



**Education Services**

**Physical Education**

**Physical Activity**

**School Sport**

**Safety File**

**PE Code of Practice**



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## ii: PE Code of Practice Health and Safety Information

**MSF 5** Responsibilities for Health, Safety and Welfare

### **Health and Safety Management Standards**

- 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://www.goglasgow.org.uk/Link/ManagementStandards/>

### **Appendices**

Appendix 1	List of Important Phone Numbers Pro-Forma
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# 1: Introduction

## 1.1

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.

## 1.2

The PECOP must be readily available to, and understood by, all members of the PE Department/staff delivering Physical Education, Physical Activity, and School Sport (PEPASS). Details regarding the contents of this file are given in **Appendix 3**.

## 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.

## 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 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.

The Coach for out of school hour activity (OOSH) must also 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. (see 1.6 and 1.9 below)

## 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, guidance and appended risk assessments laid down by GCC. These regulations being always available in the PE Code of Practice (COP) and in Section 5 of this document.

## 1.7

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.

## 1.8

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.

## 1.9

Whenever facilities are used after normal school hours (Out Of School Hours) all aspects of safety in physical education as noted in the PE Code of Practice (COP) 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: General Precautions – All Activities

### 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. This technique must be adhered to at all times.

### 2.3

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.

### 2.4

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.

### 2.5

Children/young people must not work in stocking soles. Bare feet must only be allowed when conditions or activity are suitable.

### 2.6

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.

### 2.7

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 whilst 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 e.g. ring of life - covered with a sweat band
- 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.**
- **Children/Young people whose piercing cannot be removed or whose nails are not deemed to be a sufficient length will, where possible, be given a separate low risk activity to complete in activities where it is deemed a safety issue.**
- It is also important that the teacher/coach 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/coach.

## 2.8

Chewing or eating is not permitted during any physical activity.

## 2.9

Long hair is a hazard and must be secured for all activities

## 2.10

Protective clothing for children/young people, as per risk assessment per activity, as recommended by the appropriate governing body must be worn.

- 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).

## 2.11

Physical Education classes must be supervised at all times so far as is reasonably practical.

- We want all our children and young people to participate in PE as we place a high priority on the improvement of children's health and wellbeing.
- Non-participants impact upon effective supervision and the inherent safety aspects of the activity and the participants. In addition non-participants can have a detrimental effect on learning and teaching outcomes.
- For non-participants the Head of Establishment will require to make supervision arrangements

Either:

- Out-with the teaching area  
or
- Directed to alternative PE. ie: written task related to activity/feedback to peers.

## 2.12

It is imperative that Heads of Establishment and/or Senior Managers provide teacher/coaches with a list of medical information concerning the children/young people as is relevant to the activities being undertaken and this information is included in the safety file.

- 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.
- (Contact Senior HR officer responsible for SFIW training in relation to First Aid and administration of medicine).
- 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**

## 2.13

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 Services Health and Safety Section.



## 2.14

The teacher/coach must know exactly what to do in the event of an incident, accident or a pupil becoming unwell 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 Health and Safety Management Standard Incident Reporting and Investigation.
- Have appropriate phone numbers on hand - See **Appendix 1** (These points must be covered at the induction into the school)

## 2.15

### Diabetic pump

Dependant on the type of PE activity, i.e. physical/contact/impact etc. children/ young people must determine, in conjunction with the PE teacher/coach whether they should be required to remove the needle.

- If so, they must check their bloods prior to the start of the activity and then remove the needle and cover with protective cap before participating in the activity.
- At the end of the activity, children/young people must again check their bloods and re-insert the needle (younger children may need help with this).

All teachers/coaches/school staff involved in supervising exercise must:

- Be aware of those children/young people using an insulin pump. Inform the child/young person of the nature of the exercise and duration so that they can decide if they need to disconnect their pump. (younger children may need help with this).
- Check that the child/young person has reconnected their pump at the end of the activity (younger children may need help with this).
- Be aware of children/young people with diabetes in their care and the effects of exercise on their blood glucose levels.
- Ensure the child/young person has taken a blood glucose reading just prior to the activity to check that it is safe to take part. This is particularly important for swimming (younger children may need help with this).
- Carry hypoglycaemia treatment with them and know where the emergency kit box is located. In larger schools it is a good idea to keep one in the PE Department.
- Allow the child/young person to take a bag with them if it contains emergency supplies e.g. drinks and snacks

- Be able to recognise and treat a hypoglycaemic episode.
- If planned exercise is prolonged (i.e. 45 minutes) the child/young person may need an additional drink and snack before and/or during exercise. (See Individual Health Care Plan).
- Note that older children/young people may alter their insulin around exercise so always check with them first as they may not need to eat a snack.
- Encourage the child/young person to check their blood glucose reading at the end of the activity if required (younger children may need help with this).
- Contact the parent/carer for advice if the blood glucose is outside an acceptable range according to their IHCP. If below 4mmol follow the hypoglycaemia protocol.

## 2.16

### **Wearing glasses and Physical Education**

- Dependent on the activity, over spectacle goggles can be worn. Alternatively, parents/carers may wish to purchase plastic lens glasses.
- If children/young people require to wear glasses to see better, then they must be encouraged to wear them.
- Glasses must fit snugly and should preferably be secured with a sport band.
- For children/young people seriously committed to team and contact sports, a special pair of 'Sports Glasses' must be worn.

## 2.17

### **Hazards**

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
- Water hazards (cross country)

## 2.18

### **Incidents and Accidents**

All incidents and accidents must be recorded on the HANDS Incident Reporting System. Refer to Health and Safety Management Standard Incident Reporting and Investigation.

## 3: General Precautions – Indoors

### 3.1

#### Premises

The height and floor space available must be suitable to 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.

### 3.2

#### 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 8** for Goalpost Record Sheet.
- Goalposts, backboards and crossbars must be secure and stable. Free standing goals must be anchored. See **Appendix 8** for Goalpost Record Sheet.
- 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. **Appendix 8**
- 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.

## 4: General Precautions – Outdoors

### 4.1

Whilst retaining the enthusiasm and determination, which are associated with field games, every reasonable step must be taken to prevent the occurrence of accidents.

### 4.2

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 and 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 8** 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.

### 4.3

#### 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.

### 4.4

#### 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.

## 4.5

### 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).

## 4.6

### 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 the HANDS Incident Reporting System. Refer to Health and Safety Management Standard Incident Reporting and Investigation.
- 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.

## 5: General Precautions - Extra-Curricular activities

### 5.1

It is recognised within Education Services that extra-curricular activities must adhere to the PE Code of Practice (PECOP).

### 5.2

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 permission slips 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.

### 5.3

#### 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 - OOSH) 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, AMEY/CORDIA facility officer.



## 6: Physical Education in the Primary School

### 6.1

**All teachers/coaches must make themselves familiar with the contents of the Code of Practice and Risk Assessments in Physical Education.**

[http://www.goglasgow.org.uk/content/UserGenerated/file/GO%20Health%20Safety/Code\\_of\\_Practices/PE\\_Code\\_of\\_Practice.PDF](http://www.goglasgow.org.uk/content/UserGenerated/file/GO%20Health%20Safety/Code_of_Practices/PE_Code_of_Practice.PDF)

### 6.2

Special consideration must be given to the capabilities of primary children/young people with respect to age, stage and physical maturity.

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. (Manual Handling Techniques Training required)

### 6.3

It is highly recommended that teachers attend Continuing Professional Development Training as part of CLPD.

### 6.4

Certain precautions, however must to be taken:

- The indoor area must 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/coach must inspect all equipment and apparatus with particular attention to stability, before use.
- Improvised apparatus **must not** be used.
- The teacher/coach must establish basic rules on the use of apparatus e.g. number using the equipment, height restrictions etc.
- Reference must be made to the relevant risk assessment documentation.

### 6.5

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

### 6.6

**When climbing frames are used special attention must be paid to gymnastics Section 8.**

## 7: Athletics

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

### 7.1

Athletics, requires the teacher/coach to be aware of the need for safety precautions.

Good discipline and well-planned class organisation are vital. The importance of an adequate warm-up and of keeping the body warm must be impressed on all children/young people.

### 7.2

Equipment must be inspected regularly for defects and must 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 may cause injury.
- When indoor athletics are being taught only recognised indoor equipment must be used.

### 7.3

#### 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.

### 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 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.

## 7.5

### 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.
- 'Pair' or 'return' throwing is strictly forbidden.
- The throwing surface must be dry and free of debris.

## 7.6

### Javelin:

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

## 7.7

### 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 1 child/young person must throw at a time.
- Other children/young people must be at least six metres behind the thrower.
- In wet conditions the discus must be dried before each attempt.

## 7.8

### Shot:

- The shot must 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'***

<http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwi37YmN7I7ZAhUKLcAKHa5kBOUQFggnMAA&url=http%3A%2F%2Fuka.org.uk%2FEasysiteWeb%2Fgetresource.axd%3FAssetID%3D20510%26type%3Dfull%26servicetype%3DAttachment&usg=AOvVaw0zQLUQOOmBazp7AfpBuCw8>

## 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 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.

## 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/young people.

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

### 8.2

**Children/young people in a primary school must not be used to support other children/young people in learning a new skill.**

Where necessary, support must be given until the teacher/coach 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 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 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 teacher/coaches should be familiar with the equipment that they are using.

### 8.8

Primary teachers are encouraged to attend Continuing Professional Development Training. It should be noted that in the case of gymnastics where a primary teacher has limited technical knowledge, guidance and/or in-service training 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 4/5 depending on age and stage.
- Restrict height necessary - ie height for age and stage of child/young person.
- 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.

## 9: Trampolining and Trampette

### 9.1

#### Supervision

Teacher/coach 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 2 days. All relevant safety procedures and basic skills of trampolining together with appropriate methodology will be covered.

**Teacher/coach must attend a refresher course every three years.**

#### Trampoline Gymnastics

- All trampolining activities must be supervised by suitably qualified British Gymnastics 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, 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.

It is reasonable to remove and return from storage more than one trampoline at a time, where the safety procedure is executed.

**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) and Trampoline Code of Practice provided by British Gymnastics is acknowledged.**

## 9.2

### The Trampoline

- When the trampoline is folded and not in use it must 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.

## 9.3

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

- All leg braces must be properly fitted and the hinge units are securely housed.
- Hooks of the springs are properly attached, with the ends pointing downwards.
- All cables are in good condition.
- Safety pads, without which a trampoline must not be used, are in place.
- Allen screws are present and these are tight (if required).
- Ensure 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.
- 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.

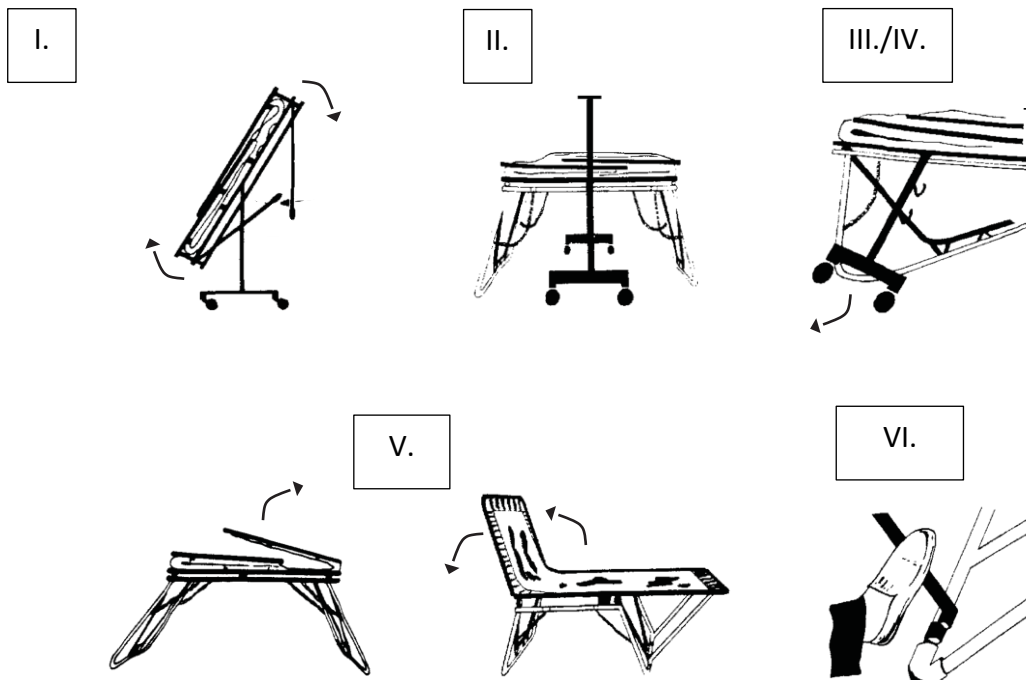


## 9.4

### How to unfold the trampoline:

- I. 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.
- 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 during trampolining course)
- 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 must 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



## 9.5

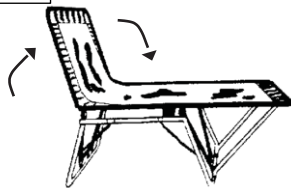
### How to fold the trampoline:

- 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 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.
- III. 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.
- 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.

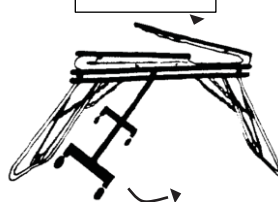
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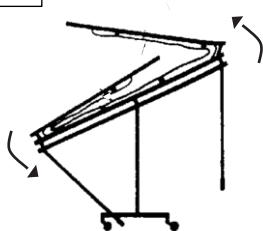
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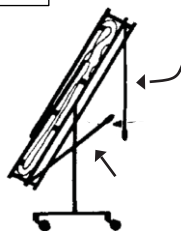
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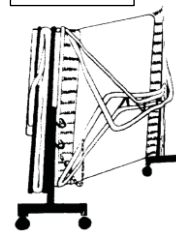
V.



VI.



VII.



## 9.6

### The 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.

## 9.7

### 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

### 9.8

#### 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.

### 9.9

#### 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.

### 9.10

#### 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

### 9.11

#### 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.

### 9.12

#### 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

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

- The Head of Establishment and or the Principal Teacher of Physical Education must ensure that staff qualifications are up to date and current.
- Only those teachers with current lifesaving certificates must be teaching in a school pool.
- Teachers must attend an update lifesaving course every two years.

## 10.1

### Curricular swimming: General Procedures

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 must be held in the Physical Education Safety File and recorded on all staff training files. **Appendix 2**
- The National Rescue Award for Swimming Teachers and Coaches (NRASTC) is valid for 24 months from the date of achievement recorded on the certificate.
- 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.
- All teachers must be aware of the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) of the pool they are working in. If the member of staff has cause for concern it must be reported to the Head of Establishment and steps taken to address the concern, which may lead to the closure of the pool.
- OUT OF SCHOOL HOURS DELIVERY: Other teacher/coaches must hold a current lifesaving/lifeguarding qualification and a qualification in swimming teaching - Scottish Amateur Swimming Association (SASA) qualified to minimum UKCC Level 2.

## 10.2

### Curricular Swimming: School pool - during the normal school day:

Swimming groups under this heading include children/young people 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

The National Rescue Award for

Swimming Teachers and Coaches

(NRASTC)

### School Swimming 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 in a pool supervised by one adult qualified in terms of Section 10 is:

#### Primary classes

**School Pool** must not exceed 25

**Public Pool** must not exceed 25

#### Secondary classes

**School Pool** must not exceed 25

**Public Pool** must not exceed standard class size

- The **maximum** number in a class is **25 pupils** (Class sizes maybe smaller reflecting the risk assessment for those participants with disabilities/additional support needs).
- Teachers **must** consider the impact of children and young people's ASN on teaching and learning for all pupils in the class. If the impact limits teaching and learning then consideration must be given to activities, facilities and class size.
- It is assumed that all children/young people in the group are participating in swimming.
- **For those not participating in swimming the Head of Establishment will require to make supervision arrangements out with the pool area. (See Section 2 of this Code for further information).**
- Teaching must be carried out from the poolside where the teacher can see and be seen.

- Teachers must be appropriately dressed to deliver swimming, clothing worn must not impede the ability to effect a rescue, for example, T-shirt, shorts and appropriate footwear are considered suitable.
- The emergency drill must be clearly displayed in the pool area.
- 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.
- In order to assess that the emergency drill would be effective in an actual emergency, all swimming teacher/coaches 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.**
- **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.**
- The School Swimming Pools **must always** be locked when not in use.
- Swimming groups must not be allowed into the pool area without supervision by a qualified teacher.
- 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 head count of the class must be made at the beginning, during and end of the session.
- Children/young people are required to wear appropriate swim wear.
- Where hair is deemed hazardous it must be secured within a swimming cap.
- Some cultures require particular garments to be worn to conform to their religious traditions and beliefs. Satisfactory arrangements must be made for children/young people involved to wear suitable clothing to ensure their safe participation in the activity.

### 10.3 Emergency Poolside Procedures

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.

- Two lightweight reaching poles (with ring and buoyancy aid and or with lifesaving hook).
- Two specialised throwing aids, for example the Horseshoe Lifebuoy or a throwing rope.
- Grab bags (foil blankets and first aid kit) should be located at poolside in case of emergency.
- Specialised equipment **MUST ONLY BE USED** for the purpose for which it was designed.
- First Aid box (appropriately stocked) and a telephone with a direct outside line **MUST** be available at the poolside and should remain on poolside.
- It is the responsibility of the Head of Establishment to ensure that all first aid boxes are adequately stocked.
- All teacher and other responsible persons must be aware of the location of the first aid box.
- All pools must have a separate poolside alarm.
- 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.

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



## 10.4 Medical Information

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

- The fullest possible co-operation of the parent/carer is necessary in making such information available to the Head of Establishment is essential.
- The teacher must be made aware of any medical information relevant to children/young people, undertaking the activity of swimming.
- Details of relevant information concerning the medical condition of children/young people, undertaking the activity of swimming must be made available to the teacher (for example, asthma, epilepsy, diabetes and heart conditions) using form MC48 (**Appendix 4**) and or individual risk assessment.
- Children/young people who require the use of inhalers/epi-pens must carry them into the pool area or arrangements must 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.
- It is particularly important that staff accompanying are capable of dealing with attacks of epilepsy. Information should be sought from the British Epilepsy Association.
- In circumstances such as these, the teacher/coach may require additional assistance.

## 10.5 Swimmers with Disabilities

**In the case of a child/young person with disabilities or ASN, integrated into a swimming programme, advice may be sought from the appropriate Head of Establishment on the level of support that may be required. A health and safety/physicare assessment maybe required prior to commencement of swimming lessons.**

The teacher must be aware of the ASN and any additional requirements for the child/young person prior to the lesson.

- It is essential that Heads of Establishment provide the teacher, but especially those involved in the teaching of swimming with appropriate medical information.
- Head of Establishment must ensure a helper accompanies children/young people with disabilities on a **1:1 basis** until such time as the qualified teacher becomes fully conversant with the abilities of each individual.
- The **maximum** number in a class is **25 pupils** (Class sizes maybe smaller reflecting the risk assessment for those participants with disabilities/special needs).
- Teachers must consider the impact of children/young people's ASN on teaching and learning for all pupils in the class. If the impact limits teaching and learning then consideration must be given to activities, facilities and class size.

## 10.6

### Curricular Swimming: Non School pool - during the normal school day

#### Primary classes

**Public Pool must not exceed 25**

#### Secondary classes

**Public Pool must not exceed standard class size**

- A minimum of one person who must possess a qualification in Physical Education and a qualification in lifesaving and teaching.
- In addition to the above, Lifesaving duties are the responsibility of the managers of the pool concerned. However the teacher/coach must make sure that there is adequate cover on the poolside.
- Education Services do not and cannot delegate the duty of care (*Woodland vs Essex County Council*) for the safety of children/young people 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 are being taught.
- While operating in such a pool, the Head of Establishment or nominated representative, by means of risk assessment, must be satisfied that the pool is suitable, including the provision of details of the written operating procedures and that the appropriate staffing arrangements have been made for the children/young people in terms of safe lifeguarding provision e.g. a minimum of two qualified lifeguards.
- **Lifeguard must remain on site at all times.**
- 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.

## 10.7

### General Swimming: School pools (Non curricular - school use only)

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

Swimming sessions at:

- prior to the beginning, or after the end of the normal school day.
- lunchtime (including staff swimming).

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

### 10.8

Two Lifeguards are required for general swimming at all times

### 10.9

**Programmed Swimming school pools - during the normal school day under letting conditions**

- During this period there should be no programmed/general swimming

### 10.10

**Programmed Swimming School pools - after the normal school day under letting conditions**

- Programmed swimming under the heading involves community groups and takes place in the evenings and at weekends and the requirements are:
- 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 Services or nominated representative.

If a request is approved, then there must be at least 2 coaches both of whom must possess a minimum of the RLSS National Pool Lifeguard Foundation module (with or without a qualification in swimming teaching).

- **in school pools greater than or equal to two metres deep**
- **in pools less than two metres deep**

#### **Either**

RLSS  
National Pool Rescue  
Lifeguard Qualification  
(NPLQ)

#### **Or**

RLSS  
The National Rescue Award for  
Swimming Teachers and Coaches  
(NRASTC)

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.

### 10.11

#### **Swimming sessions involving parents/carers and toddlers groups - during the normal school day under letting conditions**

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 Services or nominated representative.

**During this period there should be no programmed/general swimming**

### 10.12

#### **Diving - during school programmed swimming**

**Diving is not permitted within the Primary Swimming Programme.**

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

The teacher/coach must ensure, that diving is undertaken in a safe manner and with continuous supervision throughout the duration of the activity.

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

- Divers must check, before entering the water, that there are no swimmers in the diving area.
- Running dives are not permitted
- Diving should only be permitted into water 1.8 metres or deeper.
- Only very flat racing dives are permitted into swimming pools less than 2.7 metres deep.
- The following are recommended:

#### **DEPTH OF POOL**

1.5 - 1.8 metres

1.8 - 2.7 metres

2.7+ metres

#### **RECOMMENDED DIVE**

Sitting dive only

Flat racing dives

Steeper entry dives from the poolside

- Where diving to 2.7m or more is an integral part of the curriculum, all children/young people must be warned that ear damage may occur. Parental/Carer permission must be sought for children/young people under 16 years for this activity.
- The use of platforms and springboards are not permitted during school programmed swimming.

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

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

If approved the teacher/coach 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 NRASTC Qualification and must always supervise from the poolside;
- The maximum number of people under instruction must not exceed eight per qualified teacher/instructor.

### **10.14 Sub-Aqua and Snorkelling in School 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.

# 11: Weight Training

Teachers/coaches 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.**

## 11.2 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: Skating

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.

### 12.1

- Staff must adequately supervise children/young people.
- Staff must have a means of communication with the school (Mobile phone).
- Staff in charge of children/young people must have access to parental/carer emergency contact details.
- First Aid provision at the skating venue must be confirmed before the visit.
- Clothing must be suitable and must cover most of the body including the hands.



## 13: 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. Therefore, all regulations stipulated by the facility as well as those noted in Management Circular No. 48: School Excursions and Educational Visits must be adhered to.

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

### 13.1

#### Outdoors

- The surface should be grass, synthetic grass or a mat. The landing area must be a secure, open space with ample distance for the ball to run out.
- Children/young people must be instructed in the safe handling of the clubs.
- Clubs must have good grips and secured heads.
- Balls must be stored in a suitable container.
- The strikers must be well spaced so that no child/young person could possibly be hit by the club of another striker.
- Markers must be used to define the strikers' area.
- Practice swings must only be allowed in the striking area.
- Children/young people awaiting a turn must wait out of range behind the striker.
- Children/young people must be taught always to look behind before swinging the club or striking the ball.
- No more than 8 children/young people must be striking the ball at any one time.
- All children/young people must strike the ball in the same direction.
- Balls must only be retrieved on the command of the teacher/coach after all children/young people have stopped striking the ball.

### 13.2

#### 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 must also be applied indoors.

In primary schools it is recommended that golf should only be taught using the Sport Scotland '*First Club Golf Resource*'.

# 14: 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 (MC48).

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

## 14.1

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.

## 14.2

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.

## 14.3

### Maximum Numbers

- The track cycling opportunity is for 15 pupils. (No teacher participation allowed on track).
- Where a school for example can only use 5 of the 15 places over the 4 week session, another school will be allocated the remaining slots.

## 14.4

### Clothing

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

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

## 14.5

### Programme

- Children/young people must be able to attend **all 4 sessions** as a group.
- The skills programme is developed over the 4 weeks.
- If a child/young person misses a session they cannot re-join the group in following weeks.
- Substitute or replacement children/young people will not be accepted after week 1.

## 14.7

### Accreditation Sessions (level 3 & 4)

**Appropriate children/young person from schools who have completed the 4 week block successfully maybe invited to attend Level 3 and Level 4 accreditation sessions.**

## 15: Audio Visual and IT

### 15.1

Before moving equipment, checks must be made that any covers and carrying handles are securely fixed.

### 15.2

If using a trolley, checks must be made that it moves freely and that it is rigid and stable in structure.

### 15.3

All cables must be inspected to ensure they are free from damage and if mains cables, they must have a properly fitted and correctly fused plug.

All cables must be subject to the annual electrical safety inspection regime as detailed within Education Services Health and Safety Management Standard Electricity.

### 15.4

If equipment has detachable cables, only correctly matched connectors must be used and all cables connected and checked before the electrical supply is turned on.

### 15.5

Guidance and advice must be sought from the Principal School Technician, Technician Support Service or City Building (Glasgow) LLP inspection staff.

### 15.6

Defective equipment must be removed from use and stored appropriately. It must be labelled accordingly to ensure equipment is inspected and repaired.

## 16: Further Information

The following are CPD Courses available found on CPD Manager. Several courses are compulsory prior to teaching activity/sport.

### **Air Track Training**

### **Autism in PE (Delivered through Scottish Disability Sport)**

### **Disability Inclusion Training (Delivered through Scottish Disability Sport)**

### **Free Weights Training**

Such a course shall be practical and must be regularly refreshed.

### **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 (Compulsory prior to teaching Swimming)**

- This course leads to the Royal Lifesaving Society qualification National Rescue Award for Teachers and Coaches of Swimming (NRASTC). It will give up to date skills and techniques in rescues and CPR.

### **Manual Handling Training (Delivered through H&S team)**

### **Risk Assessment (Delivered through H&S team)**

### **Trampolining (Compulsory prior to teaching) (Delivered through British Gymnastics)**

- 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.

**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 Code of Practice are advised to consult the recognised authority for the activity/sport.**

**A list of associations from whom advice on training courses and recommended safety practices may be obtained from:**

### **National Governing Bodies (NGB)**

#### **Sportscotland**

- Website [www.sportscotland.org.uk](http://www.sportscotland.org.uk)
- Email [library@sportscotland.org.uk](mailto:library@sportscotland.org.uk)

# Appendices

## Appendices

- Appendix 1 List of Important Phone Numbers Pro-Forma
- Appendix 2 Teachers/Leaders Training Record
- Appendix 3 Content details/Records to be retained within P.E. Safety File
- Appendix 4 Primary Swimming Programme ONLY Parent/Carer consent form
- Appendix 5 Example Normal Operating Procedures - Risk Factors
- Appendix 6 Emergency Action Plan
- Appendix 7 Sun Safety Information
- Appendix 8 Goalpost Record Pro-forma
- Appendix 9 Concussion in Youth Sports

# List of important phone numbers

1

Appendix 1

Name of Establishment
Address

2

Contact details	Name	Phone Number
Head of Establishment		
School Office		
Janitor		
P.E. principle (if applicable)		
Fist Aider		
Local Doctor Surgery		
Nearest Hospital		
Department Mobile Phone Number		

# Teacher/Leaders Training Record

Appendix 2

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

Award	Venue	Depth	Date	Expiry

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 Services

# Safety File

## Appendix 3

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: MSF 5      Responsibility for Health, Safety and Welfare

### Health and Safety Management Standards

- 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://www.goglasgow.org.uk/Link/ManagementStandards>



# Primary Swimming Programme

Appendix 4

Pupil Name	Date of Birth
Primary School	
Dates of Block	
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 out with educational establishments.</p> <p>The Primary Swimming Programme is an essential part of the curriculum that is provided by Education Services and all Primary 5-7 children must take part in the programme. This parent/carer consent form must be completed for all pupils. 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>	

2

Medical Information		
a. Does your son/daughter suffer from any condition requiring medical treatment including medication? If YES please give brief details.	Yes	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?	Yes	No
c. Is your son/daughter allergic to any medication?	Yes	No
d. Has your son/daughter received a tetanus injection in the last five years?	Yes	No
e. Does your child suffer from any condition that may affect their ability to take part in the swimming programme? If YES, please give brief details.	Yes	No
f. I undertake to inform the teacher in charge/head of Establishment as soon as possible of any changes in the medical circumstances between the dates on which this form is signed and the start of the swimming block.		

<p>Declaration: I agree to my son/daughter receiving medication as instructed and any emergency medical, dental or surgical treatment, including anaesthetic or blood transfusion, as necessary by the medical authorities present. I may be contacted by phoning the following numbers:</p>
--



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 teacher on the activity.  
A copy must be retained by the head of Establishment.**

## **Privacy statement for Primary Swimming Programme**

### **Who we are:**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

### **Why do we need your personal information and what do we do with it?**

You are giving us your and your child's personal information to allow us to provide your child with a swimming programme. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal basis for using your information:**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you

We may also need to process more sensitive personal information about your child in order to protect your vital interests/vital interests of others in circumstances where we will not be able to seek your consent.

### **Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. This will normally be for the duration of the academic year. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

### **Your rights under data protection law:**

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - III. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

#### **Information you have given us about other people:**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people in the event of an emergency. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

#### **Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

[If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints)

#### **More information:**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)  
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

# Normal Operating Procedures – School Pools

Appendix 5

## 1

### Risk Factors

- Medical records of “at risk” children/young people to be available within the PE department.
- Those with swimming related problems must be highlighted in class register.
- All users should be advised of risks of consuming alcohol or food prior to swimming.
- When weak swimmers are swimming in this pool it is normal practice to restrict the area available by the use of lane markers.
- 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.
- Shallow diving and sitting dives are only permitted by competent divers at the deep end and under teacher instruction.
- 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.
- External doors leading to the pool **must** remain locked at all times when the pool is not in use.

## 2

### Pool Emergency contact procedure

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:

- Within the gymnasium
- PE Base
- In the school office
- On the school pitches

- Any incident or accident should be reported using the Glasgow City Council Electronic recording system and the Principal Teacher/PEPASS Manager notified as soon as possible.

### 3

#### Teaching ratio

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

- One teacher to teach a maximum of 25 children (Primary).
- One teacher to teach a maximum of 25 young people (Secondary).
- Maximum bather load, regardless of teacher numbers, for this pool is \_\_\_\_\_

### 4

#### Signage

- A notice will be displayed on the access doors when the pool is out of order.
- The emergency drill must be clearly displayed in the pool area.
- Appropriate signs must be clearly displayed, for example, 'Emergency Telephone', 'Deep End', 'Shallow End', 'Depth' (now in metres), 'No Diving' and 'Fire Exit'.

### 5

#### Pool procedure

- All classes/groups must practice the emergency pool clearance once per term and be taught to respond immediately.
- No person will be allowed access to the pool unless instructed to do so by the Physical Education teacher
- No spectators are permitted on the poolside during scheduled lessons

### 6

#### Poolside Equipment

- Code of practice 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.
- The First Aid box and resuscitator is located within pool area.
- The emergency telephone must 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.

7

## Outside Groups

### Programmed Swimming School pools - after the normal school day under letting conditions

- Programmed swimming under the heading involves community groups and takes place in the evenings and at weekends and the requirements are:
- 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 Services or nominated representative. Lets must be booked through Glasgowlife not School or Glasgow Education Department.
- Groups Granted use of the pool must conform to the NOP and EAP
- If a request is approved, then there must be at least 2 coaches both of whom must possess a minimum of the RLSS National Pool Lifeguard Foundation module (with or without a qualification in swimming teaching).
- **in school pools greater than or equal to two metres deep**
- **in pools less than two metres deep**

**Either**

RLSS  
National Pool Rescue  
Lifeguard Qualification  
(NPLQ)

**Or**

RLSS  
The National Rescue Award for  
Swimming Teachers and Coaches  
(NRASTC)

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.

# Emergency Action Plan – School Pools

## Appendix 6

### 1

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

- Evacuate the pool
- Exit by the nearest fire door
- Assemble in designated assembly point

### 2

In the event of lighting failure/sun glare/structural failure

- If the quality of light available is likely to jeopardise the safety of the pool users, the pool should be evacuated.
- If sun glare is impacting on vision and clarity and is likely to jeopardise the safety of the pool users, the pool should be evacuated.
- In the event of structural failure the pool must be evacuated.
- Emergency lighting must be switched on when pool is in use.

### 3

In the event of serious injury to child/young person or the discovery of a casualty in the water:  
The emergency drill procedure should be applied to include:

- Signal - is three blasts of the whistle.
- Child/young person will be instructed to evacuate the pool and sit against the wall at the point of exit from the pool.
- Poolside alarm must be activated.
- Teachers must make themselves aware of where the poolside alarm rings through to e.g. Office/PE Base.
- If no other adult is present – use emergency phone to contact office or call 999.
- Where resuscitation 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 must be sent for as soon as possible.



- Any PE Staff made aware of an emergency situation must report to the poolside ensuring their own class is left in a position of safety.
- Helpers must also report to the poolside for further instructions.
- The class teacher must initially assume the role of the team leader.
- Classes left unsupervised by a teacher offering emergency assistance must be allocated a teacher as soon as possible.

# SUN SAFETY INFORMATION

## Appendix 7

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.

Children/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:

- 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.
- 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 must not be so loose as to endanger them during physical activity.
- Be particularly vigilant with fair-skinned children/young people and very young children, whose skin reacts quickly to sunburn.
- Be aware of the particular vulnerability of children/young people with freckles or moles on their skin. Encourage to check for themselves without causing unnecessary alarm.
- Seek parental/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/young people.

# Goalpost Record Pro-forma

Appendix 8

**PLEASE USE BLACK INK AND BLOCK LETTERS**

1

**Goalpost Reference**

**Goalpost Location**

**Specify type 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