to be allowed once suitable precautions drawn up between school and contractor & appropriate control measures put in place	3	2	6
Security of area	Personal Safety - Security of Premises Children able to leave premises. Intruders	3	3	9	Teachers/ supervisors must be aware of any potential for unauthorised entry to school premises from intruders & any routes by which pupils would be able to leave. Supervision at all times. Ensure premises	3	2	6

					perimeter is secure. Responsible persons must understand their obligations relating to their duty of care. Regular inspection & maintenance of the premises & existing security measures to highlight potential points of entry, exit or areas requiring improvement. Ensure any CCTV and entry systems are monitored for their effectiveness.			
Machinery/ Equipment	Impact Injury - Hit by moving, flying or falling object. Collision with something fixed or stationary. Trap – between two part of equipment Entanglement (e.g. long hair, rings, clothing) Musculoskeletal Injury (e.g. moving equipment)	3	3	9	Equipment - size, type, quality to be assessed for suitability to the activity. Suitable storage to be available for mobile equipment. Follow BAALPE Guidance "Safe Practice in Physical Education & School Sport" Adequate pupil supervision at all times. Equipment/ apparatus should not be placed where there is a risk of impact from children playing or undertaking other activities. E.g. a climbing frame located at the edge of a football field. If these locations cannot be avoided then adequate padding should be applied to the equipment in appropriate positions. Inspected annually. Regularly maintained Regularly monitored for wear & tear. Record kept. Check before use. Disposed of when condemned. Written scheme of work procedures including safety issues to be followed	3	2	6
Games Equipment	Impact Injury - Struck by game equipment (e.g. ball, racket, bat) Collision with object Falling object (e.g. falling ball from height) Contact – with abrasive surface (ground) Musculoskeletal disorders	3	3	9	Supervision by qualified PE teacher. Appropriate Personal Protective Equipment (PPE) to be worn before commencing the activity. PPE to be subject to continuous inspection, correct type for the activity and be fit for the purpose it was intended. PPE must always be worn as detailed in BAALPE Guidance "Safe Practice in Physical Education & School Sport"	3	2	6
Teachers - Inadequate supervision	Personal safety	3	3	9	Ensure adequate supervision for the group(s) size – teacher/ pupil ratio. Ensure supervisors can control the group, discipline and manage any poor behaviour from pupils. Assess each pupil's task confidence and skills, both individually and in group activities. Must have knowledge of individuals and groups. Adequate levels of observation & analysis skills. Ensure the intended learning outcome is applicable to the demands of activity. Check clothing & personal effects do not pose a risk during the activity – e.g. Appropriate clothing & Jewellery Check availability of safety equipment & the requirement for any personal protection. Ensure any medical conditions are known. Check that pupils understand the routines and procedures for the activity Appropriately supervise any pupil appointed to take a leadership role with other pupils.	2	2	4

					Ensure emergency/ accident procedures & contingency plans are known and will be applied if necessary			
Pupils capability	Personal safety	3	3	9	Pupil capacity must be considered in relation to the activity task(s) The method must be appropriate to safety demands inherent within the activity Pupils must be confident & appropriately prepared for the activity Numbers of pupil taking part to be registered & regular scanning of head count Warm up, preparation & safe exercise to be undertaken Provide accurate demonstrations of the activity to be undertaken	2	2	4
Animals	Personal safety – attack from animal. Contact with animal. Bites, savaging, scratches. Petting	4	2	8	Take measure to prevent dogs accessing school premises where possible & prohibit the access and exercising of dogs on school grounds. Administer First Aid as per school policy & seek medical advice if deemed necessary. Ensure any organised & supervised friendly contact with animals (petting) is followed by suitable and supervised washing.	3	1	3
People	Hit by moving, flying or falling object – from concurrent playground or other PE activities - football, skipping ropes, games balls (eg cricket & basket ball) & bats/ rackets (eg tennis & rounders) etc	4	2	8	Other games/ PE activities to be played in designated areas & fully supervised. Where appropriate games & PE area boundaries to be marked on the ground. Control the use of equipment and adhere to school policy on rules regarding equipment brought into school	3	2	6
Apparatus at height	Falls from height	4	2	8	Use impact absorbing surface for any apparatus over 600mm high to BS 5696 Part 3 (sand, gravel, rubber mats or crushed bark) No apparatus to be over 2.5m high. All activities involving height should be meticulously supervised. Follow BAALPE Guidance "Safe Practice in Physical Education & School Sport". Pupils should be given instruction on how to use apparatus & what not to do. Use of apparatus should not be allowed in conditions (weather) giving rise to slippery surfaces (rain, snow, ice, moisture) Supervision at all times.	3	2	6
Litter, Sharps	Cuts, puncture wounds, abrasions.	3	2	6	Regular inspection, maintenance & removal. Inspection and removal of contaminant prior to use of the activity/ PE area. Pupils to be fully supervised and instructed to avoid and report any waste discovered. Gloves to be worn at all times. Place into appropriate receptacle & capable of resisting damage from any sharps. * See Hazardous Substances below Waste/ broken/ fragmented glass to be placed directly in main disposal bins NOT in general waste receptacles	2	2	4

					Eye protection to be worn if for example sweeping up fragmented glass to guard against flying particles off the brush bristles from a rough/ uneven surface. Administer First Aid as per school policy & seek medical advice if deemed necessary			
* Hazardous substances	Cuts, puncture wounds, abrasions, biological infection (e.g. Hepatitis, HIV, etc)	3	2	6	Regular inspection, maintenance & removal. Inspection and removal of contaminant prior to use of the activity/ PE area. Pupils to be fully supervised and instructed to avoid and report any waste discovered. Needles/ syringes etc to be picked up using a litter picker or other tool to avoid use of hands & disposed of in a sharps container & incinerated. Use gloves and eye protection. Seek medical attention in all cases of contact or suspected contact.	2	2	4
Biological waste	Infection – e.g. Tetanus, Leptospirosis, psittacosis (birds infection) & toxacara (parasitic infection – dog/cat excreta)	3	2	6	Regular inspection, maintenance & removal. Inspection and removal of contaminant prior to use of the activity/ PE area. Pupils to be fully supervised and instructed to avoid and report any waste discovered. Dog faeces, dead birds, rodents & other creatures – to be placed in sealed plastic bags & directly into main disposal bins NOT general waste receptacles. Thoroughly clean hands after handling. Take measure to prevent dogs accessing school premises where possible & prohibit the access and exercising of dogs on school grounds. Seek medical attention in all cases of contact or suspected contact.	2	2	4
Manual Handling	Musculoskeletal injury	3	2	6	Assessment must be made prior to setting out, moving or storing away mobile play equipment. Follow BAALPE Guidance “Safe Practice in Physical Education & School Sport” See school policy & procedure on manual handling	2	2	4
Workplace conditions	Floor condition Slips, Trips & Falls Fractures Cuts Abrasions	3	2	6	Check for clean, non-slip floor Ensure sufficient space for the group(s) size/activity Consider the effect of any others/ others groups using the facilities at the same time. Ensure responsible person(s) understand all operating procedures for equipment and services Only undertake activities appropriate to the design & use of the facilities Ensure any building, fixtures or fittings defect are reported. Ensure the activity premises have been assessed to Fire regulations Check Safety signs are in place Activity areas should be subject to regular inspection & systematic maintenance programme.	2	2	4
Ground condition	Slip, trip or fall on the same level	3	2	6	Regular inspection & maintenance. eg field, hard surface, all weather surface, slopes. Particular attention slippery surfaces, obstructions, bumps & uneven areas. Do not use hard surface/ field/ all	2	2	4

					weather surfaces if slippery, eg ice, snow, surface water. Clean leaves, decaying vegetation, mud etc from surfaces hard surfaces before use. Remove algal growth. Ensure good housekeeping. Keep areas clear of obstructions. Supervision at all times.			
Workplace condition	Falls from height	3	2	6	Any drops from one level to another should be suitably guarded. Changes in level should be clearly marked e.g. white lines on step edges.	3	1	3
Steps Condition	Slip, trip or fall on one or more levels Falls from height	3	2	6	Regular inspection & maintenance. eg slippery surfaces, handrails required, damaged, insecure or missing. Use anti-slip coating.	3	1	3
Teachers - Inadequate supervision	Personal safety	3	2	6	Instruct pupils to ensure orderly movement to activity area & access to facilities Instructors to be suitably qualified, experienced, competent & confident to deliver effective teaching instruction. First-aid equipment/procedures/responsibilities. Guide pupils to understand their responsible participation & progress throughout is required. Ensure pupils are coached to aid safe practices in relation to themselves and peers	2	1	2
Teachers - Inadequate training	Personal safety	3	2	6	Teacher must understand their obligations relating to their duty of care Teachers to be aware of best practice e.g. BAALPE guidance Safety rules to be clearly understood by both teachers and children	2	1	2
Support Staff / Volunteers	Personal safety	3	2	6	Support staff/ volunteers must not be allowed to conduct any activities on their own. A suitably qualified, experienced, competent & confident teacher must in attendance. The level of qualification, experience & confidence of support staff should be assessed. Support staff should know the limits of their role/ responsibility Ensure effective communications between teacher and support staff	2	1	2
Workplace condition	Slip, trip or fall on same level Hit by moving, flying or falling object Personal Safety	3	2	6	Adhere to schools behaviour policies. Do not allow overcrowding of the facilities Avoid moving or transporting PE equipment whilst activity is in progress. eg mobile apparatus/ goalposts etc.	2	1	2
Inclement weather	Slip, trip or fall on the same level Fractures	3	2	6	Ensure procedure & action plan. eg – clearing of snow & ice from hard surface. Avoid PE activity unless fields/ all weather surface unless snow/ ice can be removed. Avoid play activities at times of poor visibility	2	1	2
Biological – insects	e.g. - Bee / wasp stings / insect bites Acute & Chronic health risk. Poison. Harmful & Irritant health risk. Puncture wounds, skin irritation. Allergic reactions.	2	2	4	Pupils to be fully supervised and instructed to report any contact with insects (stung or bitten). Administer First Aid as per school policy & seek medical advice if deemed necessary.	2	1	2

Vegetation	Acute & Chronic health risk. Poison (eg berries) Harmful & Irritant health risk. Cuts, scratches, puncture wounds, skin irritation. Allergic reactions,	2	2	4	Regular inspection, maintenance & destruction/ removal of appropriate vegetation. Areas to be regularly checked for potential harmful vegetation. Pupils to be fully supervised and instructed to avoid and (if possible) report any offending vegetation. Suitable guarding or removal of vegetation to eliminate or significantly reduce the potential for injury. Poisonous vegetation to be removed Administer First Aid as per school policy & seek medical advice if deemed necessary	2	1	2
Poor lighting	Slip, trip or fall on the same level Hit something fixed or stationary & Personal safety	2	2	4	Avoid PE activity during periods of darkness and poor visibility, unless suitable artificial lighting is provided i.e floodlighting. Regular inspection and maintenance of artificial lighting and replace, repair or clean lights if problems.	2	1	2
Drainage Condition	Slip, trip or fall on the same level	2	2	4	Regular inspection & maintenance. eg water logged field/ all weather surfaces. Hard surfaces with missing drainage covers, raised covers. Sunken drain with open hole. Blocked drains allowing surface water/ flooding/ overflow.	2	1	2
Building Structures	Hit by moving, flying or falling object	2	2	4	Regular inspection & maintenance of building structure adjacent/ near to PE activity area. eg – Roof tiles, guttering & fall pipes, overhead lines, overhead structures, plants & trees, doors or windows opening into activity area	2	1	2
People	Pupils fighting, horseplay, bumping, colliding	2	2	4	Separate infants, juniors where practicable and/ or ensure supervision at all times. Adhere to schools behaviour policies. Should be dealt with in accordance with schools policy & procedures on behaviour management	2	1	2
Name of person(s) carrying out this risk assessment				Signature(s)		Date		
Name of person agreeing with the findings of this risk assessment				Signature		Date		

S.A.P.

Further Controls: Attendance and assessment records to be consistently maintained. All accident & near misses to be comprehensively logged and reported to the appropriate body where required & learn from these incidents. Communicate with parents about school policies and practices on Physical Education – facilitates an opportunity for any issues with individuals to be noted in relation to physical education activities or prompts for parental involvement in activity if appropriate. Insurance cover where needed. Support staff disclosure certificates to be seen. Up to date risk assessments.

Risk Assessment Form Completion Guidelines

1. The top section of this form should reflect the details of the activity being assessed and hazard control measures in place (at the time the assessment is carried out).
2. ALL 'Significant' hazards in the workplace where the task is being carried out, should be recorded in the section headed 'Injury Hazards', together with the assessor's estimate of their severity and likelihood of occurrence. Note that a narrative description is also required.
3. The 'Hazard Severity' should be assessed on a scale of 1-5 as follows:
 - 5 Very High - Causing multiple deaths or widespread destruction
 - 4 High - Causing death or serious injury
 - 3 Moderate - Causing injury or disease – off work 3 days or more
 - 2 Slight - Causing minor injury – first aid treatment, return to work
 - 1 Nil - No risk of injury or disease
4. The 'Likelihood of Occurrence' should be assessed on a scale of 1-5 as follows:
 - 5 Very Likely - If corrective measures are not taken
 - 4 Likely - Probable, only requires additional factor (e.g. carelessness, bad weather etc.)
 - 3 Quite Possible - Additional factors could precipitate an occurrence but unlikely without such factors
 - 2 Possible - Probability low and risk minimal
 - 1 Not Likely - No risk present
5. In the section headed 'Corrective Action' it is important that the recommended corrective action be specified. **(Note: this may include, in extreme instance, an instruction to stop the activity until certain corrective actions have been carried out. In other cases the timescale for undertaking corrective action shall be specified).** The 'Reduced Risk Factor' numerical value shall be entered to show the effect of taking the recommended Corrective Action for each 'significant' hazard identified.
6. Once all corrective actions are complete, the risk assessment should be 'signed off' by the head teacher. It is important to stress that the person signing off the risk assessment must take an action upon themselves to check that ALL corrective actions have been carried out and that they are effective. **(Note: the risk assessment must not be 'signed off' until ALL corrective actions have been completed).**

SAMPLE

Name of person confirming that all corrective actions are complete and effective	Signature	Date
Name of person 'signing off' this risk assessment as complete	Signature	Date

Date risk assessment to be reviewed by:

**XXXPRIMARY SCHOOL
RISK ASSESSMENT ACTION PLAN**

Steps that should be taken, in order of priority, to reduce or control the risks identified:

Priority	Description	Risk Level Low / Medium / High	Date by which remedial action is to be completed	Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SAMPLE

Related Assessments:			
Date of Assessment:			
Assessors Name:		Assessors Signature:	
Date for Re-assessment:			