

RISK ASSESSMENT FORM – P.E. Indoor Activities at Calverley C.E. School

C O N S E Q U E N C E	RISK RATING MATRIX	LIKELIHOOD			
		Probable (A)	Possible (B)	Remote / Unlikely (C)	Improbable / Negligible(D)
	Fatal injuries (1)	High (1A)	High (1B)	Medium (1C)	Low (1D)
	Major Injuries (2)	High (2A)	High (2B)	Medium (2C)	Low (2D)
	Minor Injuries (3)	Medium (3A)	Medium (3B)	Low (3C)	Low (3D)
Negligible Injuries (4)	Low (4A)	Low (4B)	Low (4C)	Low (4D)	

ACTIVITY / LOCATIONS: Calverley C.E. Primary School – main hall and small hall

HAZARD	EFFECT (Include who will be effected if relevant)	RISK RATING	CONTROL (Reference to other documents, codes of practice, Department Rules, Divisional Rules etc. if relevant)	RESPONSIBILITY (preferably named individual or job title)	RESIDUAL RISK RATING
Travelling to and from the hall	Children and staff could trip, slip or fall on steps	3B	Children briefed on travelling around school sensibly. Staff aware of school behaviour policy.	Teachers	3C
Children warming up at same time in small space	Children gaining injuries by bumping into each other or being hit by balls and other equipment	3B	a. Teachers to supervise and ensure safe warm up. b. Allocate warm up areas for each activity c. Group warm up if appropriate	Teachers	3C
Nature of Sport (i.e. strenuous, practical activity)	Children gaining sporting injuries such as sprains, dislocations, cuts and bruises	2B	a. Lesson rules to highlight safety points b. All playing surfaces to be in a safe condition c. First aid available to deal with injuries d. School to adopt its procedures for dealing with major injuries.	a. Teacher b. Teacher c. Appointed First aid person () d. Headteacher	2C / 3B
Nature of Sport (i.e. strenuous, practical activity)	Children suffering exercise –induced medical conditions (e.g. asthma)	2B	a. Teachers to be aware of children’s medical conditions. b. Teachers to ensure children carry inhalers if required.	a. Teacher b. Teacher	2D / 3C
HAZARD	EFFECT	RISK RATING	CONTROL	RESPONSIBILITY (preferably named	RESIDUAL RISK

	(Include who will be effected if relevant)		(Reference to other documents, codes of practice, Department Rules, Divisional Rules etc. if relevant)	individual or job title)	RATING
Incorrect technique / Unsafe practices delivered	Children gaining minor injuries such as muscle strains	3C	a. Ensure that qualified teachers and coaches supervise all activities carefully looking to identify any bad practice quickly. All leaders and helpers are fully briefed.	P.L.T. / Teacher	3D
Unfamiliar activities	Children gaining sporting injuries due to confusion / lack of experience	3C	Each lesson/activity led by suitably experienced person who can explain activities to children.	P.L.T. / Teacher	3D
High volume of children participating	Children gaining injuries by bumping into each other or being hit by balls and other equipment	3C	a. Appropriate space allocated for whole class activities. b. Boundaries clearly marked and explained to children. c. Children to be appropriately supervised.	Teacher	3D
Pupils leaving the lesson to use the toilets.	Children going missing	1D	a. Toilets visited before leaving the classroom. b. Children never to go to toilet without permission. c. Year 3/6 toilets used depending on hall.	Teachers	1D

VENUE SPECIFIC ISSUES

Remnant food not cleaned up after dinner.	Children gaining bruises or bumps from falling on the surface.	3C	Teachers to carry out a quick assessment of hall floor as children line up outside to come in. Any debris removed.	Dinner staff/ Teachers	3D
Chairs, mats, piano and other obstacles in left in hall from assemblies/ dinner etc.	Children gaining injuries (bumps, bruises, winding and muscle strains) from collisions with objects.	2B	All staff to ensure the hall is appropriately cleared and tidy after use.	All staff Teacher	2D

Assessment by (Print Name) WILL OVERTON..... Signature ...W.Overton..... Date ...28.06.17.....
Review date (if applicable) ...28.06.18.....

Note: Any assessments carried out for expectant mothers and young persons etc must be in conjunction with Health and Safety Manager