

RISK ASSESSMENT FOR: Sports Hall & Classroom



KENT COLLEGE
CANTERBURY

✓	REASON FOR THE RISK ASSESSMENT
	This risk assessment was completed for the sports hall & upstairs classrooms. The purpose of this is to highlight any potential health & safety risks and review control measures in place.
	Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23 SS - Gym.docx Procedure Note - Emergency evacuation during an examination

<p>This risk assessment is for: The sports hall and classrooms</p> <p>Completed by: Linden Lockhart</p> <p>Position: Director of Sport</p> <p>Signed: Linden Lockhart</p> <p>Date: 18/3/25</p> <p>Next review due date: 17/3/26</p>	Likelihood	<table border="1"> <tr> <td style="background-color: #008000; color: white;">4 Allow</td> <td style="background-color: #ffcc00;">8 Mitigate</td> <td style="background-color: #ff0000; color: white;">12 Avoid</td> <td style="background-color: #ff0000; color: white;">16 Avoid</td> </tr> <tr> <td style="background-color: #cccccc;">3 Accept</td> <td style="background-color: #008000; color: white;">6 Allow</td> <td style="background-color: #ffcc00;">9 Mitigate</td> <td style="background-color: #ff0000; color: white;">12 Avoid</td> </tr> <tr> <td style="background-color: #cccccc;">2 Accept</td> <td style="background-color: #008000; color: white;">4 Allow</td> <td style="background-color: #008000; color: white;">6 Allow</td> <td style="background-color: #ffcc00;">8 Mitigate</td> </tr> <tr> <td style="background-color: #cccccc;">1 Accept</td> <td style="background-color: #cccccc;">2 Accept</td> <td style="background-color: #cccccc;">3 Accept</td> <td style="background-color: #008000; color: white;">4 Allow</td> </tr> </table> <p style="text-align: center;">Severity</p>	4 Allow	8 Mitigate	12 Avoid	16 Avoid	3 Accept	6 Allow	9 Mitigate	12 Avoid	2 Accept	4 Allow	6 Allow	8 Mitigate	1 Accept	2 Accept	3 Accept	4 Allow	<p>Severity (S) 1-4</p> <p>Likelihood (L) 1-4</p> <p>Risk Rating (S x L)</p>
4 Allow	8 Mitigate	12 Avoid	16 Avoid																
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Step 1:			
Specify hazards or risks that may arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	Risk Ratings e.g 1 x 2 = 2 LOW RISK
Slips trips and falls	Pupils, staff & visitors	<ul style="list-style-type: none"> • There is close supervision of students at all times • Temporary hazards clearly marked with cones • Trailing leads and cables are either removed, moved to a safe position or clearly marked and attention drawn to them. • Each room to be checked prior to use and again at the end of each session for potential hazards. • Students to be advised of any potential hazards, how to avoid them and how to report them if they are concerned. 	2 x 3 = 6
UNAUTHORISED ACCESS Personal injury and access to CONFIDENTIAL documents (GDPR)	Pupils, staff & visitors	<ul style="list-style-type: none"> • Sports hall and classrooms always locked after hours with only specified staff members having access • All sensitive materials securely locked away at all times • All visitors to report to the main reception first to sign in in line with the visitor's policy without exception 	1 x 4 = 4
Injury due to equipment failure	Pupils & staff	<ul style="list-style-type: none"> • All kit manually checked before use and any defects recorded and equipment removed from service. 	1 x 4 = 4

		<ul style="list-style-type: none"> Annual inspection to be carried out by a qualified inspector (Universal Services). Any equipment which fails the inspection will be removed from service immediately and the problem rectified. 	
Moving of equipment	Pupils & staff	<ul style="list-style-type: none"> The movement of equipment should always be carried out by trained staff (or site staff if appropriate) at all times. If students are involved in moving equipment they must be briefed on how to move equipment safely first. All such activities must be supervised by staff members at all times Correct lifting technique must always be applied All equipment must be put away safely after use Manual handling course to be undertaken on the Educare system by all members of the PE department and refreshed every two years as a minimum. 	2 x 4 = 8
Cricket nets / mats	Pupils, staff & visitors	<ul style="list-style-type: none"> Cricket nets stored correctly at all times - not loose on the ground to avoid becoming a tripping/entanglement hazard Only staff members to move the nets/mats The mats are not be moved by individuals. 	2 x 3 = 6

<p><u>EXTERNAL LETTINGS</u> Safe use of the sports facilities</p>	<p>Pupils, staff & external participants</p>	<ul style="list-style-type: none"> • To avoid the risk of injury to students/participants, or an injury not being attended too appropriately, all external let's must have training and/or induction in the following: <ul style="list-style-type: none"> a. Safe use of the equipment and evacuation procedures b. Automated external defibrillator (AED) c. Cardiopulmonary resuscitation (CPR) d. First aid training (to the requirements of the appropriate National Governing Body for each activity) Emergency Paediatric First Aid will be the minimum requirement where NGB status is not relevant. • Appropriate DBS and employment suitability checks to be completed with HR for the appointment of any external or p/t coaches. • All external lets to be managed in accordance with school procedures; signed in and appropriate lanyards provided. 	<p style="text-align: center;">2 x 4 = 8</p>
<p>Injury due to the use of inappropriate clothing footwear</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • Clean athletic shoes should be worn at all times. Dress shoes, flip-flops, sandals, open-toe, formal and deck 	<p style="text-align: center;">2 x 3 = 6</p>

		<p>shoes are not permitted.</p> <ul style="list-style-type: none"> ● All staff and students to adhere to the correct uniform policy and only wear approved PE uniform ● Non marking and shoes with appropriate tread must be worn when completing activities in the sports hall ● No jewellery to be worn by students during PE and games lessons 	
General sports activity injuries	Pupils, staff & visitors	<ul style="list-style-type: none"> ● PE staff hold an Emergency Paediatric First Aid qualification and at least one member of the PE Team hold an Emergency First Aid at Work qualification. ● First Aid kit always available that is relevant to the activity being undertaken. ● Access to the on site Medical Centre is available for KC students/staff during term time. ● 	2 x 4 = 8
Equipment cupboard	Pupils & staff	<ul style="list-style-type: none"> ● Students are not allowed to enter the equipment cupboard unsupervised ● The store must be kept tidy by all staff to reduce trip hazards, falling objects ● The store must be kept locked when it is not in use 	1 x 3 = 3
Hockey goals / posts around sports hall	Pupils & staff	<ul style="list-style-type: none"> ● Goals to be correctly stored on wall hooks - off the floor to avoid trip hazard 	1 x 3 = 3

		<ul style="list-style-type: none"> • Netball posts to be put away after use • Hockey side boards must not block the fire exits and to be stored away after use. 	
Gym	Pupils, staff & permitted visitors	<ul style="list-style-type: none"> • Refer to separate Risk Assessment for the Gym 	
Fire	Pupils, staff & visitors	<ul style="list-style-type: none"> • Fire exits to be always kept clear • Refer to Procedure Note – Emergency Evacuation During an Examination • Complete termly evacuation drills 	2 x 4 = 8
Lone Working	Students, staff & visitors	<ul style="list-style-type: none"> • Members of staff should have completed the Lone Working training on Every. • Staff undertaking lone working to develop an appropriate safety protocol with their line manager. 	3 x 3 = 9

Step 2: Action Needed/Comment	Responsible Person	Date Completed
Staff to complete Manual Handling Training	Director of Sport	April 2025
Staff to renew First Aid Training	Director of Sport	Ongoing
Staff to complete Lone Working Training	Director of Sport	April 2025

Agreed by: L Mayatt

Signed: Linden Lockheart

Title: Director of Sport

Date: 18/3/25