

# Risk Assessment Form For St Johns CEVA Primary School



Area/ Department: PE lessons - **INDOORS** including LESSONS IN HALL / DANCE / GYMNASTICS / INVASION GAMES

Hazard	Lesson Type Affected	People Affected	Likelihood	Possible Outcome	Risk Potential L-M-H (Before control measures)	Reasons	Precautions or Control Measures	Risk Potential L-M-H (After control measures applied)	Reasons
Defective flooring <ul style="list-style-type: none"> <li>Wet floor</li> <li>Uneven surface</li> <li>Clean surface</li> </ul>	<ul style="list-style-type: none"> <li>Lessons in Hall</li> <li>Gymnastics</li> <li>Dance</li> <li>Invasion Games</li> </ul>	Parent Pupils Staff Public	Regular (5)	Fall (3) Major injury to one person	High	Regular x major injury 5x3 = 15	<ul style="list-style-type: none"> <li>Repair any broken surfaces</li> <li>Ensure spillages are mopped up and identified with wet floor cone</li> </ul>	Low Acceptable	2x3=6
Obstacles in Room <ul style="list-style-type: none"> <li>Additional permanent equipment in the room eg piano, benches chairs and tables</li> </ul>	<ul style="list-style-type: none"> <li>Lessons in Hall</li> <li>Gymnastics</li> <li>Dance</li> </ul>	Parent Pupils Staff Public	Regular (5)	Collision (3) Injury to one person during activities	Medium	Forseeable x major injury 3x3=9	<ul style="list-style-type: none"> <li>Children supervised at all times</li> <li>Children work within difined boundaries in the hall</li> </ul>	Low Acceptable	2x3=6
Broken Glass		Parents	Foreseeable	Cuts (2)	Low		<ul style="list-style-type: none"> <li>Regular checks of windows</li> </ul>	Low	2x3=6

<ul style="list-style-type: none"> <li>Cracked window panes</li> <li>Glass on floor</li> </ul>	<ul style="list-style-type: none"> <li>Lessons in the hall</li> <li>Gymnastics</li> <li>Dance</li> </ul>	Pupils Staff Public	(3)	Minor injury to one person		Foreseeable x minor injury 3x2=6	<ul style="list-style-type: none"> <li>Area with broken pane not used until mended /made safe</li> <li>Any visible glass shards cleared immediately</li> </ul>	Acceptable	
<p>Inadequate supervision</p> <ul style="list-style-type: none"> <li>children causing harm to self or others</li> <li>incorrect use of props for dance</li> </ul>	<ul style="list-style-type: none"> <li>Gymnastics</li> <li>Dance</li> <li>Invasion Games</li> </ul>	Pupils Staff	Possible (2)	Child in danger (3)	Low	Possible and major injury 2x3=6	<ul style="list-style-type: none"> <li>Teacher places themselves in full view of all children during activity</li> <li>Teacher establishes clear rules for use of equipment</li> <li>Children work within defined boundaries in the hall</li> </ul>	Low Acceptable	2x3=6
<p>Competence of instructors</p> <ul style="list-style-type: none"> <li>Staff not confident in use of all equipment</li> </ul>	<ul style="list-style-type: none"> <li>Dance</li> <li>Gymnastics</li> <li>Lessons in hall</li> <li>Invasion Games</li> </ul>	Pupils Staff	Foreseeable (3)	Fall/come to harm (3) Major injury to one person	Medium	Foreseeable x major injury 3x3=9	<ul style="list-style-type: none"> <li>All staff confident in techniques they are delivering to children</li> </ul>	Low Acceptable	2x3=6

							<ul style="list-style-type: none"> <li>• All staff confident in use of wall equipment</li> <li>• Children supervised at all times</li> <li>• Clear rules for use of equipment established</li> </ul>		
<p>Electrical equipment &amp; sockets /</p> <ul style="list-style-type: none"> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Dance</li> </ul>	Pupils Staff	Possible (2)	Electrocution (5) Death	Medium	Possible x Death 2x5=10	<ul style="list-style-type: none"> <li>• Ensure all electrical equipment is PAT tested and carry out visual checks prior to use.</li> <li>• All tested appliances to be labelled showing date tested / next test date</li> <li>• Mains isolating switches must be clearly labelled and accessible.</li> </ul>	Low Acceptable	2x3=6

<p>Defective Equipment</p> <ul style="list-style-type: none"> <li>• Injury</li> <li>• Electrocutation</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Dance</li> </ul>	Pupils Staff	Possible (2)	Electrocution (5) Death	Medium	Possible x Death 2x5=10	<ul style="list-style-type: none"> <li>• Any unsafe electrical items removed from use to secure location until properly repaired / disposed of</li> <li>• Visual inspections of electrical equipment prior to use.</li> <li>•</li> </ul>	Low Acceptable	1x5 = 5
<p>Defective Equipment</p> <ul style="list-style-type: none"> <li>• Wall Equipment not secure</li> <li>• Broken Equipment still out for use</li> </ul>	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Lesson in Hall</li> <li>• Invasion Games</li> </ul>	Parents Pupils Staff Public	Foreseeable (3)	Fall / cause harm (3) Major Injury to one person	Medium	Foreseeable x major injury 3x3=9	<ul style="list-style-type: none"> <li>• Inspection and maintenance of all equipment carried out regularly</li> <li>• Defective items removed and clearly marked so not used</li> </ul>	Low Acceptable	2x3=6
<p>Sports Equipment storage</p> <ul style="list-style-type: none"> <li>• Injury</li> <li>• Dust</li> </ul>	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Lessons in Hall</li> </ul>	Parents Pupils Staff Public	Foreseeable (3)	Fall /trapped under (3) Major injury to one person	Medium	Foreseeable x major injury 3x3=9	<ul style="list-style-type: none"> <li>• Equipment safely stacked</li> </ul>	Low Acceptable	2x3=6

<ul style="list-style-type: none"> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Invasion Games</li> </ul>						<ul style="list-style-type: none"> <li>• Regular inspection of areas</li> <li>• Areas kept clean and tidy</li> <li>• Children supervised at all times</li> </ul>		
<p>Use of extension leads</p> <ul style="list-style-type: none"> <li>• Trip hazard</li> <li>• Overload</li> <li>• External use</li> </ul>	<ul style="list-style-type: none"> <li>• Dance</li> </ul>	Parents Pupils Staff	Foreseeable (3)	Fall/Cut (2) Minor injury to 1 person	Low	Foreseeable x minor injury  3x2=6	<p>Careful location</p> <p>Ensure sufficient sockets provided</p> <p>Use extension leads and adaptors only when necessary, ensure they are of a suitable length (preferably no longer than 2 metres) and rated high enough for the job.</p> <p>Use of cable covers where cables are a trip hazard</p> <p>Use 1 adaptor per socket only, adaptors should not be plugged into adaptors.</p> <p>Block adaptors should not be used.</p> <p>RCD (Residual Current Device) used</p>	Low Acceptable	3x2=6

							whenever equipment is used externally.		
Manual Handling of equipment <ul style="list-style-type: none"> <li>Children lifting or carrying equipment incorrectly</li> </ul>	<ul style="list-style-type: none"> <li>Gymnastics</li> <li>Invasion Games</li> </ul>	Pupils Staff	Foreseeable (3)	Fall/come to harm (3) Major injury to one person	Medium	Foreseeable x Major injury 3x3=9	<ul style="list-style-type: none"> <li>All staff and children to be aware of numbers required for moving each piece of equipment</li> <li>Remind children before asking them to set up any equipment</li> <li>Adequate maintenance of equipment</li> </ul>		
Inadequate kit <ul style="list-style-type: none"> <li>Not wearing suitable footwear</li> <li>Jewellery being worn</li> <li>Long hair not tied back</li> </ul>	<ul style="list-style-type: none"> <li>Gymnastics</li> <li>Dance</li> <li>Lesson in Hall</li> </ul>	Pupils Staff	Foreseeable (3)	Fall / come to harm (3) Major injury to one person	Medium	Foreseeable x major injury 3x3=9	<ul style="list-style-type: none"> <li>Staff to ensure that all children are wearing suitable sports kit</li> <li>Long hair to be tied back</li> <li>Jewellery to be removed or covered (earrings)</li> </ul>	Low Acceptable	2x3=6

Risk assessment Reviewed Date \_\_\_\_\_ by Miss K O’Grady – PE Co-ordinator Signed \_\_\_\_\_

Mrs J Betts Headteacher(signature) \_\_\_\_\_

Date for next review December 2023 (unless change of circumstances indicate earlier re-assessment).

Key to “Reasons”:

<p>Likelihood</p> <p>1 = Improbable (probability close to zero)</p> <p>2 = Possible (remote chance)</p> <p>3 = Foreseeable (has been known)</p> <p>4 = Likely (at least annual)</p> <p>5 = Regular Occurrence</p>	<p>Possible Outcome (Degree of harm)</p> <p>1 = Trivial</p> <p>2 = Minor (cuts, bruises, sprains)</p> <p>3 = Major injury – 1 person (fractures / hospital)</p> <p>4 = Major injury - several persons</p> <p>5 = Death</p>	<p>Risk Potential = Likelihood x Possible Outcome</p> <p>1 – 6 = Low Acceptable</p> <p>7 – 12 = Medium Action needed</p> <p>13 – 25 = High Unacceptable</p>
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