

## RISK ASSESSMENT: Education Directorate - basic guidance

The general duty of care requires that every person must have regard for the safety and health of themselves and for any other person who might be affected by their actions. This means that every person is expected to take whatever precautions are necessary to be **reasonably sure** that harm will not be caused. The employee will be able to follow task related guidance and/or draw on the knowledge and skills they already have that make them **competent** to complete the task; they will have to go through the risk assessment process, drawing on good practice advice where it exists, or basic principles of safety management where it doesn't. Where staff are not demonstrably competent to undertake a task they must either be supervised or undergoing training. If either of these two conditions is not met staff should not undertake the task (unless no significant risk is involved).

Risk assessment requirements appear in the health and safety **at work** legislation. The requirements do apply to schools and also to the activities undertaken by pupils organised by or whilst under the supervision of school staff – pupil activities are under the control of people **at work**.

### What does 'reasonable' mean?

It means **a standard of behaviour that a considerate, informed and responsible person might expect**.

The law expects employers to know about relevant published guidance, such as advice from the Health and Safety Executive, British Standards Institution or Department for Education and Skills. When a piece of authoritative guidance changes significantly the risk assessment also needs to be reviewed. In most situations the **LA is responsible for passing on to schools information about significant changes in national standards and guidance**.

### Risk assessment is a process - it is not an objective.

The purposes of assessing risks are:

- 1 **to ensure that the various means by which harm can be avoided are recognised and incorporated into the safe system of work (ie. the workplace guidelines by which people are properly advised how to undertake the task safely), and**
- 2 **to ensure that those activities which involve risks that cannot be adequately controlled are altered or stopped.**

It is important to remember that all activities involve some risk, and also that even when adequate precautions are taken, some risk will usually remain (**residual risk**). Bear in mind that the risk assessment process requires consideration of the **people, equipment, tasks and locations and the way they interact** – you need to take into account what the people are doing. The process is not a simple hazard spotting exercise.

Some risk assessments are specifically required by law. The topics include **manual handling** activity, the safety of **new and expectant mothers, fire, first aid, workstations** and particularly **computer workstations, personal protective equipment, asbestos, working at heights, high levels of noise**, work involving **hazardous or radioactive substances**.

## Recording the findings of an assessment and determining priority

Only the significant findings of the risk assessment need to be recorded and in practice the records can be quite simple.

A suitable risk assessment record will consist of the following which are all that is required:

- 1 the **hazards** (anything with the potential to cause harm), together with
- 2 the **group(s) of people** to whom harm could be caused, and crucially
- 3 the **control measures** (the means by which the harm will be prevented)
- 4 a **review date**

## Control Measures

Assuming that the hazard cannot be eliminated or the work rearranged to reduce the likelihood and/or severity of an incident, control measures will be necessary.

Examples are:

- training, information, guidance and supervision
- equipment, say to provide assistance in reducing a manual handling task related risk



## RISK ASSESSMENT FOR Stowmarket High

**Work area:** Hall

HAZARD	PEOPLE AT RISK	RISK LEVEL H/M/L	RISK FACTORS	EXISTING CONTROLS	RESIDUAL RISK LEVEL H/M/L	FURTHER CONTROLS/FURTHER ACTION REQUIRED
Hit on head with shuttlecock / ball	Students Staff	L	<ul style="list-style-type: none"> <li>- Visibility in the area (are the lights working)</li> <li>- Teachers positioning.</li> <li>- Technique used to kick/ hit the ball / shuttlecock</li> <li>- Were instructions given clearly?</li> <li>- Are the students on task or messing around?</li> </ul>	<ul style="list-style-type: none"> <li>- Good</li> <li>- Constant movement</li> <li>- Less able to work in restricted area</li> <li>- Good</li> <li>- Good</li> </ul>	L	<p>Lights must be on before students enter the area.</p> <p>Students to be made aware of the dangers if they do not follow instructions.</p>
Students collide with the wall.	Students	L	<ul style="list-style-type: none"> <li>. Number of students in the area</li> <li>. Visibility in the area (are the lights on)</li> <li>. Condition of the floor (wet, uneven etc)</li> <li>. Are students on</li> </ul>	<ul style="list-style-type: none"> <li>Good ratio staff:</li> <li>Students Good</li> <li>Good</li> <li>Good</li> </ul>	L	<p>Floor must always be dry and flat. If not no sport allowed.</p> <p>Students must not be given permission to wear socks for sport.</p> <p>Lights must be on before entering.</p>

			task . Were safety instructions given? . Sport students are playing. . Was appropriate footwear worn	Good  Good		
Trip over the benches / chairs.	Students Staff	L	Number of students in the area . Visibility in the area (are the lights on) . Are students on task . Were safety instructions given? . Sport students are playing. . Positioning of benches.	Good  Good  Good  Good  Good	L	Benches must be flat against the side walls for all sports except Badminton.  Chairs should not be in the room.  Lights have to be fully on before students enter the area.
Slip / trip on surface or gym mats	Students Staff	L	. Number of students in the area . Visibility in the area (are the lights on) . Condition of the floor (wet, uneven etc) . Are students on task . Sport students are playing. . Was appropriate	Good  Good  Good  Always safe  Good	L	Staff will ensure there has been no leakage or spillage on the floor before their lesson starts.  Any wetness of uneven surface staff to decide danger it represents to their lesson.  Staff oversee the placing of mats

			footwear worn . Are mats positioned appropriately			
Players collide with each other	Students Staff	L	. Number of students in the area . Visibility in the area (are the lights on) . Are students on task . Sport students are playing. . Was appropriate footwear worn . How excited students were while participating	Good  Good  Good Always safe  Good  Good	L	Staff to ensure safety rules are clear.  To tell students to do laces up.  Ensure lights are fully functional
A person collides with the hanging Volleyball rope/ badminton net	Students	L	. Number of students in the area . Visibility in the area (are the lights on) . Are students on task . Sport students are playing. . Visibility of rope	Good  Good  Good  Good	L	Staff to ensure the rope/net is pointed out to students at start of lesson.  Staff to ensure rope/net is fully visible
A fall or trip in the equipment cupboard	Students Staff	L	. How clear the floor is. . Are the lights on . No. of people in the cupboard. . Are people off task in the	Good Good  Good  Good	L	Although students are generally responsible for putting equipment away the member of staff has to check that it is safe.  Lights must be on before entering.

			cupboard . Is equipment stored safely away?	Good		Students must have permission to enter.
Collision with the badminton /volleyball post/wall bars/table tennis tables	Students	L	. Number of students in the area . Visibility in the area (are the lights on) . Are students on task . Sport students are playing. . Condition of equipment	Good  Good  Good  Good  Good	L	Students will not be encouraged to run under nets near posts. Danger of nets to be pointed out by staff. Staff oversee the positioning of the tables/posts



**Work Area: TENNIS COURTS/HARDCOURT AREA**

HAZARD	PEOPLE AT RISK	RISK LEVEL H/M/L	RISK FACTORS	EXISTING CONTROL	RESIDUAL RISK LEVEL H/M/L	FURTHER CONTROLS/ FURTHER ACTION REQUIRED
Fall on to astroturf/ tarmac	Students	L	<ul style="list-style-type: none"> <li>. No. of people on the courts.</li> <li>. Visibility</li> <li>. Condition of tarmac/astroturf.</li> <li>. Footwear worn.</li> <li>. Are students on task?</li> <li>. Activity they are doing.</li> <li>. Standard of students.</li> </ul>	<p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p>	L	<ul style="list-style-type: none"> <li>- If the courts are very wet and slippery then lessons will not be conducted on the courts.</li> <li>- Students must wear trainers on the courts.</li> </ul>
Hit by a ball	Students Staff	L	<ul style="list-style-type: none"> <li>. No. of people on the courts.</li> <li>. Visibility</li> <li>. Footwear worn.</li> <li>. Are students on task?</li> <li>. Activity they are doing.</li> <li>. Standard of students.</li> </ul>	<p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p>	L	To ensure students are not deliberately hitting balls at others.
Collision with nets / posts	Students	L	<ul style="list-style-type: none"> <li>. No. of people on the courts.</li> <li>. Visibility</li> <li>. Condition of</li> </ul>	<p>Good</p> <p>Good</p> <p>Good</p>	L	<p>If visibility is poor then lessons will be stopped on the courts.</p> <p>Posts / nets should be put away/</p>

			concrete. . Footwear worn. . Are students on task? . Activity they are doing. . Standard of students. . Visibility of posts / nets	Good Good  Good  Good  Good		carefully positioned according to the season.
Fingers shut in the gates	Students Staff	L	. No. of people around gate area . Are people on task? . How easy is gate to manoeuvre.	Good  Good  Good	L	It will generally be the teachers responsibility of opening, shutting, and locking the court gates. If students are instructed to do so teachers are to ensure it is done safely.
Trip on socket hole in the floor	Students Staff	L	. No. of people on the courts. . Visibility . Condition of socket holes. . Footwear worn. . Are students on task? . Activity they are doing.	Good  Good Good  Good Good  Good	L	Before the lesson starts teachers and students should check the safety of the socket holes in their teaching area.
Fall / run in to fence.	Students	L	. No. of people on court. . Visibility of fences . Activity students are doing. . Students of task.	Good  Good  Good	L	As in the sports hall, students will be advised not to fall in to the fence to stop them running.



				Good		
Slip on leaves / litter.	Students Staff	L	. No. of people on the courts. . Visibility . Amount of leaves / litter on court. . Footwear worn. . Students off task? . Activity they are doing. . Standard of students.	Good Good Good Good Good Good	L	. Before the students use the court, teacher will tell students to clear the surface of their playing area.
Players collide with each other	Students Staff	L	. Number of students in the area . Visibility in the area (are the lights on if appropriate/ available) . Are students on task . Sport students are playing. . Was appropriate footwear worn . How excited students were while participating	Good Good Good Always safe Good Good	L	Staff to ensure safety rules are clear.  To tell students to do laces up.  Ensure lights are fully functional



## WORK AREA: PLAYING FIELD SPACE

HAZARD	PEOPLE AT RISK	RISK LEVEL H/M/L	RISK FACTORS	EXISTING CONTROL	RESIDUAL RISK LEVEL H/M/L	FURTHER CONTROLS/ FURTHER ACTION REQUIRED
Trip / slip on litter	Students Staff	L	. Amount of litter on floor. . No. of people on field . Condition of grass. . Footwear worn . Visibility on field . Are people on task? . What activity they were participating in.	Variable  Good  Good  Good Varies  Good  Good	L	- Staff to try and ensure teaching area is litter free. - No teaching on field if light is poor. - Students must have correct footwear or a note in planner file why they have different footwear on.
Slip on grass	Students Staff	L	. Amount of litter on floor. . No. of people on field . Condition of grass. . Footwear worn . Visibility on field . Are people on task? . What activity they were	Variable  Good  Good  Good Varies  Good  Good	L	- Staff to try and ensure teaching area is litter free. - No teaching on field if light is poor. - Students must have correct footwear or a note in manor file why they have different footwear on.

			participating in.			
Fall down grass bank	Students Staff	L	. Condition of grass. . Footwear worn . Visibility on field . Are people on task? . What activity they were participating in . How close to the bank was the lesson?	Good Good Good Good Good	L	Students will be advised to avoid going up or down the slope.
Fall on Cricket creases	Students Staff	L	. Visibility of wickets . Visibility on the field. . Were people on task? . Positioning of the students in the lesson	Good Varies Good Good	L	Lessons (unless Cricket) generally kept away from creases. If students are near they will be warned of the danger.
Fall in to fence	Students	L	. Visibility of fences. . Visibility on the field. . Were people on task? . Positioning of the students in the lesson	Good Varies Good Good	L	Lessons will be kept away from fences. They will not be used as targets or markers.
Cut by sliced cans/coins	Students Staff	L	. Amount of litter on floor. . No. of people on field	Good Good	L	Students will always be told to wear footwear on field. If sharp objects are spotted staff will remove them and call the caretaker to

			<ul style="list-style-type: none"> <li>. Condition of grass.</li> <li>. Footwear worn</li> <li>. Visibility on field</li> <li>. Are people on task?</li> <li>. What activity they were participating in</li> </ul>	<p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p>		remove them.
Slip on steps	Staff Students	L	<ul style="list-style-type: none"> <li>. Footwear worn.</li> <li>. No. of people on steps.</li> <li>. Condition of steps</li> <li>. Visibility on field</li> <li>. Weather conditions</li> </ul>	<p>Good</p> <p>Good</p> <p>Good</p> <p>Varies</p> <p>Varies</p>	L	If conditions are wet students will be advised to be careful. If football boots are being worn, students to be told to take one step at a time.
Trip over bin, fall into posts	Students	L	<ul style="list-style-type: none"> <li>. Bin positioning</li> <li>. No. of students on the field.</li> <li>. Visibility on the field.</li> <li>. Are people on task?</li> </ul>	<p>Good</p> <p>Good</p> <p>Varies</p> <p>Good</p>	L	Staff to move any bin near teaching area before lesson starts. Bins not to be used as posts or markers. Be aware of activities that take place near posts unless they are matches or tasks that directly use them.
Trip on Athletic facilities (long jump / throwing circles)	Students Staff	L	<ul style="list-style-type: none"> <li>. No. of people on field</li> <li>. Condition of grass.</li> <li>. Visibility on field</li> <li>. Are people on task?</li> <li>. What activity they were participating in.</li> </ul>	<p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p> <p>Good</p>	L	Students should only be near Athletic facilities when Athletics is being taught or they are under Staff supervision

Hit by lightening	Students Staff	H	. Weather conditions. . Amount of conducting objects near by.	Uncontrollable	L	No lessons will be taught on the field if there is lightening.
Burnt by the sun	Students Staff	M	. Weather conditions. . Amount of shade near by . Teachers giving out sun cream	Uncontrollable Varies	L	Students are encouraged to bring sun cream and water to PE lessons. Teachers can not give out or put sun cream on students.
Players collide with each other/ tackle one another awkwardly	Students Staff	L	. Number of students in the area . Visibility in the area (are the lights on if appropriate/ available) . Are students on task . Sport students are playing. . Was appropriate footwear and safety equipment worn . How excited students were while participating	Good  Good  Good Always safe  Good  Good	L	Staff to ensure safety rules are clear.  To tell students to do laces up and wear boots if more suited to activity; avoid playing in certain positions if no gum shields or shin pads/ or play conditioned games.



**WORK AREA: CHANGING Area /classroom**

HAZARD	PEOPLE AT RISK	RISK LEVEL H/M/L	RISK FACTORS	EXISTING CONTROL	RESIDUAL RISK LEVEL H/M/L	FURTHER CONTROLS/ FURTHER ACTION REQUIRED
Falling over on entering/ leaving the changing room	Staff Students	C	<ul style="list-style-type: none"> <li>• No of students entering</li> <li>• Congestion in the doorways</li> <li>• Students behaviour</li> </ul>	Variable  Fair  Good	L	- Staff to be present in and around the changing rooms when students arrive/depart.
Slip on the floor.	Staff Students	C	<ul style="list-style-type: none"> <li>. No. of students in changing rooms.</li> <li>. Footwear worn.</li> <li>. Condition of floor.</li> <li>. Visibility in changing rooms.</li> <li>. Are people on task</li> </ul>	Good  Good Varies throughout the day  Good  Good	L	<ul style="list-style-type: none"> <li>-Students not allowed to wear football boots in changing rooms.</li> <li>- Wet floor sign put up when necessary</li> <li>- Staff to have a presence to stop silly behaviour</li> </ul>
Hit head on bench on clothes peg	Students	B	<ul style="list-style-type: none"> <li>. No. of students in changing rooms.</li> <li>. Footwear worn.</li> <li>. Condition of floor.</li> <li>. Visibility in changing rooms.</li> <li>. Are people on task</li> <li>. Condition of</li> </ul>	Good  Good  Good  Good  Good	L	As pegs are not in a good shape staff need to point this out to new students so they are aware.

			pegs/benches			
Trip over benches	Students Staff	C	. No. of students in changing rooms. . Footwear worn. . Condition of floor. . Visibility in changing rooms. . Are people on task	Good  Good Good Good	L	Staff to ensure floor is clear of litter/clothing after each lesson.
Burnt on hot water	Students	C	. Visibility in changing rooms . Condition of taps.	Good Good	L	- Students rarely have showers now.

## Other general precautions to consider in all PE situations:

Pupils are required to wear correct clothing and footwear to minimise the risk of slipping and falling.

The area around the court is maintained free of tripping and striking hazards such as fixed obstructions as far as is reasonably practicable. The area is checked by teaching staff.

All equipment is visually checked before use in order to identify any particular defects. Broken equipment is removed from use immediately. Equipment is annually inspected for defects and is repaired when necessary.

Pupils are required to undertake adequate warm up to minimise the risks from strains and sprains. Suitable advice is given about not jogging or running for excessive periods on hard floors.

Checks are made to ensure that the court is clean, slip-free and clear of obstructions around the perimeter into which someone could collide. The games are always supervised.

Long hair must be tied. No jewellery is permitted as this can get caught and cause serious cuts.

All students are suitably advised both orally and by demonstration of the precautions that should be taken especially with respect to manual handling and supporting techniques.

A member of staff will always check the floor surface before dancing is allowed. There are procedures in place for reporting floor defects.

Teaching staff ensure pupils are aware of safety guidelines for lifting, jumping and landing.

Risk level: Risk = severity x likelihood

(H) HIGH	Unacceptable likelihood that injury or damage will be severe – further management controls are essential
(M) MEDIUM	Injury or damage is very unlikely to be severe, but minor injury could occur from time to time
(L) LOW	The risk of injury is well controlled and harm is likely to be minor if it occurs.

For more help and references consult the Schools Portal, the Health and Safety Manual and other guidance such as the BAALPE guide (Safe Practice in Physical Education) and the CLEAPSS (science and design technology areas) advice, both of which contain extensive advice on subject specific risk assessments.