

E d u c a t i o n   S e r v i c e s



S p o r t s   O p e r a t i o n s

# Physical Education

S a f e t y   F i l e





# Physical Education



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**Master Safety Files**

MSF 5	Responsibilities for Health, Safety and Welfare
MSF 6	General Code of Practice for Conduct
MSF 9a	Education Services Fire Safety Procedures
MSF 10e	Electricity at Work Regulations
MSF 10l	Inspection and Testing of Electrical Appliances/Equipment
MSF 11a	Education Services Accident, Incident Reporting and Investigation Procedures
MSF 11c	Violence at Work
MSF 12	Education Services First Aid Procedures
MSF 14e	Fire Hazards Associated with Cellular Foam in Sports and Recreational Facilities
MSF 16	Moving Pianos and Heavy Objects
MSF 18a	Audio Visual Aids – Guidelines
MSF 20a	Basic Electrical Safety
MSF 20b	Use of Multi-Blocks
MSF 20i	Electrical Safety for Entertainers
MSF 23	Blood Borne Infections: HIV and Hepatitis
MSF 24	Safety in Outdoor Pursuits
MSF 29	Administration of Medicines and Procedures in certain Medical Emergencies in Educational Establishments
MSF 34j	Risk Assessment Procedures
MSF 34k	Manual Handling in Education Premises
MSF 34l	Employees Guide to Safe Manual Handling Operations
MSF 36	Use of Inflatable Armbands in Swimming Pools
MSF 46a	Safety Flash – Track Grid Poles System
MSF 46b	Safety Flash – Fixed Storage Hooks for Agility Poles and Ladders
MSF 47	Control of Legionella Procedures
MSF 51a	Safety Flash – Swimming Pool Information
MSF 54	Electricity at Work on Education Premises
MSF 55	Staff Induction Procedures

**Appendices**

Appendix 1	List of Important Phone Numbers Pro-Forma
Appendix 2	Teachers/Leaders Training Record
Appendix 3	Blank Incident Report Form
Appendix 4	Content details/Records to be retained within P.E. Safety File
Appendix 5	Primary Swimming Programme ONLY Parent/Carer Consent Form
Appendix 6	Example Normal Operating Procedures – Risk Factors
Appendix 7	Emergency Action Plan
Appendix 9	The use of 'Epi-Pen' and Anaphylaxis (allergy) Training
Appendix 10	Sun Safety Information



# Safety File



# 1. Introduction


- 1.1 The recommendations contained in this report are made in an attempt to provide, so far as is reasonably practicable, a healthy and safe environment in which teaching, coaching and participation in physical activities can take place with the minimum risk of accident or injury, whilst maintaining the element of challenge which is inherent in such activities.
- 1.2 A safety file must be kept readily available to, and understood by, all members of the P.E. Department. Details regarding the contents of this file are given in Appendix 4.
- 1.3 Teachers of children/young people, for whom this is primarily produced, must possess a recognised P.E. Diploma or Degree and have specific recognition from the General Teaching Council in the subject. Such qualifications ensure training in safety procedures, e.g. class management, supervision of group practices, familiarity with gymnastics, athletics and games apparatus and an approved degree of competence in swimming. Consequently only those teachers who hold a current qualification in Lifesaving, Trampolining and Weight Training should teach these activities. Details of these courses are available in the EdIS catalogue. These factors have been taken into consideration in the preparation of these guidelines.
- 1.4 The teacher must check the condition of facilities and equipment prior to use and ensure that equipment has been properly assembled and is only used for the purpose for which it is designed. Care should be taken to ensure that mats are distributed in appropriate situations in relation to the apparatus and the activity being undertaken. Any defects noted must be reported according to procedures.
- 1.5 In primary schools the basic training and working relationship between teacher and class will reduce the risks in Physical Education provided the programme consists of Inventive Movement, Expressive Movement and Games skills (see Section 6).
- 1.6 A teacher, other than a teacher of Physical Education, involved in club activities with a potential danger element, must make themselves familiar with the safety regulations and guidance laid down by the Authority. These regulations being always available in the P.E. Subject Safety File and in Section 5.4 of this document.
- 1.7 Whilst for the most part this Code of Practice along with the activity specific Risk Assessments will suffice for those participants with disabilities/additional support needs it must be recognised and strongly recommended that individual child/young person profiles should reflect a child/young person specific risk assessment for their involvement in a particular activity.

Whenever facilities are used after normal school hours all aspects of safety in physical education as noted in the Code of Practice and Risk Assessments must be implemented. Apparatus and equipment must not be used unless the instructor or leader has had recognised specific training in the activity.

- 2.1 Good class organisation, discipline and control are fundamental to a safe lesson and due regard must be paid thereto.
- 2.2 Potential danger is minimised when the teaching of an activity follows a carefully structured programme and this technique should be adhered to.
- 2.3 Children/Young people should change into suitable clothing and footwear for the activity.

Some cultures require particular garments to be worn to conform to their religious traditions and beliefs. Satisfactory arrangements should be made for children/young people involved to wear suitable clothing to ensure their safe participation in Physical Education.
- 2.4 No children/young people should be permitted or requested to assist with the handling of large apparatus e.g. posts, bases and gymnastics equipment, unless he or she is wearing shoes appropriate to the working environment and have been given instruction and training in how to lift items. The age, stage and maturation of children/young people must be assessed prior to being involved in lifting activities.
- 2.5 Children/Young people **must** not work in stocking soles and bare feet should only be allowed when conditions are suitable, e.g. gymnastics, creative dance or martial arts, if this is required by the National Governing Body of Sport.
- 2.6 Children/Young people must be thoroughly warmed up before engaging in any activity and an appropriate cool down should take place at the end of the lesson.
- 2.7 Personal effects (e.g. jewellery, body piercings, watches, hair slides and belts constitute a hazard and may cause injury to themselves or others if worn whilst participating in Physical Education and **must be removed** - this list is not exhaustive and staff should assess as appropriate.
- 2.8 Chewing or eating is not permitted during activity.
- 2.9 Long hair is a hazard and it must be secured for all activities. In swimming, it is advisable that a cap is worn.
- 2.10 Protective clothing for participants, as recommended by the appropriate governing body of the activity and the current Risk Assessment must be worn, for example cricket, softball.
- 2.11 Physical Education classes must be supervised at all times so far as is reasonably practicable. Children/Young people excused from physical participation should be changed into appropriate clothing and included as far as possible in lessons to continue the process of learning and understanding. However, non-participants not involved in the lesson or in a support role (e.g. spotter, official, recorder, time-keeper etc.) can impact upon effective supervision controls and the inherent safety aspects of the lesson.

In the unusual circumstances that any child/young person is not involved in any part of the lesson it is the responsibility of the Head of Establishment to ensure that alternative supervision arrangements are in place. Where necessary if **supervision is a recognised** risk assessment control factor and where non-participants present a risk then supervision should be out with the immediate teaching area. In addition non-participants can have a detrimental effect on learning and teaching outcomes.

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- 2.12 It is imperative that Heads of Establishment and/or Senior Managers provide teachers of Physical Education with a list of medical information concerning children/young people as is relevant to the activities being undertaken by them and that this list be included in the safety file.

Details of relevant information concerning the medical condition of children/young people, or such other persons, undertaking activities must be made available to the teacher/instructor (for example, epilepsy, diabetes and heart conditions). Children/Young people who require the use of inhalers/epi-pens should carry them into the activity area or arrangements should be made by the Head of Establishment to ensure both the pens and a trained member of staff are on hand to administer if necessary.

The fullest possible cooperation of the parent/carer is necessary in making such information available to the Head of Establishment.

**IMPORTANT – All medical information **MUST BE KEPT CONFIDENTIAL**.**

- 2.13 Where it is known that a child/young person has a medical condition, a disability or additional support needs, which could affect their participation in an activity, additional staffing for child/young person support, should be requested by the P.E. Principal/class teacher. An individual child/young person risk assessment should be developed. Advice and guidance can be sought from the Quality Improvement Officer and Health and Safety section.

- 2.14 The teacher must know exactly what to do in the event of an accident e.g.:

- Have no hesitation in seeking medical advice
- Know the school accident procedures
- Refer to the Appointed Person in the department and/or the school First Aider
- Refer to Education Services Master Safety File 11
- Have appropriate phone numbers on hand – See Appendix 1

(These points should be covered at the induction into the school)

- 2.15 Where water hazards exist all precautions must be taken to ensure that the safety of staff and children/young people is not compromised. If a permanent water hazard exists within the school grounds the Head of Establishment must liaise with Education Services Healthy and Safety Officers to establish correct procedures for dealing with the hazard (for example ponds or cross country routes).

- 2.16 Due care and attention must be taken to avoid the potential hazards and incidents that might be created both in school premises and out of school by the following:

Traffic;

Animals;

Members of the public;

Refer to activity specific risk assessment.

- 2.17 The principal teacher/head of department must arrange for the detailed recording of any accident/incident in accordance with the Education Services' Accident Reporting Procedures – MSF 11. A copy of the Incident Report form is included in the Appendices.



### 3.1 Premises

Radiators must be completely recessed or protected. Glass, other than safety glass and including lights, must be guarded. In the area available for activity, all furniture and equipment should be stored so that the activity area is unobstructed. The floor should have a clean, non-skid, smooth surface. A waxed or polished floor is dangerous. In dressing areas adjacent to showers, care should be taken to ensure a safe surface.

The height and floor space available must be suitable to the activity, which is taking place.

### 3.2 Equipment

**Fixed and portable equipment should be subject to an Annual Inspection and Maintenance Schedule along with the daily inspection prior to immediate use.**

**Any defective equipment should be clearly labelled and removed from use and stored where it cannot be inadvertently used.**

Explicit instructions and guidance should be given to children/young people on Lifting and Manual Handling when they are required to move equipment including posts, bases and gymnastics equipment. **All staff involved in P.E. activities should receive appropriate training in Lifting and Manual Handling techniques. A designated member of staff should be trained to conduct manual handling risk assessments.**

- The age and physical maturity of children/young people should be taken into account when heavier items of equipment are requiring moving or carrying.
- Appropriate equipment should be selected according to the age and stage of the children/young people.
- Equipment should be easily accessible and particular care should be taken when transferring items of equipment in and out of a storeroom.
- Posts must be stable and checked at regular intervals for wear and rusting, particularly at the base and ring attachment areas.
- Goalposts, backboards and crossbars should be secure and stable. Free standing goals **must be anchored.**
- Equipment shall be used only for the purpose for which it was designed and should be stored safely, in suitable containers away from the playing area when not in use.
- Badminton and volleyball nets must not be attached to netball posts.
- **All stands, which rely on detachable weights for stability, are highly dangerous and must not be used. Circular bases for netball stands should not be used.**
- Table-Tennis tables must be set up by a minimum of two children/young people.
- Indoor goalposts must be anchored.
- Screw in eyelets to support nets should be removed when not in use.

- 4.1 Whilst retaining the enthusiasm and determination, which are associated with field games, every reasonable step shall be taken to prevent the occurrence of accidents.
- 4.2 A teacher in charge of an organised games lesson shall control the game and conditions of play with due regard to the safety of the children/young people concerned.

#### **Playing Conditions**

In all cases the playing area should be reasonably flat. It shall be free from holes and clear of glass, animal faeces and other dangerous debris. The teacher shall be aware of the effect of adverse weather, particularly frost, on the condition of the playing surface.

Goalposts, backboards and crossbars should be secure and stable. Freestanding goals must be anchored.

Corner flags and pitch markers must be flexible and quick release.

Teachers must be aware that present day methods of playing field maintenance may include the use of harmful chemicals. Such use must be communicated by the Facility Manager and/or Janitor to the Head of Establishment and/or teaching staff.

#### **Clothing and Equipment**

Suitable dress, according to the prevailing weather, shall be worn with particular care being taken to maintain body heat.

Care must be taken to ensure that children/young people are not exposed to other extremes of temperature e.g. sunburn and heat exhaustion.

When studded footwear is worn it shall conform to the laws of the game.

#### **Control of the Game**

Rules, which are specifically designed to prevent accidents e.g. *“dangerous use of the stick in hockey, must be taught and observed”*.

Children/Young people taking part in an activity such as cricket or softball must be equipped as per advice from the national governing body of the sport (e.g. helmets, pads etc.).

#### **4.3 Emergencies**

Should an accident occur the game/activity should be stopped immediately and the appropriate action taken regarding the injured player.

If a player receives a head injury or spinal injury or the teacher in charge suspects that such an injury has occurred then medical help should be sought and the parent or carer of the child/young person should be contacted as soon as possible. **The person should not be moved.**

All accidents and incidents should be recorded in accordance with MSF 11.

First Aid measures should comply with MSF 12.

For off campus activities appropriate communication procedures must be devised.

During extra-curricular games and activities the Code of Practice and Risk Assessments in Physical Education must be followed. The following additional precautions must be noted:

- Due to the voluntary nature of extra-curricular activities no child/young person should be coerced into participating.
- Players who are injured or unwell or who are suspected of being injured or unwell should not be allowed to participate.
- Parental/Carer permission slips must be obtained.
- The wearing of shin guards and gum shields should be encouraged.
- The teacher in charge of children/young people during extra-curricular activities should have a list of parent/carers addresses and phone numbers for emergency contact.
- A register of attendance should be kept.
- The teacher should be aware of the Emergency First Aid procedures.
- The teacher should be aware of the Accident/Incident Reporting procedures.
- The advice of the National Governing Bodies for participation and competition in each sport should be adhered to, e.g.:
  - In games of association football, all players should wear shin guards.
  - In hockey goalkeepers must wear protective clothing.
  - In games of rugby, schools should be affiliated to the Scottish Schools Rugby Union and referees should control the game at all times.
  - Children/Young people taking part in an activity such as cricket must be equipped as per advice from the governing body of the sport.
  - In competitive games of rugby all posts must be padded.

**It is highly recommended that anyone, other than a member of the teaching staff, who is involved in taking an extra-curricular activity, should have a basic coaching qualification in that sport. They should also have an Enhanced Certificate from Disclosure Scotland.**

**6.1 All teachers etc. should make themselves familiar with the contents of the Code of Practice and Risk Assessments in Physical Education.**

6.2 All the aforementioned General Precautions Sections 1-5.

6.3 Special consideration must be given to the capabilities of primary children with respect to age, stage and physical maturity. Serious consideration should be given to utilising support staff for the moving and handling of larger items of equipment, especially when P1-P3 children are involved in the activity.

Manual Handling Techniques Training is required for all teachers and others involved in the setting up and teaching of Physical Education.

6.4 It is highly recommended that classroom teachers use the Glasgow 5-14 Physical Education Pack. The pack contains advice and materials for the planning, management, delivery and assessment of Physical Education from P1-P7 and S1-S2.

6.5 Certain precautions, however need to be taken:

- The activity area should be clean and adequately heated. It is recognised that many primary schools have dual-purpose facilities. Where these exist, the Head of Establishment or Senior Manager must develop a system to ensure that the area is cleaned, dried and inspected prior to use.
- The teacher must inspect all equipment and apparatus with particular attention to stability, before use.
- Improvised apparatus must not be used.
- The teacher should establish basic rules on the use of apparatus e.g. number using the equipment, height restrictions etc. Reference should be made to the relevant risk assessment and the 5-14 documentation.

6.6 Where a specialist physical education teacher is working with the primary school, maximum safety will result from the fullest consultation and co-operation between the Head of Establishment, the class teacher and the specialist.

6.7 When climbing frames are used special attention should be paid to gymnastics Section 8.



**Primary Schools** Only when the appropriate equipment and facilities are available should the event be taught in a primary school.

7.1 Athletics, probably more than any other sport, requires the teacher to be aware of the need for safety precautions. Good discipline and well-planned class organisation are vital for the following precautions to be effective. The importance of an adequate warm-up and of keeping the body warm should be impressed on all children/young people.

7.2 Equipment should be inspected regularly for defects and should be of a recognised design and purchased from a reputable source. Rakes, starting blocks, spikes etc. must not be left in a position where they might cause injury. When indoor athletics are being taught only recognised indoor equipment shall be used.

7.3 **Track Events:**

- Spiked shoes must be worn only in the training and competition areas.
- Where spikes are being worn, the number of competitors in any race must be limited and competitors must be aware of the rules governing “*over taking*”.
- Hurdles must be used only in the correct direction.
- Starting blocks must be transported under the close supervision and direction of the class teacher.
- **Starting pistols must only be used by a qualified starting official** (Scottish Athletics Ltd.). They must provide the appropriate equipment that must remain with them at all times.

7.4 **Jumps:**

- Particular attention must be paid to run-up and take-off areas to minimise the risk of slipping.
- High jump techniques vary considerably and most landings have their inherent dangers. Landing areas must be of a recognised design and large enough and soft enough to provide maximum safety in the event of an uncontrolled landing, they must be fixed together as per manufacturers instructions. **Gymnastics mats are not suitable.**
- Wooden laths must not be used for high jumping.
- Triple and long jump take-off boards should be firmly fixed and care shall be taken in positioning them to ensure safe landings.
- Timber or concrete pit linings must be flush with the ground.
- Pits must be maintained regularly and inspected for glass, excrement and other dangerous debris.
- There must be sufficient loose sand in the pit prior to use to ensure that there will be no “*jarring*” on landing.



### **Throws – General:**

The teaching of throwing techniques must be carried out at a suitable distance from other activities.

- **The number of children/young people throwing at any one time should be limited to eight other than Discus and Hammer which must be limited to one person.**
- All throws must be taken in one direction only.
- The thrower must ensure that there is no one in the line of flight.
- No one must cross the scratch line until all the implements have been thrown.
- Implements shall be retrieved only on a given order.
- “Pair” or “return” throwing is strictly forbidden.
- The throwing surface should be dry and free of debris.

#### **7.6 Javelin:**

- It must be carried vertically at the grip.
- No one shall run with the javelin except when making a throw.
- Throwers shall walk to retrieve the javelin when instructed to do so.

#### **7.7 Discus:**

**In schools, without a cage or net, only a standing throw should be attempted. Rotation should only be taught where the facilities are appropriate.**

- Only one child/young person shall throw at a time.
- Other group members must be at least six metres behind the thrower.
- In wet conditions the discus should be dried before each attempt.

#### **7.8 Shot:**

- The shot shall not be passed from hand to hand, but grounded and then picked up.

#### **7.9 Pole Vault and Hammer**

**Where these events are taught, particular attention must be paid to the equipment specification and the recommendations in the booklet ‘UK ATHLETICS - THE SAFE CONDUCT OF TRACK AND FIELD EVENTS’.**

**(Schools should purchase this guidance)**

#### **7.10 Competitions**

Recommendations concerning safety in competitions are listed in the ‘UK ATHLETICS - THE SAFE CONDUCT OF TRACK AND FIELD EVENTS’.



### 7.11 **Cross-Country**

Cross-Country routes shall be well chosen and clearly marked so that potentially dangerous situations are avoided. Teachers must be aware of the dangers presented by situations such as steep banking, deep-water hazards, traffic, barbed wire, member of public etc. and arrange supervision accordingly.

Courses should be regularly inspected and any obstacles removed.

If possible, courses should be developed to ensure that all children/young people are kept in view as much as possible.

Classes should be adequately supervised. All children/young people must be checked out and in at the start and finish of the run.

All staff must be made aware of emergency communication procedures, for example mobile phones/two-way radios.



## 8.

## Gymnastics

- 8.1 At the present time the term “gymnastics” covers a wide field of activity and the method and content varies greatly. Whatever teaching method is used the programme must proceed by progressive stages so that practical skills, physical qualities and initiative develop in accordance with the age, stage and maturation of the children

The inherent safety of the activity will be enhanced by the observation, knowledge and skill of the teacher.

- 8.2 Where necessary, support shall be given until the teacher is satisfied that the child/young person is able to perform the movement independently and with due competence. If a supporter is used, he/she should be carefully instructed in his/her duties and be supervised by a teacher.

**Children in a primary school should not be used to support other children.**

- 8.3 Children/Young people should be trained in the care and handling of equipment and should be carefully supervised during this induction period. See also Section 3 of this document.
- 8.4 The teacher must inspect all equipment when in position and prior to use.
- 8.5 The apparatus must be so positioned as to ensure that the children/young people will not collide with obstructions or with one another.
- 8.6 Damaged or faulty equipment must not be used and any damage must be reported immediately and removed from use until repaired.
- 8.7 All teachers should be familiar with the equipment that they are using.
- 8.8 Primary classroom teachers are encouraged to use the Glasgow 5-14 Physical Education Pack. The pack contains advice and materials for the planning, management, delivery and assessment of Physical Education from P1-P7 and S1-S2. It should be noted that in the case of gymnastics where a primary classroom teacher has limited technical knowledge, guidance and/or in-service from the Primary Physical Education Team should be sought.
- 8.9 The Climbing Frame (Kelvin and Hampden)

The frame is used in the teaching of skills involved with gymnastics – balance, climbing, hanging, and can be included in a P.E. lesson, which has group activity.

Certain precautions must be in place for the safe use of the frame:

- No running.
- No jumping.
- Maximum number of children/young people on the frame at one time is six.
- Restrict height when necessary – coloured bands can be placed at appropriate height for age and stage of child/young person.
- A child/young person should not be encouraged to climb over the top of the climbing frame.
- Beam (2 x 2) must always be used at the lowest level.
- If ladder is placed in a high position, the child/young person must work underneath it.





- If ladder is placed in a low position, the child/young person must use hands and feet when working above the ladder – **NOT FEET ONLY**.
- Only one child/young person on an attachment at any one time.
- A mat should be positioned in a suitable place under a high attachment e.g., ladder, as there is a greater risk associated with a fall from height than is associated with a tripping hazard. However, all staff and children/young people must be made aware of the potential for a trip hazard.



## 9.

## Trampolining and Trampette Activities

### TRAMPOLINING

#### 9.1 Supervision

Teachers of trampolining must have successfully completed an approved course. Such a course will be practical and experiential in nature and last for a minimum period of 10 hours. All relevant safety procedures and basic skills of trampolining together with appropriate methodology will be covered.

**Teachers must attend a refresher course every five years.**

It is reasonable to remove and return from storage more than one trampoline at a time. However, the process of setting up and dismantling the trampoline should be restricted to one trampoline at a time and requires a minimum of four people. Children/Young people should be taught the correct procedure and **the operation should always be carried out under the direct supervision of the teacher.**

To carry out this procedure the age, stage and maturation of the children/young people needs to be taken into account.

#### 9.2 The Trampoline

When the trampoline is not in use it should be locked to prevent unauthorised use. When a trampoline remains in situ, the access to the gymnasium must be kept locked to prevent unauthorised use.

Trampolines must only be set up on floors, which are level. All children/young people included in the setting up or dismantling of the trampoline must be wearing appropriate footwear.

**When the trampoline is assembled the following points must be checked prior to use:**

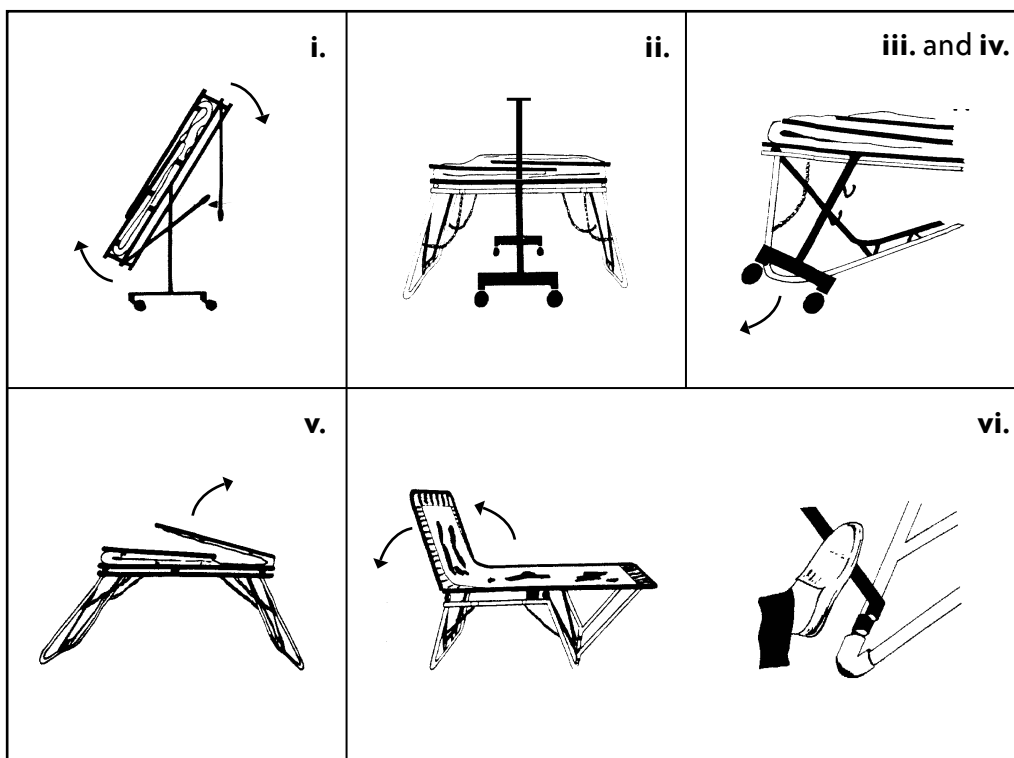
- i. That all leg braces have been properly fitted and that the hinge units are securely housed.
- ii. That the hooks of the springs are properly attached, with the ends pointing downwards.
- iii. That the cables are in good condition.
- iv. That the safety pads, without which a trampoline should not be used, are in place.
- v. That if Allen screws are present these are tight.
- vi. That the wheel units have been removed to a storage position well clear of the trampoline area and that the space is clear immediately around and beneath the trampoline.
- vii. That the trampoline is placed well away from any overhead obstructions. The recommended minimum overhead distance for safety is five metres (16 feet) from the floor to the lowest hanging object.



### How to unfold the trampoline:

- i. When removing trampoline from store to assembly point, care should be taken to ensure that the transporter hooks are located correctly on the vertical folded frame and that the transporter wheels have no obstructions to their free movement.
- ii. Lift up top and bottom legs until ends meet and utilising their weight rotate trampoline frame on roller stands to horizontal, lowering bottom leg to floor (Manual Handling Techniques Training).
- iii. From opposite ends of trampoline, two operators will extend legs until restraining chains are tight: one end/leg will then be located on the floor.
- iv. To remove roller stands will require four people again using good lifting techniques to raise the ends one at a time whilst removing the roller stands. These should be removed for storage to an area remote from the activity.
- v. With three people at each side, unfold 1st end thereby lowering the end rail into position. Check Allen screws are secure then locate leg braces.
- vi. When unfolding 2nd end be aware that it is under tension and requires greater care and attention when pulling into position. Unfold end insert and secure the leg braces. Check the Allen screws are secure.

### Unfolding the Trampoline

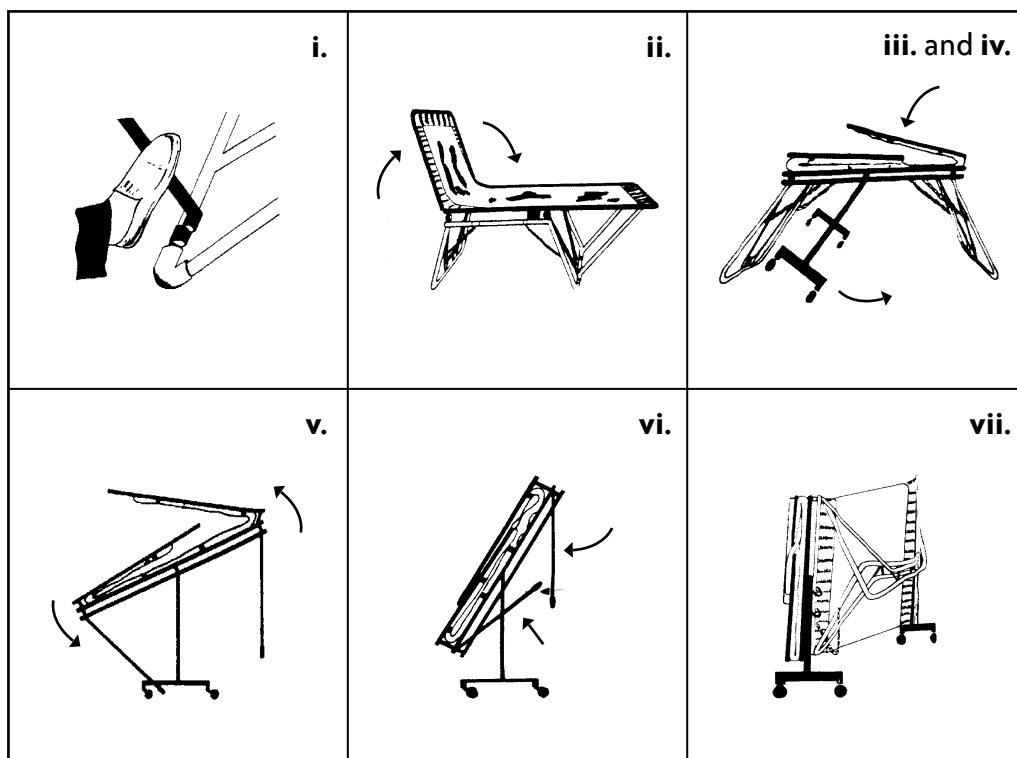




### How to fold the trampoline:

- i. Kick out one set of end braces (at bottom) and raise towards the underside of bed confirm the tightness of the Allen screws before using the leg braces.
- ii. Lift the end rail and fold inwards. This usually comes back with quite a force, so it is important that pupils are prepared for this and have been instructed where to stand and where to place hands keeping elbows and forearms away from the gap between the folding ends, hinges and frame.
- iii. Kick out the 2nd set of leg braces and with caution fold 2nd end over on top of the 1st end. Care should be taken at end of folding that hands, elbows, and forearms are clear of frame hinges and gap between the folding ends and the frame.
- iv. Put in the roller stands at an angle fully into the sockets before lifting final end. (Lift at the end where the bed is rounded and no metal frame is showing).
- v. Place hands on the underside of the bed and push forward/away from you keeping pressure on the opposite leg whilst rotating the folded frame to vertical.
- vi. Pick up the lower leg and fold under top leg.
- vii. Ensure transporter hooks are correctly located and contacting folded frame before moving the trampoline to the store.

### Folding the Trampoline





### 9.3 The Trampoline in Use

**Where more than one trampoline is in use, the ratio of teacher to children/young people must not exceed 1:15.**

**The activity must be under the direct supervision of the teacher and individual routines must be approved by the teacher (See 9.1).**

- Children/Young people should wear trampoline slippers or socks while on the bed. Bare feet are not permitted as toes can become caught in the webbing of the bed with the possibility of friction burns and other injuries occurring.
- Children/Young people should wear clothing that protects knees and elbows in order to prevent friction burns. Also, clothing should not be loose and should be free from buckles and zips.
- Children/Young people should mount the trampoline by climbing onto the frame and then stepping onto the bed. Children/Young people should dismount from a sitting position on the frame. No one should jump from the trampoline bed or frame directly onto the floor. If appropriate access equipment is available it must be used. (Safety/Suction steps or elephant footstool).
- There should always be a minimum of four spotters who should be positioned round the trampoline. They should be given clear instructions as to their role and should be physically capable of performing their tasks.

Each stage should be consolidated before progressing to the next stage.

Support, when required should only be provided by the teacher who holds a current trampoline teaching qualification.

(The certificate is valid for five years).

- **High Flight Rotational Skills/Somersaults** – these can be dangerous and novices should never be asked to attempt them.

Only children/young people who have perfected a controlled landing should progress to and beyond this stage.

- **Teaching Somersaults** – The teacher/instructor must provide appropriate support at every stage, especially with older or heavier children/young people. It is recommended that a second member of staff is involved and a child/young person specific risk assessment be conducted.
- Where possible, safety platforms involving the use of a vaulting box or second trampoline and a safety mat should be used at the ends of the trampoline. Floor mats should be placed round the trampoline.
- The space beneath and around the trampoline should be clear of obstructions.
- Only one performer at a time must be permitted on the trampoline.



## TRAMPETTE ACTIVITIES

### 9.4

#### 9.4.1 The Trampoline

- The trampoline should be inspected regularly for signs of wear to the bed and springs.
- Before the trampoline is used the teacher should ensure that the adjustment nuts are tight.
- The landing area should be at least a two-inch thick agility mat.

#### 9.4.2 Use of the Trampoline for Beginners

- The trampoline should not be used as part of any apparatus sequence until adequate training has been given in the basic techniques of jumping and landing from it.
- Beginners should start with slow, controlled practice runs of not more than five paces.

#### 9.4.3 Use of Trampoline at more Advanced Levels

- Each stage should be consolidated before progressing to the next.
- Only the teacher/instructor should provide support at this level.

#### 9.4.4 High Flight Rotational Skills/Somersaults

- These can be dangerous and novices should never be asked to attempt them.
- This also applies to forward rolls on landings. Only children/young people who have perfected a controlled landing should progress to and beyond this stage.

#### 9.4.5 Teaching Somersaults

- The teacher must provide appropriate support at every stage, especially with older or heavier children/young people. It is recommended that a second member of staff is involved and a child/young person specific risk assessment be conducted.
- Beginners should concentrate first on perfecting a good take-off technique and the teacher must be ready to move in to check or steady the landing.

**NOTE:** Reference to the section on trampolining in the document “Safe Practice in Physical Education” by the British Association of Advisers and Lecturers in Physical Education (BAALPE) is acknowledged.



**The Head of the Establishment is responsible for ensuring that the maintenance and cleanliness of the swimming pool are of a high standard. They are also responsible for the provision of First Aid and rescue equipment.**

10.1 Since general discipline, class control and management are factors in the creation of a safe environment, those using a school pool must be supervised only by:

- Teachers of physical education who hold a current lifesaving/lifeguarding qualification.
- A copy of all current qualifications should be held in the Physical Education Safety File and recorded on all staff training files.
- Other teachers and/or instructors who hold a current lifesaving/lifeguarding qualification and a qualification in swimming teaching – Scottish Amateur Swimming Association (SASA) Preliminary Teacher's Certificate is the minimum qualification.
- All teachers should be aware of the NORMAL OPERATING PROCEDURES (NOP) and EMERGENCY ACTION PLAN (EAP) of the pool they are working in. If the member of staff has cause for concern it should be reported to the Head of Establishment and steps taken to address the concern, which may lead to the closure of the pool.

Any exceptions to the above will require the approval of the Executive Director of Education, or nominated representative.

In determining the appropriate current lifesaving/lifeguarding qualification and other qualifications, the following definitions and situations have been taken into account.

#### 1. **Programmed Swimming**

This occurs when a disciplined approach is taken to the teaching of swimming and swimmers are graded according to age and swimming ability. The total number using the pool is restricted as is the particular area of the pool utilised in relation to the age and ability of the individual or group and a progressive programme of teaching is followed.

##### i. **Programmed Swimming during the normal school day in school pools**

Swimming groups under this heading include children/young people, students and returning adults and the requirements are:

A minimum of one person who must possess a qualification in Physical Education and a qualification in lifesaving and teaching. The lifesaving qualifications are:

#### **Either**

RLSS  
National Pool Rescue  
Lifeguard Qualification  
(NPLQ)

#### **Or**

RLSS  
Rescue Test for Teachers and Coaches of Swimming  
(RTTCS)  
Qualification and spinal injury  
Management familiarisation



ii. **Programmed swimming during the school day in non-school pools**

Swimming groups under this heading include children/young people, students and returning adults and the requirements are:

A minimum of one person who must possess a qualification in Physical Education and/or the teaching of swimming. Lifesaving duties are the responsibility of the managers of the pool concerned. However teachers must make sure that there is adequate cover on the poolside.

iii. **Programmed Swimming after the normal school day under letting conditions in school pools greater than or equal to two metres deep**

Programmed swimming under the heading involves community groups and takes place in the evenings and at weekends and the requirements are:

A minimum of two persons, one of whom must possess a qualification in Physical Education and/or qualification in swimming teaching and must also possess:

<b>Either</b>	<b>Or</b>
RLSS	RLSS
NPLQ	RTTCS Qualification and spinal Injury management familiarisation

iv. **Programmed Swimming after the normal school day under letting conditions in pools less than two metres deep**

The requirements are:

A minimum of two persons, one of whom must possess a qualification in Physical Education and/or a qualification in swimming teaching and must also possess:

<b>Either</b>	<b>Or</b>
RLSS	RLSS
NPLQ	RTTCS Qualification and spinal Injury management familiarisation





## 2. General Swimming

This occurs when swimmers utilise the pool area for recreation/leisure swimming. Mixed ages and ability to cope:

### i. **Programmed Swimming during the normal school day in all pools**

During this period there should be no general swimming.

### ii. **General Swimming after the normal school day under letting conditions in all pools**

During this period, general swimming may take place under certain circumstances and requests will require to be submitted to and approved by the Executive Director of Education or nominated representative.

If a request is approved, then there must be at least two persons both of whom must possess a minimum of the RLSS National Pool Lifeguard Foundation module (with or without a qualification in swimming teaching).

## 3. Non Curricular Swimming

### **Swimming sessions at (a) lunchtime (including staff swimming) and (b) prior to the beginning, or after the end of the normal school day**

Requests for such sessions will require to be submitted to and approved by the Head of Establishment.

General swimming at all times.

## 4. Swimming sessions involving parents/carers and toddlers groups

These programmed sessions take place during the school day and requests will require to be submitted to and approved by the Executive Director of Education or nominated representative.

If approved, the level of staff/support must not fall below the undernoted at any time:

- one qualified teacher/instructor to eight parents/toddlers. (Pairs).
- one helper (adult) also on the poolside.
- toddlers accompanied by helpers in the water on a 1:1 basis up to a maximum of eight toddlers.

The Executive Director of Education must ensure training records of the staff supervising the pool and their qualifications are kept and copies are available for inspection on the premises – see Appendix 2 for Teachers/Leaders Training Record.

**The Head of Establishment and or the Principal Teacher of Physical Education must ensure that qualifications are up to date and current by an annual review of records.**

**Only those teachers with current lifesaving certificates should be teaching on their own in a school pool.**



### **Class Size**

Under Regulation 8 of the Schools General (Scotland) Regulations 1975 (applied in schools through Management Circular No. 19) a pool area of four square metres per child/young person must be allocated.

In order to ensure an adequate level of supervision, it is recommended that the number of children/young people, students, including returning adults in a pool supervised by one adult qualified in terms of Section 10. **Must not exceed 25.**

It is assumed that all children/young people or students in the group are participating in swimming. **For those not participating in swimming the Head of Establishment will require to make supervision arrangements outwith the pool area. (See Section 2 of this Code for further information).**

### **Supervision of Swimmers who have Disabilities**

The teacher/instructor must be aware of the disabilities and any special requirements of the swimmers.

It is essential that Heads of Establishment provide all teachers, but especially those involved in the teaching of swimming with a list of medical problems and/or disabilities.

A helper must accompany swimmers who have disabilities on a 1:1 basis until such time as the qualified teacher/instructor becomes fully conversant with the abilities of each individual.

In the case of persons who have disabilities integrated into a swimming programme, advice may be sought from the Head of Service on the level of support that may be required.

In dealing with groups where all of the swimmers have disabilities the level of staffing/support must not fall below the undernoted at any time:

- One qualified teacher/instructor to 10 children/young people dependant on the additional support needs of the children/young people; and
- One supervisor (adult) on the poolside with a current lifesaving qualification with or without a qualification in swimming teaching.

#### **10.4 Pools other than school pools**

Education Services cannot abrogate its responsibility for the safety of children/young people or students when they are participating in school swimming activities in a pool other than a school pool, for example, a leisure pool.

Due regard must be paid to any difficulties of supervision arising from the presence of the public in the pool while children/young people or students are being taught.

While operating in such a pool, the Head of Establishment, by means of risk assessment must be satisfied that the pool is suitable, including the provision of details of the written operating procedures (see also Paragraph 9.6 (g)) and that the appropriate staffing arrangements have been made for the children/young people or students in terms of safe lifeguarding provision e.g. a minimum of two qualified lifeguards.



In such pools, teachers should be a qualified teacher of Physical Education or hold a swimming teacher's certificate.

The policy with regard to programmed and general swimming in authority pools must also apply in pools other than school pools.

#### 10.5 **Medical Information**

The teacher/instructor must be made aware of any medical information relevant to children/young people or students, or such other persons, undertaking the activity of swimming.

Details of relevant information concerning the medical condition of children/young people or students, or such other persons, undertaking the activity of swimming must be made available to the teacher/instructor (for example, epilepsy, diabetes and heart conditions). Children/Young people who require the use of inhalers/epi-pens should carry them into the pool area or arrangements should be made by the Head of Establishment to ensure both the pens and a trained member of staff are on hand to administer if necessary.

In circumstances such as these, the teacher/instructor may require additional assistance.

The fullest possible co-operation of the parent/carer is necessary in making such information available to the Head of Establishment is essential.

It is particularly important that staff are capable of dealing with attacks of epilepsy. Information should be sought from the British Epilepsy Association.

**IMPORTANT** – All medical information **MUST BE KEPT CONFIDENTIAL**.

#### 10.6 **General Precautions**

Swimming groups must not be allowed into the pool area without supervision by a qualified teacher/instructor.

The swimming pool room must always be locked when not in use.

The emergency drill shall be clearly displayed in the pool area.

The Head of Establishment must make arrangements for the production of the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) specific to the pool, these must be displayed in the pool area and copies must be made available to those persons in charge of swimming groups.

Appropriate signs must be clearly displayed, for example, "*Emergency Telephone*", "*Deep End*", "*Shallow End*", "*Depth*" (now in metres), "*No Diving*" and "*Fire Exit*".

All classes/groups must practice the emergency pool clearance once per term and be taught to respond immediately.

- i. In order to assess that the emergency drill would be effective in an actual emergency, all swimming teachers/instructors should be involved at least once per year. **A record must be kept on the premises of all practices and must be made available for inspection by appropriate staff.**



- ii. In the case of pools other than school pools the Head of Establishment or nominated representative should obtain copies of the NOP and EAP of the particular pool being used. It is important that staff are aware of the contents of the NOP and EAP for the pool(s) in which they are carrying out swimming duties.
- iii. **It is the responsibility of the Head of Establishment in school pools to ensure that all procedures are in place and tests are carried out regularly.**

Teaching must be carried out from the poolside where the teacher/instructor can see and be seen. It is recommended that, when teachers/instructors are engaged in swimming duties, clothing worn does not impede the ability to effect a rescue, for example, T-shirt, shorts/gym skirt and appropriate footwear are considered suitable.

Pool discipline must be firm. In the interests of safety “*playful*” activities such as running, pushing, ducking and other horseplay are expressly forbidden.

A “*buddy*” system can be introduced when the teacher considers it necessary. This will allow for fast response to any medical situations.

A count of the class must be made at the beginning, during and end of the session.

When the facility is being used by voluntary organisations, the lessee must be acquainted with the written operating procedures applicable to the pool for which the let is made and must sign the letting agreement indicating his/her acceptance and adherence to the conditions therein. Arrangements must be made for each group to carry out the emergency drill as detailed above.

#### 10.7 **Diving – during school programmed swimming**

In recommending specific depths, a false impression may be given that any area of water, deeper than the depths stated, is safe for diving.

Diving **should not** be permitted from poolsides with freeboards when the freeboard is 0.38 metres/15 inches above the water level of the pool.

Accordingly, the teacher/instructor must ensure, so far as is reasonably practicable, that diving is undertaken in a safe manner and with continuous supervision throughout the duration of the activity.

##### **Diving from the Poolside**

- i. Divers must check, before entering the water, that there are no swimmers in the diving area.
- ii. Running dives are not permitted.
- iii. Diving should not be permitted into water less than **1.5 metres** deep.
- iv. Only very flat racing dives should be permitted into swimming pools less than 2.7 metres deep.
- v. It is recommended that the teaching of flat racing dives to beginners should not take place in water less than 1.8 metres deep.
- vi. Steeper entry dives, when taught as part of a programmed swimming session, should be permitted only into water with a minimum depth of 2.7 metres.



vii. The following are recommended:

DEPTH OF POOL	RECOMMENDED DIVE
1.5 – 1.8 metres	Sitting dive only
1.8 – 2.7 metres	Flat racing dives
2.7 + metres	Steeper entry dives from the poolside

viii. Where diving to 2.7m or more is an integral part of the curriculum, all children/young people should be warned that ear damage may occur. Parental/Carer permission must be sought for children/young people under 16 years for this activity.

ix. **The use of platforms and springboards should not be permitted during school programmed swimming.**

#### **Competitive Swimming out-with school programmed swimming**

Swimming activities referred to include competitions, galas and competitive training when the pool is used for the sole purpose of those activities specified.

It is recognised that under controlled circumstances with more experienced swimmers, where adequate training is given with continuous supervision, that the diving regulations in Section 10.7 can be varied to allow these activities to take place.

Diving in this section includes:

- Racing starts from starting blocks; and
- shallow end racing starts without starting blocks.
- i. Teachers, competition referees and gala organisers must ensure that starting blocks comply with current FINA/ASA regulations.
- ii. Teachers, competition referees and gala organisers must ensure that competitors can perform a proficient flat racing dive in water with a minimum depth of 1.5 metres before being allowed to use starting blocks, or before being allowed to start from the shallow end.
- iii. Where competitors are unable to perform a proficient flat racing dive, teachers, competition referees and gala organisers must ensure that those competitors are instructed to start in the water.
- iv. For clarification of regulations/recommendations, teachers, competition referees and gala organisers should contact the appropriate Education Services Quality Improvement Officer.

#### **10.8 Emergency Poolside Equipment**

The following rescue equipment must be on poolside **AT ALL TIMES** and must be sited such that each item is readily available in the event of an emergency.

- i. Two lightweight reaching poles (with ring and buoyancy aid and or with lifesaving hook).
- ii. Two specialised throwing aids, for example the Horseshoe Lifebuoy or a throwing rope.

Specialised equipment **MUST ONLY BE USED** for the purpose for which it was designed.



**A First Aid box (appropriately stocked) and a telephone with a direct outside line MUST be available at the poolside and should remain on poolside.**

A back-up procedure must be developed and tested to ensure that immediate contact can be made with the school or the Senior Management Team. All teachers/instructors and other responsible persons shall be aware of their location. It is the responsibility of the Head of Establishment to ensure that all First Aid boxes are adequately stocked. (Specific in-house procedures can be developed).

All pools should have a separate poolside alarm.

The above equipment must be checked daily before the commencement of swimming classes and prior to each letting session and a record kept of such checks. Any defects in equipment must be notified to the Head of Establishment and the Principal Teacher of Physical Education immediately and depending on the nature of the defect consideration must be given as to whether the swimming programme should be allowed to proceed.

Each teacher/instructor must satisfy himself/herself that adequate provision for emergencies are readily available and in good working order. He/She must have a detailed knowledge of the facility emergency action plan including the emergency drill procedures to be followed. (Note NOP/EAP).

#### 10.9 **Canoe Training in Education Services' Pools**

Requests for such sessions will require to be submitted to and approved by, the Executive Director of Education or nominated representative.

If approved the teacher/instructor must possess the appropriate qualification from the British Canoe Union. The minimum qualification is the BCU Instructors Certificate.

- The level of staffing must not fall below the following at any time:
- One qualified teacher/instructor with the above qualification; **plus**
- One person must possess the RTTCS Qualification and must always supervise from the poolside.
- The maximum number of people under instruction must not exceed eight per qualified teacher/instructor.

#### 10.10 **Sub-Aqua and Snorkelling in Education Services' Pools**

Sub-Aqua and Snorkelling are not part of Education Services' swimming curriculum and as such information on these activities must be obtained via Glasgow Life Community Letting who are responsible for the letting of swimming pools out with school hours.



Teachers of weight training must have attended an approved course. **Such a course shall be practical and should be refreshed every five years.**

#### 11.1 General precautions

- Safety notices pertinent to each machine should be displayed and all users made familiar with the procedures and recommendations.
- A firm, level non-slip floor is required. Mats should be used under weights.
- The room should be warm, well lit, well ventilated and locked when not in use. Training in socks or bare feet is not permitted.
- There must be at least three people in the room at any time. e.g. a member of staff plus two children/young people.
- Correct breathing must be taught.
- Correct training principles should be applied and progression should only be made when a child/young person is ready.
- Spotters should be used with key exercises. Children/Young people should be trained to act as a spotter.
- A thorough warm up should be done before training starts and a cool down should take place at the end.
- The age, stage and physical maturity of the children/young people should be taken into account when the weight-training programme is planned. Care should be taken not to overestimate the fitness or strength of beginners. Exercises should be taught using lightweights and attention should be paid to correct technique. The teacher must watch out for the signs of fatigue that often precede accidents.
- When members of staff are using the equipment the same principle of numbers must apply e.g. a minimum of three people must be in the room at any one time. **If the premises are being used before or after normal school hours by staff, an appropriate communication system must be developed which will allow direct dialling to the emergency services.**

#### 11.2 Equipment

- Teachers and children/young people must have induction training on the use and safe handling of equipment and exercise machines.
- Equipment must be stored on stable stands or on the floor in an organised fashion. All equipment should be checked regularly for wear and tear especially pulleys and cables.
- All equipment must be inspected during the P.E. Annual Safety inspection.
- Children/Young people must be trained in the safe handling of equipment.
- The weight (load) should be clearly marked on all equipment.
- Gloves and belts are recommended for more advanced users.
- Where barbells and dumbbells are used they should be evenly loaded and secured in place by appropriate fixings.
- Freestanding weights should be used with care and under the direction of the teacher/instructor.



### **Weightlifting**

Weightlifting, referring to the recognised competitive sport controlled by the British/Scottish Amateur Weightlifters Association, is not considered to be an appropriate activity in a P.E. programme. However, where it is proposed to operate as a club activity for senior pupils or returning adults it is recommended that teachers who have the teaching qualification of the British/Scottish Amateur Weightlifters Association shall teach it.





Whilst it is recognised that skating activities will take place during a school trip the following points should be noted as well as Management Circular No. 48: School Excursions and Educational Visits.

- Staff must adequately supervise children/young people.
- Clothing should be suitable and should cover most of the body including the hands.
- Emergency Contact numbers for children/young people should be with staff on the outing.
- Staff should have a means of communication with the school.
- First Aid provision at the skating venue must be confirmed before the visit.



Whilst it is recognised that golf activities may take place during curriculum time it is assumed that the majority of the teaching will be done in specialised golfing facilities. Therefore, all regulations stipulated by the facility as well as those noted in Management Circular No. 48: School Excursions and Educational Visits should be adhered to.

When the activity takes place within the school the following recommendations are made:

#### **Outdoors**

- The surface should be grass, synthetic grass or a mat. The landing area should be a secure, open space with ample distance for the ball to run out.
- Players must be instructed in the safe handling of the clubs. Clubs should have good grips and secured heads.
- Balls should be stored in a suitable container.
- The strikers should be well spaced so that no player could possibly be hit by the club of another striker. Markers should be used to define the strikers' area. Practice swings should only be allowed in the striking area.
- Players awaiting a turn must wait out of range behind the striker.
- Players must be taught always to look behind before swinging the club or striking the ball.
- No more than eight players should be striking the ball at any one time.
- All players must strike the ball in the same direction.
- Balls must only be retrieved on the command of the teacher after all players have stopped striking the ball.

#### **Indoors**

- Where golf is taught indoors in a games hall or gymnasium, a practice net, golf mats and airflow or similar balls must be used. The outside requirements should also be applied indoors.
- In primary schools it is recommended that golf should only be taught using the Sport Scotland '*First Club Golf Pack*'.



- 14.1 Before moving equipment, checks should be made that any covers and carrying handles are securely fixed.
- 14.2 If using a trolley, checks must be made that it moves freely and that it is rigid and stable in structure.
- 14.3 All cables should be inspected to ensure they are free from damage and if mains cables, they should have a properly fitted and correctly fused plug. All cables should be subject to the annual electrical safety inspection regime. (MSF 18, 20 and 54).
- 14.4 If equipment has detachable cables, only correctly matched connectors should be used and all cables connected and checked before the electrical supply is turned on.
- 14.5 Projection lamps should be illuminated only while protective covers are in place.
- 14.6 Guidance and advice should be sought from the Principal School Technician, Technician Support Service or City Building (Glasgow) LLP inspection staff.
- 14.7 Defective equipment should be removed from use and stored appropriately. It should be labelled accordingly to ensure equipment is inspected and repaired.

The following are over views of the course content of the in-service courses which teachers are required to attend before they start teaching certain activities.

**Trampolining**

To update teachers on the current and safe teaching methods required for teaching trampolining.

Update on current basic Health and Safety techniques and requirements.

Development of skills and safe practices for teaching trampoline activities.

**Resistance Training**

To give teachers the knowledge and some practical experience in the use of popular fitness machines for the teaching of resistance training.

**Lifesaving**

This course leads to the Royal Lifesaving Society qualification Rescue Test for Teachers and Coaches of Swimming.

It will give up to date skills and techniques in rescues and CPR.

A wide range of activities may be included in the school Physical Education programme. In an evolving situation the current code of practice reflects, so far as is reasonably practical, the situations that might arise within the subject of Physical Education. Teachers introducing new activities or involved in ones not covered in this booklet are advised to consult the employing authority. A list of associations from whom advice on training courses and recommended safety practices may be obtained from:

**sportscotland**  
Caledonia House  
1 Redheughs Rigg  
South Gyle  
EDINBURGH  
EH12 9DQ

Phone 0131 317 7200  
Fax 0131 317 7202  
Website [www.sportscotland.org.uk](http://www.sportscotland.org.uk)  
Email [library@sportscotland.org.uk](mailto:library@sportscotland.org.uk)



# Appendices





# Educational Establishment List of Important Phone Numbers

PLEASE USE BLACK INK AND BLOCK LETTERS

<b>1</b>	Name of Establishment
	Address

<b>2</b>	Contact details	Name	Phone Number
	Head of Establishment		
	School Office		
	Janitor		
	P.E. Principal (if applicable)		
	First Aider		
	Local Doctor Surgery		
	Nearest Hospital		
	Department Mobile Phone Number		



# Educational Establishment Teachers/Leaders Training Record

PLEASE USE BLACK INK AND BLOCK LETTERS

<b>1</b>	Name of Teacher/Leader
	Name of Establishment/Organisation
	Teaching Qualification (Degree/Diploma/Certificate)
	Date Awarded

<b>2 QUALIFICATIONS</b>				
Award	Venue	Depth	Date	Expiry

<b>3 OTHER AWARDS</b>				
Award/Training Course	Venue	Level	Date	Expiry

## PLEASE NOTE

Staff should retain one copy of this record for personal use and one copy **MUST** be retained within the educational establishment as part of the Health and Safety file. Any update or alterations to records **MUST** be notified to the Executive Director of Education.



**Yellow Copy** - Corporate H & S Group, **Pink Copy** - Service H & S Or Personnel, **White Copy** - Remain On-Site  
Glasgow City Council, Corporate Human Resources, Corporate Health and Safety, City Chambers, 40 Cochrane Street, GLASGOW G1 1HL

# Incident Report Form

To be completed in respect of an injury Incident, Dangerous Occurrence, Fire Incident or Violent Incident in compliance with the Council's Policy Arrangements. Complete all relevant sections.

PLEASE USE BLACK INK AND BLOCK LETTERS

<b>A</b>	<b>SERVICE DEPARTMENT DETAILS</b>	
Service Department		Type of Premises
Name of Premises		Phone Number
Address		Postcode
<b>B</b>	<b>INCIDENT DETAILS</b>	
Date of Incident		Time of Incident
Did the Incident happen at the above address?		<input type="checkbox"/> YES* <input type="checkbox"/> NO*
* Please state EXACT location (Postcode)		
WHERE AN INJURY HAS BEEN SUSTAINED OR VIOLENT INCIDENT OCCURRED COMPLETE PARTS C/D/E/F/G. WHERE A DANGEROUS OCCURRENCE OR FIRE INCIDENT HAS OCCURRED COMPLETE PARTS E/F/G		
<b>C</b>	<b>ABOUT THE INJURED OR THREATENED PERSON</b>	
Full Name		Date of Birth      Age
Home Address		Gender? <input type="checkbox"/> Male <input type="checkbox"/> Female
Postcode		Job Title
Was the injured/threatened person... <input type="checkbox"/> Council Employee? <input type="checkbox"/> Pupil? <input type="checkbox"/> Work Experience? <input type="checkbox"/> Client? <input type="checkbox"/> Contractor?		
<input type="checkbox"/> Other? _____		
THE FOLLOWING PARTS MUST BE COMPLETED BY THE HEAD OF ESTABLISHMENT/MANAGER ETC.		
<b>D</b>	<b>ABOUT THE INJURY OR VIOLENT ACT</b>	
Injury Type (e.g. Cut)		
What part of the body was injured?		
Was the Injury/Act... <input type="checkbox"/> Fatal? <input type="checkbox"/> Major? <input type="checkbox"/> Over 3 Days? <input type="checkbox"/> Hospitalisation? <input type="checkbox"/> Minor?		
<input type="checkbox"/> Verbal Threat/Abuse? <input type="checkbox"/> Physical Assault/Abuse?		
<b>E</b>	<b>DESCRIBING WHAT HAPPENED</b>	
Give as much detail as possible, e.g. name any substance involved, name and type of any machinery involved, events that led to the incident, people involved (witnesses), a description of assailant(s), details of vehicles including registration numbers, etc.		
Please attach any additional information e.g. Internal Reports, Statements etc.		
At the time of the incident was the Council employee		
i. Authorised to be where they were <input type="checkbox"/> YES <input type="checkbox"/> NO      ii. Following the correct procedure <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>F</b>	<b>PREVENTATIVE MEASURES</b>	
Describe any action that has since been taken to prevent a similar incident In the event of a Violent Incident, was it reported to the Police?		



## SAFETY FILE

Each P.E. Department should be issued with a P.E. Safety File, the contents of which should be readily accessible to all staff, teaching and non-teaching, engaged in Physical Education. The file should be held centrally and when P.E. is taught in more than one location, additional files should be provided.

The file should be so organised that updated information may be added from time to time and while it **MUST** contain the information and documents detailed below. It will also be used for safety information relevant to the particular educational establishment or division.

The following information **MUST** be provided within this file:

1. All documents relating to health and safety issued to the department by the Head of Establishment (MSF Documents).
2. Code of Practice for the Safe Teaching of Physical Education.
3. The names of classes of children/young people at risk, with necessary details. Contact list of all advisory agencies for medical concerns is attached.
4. A record of annual safety checks.
5. Teacher Training records for Lifesaving/Trampolining/Weight Training/Manual Handling Risk Assessment Training and Manual Handling Techniques Training.
6. The Master Safety File documents applicable to Physical Education Activities. These are:

MSF 5	Responsibilities for Health, Safety and Welfare
MSF 6	General Code of Practice for Conduct
MSF 9a	Education Services Fire Safety Procedures
MSF 10e	Electricity at Work Regulations
MSF 10l	Inspection and Testing of Electrical Appliances/Equipment
MSF 11a	Education Services Accident, Incident Reporting and Investigation Procedures
MSF 11c	Violence at Work
MSF 12	Education Services First Aid Procedures
MSF 14e	Fire Hazards Associated with Cellular Foam in Sports and Recreational Facilities
MSF 16	Moving Pianos and Heavy Objects
MSF 18a	Audio Visual Aids – Guidelines
MSF 20a	Basic Electrical Safety
MSF 20b	Use of Multi-Blocks
MSF 20i	Electrical Safety for Entertainers
MSF 23	Blood Borne Infections: HIV and Hepatitis
MSF 24	Safety in Outdoor Pursuits
MSF 29	Administration of Medicines and Procedures in certain Medical Emergencies in Educational Establishments
MSF 34j	Risk Assessment Procedures
MSF 34k	Manual Handling in Education Premises
MSF 34l	Employees Guide to Safe Manual Handling Operations
MSF 34m	P.P.E. Procedures
MSF 36	Use of Inflatable Armbands in Swimming Pools
MSF 46a	Safety Flash – Track Grid Poles System
MSF 46b	Safety Flash – Fixed Storage Hooks for Agility Poles and Ladders
MSF 47	Control of Legionella Procedures
MSF 51a	Safety Flash – Swimming Pool Information
MSF 54	Electricity at Work on Education Premises



# Primary Swimming Programme ONLY

## Parent/Carer Consent Form

PLEASE USE BLACK INK AND BLOCK LETTERS

<b>1</b>	Name of Child	Date of Birth
	Name of Primary School	
	Dates of block	
	Name of Swimming Pool	
	<p>Education Services has a safety policy with regard to programmed and general swimming in school swimming pools which also applies when schools use pools outwith educational establishments.</p> <p>The Primary Swimming Programme is an essential part of the curriculum that is provided by Education Services and all Primary 7 children must take part in the programme. This parental/carers consent form must be completed for all children. All swimming pools and teachers in the programme are issued with strict health and safety guidelines that must be adhered to at all times.</p>	

<b>2</b>	<b>Medical Information</b>	
	a) Does your son/daughter suffer from any condition requiring medical treatment, including medication? <i>If YES, please give brief details</i>	<p>Please tick</p> <input type="checkbox"/> YES <input type="checkbox"/> NO
	b) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be/become contagious or infectious? <i>If YES, please give brief details</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	c) Is your son/daughter allergic to any medication? <i>If YES, please specify</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	d) Has your son/daughter received a tetanus injection in the last five years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	e) Does your child suffer from any condition that may affect their ability to take part in the swimming programme? <i>If YES, please give brief details</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
f) I undertake to inform the group leader/Head of Establishment as soon as possible of any changes in the medical circumstances between the date on which this form is signed and the start of the swimming block.		

<b>3</b>	<b>Declaration:</b> I agree to my son/daughter receiving medication as instructed and any emergency medical, dental or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I may be contacted by phoning the following numbers:	
	Work _____	Home _____
	My home address is _____	
	If not available at above, please contact	
	Name _____	Phone Number _____
	Address _____	
Name, Address and Phone Number of Family Doctor		
Name _____	Phone Number _____	
Address _____		
Signed _____ Date _____		

This form or a copy must be taken by the group leader on the activity. A copy must be retained by the Head of Establishment.



# Normal Operating Procedures

## Risk Factors

PLEASE USE BLACK INK AND BLOCK LETTERS

- 1**
  - a) i. Medical records of "at risk" pupils to be available within the P.E. department.
  - ii. Those with swimming related problems must be highlighted in class register.
  - b) All users should be advised of risks of consuming alcohol or food prior to swimming.
  - c) When weak swimmers are swimming in this pool it is normal practice to restrict the area available by the use of lane markers.
  - d) External doors leading to the pool must remain locked at all times when the pool is not in use.
  - e) Firm discipline is demanded on the poolside. Unruly behaviour and/or misuse of equipment must be treated as a serious indiscipline and dealt with accordingly.
  - f) Shallow diving and sitting dives are only permitted by competent divers at the deep end and under teacher instruction.
  - g) If water clarity is such that the bottom of the pool cannot be seen from every teaching point, the pool should be evacuated. The Janitor and Principal Teacher should be informed.
  - h) If staff are teaching on their own, children/young people must be aware of how to obtain help in the event of an emergency.

Normal class procedure would be:

Class teacher would instruct two children/young people to seek the assistance of another adult:

  - i. Within the gymnasium.
  - ii. On the school pitches.
  - iii. In the school office.

Any incident or accident should be reported using the Glasgow City Council Incident Report Form and accident book, if necessary refer to MSF 11 and 12 for guidance - and the Principal Teacher notified as soon as possible.
- 2**

A notice will be displayed on the access doors when the pool is out of order.

No person will be allowed access to the pool unless instructed to do so by the Physical Education teacher.
- 3**

Code of practice teaching ratios will be observed at all times.

One teacher to teach a maximum of 25 children/young people. Maximum bather loading for this pool is \_\_\_\_\_.
- 4**

The First Aid box and resuscitator is located in the store at mid pool.
- 5**

As per Education Services policy.
- 6**

When the pool is used out with normal school hours, there shall be at least two qualified adults on the poolside.
- 7**

Code of practice and divisional regulations with regard to poolside equipment must be observed in the pool. Rescue poles are located as per pool plan. Poolside equipment (rescue poles and resuscitator) will be checked every day and recorded on the Record Sheet.
- 8**

The emergency telephone should be tested every day. The first teacher to use the pool will record the test. All subsequent teachers should check the Record Sheet to ensure that the test has been carried out.



# Emergency Action Plan

PLEASE READ CAREFULLY

**1** In the event of a school fire alarm the procedure is as follows:

- a) Evacuate the pool.
- b) Exit by the designated fire doors.
- c) Assemble in class groups at the muster area.

**2** In the event of a lighting failure.

If the quality of light available is likely to jeopardise the safety of the pool users, the pool should be evacuated.

**3** In the event of serious injury to a bather or the discovery of a casualty in the water:

The emergency drill procedure should be applied.

Signal - is **three** blasts of the whistle.

Users will be instructed to sit against the wall at the point of exit from the pool. If no other adult is present - two children/young people will be instructed to go for assistance as previously defined in the Normal Operating Procedures.

Where resuscitation is required or serious injury has occurred a 999 call requesting an ambulance must be made immediately by the teacher or a person identified by the teacher. The Head of Establishment should be sent for as soon as possible.

Any Physical Education staff made aware of an emergency situation should report to the poolside ensuring their own class is left in a position of safety, they should send two children/young people to the school office for emergency assistance. Helpers should also report to the poolside for further instructions.

The class teacher should initially assume the role of the team leader. Classes left unsupervised by a teacher offering emergency assistance should be allocated a teacher as soon as possible.



# Swimming Pool Daily Check

PLEASE ENSURE THAT THE DAILY CHECKS ARE COMPLETED BY THE FIRST USER OF THE POOL. THIS FORM CAN BE PHOTOCOPIED

THIS FORM COVERS THE FOUR WEEKLY PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

1	DAY OF THE WEEK	TELEPHONE	EMERGENCY LIGHT	AMBI RESUCITATOR	NAME	SIGNED
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					



# The use of 'Epi-pen' and Anaphylaxis (allergy) Training

## 1 GENERAL FIRST AID TRAINING

During the programme for the following

- Health and Safety Executive - approved First Aid at Work Certificates and
- Health and Safety Executive - approved First Aid at Work refresher courses

Current and future candidates will undergo training relevant for general use in Anaphylactic shock

- Recognition of profound Anaphylactic shock
- Action of adrenaline in the treatment of profound Anaphylactic reactions
- Resuscitation procedures

## 2 CHILD SPECIFIC TRAINING

- a) Establishment to recognise if a child requires administration of 'Epi-pen' or other treatment for specific allergic reactions.
- b) Establishment should identify at least three qualified volunteers to undergo 'Child Specific' Training.  
This training outlines a specific action plan for each child identified.
- c) Head of Establishment or nominated person should contact the 'School Nurse Advisor for Anaphylactic reaction' to arrange training for the three volunteers.

**Margot Bell or Gillian Mackie**

**Sandy Road Clinic**

12 Sandy Road

GLASGOW

G11 6HE

Phone 0141 211 1423

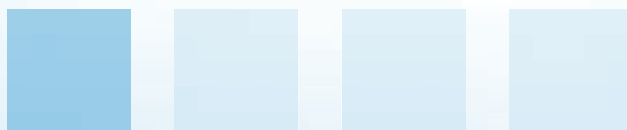
- d) After undergoing 'Child Specific' Training each volunteer to be named and sign the appropriate documentation in relation to the administration of drugs policy and procedures and **participate in annual re-training**.

## SUN SAFETY INFORMATION

The thinning of the ozone layer above the earth's atmosphere in recent years has increased the intensity at its surface of the two bands of ultra violet light from the sun. This can be problematic for some people. Both bands are believed to pose a risk of skin cancer as well as other changes in the skin.

Young people exposed to prolonged spells of sunshine (e.g. when taking part in outdoor games activities) may be at risk unless suitable preventative measures are taken. Establishment staff are recommended to take the following common-sense precautions:

1. Do not allow children/young people to be over-exposed to direct sunlight. A little is good for them; too much is likely to be harmful.
2. Teach children/young people when and how to cover their bodies with loose-fitting, lightly-woven material that will screen them from the sun. However, such clothing should not be so loose as to endanger them during physical activity.
3. Be particularly vigilant with fair-skinned children/young people and very young children, whose skin reacts quickly to sunburn.
4. Be aware of the particular vulnerability of children/young people who have freckles or moles on their skin. Encourage to check for themselves without causing unnecessary alarm.
5. Seek parent/carer approval before children/young people use sunscreen, which their parents/carers should provide. It is recommended that a sunscreen with Factor 15+ be used by children.



# Risk Assessment







Education Services

**Health and Safety****Risk Assessment Documentation**

PLEASE USE BLACK INK

**SUBJECT AREA OF ASSESSMENT**

(JOB TITLE/PROCESS/LOCATION OR OTHER SUBJECT AREA)

**P.E. RISK ASSESSMENT**

Reference No. RA/ED/

**DEPARTMENT****EDUCATION SERVICES****SECTION****SPORTS OPERATIONS****COMPLETION SHEET**

Reference Number	Risk Rating (BS 8800)	Actions to be Taken	Target Date
1a, b, c, d. 2. 3. 4. 6a, b, c. 7. 8. 9. 10. 12. 17. 19. 20.	Moderate.	Manual Handling Risk Assessments Training required. Manual Handling Risk Assessments conducted. Manual Handling Technique Training.	Commence 2006/2007. June 2007. Commence 2006/2007.

*Ian Robertson*  
Service Senior Officer with overall Responsibility for Health and Safety

Name **Ian Robertson**  
Title **Assistant Director of Education**  
Date **30 June 2011**

*Theresa McLaughlin*  
Service Health and Safety Group

Name **Theresa McLaughlin**  
Title **Senior Health and Safety Officer**  
Date **30 June 2011**

Date of Next Assessment **14 February 2008**

## PART 1. LIST OF SUBJECTS

Subject Reference Number	List of Subjects (activity, process, location etc.)
1a-e.	Athletics a) outdoors running b) outdoors throwing c) outdoors jumping d) indoors e) cross country.
2.	Badminton.
3.	Basketball.
4.	Cricket.
5.	Dance.
6a-c.	Fitness a) aerobics, keep fit b) circuit training c) weight training.
7.	Football.
8.	Golf.
9.	Gymnastics.
10.	Handball.
11a-b.	Hockey a) field b) indoor and unihoc.
12.	Netball.
13.	Orienteering.
14.	Rugby.
15.	Softball including rounders and baseball.
16.	Table-Tennis.
17.	Tennis including short tennis.
18.	Trampolining.
19.	Swimming including lifesaving and personal survival.
20.	Volleyball.

## PART 2. RECORD OF RISK ASSESSMENT

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
1a. Athletics: Outdoors (running).	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Starting blocks, hurdles, relay batons.	Fractures, cuts, bruises, muscle strains, concussion.	Participants.	Refer to current Code of Practice, Section 7. MSF 34k - Manual Handling. MSF 34l - Employees guide to safe manual handling operations.	Moderate.	Manual Handling Risk Assessment Training. Manual Handling Technique Training.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strain. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
1b. Athletics: Throwing outdoors.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Shot putt, discus, javelin, hammer.	Fractures, cuts, bruises, muscle strains, fatality.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7.	Moderate.	Manual Handling Risk Assessment Training. Manual Handling Technique Training.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
1c.  Athletics: Jumps outdoors.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Landing areas, pits, rakes, lathes.	Fractures, cuts, bruises, muscle strains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7.	Moderate.	Manual Handling Risk Assessment Training. Manual Handling Technique Training.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Cuts, bruises. Choking.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
1d. Athletics: Indoors.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 11c - Violence. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Malfunction/Defects.	Fractures, cuts, bruises, muscle strains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. Only equipment purchased from a reputable supplier and specific to indoor athletics should be used.	Moderate.	Manual Handling Risk Assessment Training. Manual Handling Technique Training.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, concussion.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
1e. Cross-country running.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Terrain. Member of public. Animals.	Fractures, cuts, bruises, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse, exhaustion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 4 and 7. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Cones, marker tape, finish area.  Defects.	Fractures, cuts, bruises.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 4 and 7. MSF 11c - Violence. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2, 4 and 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, weather conditions, terrain.	Fractures, cuts, bruises, hypothermia, sun burn, exhaustion.	Participants and Teachers.	Refer to current Code of Practice, Section 2, 4 and 7. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 4 and 7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
2. Badminton.	1.	<b>Work environment</b> Floor. (Slip, trip, fall).	Fractures, cuts, bruises, muscle strains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3. MSF 11c - Violence. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Posts. (Crushing, impact injuries whilst manoeuvring into position).  Rackets/shuttlecocks/nets (Impact injuries)	Crushing to hands and feet. Fractures, cuts, bruises.  Bruising, impact injuries.	Teachers, Supervisors and Support staff.  Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 7. MSF 12 - First Aid. Appointed Person Annual equipment inspection and maintenance programme.	Moderate.	Manual handling Risk Assessment Training required. Manual Handling Techniques Training required. Ensure First Aid appointed person is maintained.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous work).	Fractures, cuts, bruises, muscle strains, ankle and foot strains.	Participants and Teachers.	Refer to current Code of Practice, Section 2 and 6. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall. Impact injuries.	Fractures to fingers, hands, ankles and feet. Muscle strains. Bruising and sprains.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.



Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
3. Basketball.	1.	<b>Work environment</b> Floor. (Slip, trip, fall, collision). Weather conditions. Member of public. Animals (if outdoors).	Fractures, cuts, bruises, muscle strain, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3 MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Posts. (Crushing impact whilst manoeuvring into position).  Balls. (Impact injuries).  Bibs. (Choking).	Manual Handling Injuries. Crushing to hands and feet. Fractures, cuts, bruises, concussion, muscle strains and sprains.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2.4 and 3.2. MSF 12 - First Aid. Annual equipment inspection and maintenance programme.	Moderate.	Manual handling Risk Assessment Training. Manual Handling Techniques Training required. Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous work).	Fractures to fingers and hand, muscle strains and sprains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2.4. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall. Impact injuries.	Muscle strains. Ankle and foot sprains. Fractures, cuts and bruises.	Participants.	Refer to current Code of Practice, Section 2 and 3. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, concussion. Fractures to fingers and hand strains. Choking, fatality.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
4. Cricket.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Bats, balls, wickets, nets, helmets, gloves, pads.  Impact/Entanglement.	Fractures, cuts, bruises, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2 and 4. MSF 12 - First Aid.	Moderate.	Ensure First Aid appointed person is maintained.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, head injuries, hand injuries.	Fractures, cuts, bruises, muscle strains, sprains, concussion, collision injuries.	Participants, Teachers and Spectators.	Refer to current Code of Practice, Section 2 and 4. MSF 12 - First Aid.  All young players taking part in batting or standing up to the stumps must wear a helmet when a hard ball is being used	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Concussion. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2 and 4. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
5. Dance.	1.	<b>Work environment</b> Floor. (Slip, trip, fall).	Fractures, cuts, bruises, muscle strain, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Electrical – CD/Tape players. Percussion.	Electric shock. Cuts, bruises.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3.2 and 6.5 and 14. MSF 10I - Inspection and testing of electrical appliances/equipment. MSF 12 - First Aid. MSF 20 - Electrical safety. Annual inspection and maintenance of equipment.	Moderate.	Ensure First Aid appointed person is maintained. Manual Handling Techniques Training Required. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, muscle strains, concussion and sprains.	Participants and Teachers.	Refer to current Code of Practice, Section 2 and 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, muscle strains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2.2, 5 and 6. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
6. Fitness/ Aerobics and Keep Fit.	1.	<b>Work environment</b> Slips, trips, falls, collisions, impact injuries.	Fractures, cuts, bruises, muscle strains.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Mats, Electrical – CD/Tape players. Small apparatus e.g. Ropes, balls, steps, wrist and ankle weights.	Fractures, cuts, bruises, muscle strains. Electric shock.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 3 and 14. MSF 10c - Inspection and testing of electrical equipment. MSF 12 - First Aid. MSF 20 - Electrical safety information.	Moderate.	Ensure First Aid appointed person is maintained. Manual Handling Risk Assessment Training. Manual Handling techniques training. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, concussions, muscle strains and sprains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, collisions.	Sprains, strains, bruises.	Participants and Teachers.	Refer to current Code of Practice, Section 2 and 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, sprains, strains, cuts, bruises, concussion. Sprains, strains, cuts, bruising, constriction, abrasions. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
6b. Fitness/ Circuit Training.	1.	<b>Work environment</b> Slips, trips, falls, collisions, impact injuries.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2 and 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Portable Mats, Benches, Chinning Bars, Dumbbells etc. Slips, trips, falls, collisions, impact injuries.  Electrical equipment.	Fractures, cuts, bruises, muscle strains, sprains, concussion, abrasions.  Electrocution, fatality.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3 and 11. MSF 12 - First Aid. Annual equipment maintenance and inspection.	Moderate.	Ensure First Aid appointed person is maintained. Manual Handling Risk Assessment Training required. Manual Handling Techniques training required. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, strains, sprains and abrasions.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3.2. MSF 10I - Inspection and testing of electrical appliances/equipment. MSF 12 - First Aid. MSF 20 - Electrical safety.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains and concussion.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, sprains, strains, cuts, bruises, concussion. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2.4. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
6c. Fitness/ Weight Training.	1.	<b>Work environment</b> Slips, trips, falls, collisions, impact injuries.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Portable Mats, Benches. Exercise Machines.  Electrical equipment.	Fractures, cuts, bruises, muscle strains, sprains, concussion.  Electrocution, fatality.	Participants, Teachers, Supervisors and Support staff.  Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 3 and 11. MSF 12 - First Aid. Annual equipment maintenance and inspection programme. Staff – resistance training.  Refer to current Code of Practice, Section 3 and 14. MSF 10I - Inspection and testing of electrical appliances/equipment. MSF 12 - First Aid. MSF 20 - Electrical safety.	Moderate.  Tolerable.	Ensure First Aid appointed person is maintained. Manual Handling Risk Assessment Training. Manual Handling techniques training. Monitor Control Procedures.  Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2 and 11. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, sprains, strains, cuts, bruises, concussion. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
7. Football.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 3 and 4. MSF 11c - Violence. MSF 12 - First Aid. Sun safety information. Inspection and maintenance of pitches.	Tolerable.	Ensure First Aid appointed person is maintained. Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	2.	<b>Equipment</b> Goals - fixed and portable. Balls.	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 1, 2, 3 and 4. MSF 12 - First Aid.  Inspection and maintenance of pitches.	Moderate.	Ensure First Aid appointed person is maintained. Manual Handling Risk Assessment Training Required. Manual Handling Techniques Training Required.  Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid. Shin guards advised for competition.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
8. Golf.	1.	<b>Work environment</b> Slip, trip, fall, collision, impact injuries. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 3, 4 and 13. MSF 11c - Violence. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Portable Equipment</b> Mats. Clubs. Balls.	Fractures, cuts, bruises, slips, trips, falls, collisions, impact injuries, concussion.	Participants, Observers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 3, 4 and 13. MSF 12 - First Aid.	Moderate.	Ensure First Aid appointed person is maintained. Manual handling risk assessment training required. Manual handling techniques training required. Monitor Control Procedures.
		<b>Fixed Indoors</b> Practice net.	Cuts, bruises, muscle strains, sprains.	Participants and Teachers.	Refer to current Code of Practice, Section 13. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2, 3, 4 and 13. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 4, 5 and 13. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.



Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
9. Gymnastics.	1.	<b>Work environment</b> Floor. (Slip, trip, fall).	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3, 5 and 8. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Manual handling of apparatus. Lifting and carrying.	Fractures, cuts, bruises, muscle strains, sprains, concussion. Crushing injuries.	Participants.	Refer to current Code of Practice, Section 2, 3, 5 and 8. MSF 12 - First Aid. Annual inspection and maintenance of equipment programme.	Moderate.	Manual handling risk assessment training required. Manual handling techniques training required.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Floor-work, vaulting, trampoline and trampette.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3, 5, 8 and 9. MSF 12 - First Aid. Refer to Specific Risk Assessment No. 18 - Trampoline.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 5, 8 and 9. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
10. Handball.	1.	<b>Work environment</b> Floor. (Slip, trip, fall, collision).	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants, Teachers, Supervisors and Support staff.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	2.	<b>Equipment</b> Posts. (Crushing injury, impact injury whilst manoeuvring into position).  Balls	Fractures, cuts, bruises, muscle strains, sprains, concussion. Crushing injuries.  Fractures to fingers and hand strains	Participants and Teachers.  Participants and Teachers.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid. Annual inspection and maintenance of equipment programme.  Refer to current Code of Practice, Section 2 and 3. MSF 12 - First Aid.	Moderate.  Tolerable.	Manual handling risk assessment training required. Manual handling techniques training required. Monitor Control Procedures.  Ensure First Aid appointed person is maintained.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous work).	Fractures, cuts, bruises, hand strains, concussion.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall and impact injury.	Fractures, cuts, bruises, hand strains, concussion.	Participants and Teachers.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Falls, fractures, cuts, bruises, muscle strains, sprains. Cuts, bruises. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5 MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
11a. Hockey Field.	1.	<b>Work environment</b> Slip, trip, fall, collision, impact injuries. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, exhaustion, verbal and physical abuse.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 11c - Violence. MSF 12 - First Aid. Sun Safety Information. Inspection and maintenance of pitches programme.	Tolerable.	Ensure First Aid appointed person is maintained.  Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	2.	<b>Equipment</b> Portable/Sticks/Balls Slips, trips, falls, collision, impact injuries. Trapped fingers.  <b>Fixed</b> Goalposts	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 12 - First Aid.  Inspection and maintenance of pitches.	Moderate.	Ensure First Aid appointed person is maintained. Manual handling techniques training. Manual handling risk assessment training required.  Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b>	Sprains, strains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Goalkeeping.	Fractures, cuts, bruises, strains, sprains, concussion.	Goalkeeper.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains, concussion. Cuts, bruises, strains, sprains, constrictions, abrasions. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
11b. Indoor Hockey/ Unihoc.	1.	<b>Work environment</b> Slip, trip, fall, collision, impact injuries.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	2.	<b>Portable Equipment</b> Sticks/Balls/Goalposts. Slips, trips, falls, collision, impact injuries. Trapped fingers.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Manual handling techniques training. Manual handling risk assessment training required Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous work).	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Conduct of Play. Goalkeeping.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants and Goalkeeper.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains, concussion. Cuts, bruises, strains, sprains. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
12. Netball.	1.	<b>Work environment</b> Floor. (Slip, trip, fall).	Fractures, cuts, bruises, concussion, lacerations.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	2.	<b>Portable Equipment</b> Posts (Round bases should not be used under any circumstances). (Crushing, impact injuries whilst manoeuvring into position).  Balls. (Impact injuries).	Manual Handling Injuries – Crushing to hands and feet.  Fractures to fingers and hand strains.	Participants.  Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid. MSF 34k - Manual handling on education premises. MSF 34l - Employees guide to safe manual handling operations.	Moderate.  Tolerable.	Ensure First Aid appointed person is maintained. Manual handling techniques training. Manual handling risk assessment training required.  Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous work).	Fractures, cuts, bruises, concussion, lacerations.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, impact injuries.	Fractures to fingers and hands, ankle and foot strains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains, concussion. Cuts, bruises, strains, sprains. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
13. Orienteering.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, exhaustion, verbal and physical abuse.	Participants and Teachers.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 11c - Violence. MSF 12 - First Aid. Sun Safety Information.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Control equipment, clippers.	Cuts, bruises, muscle strains.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, weather conditions, terrain.	Fractures, cuts, bruises, hypothermia, sunburn, exhaustion.	Participants and Teachers.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Falls, fractures, cuts, bruises. Cuts, bruises, constriction. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
14. Rugby.	1.	<b>Work environment</b> Slip, trip, fall. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 11c - Violence. MSF 12 - First Aid. Sun Safety Information. Inspection and maintenance of pitches programme.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Control equipment, clippers.	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.  Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, muscle strains, sprains, concussion, damage to teeth.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, weather conditions, terrain.	Fractures, cuts, bruises, muscle strains, sprains, concussion, damage to teeth.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. (Particular attention must be give to 4.2 regarding scrummaging). MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Falls, fractures, cuts, bruises. Cuts, bruises, constriction. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
15. Softball/ Rounders/ Baseball.	1.	<b>Work environment</b> Slip, trip, fall, collision, impact injuries. Weather conditions. Member of public. Animals.	Fractures, cuts, bruises, muscle strains, hypothermia, sun burn, concussion, bites from animals, infections, verbal and physical abuse.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 11c - Violence. MSF 12 - First Aid. Sun Safety Information. Inspection and maintenance of pitches programme.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Control equipment, clippers.	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. (Particular attention should be paid to ensuring backstep wears suitable headwear with age). MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.  Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, muscle strains, sprains, concussion, damage to teeth.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall, weather conditions, terrain.	Fractures, cuts, bruises, muscle strains, sprains, concussion, damage to teeth.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. (Particular attention must be given to 4.2 regarding scrummaging). MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Falls, fractures, cuts, bruises. Cuts, bruises, constriction. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.



Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
16. Table-Tennis.	1.	<b>Work environment</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 11c - Violence. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
	2.	<b>Equipment</b> Tables/Bats/Balls.	Fractures, cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.  A minimum of two people should set up a table.	Moderate.	Ensure First Aid appointed person is maintained. Manual handling techniques training. Manual handling risk assessment training required. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Falls, fractures, cuts, bruises. Cuts, bruises, constriction. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
17. Tennis.	1.	<b>Work environment</b> Slip, trip, fall.	Fractures, cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 11c - Violence. MSF 12 - First Aid. Inspection and maintenance of pitches programme.	Tolerable.	Appointed person is maintained.  Secondary schools – AMEY. Primary/Nursery schools – Land Services. Monitor Control Procedures.
	2.	<b>Equipment</b> Nets/Bats/Balls.	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, muscle strains.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> Slip, trip, fall.	Cuts, bruises, muscle strains.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Falls, fractures, cuts, bruises. Cuts, bruises, constriction. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 4 and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
18. Trampolining.	1.	<b>Work environment</b> Floor. (Slip, trip, fall, concussion).	Fractures, cuts, bruises, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3, 5 and 9. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Trampolines. Mats. (Crushing injuries, bruises, strains).	Fractures, cuts, bruises, manual handling injuries, concussion.	Participants, Teachers and Supervisors.	Refer to current Code of Practice, Section 2, 3, 5 and 9. MSF 12 - First Aid.	Moderate.	Ensure First Aid appointed person is maintained. Manual handling techniques training. Manual handling risk assessment training required. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous exercise).	Strains, sprains, ankle and foot strains.	Participants.	Refer to current Code of Practice, Section 2 and 9. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> (Impact injuries, crushing injuries, slip, trip, fall).	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 3, 5 and 9. MSF 12 - First Aid. British Gymnastics Teachers/Instructors Trampoline Course.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, muscle strains, sprains, concussion. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, 5 and 9. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
19. Swimming.	1.	<b>Work environment</b> Slip, trip, fall.	Fractures, cuts, bruises, viral and fungal infections.	Participants.	Refer to current Code of Practice, Section 2, 3, 5 and 10. MSF 12 - First Aid. Health and safety pool inspection audits.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Legionella from ventilators and shower heads.	Lung infections, fatality.	Participants.	Aquazur – Legionella risk assessment/testing programme in place. Monitoring programme for hot and cold water system and water quality. MSF 12 - First Aid. MSF 47 - Control of Legionella procedures.	Tolerable.	Monitor Control Procedures.
		Restrictive area at poolside, collisions/falls in pool.	Bumps, grazes, cuts, concussion, loss of consciousness, fatality.	Participants.	Refer to current Code of Practice, Section 10. MSF 12 - First Aid.	Tolerable.	National guidelines indicate standards for poolside area these should be considered for future designs.
		Drains and filters in the pool/trapped by hair and jewellery.	Drowning, fatality.	Participants.	Refer to current Code of Practice, Section 2.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Water Temperature Too cold/Too hot.	Hypothermia. Fainting, drowning.	Participants.	Controlled by Council and departmental guidelines.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Pool depth, sudden changes.	Choking, loss of consciousness, fatality.	Participants.	Refer to current NOP, see Appendix 6.	Tolerable.	
		Poor visibility, sun glare.	Bumps, collisions.	Participants.	Refer to current NOP.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
19 (Continued).  Swimming.	1.	Water clarity and quality.	Fatality.  Inability to monitor pool. Bottom, eye and skin irritation, breathing problems	Participants.	See Appendix 6.  Refer to current NOP, see Appendix 6.	Tolerable.  Tolerable.	
	2.	<b>Equipment Electrical</b> Electrocution.	Electrocution, severe burns, fatality.	Participants.	No mains operated equipment. Battery power only. MSF 20 - Basic Electrical Safety. Refer to current Code of Practice, Section 2, 3, 5 and 10.	Tolerable.	Ensure First Aid appointed person is maintained.
			Cuts bruises, fractures.	Participants and Teachers.	MSF 12 - First Aid.	Tolerable.	Monitor Control Procedures.
		Small apparatus. (Floats, arm bands, etc.) Slip, trip, fall.  Storage and use of equipment and teaching aids	Slip, trip, sprains, bumps, cuts, laceration, concussion, broken limbs, loss of consciousness, fatality.	Participants and Teachers.  Participants and Teachers.	Refer to current Code of Practice, Section 2 and 3. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Storage of chemicals.	Breathing problems, burns.	Janitors.	Control of Substances. Hazardous to Health procedures/assessments (AMEY). D&C janitorial staff.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	3.	<b>Warm up/cool down</b> (Body not prepared for strenuous exercise).	Fractures, cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2 and 10. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
19 (Continued). Swimming.	4.	<b>Activity Specific</b> Water.	Fractures, cuts, bruises, strains, sprains.	Participants.	Refer to current Code of Practice, Section 5 and 10.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Depth of Pool.	Drowning, fatality. Head and spine injuries.	Participants, Teachers and Supervisors.	Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) in place for the swimming pool.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Handling of pupils with disabilities.	Fractures, cuts, bruises, strains, sprains.		Refer to current Code of Practice, Section 10.3. MSF 12 - First Aid. Individual Education Plan - a Physicare Manual Handling Risk Assessment. Training for staff - Safer People Moving and handling techniques (Physicare).	Tolerable.	Specific Risk Assessment Training and Safer moving and handling of people. Monitor Control Procedures.
		Diving	Head and spine injuries.	Participants.	Refer to current Code of Practice, Section 10.7. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
		Lifesaving, surface dives, towing and lifting.	Ear damage, strain, bumps, bruises.	Participants.	Refer to current Code of Practice, Section 10 and especially 10.7. MSF 12 - First Aid.		Ensure First Aid appointed person is maintained. Monitor Control Procedures.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
19 (Continued). Swimming.	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. (Slip, trip, fall, collision).	Fractures, cuts, bruises, strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2, 5, 6 and 10.	Tolerable.	Ensure First Aid appointed person is maintained.
		Wearing jewellery. (Catching snagging).	Cuts, bruises, sprains, strains, constriction, abrasions.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Monitor Control Procedures.
		Eating.	Choking, fatality. Fractures, sprains, strains.		MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained.
		Class size. (Collision, slip, trip, fall).	Cuts, bruises.	Participants.	Refer to current Code of Practice, Section 10. MSF 12 - First Aid.	Tolerable.	Monitor Control Procedures.
		Accompanying adult on poolside, slip, trip, fall in water.	Fractures, cuts, bruises, strains, sprains, drowning and fatality.	Accompanying adults.	Refer to current Code of Practice, Section 10. MSF 12 - First Aid. Information instruction and awareness training given to accompanying adult. Refer to NOP.	Tolerable.	Ensure First Aid appointed person is maintained.
		Lack of medical information.	Variety of medical problems/fatality	Participants.	Refer to current Code of Practice, Section 10.8.	Tolerable.	Monitor Control Procedures.
		Fire.	Smoke inhalation	Participants and Teachers.	Refer to current Code of Practice, Section 10.8. MSF 12 - First Aid. Refer to NOP.	Tolerable.	Ensure First Aid appointed person is maintained.
		Fire, Evacuation.	Exposure to the elements.	Participants.	MSF 9 - Fire safety at work. MSF 12 - First Aid. Fire wardens/risk assessments training.	Tolerable.	Monitor Control Procedures. Installation of Automatic fire detection system.

Subject Reference Number	Hazard Reference Number	Hazard Description (e.g. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3, more detail on P.P.E. in Part 4)	Risk Rating (BS 8800)	Further action required
20. Volleyball.	1.	<b>Work environment</b> Floor. (Slip, trip, fall concussion).	Fractures, cuts, bruises, muscle strains, sprains.	Participants.	Refer to current Code of Practice, Section 2, 3, and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	2.	<b>Equipment</b> Posts (Crushing, impact injuries whilst manoeuvring into position).  Balls. (Impact injuries).  Nets. (Body parts getting tangled in nets).	Fractures, cuts, bruises, concussion.  Fractures, cuts, bruises, strains, sprains, concussion.  Strains to fingers and hands, strangulation.	Participants.  Participants.  Participants.	Refer to current Code of Practice, Section 2, 3, and 5. MSF 12 - First Aid. Annual Maintenance and inspection programme.  Refer to current Code of Practice, Section 2, 3, and 5. MSF 12 - First Aid.  Refer to current Code of Practice, Section 2, 3, and 5. MSF 12 - First Aid.	Tolerable.  Tolerable.  Tolerable.	Ensure First Aid appointed person is maintained. Manual handling techniques training. Manual handling risk assessment training required. Monitor Control Procedures.  Ensure First Aid appointed person is maintained.
	3.	<b>Warm up/cool down</b> Slip, trip, fall, collision.	Fractures, cuts, bruises, muscle strains, sprains, concussion.	Participants.	Refer to current Code of Practice, Section 2. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	4.	<b>Activity Specific</b> (Body not prepared for strenuous exercise).	Muscle strains, ankle and foot strains.	Participants.	Refer to current Code of Practice, Section 2, 3, and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
	5.	<b>Class Organisation</b> Unsuitable clothing/ footwear. Wearing jewellery. Eating.	Fractures, cuts, bruises, strains, sprains, concussion. Cuts, bruises, lacerations. Choking, fatality.	Participants.	Refer to current Code of Practice, Section 2, 3, and 5. MSF 12 - First Aid.	Tolerable.	Ensure First Aid appointed person is maintained. Monitor Control Procedures.
Risk Assessor  <i>Kay Chennie</i> Kay Chennie Active Schools Manager 30 June 2011			Authorising Manager  <i>Ian Robertson</i> Ian Robertson Assistant Director of Education 30 June 2011			Service Health and Safety Group  <i>Theresa McLaughlin</i> Theresa McLaughlin Senior Health and Safety Officer 30 June 2011	



### PART 3. CONTROL MEASURES - TRAINING

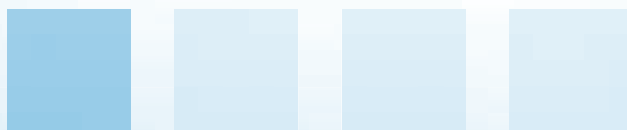
Reference Number	Training Subject	Conducted by	Brief Details of Training (state where further information can be found, e.g. training programmes, where appropriate)	Training Records (state where records of training are located)	Is Training Evaluated? YES/NO (provide details)	Further action required
1a, b, c, d. 2. 3. 4. 6a, b, c. 7. 8.	Manual Handling Risk Assessments Training.	Education Services Health and Safety Section.	1-day course on risk assessing manual handling activities.	Education Services – Health and Safety Section, EdIS, Training Section and School.	Yes.	Identify staff and implement a training programme and ensure training programme is maintained.
9. 10. 12. 17. 19. 20.	Manual Handling Techniques/ Awareness training.	Education Services Health and Safety Section or external provider.	½-day course outlining specific manual handling techniques.	Education Services – EdIS, Training Section and School.	Yes.	Identify staff and implement a training programme and ensure training programme is maintained.
1-20.	First Aid training appointed person.	External provider.	1-day emergency first aid.	Education Services – EdIS, Training Section and School.	Yes.	Identify staff and implement a training programme and ensure training programme is maintained.
1-20.	Safer Moving and Handling of People.	External Provider – Physicare/Meditrain.	Specific Risk Assessment and training applicable.	Education Services – EdIS, Training Section and School.	Yes.	Identify staff and implement a training programme and ensure training programme is maintained as required.
18.	Trampoline Coaching.	External Provider – British/Scottish Gymnastics.	2-day – British Gymnastics Trampoline Coach Qualification. Renew every five years.	Education Services – EdIS, Training Section and School.	Yes.	Identify staff and implement training programme and ensure an ongoing programme is maintained.
19.	Rescue Test for Teachers and Coaches of Swimming.	Education Services In-House Trainers.	2-day course – Royal Life Saving Society Course. Renew every two years.	Education Services – EdIS, Training Section and School.	Yes.	Identify staff and implement training programme and ensure an ongoing programme is maintained.
6c.	Weight-lifting – Leaders Award.	British Amateur Weight-lifting Association.		Education Services – EdIS, Training Section and School.	Yes.	Identify Staff and implement training programme and ensure an ongoing programme is maintained.

#### PART 4. CONTROL MEASURES - PERSONAL PROTECTIVE EQUIPMENT

Reference Number	P.P.E. Name of equipment	Description (include reference to Standard)	Are details of issue recorded? YES/NO	Specific Risk Assessment carried out? YES/NO	Further action required
4.	Helmets, gloves and pads.	Cricket rules of play and the National Governing Body for Cricket.	No – Issued as required per rules of play.	Yes – P.E. Risk Assessment 4 and P.E. Code of Practice Section 4 and 5.	Replace as necessary when damaged or obsolete.
7.	Shinguards.	As recommended by national Governing Body for competitions.	No – Worn as required per rules of game.	Yes – P.E. Risk Assessment 7 and P.E. Code of Practice Section 4 and 5.	No further action.
11a, b.	Goal keeping equipment – helmet gloves, pads.	As recommended by National Governing Body for competitions.	No – Worn as required per rules of game.	Yes – P.E. Risk Assessment 7 and P.E. Code of Practice Section 3, 4 and 5.	Replace as necessary when damaged or obsolete.
1 - 20.	Disposable gloves and aprons.	Vinyl En455-1/2.	No – Used as required.	As specified MSF 23, MSF 57 and MSF 34e.	Monitor provision.

#### FURTHER ACTION REQUIRED ON P.P.E.

Reference Number	Action required



# Other Information

