East Renfrewshire Council

Education Department

Health and Safety in

**Physical Education (P.E)**

**Physical Activity**

**School Sport**

P.E CODE OF PRACTICE

July 2022

**CONTENTS**

1. **Introduction**
2. **General Precautions – All Activities**
3. **General Precautions - Indoors**
4. **General Precautions – Outdoors**
5. **General Precautions – Extra – Curricular Activities**
6. **Physical Education in the Primary School**
7. **Athletics**
8. **Gymnastics**
9. **Trampolining and Trampette Activities**
10. **Swimming**
11. **Weight Training**
12. **Golf**
13. **Track Cycling**
14. **Badminton**
15. **Basketball**
16. **Football**
17. **Hockey**
18. **Dance**
19. **Rugby**
20. **Netball**

**Appendix 1 – Content details/Records to be retained within P.E. Safety File**

**Appendix 2 – Goalpost Record Pro-forma**

1. **Introduction** 
   1. The recommendations contained in this Code of Practice (COP), 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 education, physical activity and school sport (PEPASS) can take place with the minimum risk of accident or injury, whilst maintaining the element of challenge which is inherent in such activities.
   2. A safety file must be kept readily available to, and understand by, all members of the Physical Education (P.E) department/staff delivering Physical Education, Physical Activity, and School Sport (PEPASS). Details of the content of this file are given in **Appendix 1.**
   3. Teachers of school children/young people, for whom this is primarily produced, must possess a recognised P.E. 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 must teach these activities. Details of these courses are available online via CPD manager. These factors have been taken into consideration in the preparation of these guidelines.
   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 must 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 school procedures.

Whenever facilities are used after normal school hours, all aspects of safety in P.E as noted in this COP must be implemented. Apparatus and equipment, other than the floor space, **must not be used** unless the instructor has recognised specific training and certification, for school staff this would be their degree to teach P.E.

* 1. 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).**
  2. A teacher, other than a teacher of P.E, involved in club activities with a potential danger element, must make themselves familiar with the safety regulations, guidance and appended risk assessments laid down by East Renfrewshire Council. These regulations being always available in the PE Code of Practice (COP) and in **Section 5** of this document.
  3. Whilst for the most part this PE Code of Practice (COP) along with the activity specific Risk Assessments will suffice for those participants with disabilities/ASN it must be recognised and strongly recommended that individual child/young person profiles should reflect the child/young person’s specific risk assessment for their involvement in a particular activity.
  4. Teachers must consider the impact of children and young people’s ASN on teaching and learning for all pupils in that class. If the impact limits teaching and learning then consideration must be given to activities, facilities and class size.

1. **General Precautions – All Activities**
   1. Good class organisation, discipline and control are fundamental to a safe lesson and due regard must be paid thereto.
   2. Potential danger is minimised when the teaching of an activity follows a carefully structured programme. This technique must be adhered to at all times.
   3. Children/young people must 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.
      * Sporting hijabs are required – long scarves secured with pins are not permitted.
      * Satisfactory arrangements must be made for children/young people involved to wear suitable clothing to ensure their safe participation in Physical Education.
   4. The age, stage and maturation of children/young people must be assessed prior to being involved in lifting activities.

Children/young people **must not** be permitted or requested to assist with the handling of large apparatus e.g. posts, bases and gymnastics equipment, unless they are wearing shoes appropriate to the working environment and have been given instruction and training in how to lift items.

* 1. Children/young people must not work in stocking soles. Bare feet must only be allowed when conditions or activity are suitable.
  2. Children/young people must be thoroughly warmed up before engaging in any activity and an appropriate cool down must take place at the end of the lesson.
  3. Personal effects e.g. jewellery, body piercings, items of religious significance, watches, hair slides and belts constitute a hazard and may cause injury if worn whist participating in Physical Education.
     + Jewellery **must be removed** prior to a Physical Education lesson due to the increased risk of it becoming caught or causing injury to the wearer or fellow participant. The wearing of any jewellery increases the risk of injury significantly.
     + It is vital that school policies and procedures support the removal of jewellery during Physical Education and Physical Activity by informing parents of the risks associated.
     + Such policies must encourage parents to allow piercing to occur at the start of the summer holidays giving sufficient time to heal away from PE lessons.
     + Children/young people, unable to remove jewellery themselves must be discouraged from wearing it to school.
     + Where children/young people wear jewellery for religious or cultural purposes the school must sensitively inform parents of the safety hazards these articles present in physical education. It must be stressed that the teacher/coach has prime responsibility for the safety of all pupils.
     + Where a decision is made to allow some types of religious jewellery then the activity must be amended to ensure the safety of the child
     + Taping of jewellery can create a perception of safety and is **not permitted** as the tape can often fall off and does not reduce the risk of compression injury.
     + The trend of other body piercing is increasing. It is not reasonable for the teacher/coach to ensure that all piercings are removed. However, the issue must be reflected within the school policy which must be consistently reinforced to parents, children and young people.
     + It is good practice to regularly refer to the removal of all piercings prior to each lesson.
     + There is a growing trend for false/very long natural nails. During physical education, physical activity, this can constitute a hazard to both wearer and others. Nails for staff and children/young people need to be sufficiently short to prevent injury to self and others.
     + It is also important that the teacher themselves are made aware of the dangers of wearing jewellery/piercings when teaching physical education, especially in those activities, which require support from the teacher.
  4. Chewing or eating is not permitted during any physical activity.
  5. Where long hair can be a hazard it must be secured for all activities.
  6. Protective clothing for participants, as recommended by the appropriate governing body, must be worn, e.g cricket, hockey
  7. Physical Education classes must be supervised at all times so far is reasonably practicable.
  8. It is imperative that Head Teacher provide teachers with a list of medical information concerning the children/young people as is relevant to the activities being undertaken.
     + Details of relevant information concerning the medical condition of children/young people, undertaking activities **must** be made available to the teacher/coach, e.g. asthmatic, allergies, epilepsy, seizure plans, diabetes and heart conditions. (This list is not exhaustive).
     + Children/young people who require the use of inhalers/epi-pens should carry them into the activity area or alternatively arrangements must be made by the Head of Establishment to ensure the required medication and a trained member of staff are on hand to administer if necessary.
     + The fullest possible co-operation of the parent/carer is necessary in making such information available to the Head of Establishment.

**IMPORTANT** - All medical information **MUST BE KEPT CONFIDENTIAL**

* 1. Where it is known that a child/young person has a medical condition, a disability or an additional support need, which could affect their participation in an activity, additional staffing for child/young person’s support must be requested by the P.E. Principal/class teacher.
* An individual child/young person’s risk assessment and individual care plan should be developed.
* Advice and guidance can be sought from Education Health and Safety.
  1. The teacher must know exactly what to do in the event of an accident, ie:
     + Have no hesitation in seeking medical advice
     + Know their school accident procedure
     + Know the location of first aid supplies
     + Be able to perform first aid or call upon school first aider to assist.
     + Have appropriate telephone numbers on hand
  2. The Principal Teacher must arrange for the detailed recording of any accident to be submitted on the Accident Incident Reporting System (AIR’s)

1. **General Precautions - Indoors**
   1. Premises – The height and floor space available must be suitable for the activity, which is taking place.
      * Radiators must be completely recessed or protected.
      * Glass, other than safety glass and including lights, must be guarded in the area available for activity.
      * Furniture and equipment must be stored so that the activity area is unobstructed. The floor must have a clean, non-skid, smooth surface. A waxed or polished floor is dangerous.
      * In changing areas adjacent to showers, care must be taken to ensure a safe surface.
   2. Equipment ­- **Within the PECOP all references to the word Goalposts or Goals should be interpreted to represent the various types of post used during activities i.e. Football Goalposts, Basketball/Netball Stands, and Hockey Goals etc.**
      * Explicit instructions and guidance must be given to children/young people on lifting and manual handling when they are required to move equipment including posts, bases and gymnastics equipment.
      * The age and physical maturity of children/young people must be taken into account when heavier items of equipment are requiring moving or carrying.
      * Appropriate equipment must be selected according to the age and stage of the children/young people.
      * Equipment must be easily accessible and particular care must 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. See **Appendix 2** for Goalpost Record Pro- forma.
      * Goalposts, backboards and crossbars must be secure and stable. Free standing goals must be anchored.
      * Equipment must be used only for the purpose for which it was designed and must 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 must 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 must be removed when not in use.
      * **Fixed and portable equipment must be subject to an Annual Inspection and Maintenance Schedule along with the daily inspection prior to immediate use.**
      * **To ensure compliance with education policies and procedures any defective equipment must be clearly labelled and removed from use and stored where it cannot be inadvertently used.**

All staff involved in PE activities must receive appropriate training in Lifting and Manual Handling techniques. A designated member of staff should be trained to conduct manual handling risk assessments.

1. **General Precautions - Outdoors**
   1. A teacher/ coach in charge of an organised games lesson must control the game and conditions of play with due regard to the safety of the children/young people concerned
      * Fixed portable equipment must be subject to an Annual Inspection and Maintenance, scheduled along with the daily inspection prior to immediate use.
      * All fixed and portable goalposts (inside and outside) must also be checked daily and prior to each use. See **Appendix 2** for Goalpost Record Sheet.
      * All inspections and checks must be recorded and will be subject to audit
      * Any defective equipment must be clearly labelled, removed from use and stored where it cannot be inadvertently used.
   2. Clothing –
      * Suitable dress, according to the prevailing weather, must 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 must conform to the laws of the game
   3. Playing Conditions –
      * In all cases the playing area should be reasonably flat.
      * It must be free from holes and clear of glass, animal faeces and other dangerous debris.
      * The teacher/coach must be aware of the effect of adverse weather, particularly frost, on the condition of the playing surface.
      * Corner flags and pitch markers must be flexible and quick release. Teacher/Coach 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/coaching staff.
   4. Control of the game –
      * Rules, which are specifically designed to prevent accidents e.g. “*Players must not lift their sticks over the heads of other players”*
      * Children/young people taking part in an activity such as e.g. cricket, softball, must be equipped as per advice from the governing body of the sport (e.g. helmets, pads etc).
   5. Emergencies –
      * Should an accident occur the game/activity must be stopped immediately and the appropriate action taken regarding the injured child/young person.
      * If a child/young person receives a head injury, concussion or spinal injury or the teacher/coach in charge suspects that such an injury has occurred then medical help (999) must be sought immediately and the parent/carer of the child/young person must be contacted immediately. **The person must not be moved**.
      * All incidents and accidents must be recorded on AIR’s.
      * First Aid measures must comply with Health and Safety Management Standard First Aid and Medical Attention.
      * For off campus activities appropriate communication procedures must be devised.
2. **General Precautions – Extra - Curricular Activities**
   1. It is recognised within Education Services that extra-curricular activities must adhere to the PE Code of Practice (PECOP).
   2. 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.
      * Children/young people who are injured or unwell or who are suspected of being injured or unwell must not be allowed to participate.
      * Parent/carer consent must be obtained.
      * The teacher/coach in charge during extra-curricular activities must have access to parent/carer emergency contact details.
      * The teacher/coach in charge must have a note of parent/carer collecting children/young person on completion of activity where required.
      * A register of attendance **must** be kept within the school. (Duty of Care)
      * The teacher/coach must be aware of the Emergency First Aid and Fire Evacuation procedures.
      * The teacher/coach must be aware of the Accident/Incident Reporting procedures.
      * The advice of the National Governing Bodies for participation and competition in each sport must be adhered to.
      * Children/young people taking part in an activity must be equipped as per advice from the governing body of the sport. e.g.: Children/young people taking part in an activity such as cricket, softball, must be equipped as per advice from the governing body of the sport (e.g. helmets, pads etc).
      * The wearing of shin guards and gum shields must be encouraged for relevant activity.
      * In games of association football, all players must wear shin guards.
      * In hockey goal keepers must wear protective clothing.
      * In games of rugby and football, schools must be affiliated to the Scottish Schools governing bodies. Rugby Union, Football Association.
      * Referees must control the game at all times.
      * In competitive games of Rugby all posts must be padded.
   3. Coaches - It is required that anyone, other than a member of the teaching staff, who is involved in taking extra-curricular (Out of School hours -) sport/activity must have current:
      * Qualification for the sport/activity delivering
      * Public Liability insurance
      * PVG certificate
      * Child protection training

The coach must receive a site specific induction e.g: Fire procedures from the Janitor.

1. **Physical Education in the Primary School**
   1. The special knowledge of the children, which the primary teacher has, is perhaps the most important factor in creating opportunities without inviting accidents.
   2. The teacher must do everything possible to ensure safety in the conditions under which the children work, and should have confidence in the ability of the children to do successfully what they choose in the situations which they are placed.
   3. It is highly recommended that teachers attend Continuing Professional Development Training as part of CLPD.
   4. Certain precautions, however need to be taken:
      * The activity area should be clear and adequately heated - It is recognised that many primary schools have dual-purpose facilities. Where these exist, the Head Teacher must develop a system to ensure that the area is cleaned, dried and inspected prior to use.
      * Whenever possible suitable clothing, which allows freedom of movement, should be worn
      * Lifting and carrying should be carefully taught - Serious consideration must be given to utilising support staff for the moving and handling of larger items of equipment, especially when P1-P3 children/young people are involved in the activity.
      * Apparatus must be placed with due regard to other groups and dangerous obstacles, e.g pianos, doors, radiators
      * All equipment and apparatus must be inspected by the teacher, with particular attention to stability, before use.
      * Broken and dangerous items of equipment must be withdrawn from use and such items must be reported immediately
      * 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
      * An acceptable noise level should be established to allow comments to be made and heard at all times.
      * Where a specialist teacher is visiting the primary school, maximum safety will result from the fullest consultation and co-operation between the head teacher, the class teacher and the specialist.
   5. **When climbing frames are used special attention must be paid to gymnastics Section 8.**
   6. **When teaching football no heading of the ball should take place when training primary aged pupils.**

**The following sports are assumed the main ones, which are taught within all 7 East Renfrewshire High Schools.**

1. **Athletics**

**Primary School: This activity must only be taught in a primary school where the appropriate equipment and facilities are available.**

* 1. Athletics, more than any 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 a good warm- up, and of keeping the body warm, should be taught to all pupils.
  2. Equipment should be checked regularly and should be of a recognised design. 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 must be used.
  3. Track Events –
     + Spiked shoes must only be worn 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’.
     + 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.
     + Hurdles must be used only in the correct direction. They are designed to fall when pupils make contact with them so they should be placed properly to allow this to happen. Pupils should not jump “against” the hurdle as this would negate the design feature.
  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 manufacturer’s instructions. **Gymnastics mats are not suitable**.
     + Wooden lathes must not be used for high jumping
     + Triple and long jump take-off boards must be firmly fixed and care must be taken in positioning them to ensure safe landings.
     + Timber or concrete pit linings must be flush with the ground.
     + Prior to use, all 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.
  5. 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 must be limited to 8 other than Discus and Hammer which must be limited to 1 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.
    - All throwing implements should be carried and retrieved singly using two hands.
    - ‘Pair’ or ‘return’ throwing is strictly forbidden.
    - The throwing surface must be dry and free of debris.
  1. Javelin –
     + Should be carried upright, with the ends protected if possible.
     + No one must run with the javelin except when making a throw.
     + Throwers must walk to retrieve the javelin when instructed to do so.
     + When not in use, Javelins should be placed vertically in a storage rack, or when a rack is not available, laid flat on the ground
  2. Discus –

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

* + - Only one 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
  1. Shot –
     + The shot should not be passed from hand to hand, but grounded and then picked up.
  2. Pole Vault and Hammer –

Where these events are taught, particular attention must be paid to the equipment specification and the recommendations provided in guidance available.

* 1. Competitions –

Recommendations concerning safety in competitions should be followed.

* 1. Cross – Country –
     + Cross-Country routes must be well chosen and clearly marked so that potentially dangerous situations are avoided.
     + Classes must be adequately supervised. All children/young people must be checked out and in at the start and finish of the run.
     + All teacher/coaches and additional staff must be made aware of emergency communication procedures, for example mobile phones/two-way radios.
     + Teacher/coaches 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.
     + Where possible, courses must be developed to ensure that all children/young people are kept in view as much as possible.
     + Courses must be regularly inspected and any obstacles removed.

1. **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/young people.

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

8.2 **Primary School aged pupils** - Where necessary, support must be given until the teacher/coach is satisfied that the pupil is able to perform the movement independently and with due competence. If a supporter is used, he/she must be carefully instructed in his/her duties and be supervised by a teacher/coach.

8.3 **The age and physical maturity of children/young people must be taken into account when heavier items of equipment are requiring moving or carrying.**

Children/young people must be trained in the care and handling of equipment and must be supervised during this induction period.

See also **Section 3** of this document.

8.4 The teacher/coach must inspect all equipment when in position and prior to use.

8.5 The apparatus must be so positioned as to ensure that the pupils 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.

8.7 Climbing Frames –

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 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 4/5 depending on age and stage.
* Restrict height necessary - ie height for age and stage of child/young person activity.
* Children/young people must not be permitted 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 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 gymnastics mat must 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.

1. **Trampolining and Trampette Activities**

**Trampoline Activities**

There is no requirement for specialist Physical Education teachers and non- specialist primary teachers in Scotland to have any additional qualifications, including Governing Bodies of Sport Awards to teach any physical activities and sports that sit within the Physical Education curriculum. Therefore as staff are qualified to degree level with a teaching qualification and registered with the GTCS, they are able to teach Trampolining,

It is however recommended that the Principal Teacher should lead staff through a full CLPL and ensure staff continue to follow the guidance under Trampolines and Trampette’s in “Safe Practice in Physical Education, School Sport & Physical Activity” before teaching a class. This is because of the absence of qualifications such as the British Gymnastics qualification, that it is strongly advised that significant, recent and relevant experience or professional learning is required to demonstrate an individual staff member’s competence to teach trampolining safely.

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. Pupils should be taught the correct procedure and the operation should always be carried out under the direct supervision of the teacher.

9.1 **Trampoline Gymnastics**

* All trampolining activities must be supervised by suitably qualified coaches or teachers.
* It is incumbent upon the teacher/coach in charge to ensure that trained spotters of suitable size are provided at each side not protected by alternative safety measures such as end decks.
* The recommended maximum number of participants to one trampoline is 8 participants.

Where more than one trampoline is to be supervised, the teacher/coach in charge must carefully assess the following:

* The age, stage of development, experience, varying ability and number and discipline of the participants.
* The teacher/coaches’ own qualifications and experience.
* Their ability to observe, advise, support and respond to the difficulties of anyone in the trampoline area.

Normally, one teacher/coach would not be expected to supervise more than 16 recreational trampolinists, without other suitably qualified coaches being in attendance.

* The teacher/coach in charge must also ensure that the person/s sliding in the “push in mat”, if not a qualified coach, is trained, and experienced, of sufficient maturity and familiar with the performer.
* The process of setting up and dismantling the trampoline must be restricted to one trampoline at a time and requires a maximum of four people.
* Children/young people must be taught the correct procedure and the operation must always be carried out under the direct supervision of the teacher/coach.
* To carry out this procedure the age, stage and maturation of the children/young people must to be taken into account.

9.2 The Trampoline –

* When the trampoline is not in use it should be locked to prevent unauthorised use.
* Trampolines must only be set up on floors which are level
  1. When the trampoline is assembled the following points should be checked:
* That all leg braces have been properly fitted and that the hinge units are securely housed
* That the hooks of the spring are properly attached, with the ends pointing downwards
* That the cables are in good condition
* That the safety pads, without which a trampoline should not be used, are in place
* That if all screws are present, these are tight
* 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
  + That the trampoline is placed well away from any overhead obstructions. The recommended minimum overhead distance for safety is 5 metres (16 feet) from the floor to the lowest hanging object.
  1. **How to unfold the trampoline:**
* When removing trampoline from store to assembly point, care must 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.
* 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 during trampolining course)
* 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.
* 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 must be removed for storage to an area remote from the activity.
* 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.
* 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.
  1. **How to fold the trampoline:**
* 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.
* Lift the end rail and fold inwards. This usually comes back with quite a force, so it is important that children/young people 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.
* Kick out the 2nd set of leg braces and with caution fold 2nd end over on top of the 1st end. Care must 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.
* 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).
* 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.
* Pick up the lower leg and fold under top leg.
* Ensure transporter hooks are correctly located and contacting folded frame before moving the trampoline to the store.
  1. Trampoline in use:

**Where more than one trampoline is in use, the ratio of teacher/coach to children/ young people must not exceed 1:16**

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

* Children/young people must 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 must wear clothing that protects knees and elbows in order to prevent friction burns. Also, clothing must not be loose and should be free from buckles and zips.
* Children/young people must mount the trampoline by climbing onto the frame and then stepping onto the bed.
* Children/young people must 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 must always be a minimum of four spotters who must be positioned round the trampoline. They must be given clear instructions as to their role and must be physically capable of performing their tasks.
* Each stage must be consolidated before progressing to the next stage.
* **Support, when required, must only be provided by the teacher/coach who holds a current trampoline teaching qualification (The certificate is valid for three years).**
* With experience, the teacher/coach can safely supervise a number of trampolines at once. In such instances, the importance of positioning to maximise observation and frequent scanning of the whole activity area, so intervention and advice may be provided, cannot be overemphasised.
  1. High Flight Rotational Skills/Somersaults (level 2 coaches only) –

These can be dangerous and novices must 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/coach must provide appropriate support at every stage. 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 must be used at the ends of the trampoline**. Floor mats must be placed round the trampoline.
* The space beneath and around the trampoline must be clear from obstruction.
* Throw mats must be used for higher level skills.
* Only 1 performer at a time must be permitted on the trampoline.

Trampette Activities

* 1. The Trampette
* The trampette must be inspected regularly for signs of wear to the bed and springs.
* Before the trampette is used the teacher/coach must ensure that the adjustment nuts are tight.
* The landing area must be at least a two-inch thick agility mat.
  1. **Use of the Trampette for Beginners**
* The trampette must 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 must start with slow, controlled practice runs of not more than five paces.
  1. **Use of Trampette at more Advanced Levels**
* Each stage must be consolidated before progressing to the next
* Only the teacher/coach must provide support at this level
  1. **High Flight Rotational Skills/Somersaults**
* These can be dangerous and novices must 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.
  1. **Teaching Somersaults**
* The teacher/coach must provide appropriate support at every stage.
* It is recommended that a second member of staff is involved and a child/young person specific risk assessment be conducted (age, maturation, physical development).
* Beginners must concentrate first on perfecting a good take-off technique and the teacher/coach must be ready to move in to check or steady the landing.

**10. Swimming**

At time of writing code of practice swimming was not taking place.

**11. Weight Training**

Teachers of weight training must have attended an approved course. **Such a course shall be practical and must be regularly refreshed.**

**11.1 General Precautions**

* Safety notices pertinent to each machine must be displayed and all children/young people made familiar with the procedures and recommendations.
* A firm, level non-slip floor is required. Mats must be used under weights.
* The room must 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 3 people in the room at any time. e.g. 1 member of staff plus 2 children/young people.
* Correct breathing technique must be taught.
* Correct training principles must be applied and progression must only be made when a child/young person is ready.
* Spotters must be used with key exercises.
* Children/young people must be trained to act as a spotter.
* A thorough warm up must be done before training starts and a cool down must take place at the end.
* The age, stage and physical maturity of the children/young people must 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 must be paid to correct technique.
* The teacher/coach 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 3 people must be in the room at any one time.
* **If the weight training area is 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.** 
  1. **Equipment**
* Teacher/coach 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 must be checked before each use for wear and tear especially pulleys and cables.
* All equipment must be inspected during the PE Annual Safety inspection.
* Children/young people must be trained in the safe handling of equipment.
* The weight (load) must be clearly marked on all equipment.
* Gloves and belts are recommended for more advanced users.
* Where barbells and dumbbells are used they must be evenly loaded and secured in place by appropriate fixings.
* Freestanding weights must be used with care and under the direction of the teacher/coach.

11. 3 **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 PE programme.
* However, where it is proposed to operate as a club activity for senior children/young people, it is recommended that teacher/coach who have the teaching qualification of the British/Scottish Amateur Weightlifters Association shall teach it.

**12. Golf**

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. On occasion high schools pupils may participate in annual golfing tournaments off site from their school.

**13. Track Cycling**

Like every sport, there is an inherent risk. With track cycling it is important that everything possible is done to minimise these risks for the safety of all children/young people.

**Velodrome staff reserve the right to remove any participant from the session if they feel they do not meet any of the following criteria.**

It is the responsibility of the school to ensure that all children/young people participating are proficient in the use of a bicycle.

* Children/young people have the appropriate physical condition to undertake 2 hours of sustained exercise is required.

The school must ensure that the participating children/young people’s timetable does not involve them undertaking physical activity prior to their Velodrome session: track cycling is a physically demanding sport and it is important that the children/young people are in the correct physical condition to participate.

Clothing

Children/young people are advised to wear sports clothes as tight fitting as possible:

* Long-sleeved t-shirt
* Shorts (Cycling Shorts)
* Trainers

**14. Badminton**

While not known as a contact sport, badminton can still produce its share of injuries. Badminton requires running, jumping and sometimes-violent swinging motions, putting all pupils and staff participating at risk. To help limit potential injury, pupils should only compete at their own fitness and skill levels.

13.1 Stretching

All pupils should warm up before competing with some stretching and light cardio activity, like running in place. Stretching limits the risk of potential muscle pulls and strains. It also gets the ankles, knees and other joints prepared for strenuous activity.

13.2 Court

The badminton playing court should be situated away free from any obstructions and potential hazards. There should also be ample room around the court’s outside boundary to permit freedom of movement and proper lighting and ventilation must be provided.

13.3 Equipment

Only legal badminton rackets and shuttlecocks should be used. Rackets that are too heavy may generate excessive power, increasing the risk of injury from routine game play and accidental collisions between teammates. Racket grips should be kept dry to prevent unintentionally throwing the racket during swings.

13.4 Game Play

During game play, all official badminton rules should be followed to ensure fairness and safety. Teammates should practice communication to avoid collisions and accidental racket strikes. At no time should the shuttlecock be played directly at an opponent. Doing so could lead to eye injuries. Also, the number of players per side should be limited according to the court size to prevent overcrowding.

13.5 Clothing

Wearing the proper footwear will help prevent ankle and knee injuries. Shoes should have excellent support and provide adequate shock absorption. Gloves may be worn to prevent hand blisters from holding the racket. Players may also opt for goggles if eye injuries are a concern, although two good ways to avoid eye injuries are to always keep the racket up for protection and to never turn to watch a teammate’s swing.

13.6 Technique

Knowing the proper way to play shots will limit the chances of suffering wrist, elbow and shoulder injuries. Holding the racket too tightly while playing may result in elbow inflammation, which is more commonly known as tennis elbow. Using rackets that are too light or too heavy may also contribute to elbow inflammation

**15. Basketball**

Basketball is a relatively safe and injury free game and requires very few preparations to start play. There is not much equipment used for physical safety. However, basketball is a contact sport, regardless of whether you play offence or defense, there will be contact. Therefore, it is important to observe safety measures while playing basketball, to avoid possible injuries including ankle sprains, finger injuries, muscle strains and knee tendinitis.

15.1 Warm – Up

Warm-up is an essential part of playing basketball.  Ensure that before each session pupils do a set of warm-ups, stretches. Some basic stretches are enough.

15.2 Court

Where basketball match takes place on marked courts, the court perimeter must be free from hazard with a safe zone of at least 1.05m around the edge. Any protruding obstacles should be removed or made safe behind and in line with the backboards. If playing outdoors, care should be taken to ensure there is no debris or loose gravel on the court and if playing as gets darker no holes on the court.

15.3 Game Play

During game play, all official basketball rules should be followed to ensure fairness and safety. Teammates should practice communication to avoid collisions and accidental racket strikes. At no time should the shuttlecock be played directly at an opponent. Doing so could lead to eye injuries. Also, the number of players per side should be limited according to the court size to prevent overcrowding.

**16. Football**

16.1 3G artificial pitches

3G artificial pitches used by schools for affiliated football is required to be tested, following which it will appear on the 3G Football Turf Pitch Register. Schools league match football is affiliated so pitches used for this purpose will need a test to be performed.

Where used for only for lessons and friendly matched, the inspection requirement would not necessarily be applied. However, for regular and correct maintenance of what is a costly investment, it be seen to be good practice to follow this procedure.

16.2 General Rules/ Precautions

* Studded and bladed boots should be maintained to an appropriate safety standard.
* The wearing of shin pads at all times is recommended where competitive matches are being played and encouraged to wear them during lessons that involve a game or match play. Where students do not have shin pads, staff should manage the situation to ensure the safety of all participants.
* Pupils may wear glasses during football lessons.
* Goal posts, netting and corner flags should be checked regularly for safety
* Heading of the ball – focus on quality of heading and not quantity, staff should implement steps to reduce and remove repetitive and unnecessary heading from the lesson

**17. Hockey**

17.1 Personal Protective Equipment

* The wearing of shin pads at all times is recommended where competitive matches are being played and encouraged to wear them during lessons that involve a game or match play. Where students do not have shin pads, staff should manage the situation to ensure the safety of all participants. Some pads offer protection for the ankles as well as for the shins, which is useful for hockey.
* It is highly recommended that at all levels of hockey, pupils should wear a mouth guard. If schools decide to make mandatory, then decisions should be made to whether the school provides all those affected a mouth guard and parents buy a replacement if lost or if parents should purchase for their children.
* Staff must check who has their mouth guard at the start of each lesson, where pupils do not have one, they should not be excluded from the lesson but the lesson must be made safe for all participants.
* If decision is taken that mouth guards are not mandatory then schools must ensure that parents are provided with information directly so they can make informed decisions regarding supplying discretionary PPE equipment for their child.

17.2 Safe Training

* Always warm up and stretch before playing
* Staff to inspect the field to make sure there are no holes or other obstacles, including debris and broken glass. Store extra sticks, balls, and other equipment well off to the sides of the field.
* Players should seek to develop and exercise good stick and ball control at all times. Controlled pushing should be well established before the introduction of hitting. Learn and use proper techniques.
* Goalkeepers should try to remain on their feet whenever possible

**18. Dance**

Dance allows pupils in health and physical education classrooms to express themselves physically and creatively while exploring rhythm, timing, and connections to music.

Staff should be well informed about, and able to apply effectively, the principles of safe exercise practice when completing risk assessments of specific dance exercises and movements, especially in relation to:

* Developing and monitoring safe, effective and correct dance technique
* Developing safe technique for lifting or supporting others weight (when appropriate)
* Helping pupils to develop flexibility, muscular strength and endurance, cardiovascular fitness for dance
* Providing opportunities for rest and recovery based on the demands of the dance activity

18.1 General rules and precautions

The amount of floor area required for safe practical work indoors depends on the number of pupils taking part, their age and mobility, and the type of activity planned. It is recommended a minimum of three square metres per pupil for primary dance and five square metres per pupil in secondary dance in order to enable pupils to move safely and freely when engaged in dance sessions as part of the curriculum. Different dance styles can require varying amounts of space.

Any mirrors in dance space used should be made of toughened, shatterproof glass.

Barefoot work is safest for dance, because the toes can grip, barefoot work approves aesthetics by allowing the foot and toes to move through a full range of flexion and extension, which in turn strengthens the muscles, bones and joints. Decisions about the appropriateness of bare feet for dance should consider the type of contact between the floor and feet. Where the condition of the floor makes it unsuitable for barefoot work, pupils are permitted to wear clean, soft footwear.

Fixed equipment such as dance barres should be stable, substantial in design and able to accommodate participants of different ages and abilities.

**19. Rugby**

19.1 Inspections

Regular inspections by an approved external provide and the need for staff to monitor the condition of equipment each time they use it is highly important. The frequency of inspections must take into account any public use and the risk of vandalism where equipment is permanently in situ.

Pitches should be inspected prior to use, and such inspections documented.

19.2 Precautions

Staff should ensure their involvement in demonstrations does not place students in a potentially harmful situation. If staff must join a team to make numbers, they must avoid full contact and do not tackle pupils.

**20. Netball**

Netball is a team sport played in a controlled environment. Because of this, there are several netball health and safety rules and regulations. Netball injuries associated with balance, overstretching, and pivoting are most prevalent.

20.1 Warm – Up

Warm-up is an essential part of playing netball.  Ensure that before each session pupils do a set of warm-ups, stretches. Proper stretching that focuses on the hamstrings, ankles and quads is necessary

20.2 Precautions

* Players should keep fingernails, short and well trimmed.
* Players with long hair must have it suitably tied back.
* No adornment or jewellery, including earrings, should be worn
* Netball courts should be level and flat, with no loose objects. Where netball is played in same area of other sports, such as tennis, staff must be sure holes used for net posts have covers in place and that they are flush with the surface.
* Check the netball [net is fixed at the proper height](https://www.theukrules.co.uk/rules/sport/netball/equipment-list.html) and secured in the correct position.
* The rules allow for some [physical contact](https://www.theukrules.co.uk/rules/sport/netball/obstruction-contact-rule.html), but it cannot be 'forced'. You cannot use physical force to hurt or endanger another player

**Appendix 1**

**Safety File**

Each PE Department must be familiar with the location of the P.E. Safety File, the contents of which should be readily accessible to all staff - Teaching and non-teaching staff, engaged in Physical Education. The file must be held centrally and when PE 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 school/centre.

The following information MUST be provided within this file:

 Code of Practice for the Safe Teaching of Physical Education (PECOP)

 An electronic record of annual safety checks

 Teacher Training records for Lifesaving/Trampolining/Weight Training/Risk Assessment Training and Manual Handling Techniques Training

These are: Responsibility for Health, Safety and Welfare

**Health and Safety Management Policies**

 Electricity at Work

 Fire Safety

 First Aid and Medical Attention

 Incident Reporting and Investigation

 Infection Control

 Legionella

 Lone Working

 Manual Handling

 New and Expectant Mothers

 Personal Protective Equipment (including RPE)

 Risk Assessment

 Training and Induction

 Transport Safety

 Violence at work - Managing Distressing, Challenging and Violent Behaviour

 Work Equipment

 Workplace Welfare

The above documents can be accessed using the following link –

<http://intranet.erc.insider/article/1042/Topics-Health-and-Safety>

**Appendix 2**

**Goalpost Record Pro-forma**

|  |
| --- |
| **PLEASE USE BLACK INK AND BLOCK LETTERS** |

**1**

|  |
| --- |
| Goalpost Reference |
| Goalpost Location |
| Specify types of anchors in use |

**The following checks must be undertaken daily and prior to each use.**

**2 CHECKS**

**Items/Areas to check:**

• Are the goals firmly secured with anchors?

• Missing nuts/bolts or signs of movement in sockets e.g. crossbar/folding supports

• Bent sections or other damage to any part of the goal

• Condition of net cords, net hooks and netting e.g. missing, broken or ripped or torn

**3 Record of Checks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Checked by | Reason for Check | Findings | Action Taken |
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