

**THE HIGHLAND COUNCIL
RISK ASSESSMENT SHEET**

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SHEET NO: _____

PE Departments coming out of lockdown (rev 4 August 2020)

This part of the risk assessment process focuses on PE Departments. Education Scotland have prepared guidance on safe practice in physical education, which will be available in time for the return to school in August. The risk assessment will require to be reviewed at this time.

The reopening of schools will require many changes that need to be made as well as preparations, particularly for practical subjects such as PE. The current guidance is that schools can return without physical distancing of pupils. Within the context of a full return to school, and to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk from Covid-19 these should be encouraged. As a precautionary approach therefore, secondary schools should encourage distancing where possible between young people particularly in the senior phase. Distancing should be implemented in a proportionate way. Importantly, schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school.

As previously stated, this guidance focuses specifically on PE in schools but obviously any changes in these areas can only be made as part of a whole school approach and Heads of Department should make sure they liaise with other parts of the school when considering these issues. It is important to emphasise that the whole procedure for re-opening schools to pupils should be led by risk assessment, particularly in relation to coronavirus. It is hoped that the following will help address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for pupils and staff.

Please note, the following risk assessments for PE are necessarily generic in nature. These risk assessments below are in addition to the ones that will already be in place for managing health and safety in PE (e.g. sporting activities, managing contact sports, etc.). Circumstances will vary significantly across Highland schools: pupil rolls, numbers and location of teaching rooms and outdoor facilities, their dimensions and arrangements will all differ from school to school. This means that the following generic risk assessments will require tailoring to the individual requirements of each school. Further, it is likely there will be other issues specific to individual schools which will have to be risk assessed and added to the ones below. To that end, some blank boxes have been left to accommodate this.

Further advice can be obtained from the Highland Health Protection Team and the Council's Occupational Health, Safety and Wellbeing Team (OHSWT).

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Service: Education	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED:				Name of Assessor: Mr. M Dillon	
Area: North	PE Risk Assessment – Duration of Covid-19				Date completed: 24/11/20	
Location: Dingwall Academy	Highland Council RA – Amended by M Dillon to make specific to the Dingwall Academy PE Dept.				Date of Review: 04/01/21	
AMMENDED PE RA – BASED ON HIGHLAND BEING IN TIER 1 or LOWER						
STEP 1	STEP 2	STEP 3	STEP 4			STEP 5
List potential Hazards here:	List groups of people at risk from hazards including most vulnerable:	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)			List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:
Covid -19 infection risk within PE department (general)	Staff and pupils	As per school RA, staff and pupils must wash/sanitise their hands before or on entering the PE department and again when leaving. Where soap and water are not readily accessible hand sanitiser should be made available in the PE dept, as required. Where tissues are used, bin immediately, then wash hands. Staff and pupils should cough into the crook of the elbow or tissue. Avoid touching eyes, nose and mouth with unwashed hands. Bin(s) available lined with plastic bag. Bags secured and disposed of as per HC policy. Classroom work – where possible, 2m	3	1	3	

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		<p>physical distancing between pupils.</p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture. Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished by FM/Cleaning as required. Desks to be sanitised between use.</p> <p>Any concerns with standards of cleanliness should be first reported to M Dillon or K Cormack as per school RA.</p> <p>Physical distancing for staff will be required (minimum 2m) e.g. in PE bases. Open windows.</p> <p>Classroom work – where possible 2m distancing between staff and pupils. Where physical distancing is not possible face covering to be worn by staff and pupils.</p>				
<p>Movement in and around the PE department.</p>	<p>Pupils</p>	<p>Pupils will enter the Games Hall using the one-way system. All pupils will sanitise hands at one of the four stations set out.</p> <p>Pupils must enter through an IN door and exit through a specific OUT door.</p> <p>Staff should control movements in and out of classrooms/halls or through doors to the outside. If pupils are in a gym or games hall and going outside, use could be made of external fire and emergency exits.</p> <p>All classes will have specific registrations</p>	<p>3</p>	<p>1</p>	<p>3</p>	

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		<p>areas. A maximum of two classes can registrar in the GYM or GH1 at any one time and we will make use of outside registration points where possible and required.</p> <p>Where possible, doors will be wedged open to avoid the need to touch doors when passing through. Note: internal fire doors must not be wedged or propped open.</p> <p>Pupils in Changing rooms – Boys 3 and Girls 2 should enter the GYM or the Games Hall from the side door next to the senior social area. Pupils in these changing rooms should also use the fire door at the bottom of the stairs for going out and in for PE lessons.</p>				
Changing Rooms	Staff and pupils	<p>Use of changing rooms will be minimized and controlled.</p> <ul style="list-style-type: none"> • Pupils with PE periods 1-3 will come to school changed. • At the end of the day pupils will not change and simply collect their bags and travel home in PE kit. • There is a strict changing room TT to control where each class changes. • Pupils are encouraged to spend as little time in changing rooms as possible. • The school is making use of a stretched TT consisting of mainly double periods throughout the week to minimize class change overs. 	3	1	3	

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		<ul style="list-style-type: none"> • If staff need to enter of pass through a changing room for any reason masks must be worn at all times. • Currently, pupils will not change at the Leisure Centre. 				
Activities	Staff and Pupils	<p>All activities will be guided by Scottish Government and individual Governing body guidelines. All pupil may now take part in contact and non-contact activities both indoors and outdoors.</p> <p>Equipment can be used both indoors and out as long as it can be safely sanitized. Please see use of equipment for equipment sanitation procedures.</p> <p>At the end of the lesson classes if pupils are early they will be assembled in the gym/games hall waiting to move onto next class.</p> <p>If weather does not permit outside activities for practical NPA, use of halls and the gym could be made where physical distancing is reduced or not needed.</p> <p>Set up in advance of pupils coming in or entering a classroom. Can use be made of other social areas if physical distancing is required?</p>	3	1	1	

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<p>Virus transfer through the handling of shared equipment and resources e.g. Chromebooks, books, etc. in the classroom.</p>	<p>Staff and pupils</p>	<p>Avoid sharing of common resources by ensuring pupils have access to their own equipment where possible. E.g. keep their own ball for drills.</p> <p>Any theory work done in class will be done using chrome books or the pupils own jotter.</p> <p>Any homework issued will be done using GC assignments.</p> <p>Any test or assignments completed will be kept in school and marked in school by staff.</p> <p>Where possible pupils will be kept in the same team or groups for practices etc. Use of SPORT EDUCATION as a vehicle to teach team sports.</p>	<p>3</p>	<p>1</p>	<p>3</p>	
<p>Virus transfer through the handling of shared equipment in practical PE activities – Indoors and outdoors.</p>	<p>Staff and Pupils</p>	<p>Classes will be stopped early to leave time for clean any equipment/benches after use allowing time to do that. Staff will take responsibility for this.</p> <p>Pupils will hand sanitize before entering the dept.</p> <p>Pupils will hand sanitize at the end of lessons before they leave their facility. This will be doe regardless of any equipment use. Pupils must not enter changing rooms without having done so.</p> <p>All equipment sued during the lesson will be sanitized by staff before the next lesson.</p>	<p>3</p>	<p>1</p>	<p>3</p>	

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		<p>Where possible, pupils will use their own piece of equipment for the duration of the lesson e.g. same badminton racquet, same basketball.</p> <p>No use of bibs indoors. Bibs may be used outdoors if freshly washed and pupils use the same bib for the duration of the lesson.</p> <p>There should be no handshakes at the beginning or end of any activity.</p> <p>There should be no sharing of water bottles.</p>				
Specific to PE Indoors	Staff and Pupils	<p>Classes will have a clearly designated facility and area where they will register.</p> <p>As a precautionary approach, physical distancing will be encouraged where possible during class, particularly in the senior phase.</p> <p>Each indoor teaching area will have assigned areas for the teacher next to each white board. This will be clearly marked with tape to ensure 2 m spacing.</p> <p>Where staff have to move around the facility and support young people with practical tasks, but cannot socially distance from young pupils, masks should be worn.</p>	3	1	3	

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		<p>Teacher demonstrations/explanations should be done in an appropriate space where 2m distance can be maintained from learners.</p> <p>Where possible pupils will be kept in the same team or groups for practices etc. Use of SPORT EDUCATION as a vehicle to teach team sports.</p> <p>Where there are pupils in class who require additional support teachers may need to work in close proximity with pupils. Where this is the case masks must be worn by the teacher.</p>				
<p>Specific use of the Leisure Centre</p>	<p>Staff and Pupils</p>	<p>The Leisure Centre (LC) staff will be issued with a TT so staff at the LC know exactly when classes will arrive at the facility.</p> <p>Pupils will change and register at the school then walk down.</p> <p>The teacher and pupils will enter the Games Hall using fire door round the back.</p> <p>Staff and pupils must sanitise their hands using the Dingwall Academy sanitiser that is stored in the bunker nearest the fire door.</p> <p>No LC equipment apart from badminton</p>	<p>3</p>	<p>1</p>	<p>1</p>	

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		stands and nets will be used. These will be set up by leisure centre staff. Volleyball net will be set up by staff only.				
First Aid – cross contamination	Staff	Where an accident does occur or first aid is required, staff will follow the school’s policy on the administration of first aid as set out in the whole school RA and the HSE Guidance on administering first aid during the Covid-19 pandemic. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	3	1	3	
Activities – All generic rules apply to all activities undertaken on the curriculum.	Gymnastics	Floor Work only Apparatus where there is no are no touch points for hands etc. E.g. trampettes, balance beams, spring boards etc. Mats should be sanitized after use. Pupils to work in a maximum of groups of three.	3	1	1	
	Team Sports Basketball Volleyball Football Hockey Rugby (Non-contact) Dodgeball Handball	Where possible, pupils should keep the same ball for individual skills. Where possible, groups practices and teams should stay the same for the duration of the lesson. An enhanced focus should be placed on individual skills where possible.	3	1	3	

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	Netball	<p>Balls must be sanitized at the end of each lesson.</p> <p>Small sided games should be used</p> <p>5 v 5 or similar in football, hockey, rugby, Netball.</p> <p>3 v 3 or similar in basketball, volleyball, handball.</p>				
	Badminton	<p>Pupils will be issued with a racquet at the beginning of each lesson and will use the same racquet for the duration of the lesson.</p> <p>Racquets handles should be sanitized at the end of each lesson.</p> <p>Staff will set up and put away nets and stands at the start of and end of lessons.</p>	3	1	3	
	Fitness, Running, Cross Country.	<p>Any fitness equipment used must be sanitized after use.</p> <p>Where possible, pupils should be set up to work individually.</p>				
	Social Dance	<p>Strict hand sanitizing before and after (no change to current PE procedures).</p> <p>Where possible, we will create bubbles of 8 pupils. This will cover most dances e.g. 4 x pairs, Virginia reel etc.</p> <p>There will be no progressive dances where partners constantly changed during the</p>	3	1	3	

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		<p>dance.</p> <p>Where possible, practice steps will be learnt socially distanced from partner.</p> <p>If dancing in close proximity for a significant amount of time, pupils will be requested to wear masks, particularly for senior phase.</p> <p>Pupils may opt to wear a mask during the dance.</p> <p>If weather permits, classes will be taken outside to dance using a portable sound system.</p> <p>There will be a greater focus on Line Dancing to allow for a greater percentage of social distancing during class.</p>				
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Assessor Signature	Morris Dillon	Grade / Location	Faculty Head @ Dingwall Academy	Date	24/11/20
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