

Risk Assessment for Children's Services (Schools).



Assessment Title:	PE - Football (Outdoors- Away Fixture)	Ref. Number	SPPE0017
-------------------	---	-------------	----------

School Name:	Meanwood CE Primary School	School Address:	Green Road, Leeds, LS6 4LD
--------------	----------------------------	-----------------	----------------------------

Date Assessment Undertaken: 01.09.23	Name of Assessor (print): JAMIE CAHPMAN	Assessor Signature: Jamie Chapman	Assessment Review Date: 01.09.22
---	--	--------------------------------------	-------------------------------------

Name of Head Teacher / Centre Manager (print): JAMIE CHAPMAN	Head Teacher / Centre Manager Signature: Jamie Chapman	Name of Chair of Governors (print): VERITY STEWART	Chair of Governors Signature: Verity Stewart
---	---	---	---

Main Legislation and/or Information Source:	- Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.
---	--

Guidance:
This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes above may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment's control measures.
6. The Visit Leader is responsible for completing the 'Action' and 'Complete Y/N (Date)' columns.

Once criteria 1-6 have been satisfied, you should remove the 'Sample' watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says 'No Watermark' or 'Page Layout' – 'Watermark' – 'Remove Watermark' or 'DESIGN' - Watermark – Remove Watermark.

Risk Assessment for Children's Services (Schools).

What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?
Child welfare: • Dehydration. Exhaustion.	Pupils/staff	<ul style="list-style-type: none"> • Access to drinking water. • Adequate rest periods. Eating, drinking and chewing gum are not permitted whilst participating in this activity.	Children will be told to bring their water bottles with them from school.
Slips, trips and falls	Pupils/staff	<ul style="list-style-type: none"> • Suitable playing surface, i.e. soft enough to safely accommodate falls during tackles. • Corner flags must be flexible and sufficiently high so as not to be a hazard to falling players. • Suitable footwear to be worn. • Marker discs or thrown-down lines used in place of markers or posts. • Markers or posts used during lessons must be fit for purpose; height and size must not compromise safety. 	Staff member to ensure that the surface is suitable to play on.
Supervision and instruction	Pupils/staff	<ul style="list-style-type: none"> • Dynamic risk assessment prior to lesson. • Staff competent and experienced to teach activity. • Appropriate adult – pupil ratio for supervision in line with age group. • Pupils must not be left unsupervised at any time. If staff are called away the activity must be stopped. • Staff follow recognised teaching progressions, guidelines and Football Association regulations/guidance. • Football Association guidance, appropriate to the age and skill level of individual pupils, to be followed at all times. • Pupils to be informed of relevant rules, instructions, procedures, information and basic skills. • Written schemes of work must be in place. • Records must be kept for attendance, skills, tasks and levels of performance attained. • Class/group size suitable in relation to space available. 	When at an away fixture the staff member will not referee the match. The staff member will ensure that they are on the side-lines and supervising any children who may not be playing.
Weather extremes	Pupils/staff	Grounds man or tournament organisers can call the game off in extreme weather conditions.	The staff member will contact the venue (other school) and discuss if the event is safe. If deemed unsafe or unsuitable because of the weather the match will be postponed or cancelled and parents will be informed.

Risk Assessment for Children's Services (Schools).

<p>General state of the pitch:</p> <ul style="list-style-type: none"> • Uneven ground. • Presence of holes. • Presence of foreign objects. 	Pupils/staff	<p>Staff to check state of ground before the play begins and during the day.</p>	<p>Staff member to do a sweep of the playing area before the start of the match and bring any concerns to the attention of the opposing team staff member. If unsuitable the match will be postponed or cancelled.</p>
<p>Balls:</p> <ul style="list-style-type: none"> • Too hard. • Damaged (i.e. peeling leather). 	Pupils/staff	<ul style="list-style-type: none"> • Balls pumped to appropriate pressure. • Staff to check balls for damage prior to use. • Damaged balls are thrown away when the leather peels off. 	<p>Staff member will take two balls with the team which have suitable and safe pressure.</p>
<p>Footwear</p> <ul style="list-style-type: none"> • Inappropriate footwear for conditions (danger of slipping/risk of injury). • Sharp studs 	Pupils/staff	<ul style="list-style-type: none"> • Staff checks footwear for sharp studs before matches. • Staff must ensure: <ul style="list-style-type: none"> ○ Pupils are wearing footwear appropriate for the surface they are playing on. <p>Appropriate studs are being worn, not sharp and in good condition.</p>	<p>All children will play in football boots if on grass. If on a 3G or artificial surface, the children will be required to wear suitable trainers. No shoes.</p>
<p>Jewellery</p>	Pupils/staff	<ul style="list-style-type: none"> • All jewellery has to be removed or taped up before a match. Referee checks this. <p>Each player to be responsible for removing their own jewellery before matches</p>	<p>No jewellery to be worn during the match.</p>
<p>Conduct of players</p> <ul style="list-style-type: none"> • Dangerous play • Physical violence 	Pupils/staff	<p>School plays to FA rules. The referee can caution or send off players in breach of these rules.</p>	<p>If the staff member deems a player on the team to be playing recklessly or dangerously they will be immediately substituted or taken from the field.</p>

Risk Assessment for Children's Services (Schools).

<p>Physical injuries from normal play. i.e. contact with other persons / objects</p>	<p>Pupils/staff</p>	<ul style="list-style-type: none"> • Players: <ul style="list-style-type: none"> ○ Should warm up and cool down properly before matches. ○ Must report pre-existing injuries or medical complaints to supervising staff prior to taking part in the activity. ○ Shin pads must be worn for all competitive matches where there is a risk of injury. • Supervising staff: <ul style="list-style-type: none"> ○ Must have access to an adequately stocked first aid kit. ○ Must have a relevant and up to date first aid qualification. Suitable first aid provision immediately available; paediatric first aider for foundation stage or qualified first aider for KS1 and KS2. • In the event of an accident, all activity must cease immediately and emergency procedures be enacted. A CF50 Accident & Incident Form must be completed as soon as possible after the event. Schools H&S Team must be informed a.s.a.p. if a pupil is referred to hospital. 	<p>First aid kit to be taken to all matches. The staff member must have a relevant first aid qualification.</p>
<p>Clothing</p>	<p>Pupils/staff</p>	<ul style="list-style-type: none"> • Long hair must be tied back. • All personal effects must be removed. • Suitable footwear to be worn dependent on the condition and nature of the playing surface. • Shin pads must be worn for all contact matches where there is a risk of injury. <p>Clothing must be suitable for the activity and the environmental conditions.</p>	<p>Children will be in a school football kit. Children will be informed that they must wear shin pads.</p>
<p>Manual handling</p>	<p>Pupils/staff</p>	<ul style="list-style-type: none"> • Pupils must be given clear instruction about safe lifting techniques and how to cooperate effectively with others in the process of setting out equipment. • Staff must wear appropriate footwear and clothing. • Dynamic risk assessment of manual handling completed by teacher prior to commencement of lesson. • Loads broken down where possible. <p>Pupils not allowed to move heavy, large or unstable apparatus.</p>	
<p>Equipment</p>	<p>Pupils/staff</p>	<ul style="list-style-type: none"> • Corner flags must be flexible and sufficiently high so as not to be a hazard to falling players. • Goalposts, whether fixed or portable, must not be improvised and must comply with recognised safety standards and be made secure at all times. • Equipment must be fit for purpose. 	<p>Staff member to ensure that the equipment being used is suitable and safe.</p>

Risk Assessment for Children's Services (Schools).

		<ul style="list-style-type: none"> • Goalposts must be inspected prior to each lesson and any broken/damaged equipment must be removed from use immediately. • Marker discs or thrown-down lines used in place of markers or posts. <p>Markers or posts used during lessons must be fit for purpose; height and size must not compromise safety.</p>	
Playing surfaces – outdoor	Pupils/staff	<ul style="list-style-type: none"> • Suitable playing surface, i.e. soft enough to safely accommodate falls. • Playing surface checked for litter, faeces, rabbit holes, etc. before each lesson. • Pitches marked out safely. • Regular maintenance of playing surfaces. <p>Adequate run-off areas at the sides and edges provided.</p>	Sweep to be made by the staff member. If any concerns are monitored to be brought to the attention of the opposing staff member.
Sharp objects and stick hazards	Pupils/staff	Playing surface checked for sharp objects and hypodermic needle before lesson and cleared in accordance with school COSHH procedures.	Sweep to be made by the staff member. If any concerns are monitored to be brought to the attention of the opposing staff member.
Hazardous Substances	Pupils/staff	<ul style="list-style-type: none"> • Playing surface checked for faeces before lesson and cleared in accordance with school COSHH procedures. <p>Bodily fluids cleared immediately in accordance with school COSHH procedures.</p>	Sweep to be made by the staff member. If any concerns are monitored to be brought to the attention of the opposing staff member.
Falls on the level	Pupils/staff	<ul style="list-style-type: none"> • Suitable first aid provision immediately available; paediatric first aider for foundation stage or qualified first aider for KS1 and KS2. • In the event of an accident, all activity must cease immediately and emergency procedures be enacted. • If a head and/or spinal injury is suspected, the injured pupil must be kept as still as possible until expert medical help arrives. <p>A clear record of the incident must be completed as soon as possible after the event.</p>	First aid kit to be taken to all matches. The staff member must have a relevant first aid qualification.
Heading	Pupils/staff	<ul style="list-style-type: none"> • REFER to FA Guidelines on Evolve under PE tab. • No heading in training in the foundation phase (primary school children) • Graduated approach to heading for children in the development phase U12-U16 • U18 heading drills should be reduced, to take into consideration the heading exposure in matches • Don't over inflate the footballs: use the lowest pressure authorised by the Laws of the Game 	During any warm up activities or drills, heading will not be practiced.

Risk Assessment for Children’s Services (Schools).

		<ul style="list-style-type: none"> • Heading should not be introduced in training for U11 and under. • Only practise heading with age appropriate footballs • Consider eliminating practises which do not directly contribute to improving heading technique for the game, for example: juggling the ball with the head • Stop heading practices immediately if a player begins to feel dizzy, has altered vision, is unwell, has headache or experiences other unusual symptoms 	
Muscle damage	Pupils/staff	<ul style="list-style-type: none"> • Appropriate warm-up exercises must be completed at the start of the lesson. • Activities must be appropriate for the age, capability and size of the pupils. <p>Dynamic risk assessment of manual handling completed by teacher prior to commencement of lesson.</p>	First aid kit to be taken to all matches. The staff member must have a relevant first aid qualification.
EQUIPMENT	Pupils/staff	<p>Clean equipment between uses:</p> <ul style="list-style-type: none"> – Identify who will regularly maintain the equipment hygiene e.g. balls, cones, goalposts and bibs; – Thoroughly clean the equipment e.g. balls, cones, goalposts, etc.; – Bibs should not be used unless they can be washed between sessions. <ul style="list-style-type: none"> • Limit sharing of equipment where possible: <ul style="list-style-type: none"> – Ensure equipment is handled as little as possible by as few people as possible; – Each participant should bring to training their own water bottles, sun cream and medication each of which should be clearly labelled with their name. • Have strict hand hygiene: <ul style="list-style-type: none"> – If individuals are going to share equipment, including balls, always ensure the individuals’ hands are thoroughly cleansed using alcohol-based hand gel, if clean running water and soap are not available, before and after use. 	
School identified hazards?	Who might be harmed?	Evaluate the risks. Control Measures	What further action is necessary?

ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s).

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?