

Policy and Practice Guidance

Title:	PHYSICAL EDUCATION
Purpose:	To ensure the safe use of equipments and apparatus used with physical education environments
	Education Department Health and Safety Operational Policy

1. POLICY

Exercise is vital in maintaining and improving the health and well being of children and young people and schools play an important role through the provision of physical education. However, as sports injuries to young people account for approximately 20% of admissions to hospital accident and emergency departments, it is essential to ensure that safe practices and procedures are followed in physical education.

The **Education Department** has adopted the **guidance** 'Safe Practice in Physical Education', produced by the **Association for Physical Education (afPE)** as the recognised standard for physical education safety matters. The Department will however retain the decision process and where applicable modify the guidance to meet local needs or interpretations.

The afPE Guidance is to be used as the main source of reference and advice on safety matters by staff teaching physical education in the **Education Department**. Additionally, the **Education Department** has issued a policy document on Swimming.

Equipment used in physical education must be fit for purpose, maintained regularly and serviced on an annual basis by a competent person. This will be co-ordinated by the **States of Jersey Property Holdings Department** on an annual basis and where appropriate on a routine basis depending upon needs

Suitable arrangements are made for dealing with any equipment damaged between annual inspections.

The safety of premises used for physical education activities must be ensured.

Physical education must only be taught by appropriate teachers or responsible adults who would be deemed competent to do so by virtue of their training and experience.

2. RISK ASSESSMENT(S)

Risk assessments must be undertaken as appropriate and these should refer to safe systems of work in place and will include details relating to:

- the use of apparatus and any other equipment, including personal protective equipment and manual handling of equipment / apparatus
- erecting and dismantling apparatus including assistance from pupils
- indoor physical environment especially when the space has other uses e.g. as a dining hall
- outdoor physical environment including the effects of inclement weather / exposure to sun
- specific to on and off site sporting activities, including transportation arrangements
- off-site activities, including transport arrangements
- minimum qualification levels required of teaching staff and the use of non-specialist teachers and instructors
- supervision arrangements

- use of supply teacher cover
- use of volunteers
- age, physical capability and behaviour of pupils
- teaching group size
- non-participation by pupils
- special medical needs of pupils e.g. asthma
- dress code, including footwear and jewellery
- potential risks to new or expectant mothers
- infectious diseases

The use of trampettes is not permitted

The use of freestanding goalposts is not permitted. (See Appendix 1)

An assessment of first aid arrangements must be made and measures put into place to ensure suitable provision is made. This should include off-site provision.

3. Responsibilities of Head Teachers and Heads of Service

Heads are responsible for ensuring that:

All teachers who teach physical education have access to a copy of the most up to date **afPE** guidance (see paragraph 6 below).

All PE teachers are aware of the sources of competent advice and assistance available to them.

Staff receive the appropriate training, information and guidance.

Safe systems of work are in place including regular inspections of environment and equipment.

Risk assessments have been undertaken and measures are in place to control the identified risks to health and safety.

The first aid risk assessment takes account of the special risks inherent in the provision of physical education.

Accidents are properly recorded and investigated, including those off-site.

The equipment and environment are maintained to the appropriate standards including the elimination or control of hazards.

The standards are adhered to and local procedures are complied with.

4. Responsibilities of Staff

Staff are responsible for complying with the standards and with local procedures and reporting deficiencies to the appropriate person for remedial action as soon as possible.

5. Sources of Advice and Assistance

The Education Department's Head of Facilities Management can be contacted via the Department on: 445504

- General advice and assistance on health and safety issues including risk assessment training and the provision of model risk assessments

Schools and Colleges team, Education Department

- Advice on the provision of PE training
- Referral to a specialist source of advice

6. Further Information

- 'Safe Practice in Physical Education' - **Association for Physical Education (afPE)**.
- The new 'Millennium' edition includes information on risk assessment, risk monitoring and risk control. Copies cost £44.99 plus £6-50 postage from afPE Publications, Room 117, Bredon, University of Worcester, Henwick Grove, Worcester, ER2 6AJ. Tel: 01905 855 584– email: enquiries@afpe.org.uk

Model risk assessments are available from the **other Departmental policies relating to:**

- **The Education Department** Administration of Medication in Schools Policy
- **The Education Department** First Aid Policy
- **The Education Department** Swimming Policy
- **The Education Department** Workplace Health and Safety Policy
- Advice from the Football Association regarding portable football posts (at Appendix 1)

GOALPOST SAFETY

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
2. Portable goalposts must be secured as per the manufacturer's instructions.
3. Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn.
4. Regular inspections of goalposts must be carried out to check that they are properly maintained.
5. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
6. Nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks that cannot be replaced.
7. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
8. There is no BS/CEN or PAS standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal or plastic goalposts

For reference, you should note that The FA and BSI developed a standard for future purchases of mini-soccer goalposts - PAS 36:2000. Most other size of goalposts are covered by BSEN 748 (1996). Copies of both of these standards are available from BSI.

The FA together with representatives from the industry, sports governing bodies and Government have prepared guidelines for pitch users and pitch providers together with technical parameters for goalpost manufacturers. It is anticipated that details of these will feature on the FA's website - www.thefa.com

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