

**Future International School**  
**Occupational safety and health Administration**  
**Teaching PE in School Policy**



<b>Subject:</b> Teaching PE in School	<b>Issue Date:</b> 20 Sep-2022
<b>Version:</b> OSH.MS.PE01	<b>Revised Date:</b> 2 Oct -2023

**Policy Statement:**

FIS is committed to providing a safe and healthy environment for both students and staff during physical education activities. This Occupational Safety and Health (OSH) policy outlines our commitment to ensuring the well-being of all individuals involved in PE classes and activities.

**Responsibilities:**

The school administration is responsible for implementing and monitoring this OSH policy. The PE department is responsible for ensuring the safe conduct of PE classes and activities. All staff and students are responsible for adhering to safety guidelines and reporting any safety concerns.

**Duty of Care**

It is advised that the consent of the student's parents should always be given prior to children taking part in physical education. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises. The Head of PE is responsible for ensuring these are brought to the attention of all staff in the school that it is complied with and must co-operate, as appropriate, with the school Health and Safety officer in this regard.



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## Risk Assessment

Hazards in PE can be reduced through effective management, i.e., by balancing appropriate challenge and acceptable risk. We must create and maintain a risk assessment for each PE work area. Significant hazards and their control measures should also be included in the schools PE policy. we must obtain the risk assessment of the venue for any events outside school

## General Health and Safety Issues in PE

- 1- Manual Handling and Storage of Equipment
  - Avoid manual handling tasks when possible.
  - Organize storage areas, Use handling aids like trolleys.
- 2- Apparatus Handling by Students
  - Involve students in handling apparatus safely.
  - Reduce risks as reasonably practicable.
  - Arrange age-appropriate equipment handling lessons.
- 3- Inspection of Equipment
  - Regularly inspect PE facilities and equipment.
  - Conduct pre-use visual checks and sweep playing areas for hazards.
- 4- Hazards and Equipment Defects
  - Report hazards and equipment defects promptly.
  - Take faulty equipment out of use.
  - Label faulty equipment to prevent use.
- 5- First Aid
  - Ensure an adequate number of trained first aiders.
  - Provide a traveling first aid kit.
  - Anticipate procedures for managing accidents, especially on outings.
- 6- Accident/Incident Reporting
  - Report staff and students' injuries, especially significant ones, using the School Incident Report form.
  - Out-of-school event incidents should be assisted and recorded by the event organizer.



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- Report curriculum sports activity accidents resulting in severe injury to the Health and Safety Executive/local authority.

#### 7- Clothing and Footwear

- Wear appropriate clothing and footwear for activities.
- Stockinged feet not acceptable indoors.
- Barefoot acceptable in suitable conditions; otherwise, use soft-soled plimsolls.
- Encourage clothing that allows freedom of movement.

#### 8- Personal Effects (Jewelry, glasses etc)

- glasses must be removed during the PE periods
- Belts with metal buckles and long hair should be appropriately secured.
- Prohibit jewellery during PE lessons.
- Teachers should not remove or replace earrings, and parents cannot transfer this responsibility to teachers.

#### 9- Health Follow Up

- PE teachers must receive updates on students' health from the school clinic.
- Periodically, PE teachers should be informed of any students with personal health issues.
- PE teachers are responsible for providing appropriate instructions and accommodations during PE lessons for students with known health issues.

#### 10-Injury Reporting:

- All injuries, no matter how minor, must be reported to the school clinic.
- The PE department will maintain injury records and provide information to the administration for analysis.

#### 11-Emergency Preparedness:

- An emergency action plan will be in place, detailing procedures for fire drills, severe weather, and other emergencies.
- Staff and students will be educated on emergency procedures.

#### 12-Continuous Improvement:

- This OSH policy will be reviewed periodically and updated as necessary.
- Feedback from staff, students, and parents will be considered for policy enhancements.



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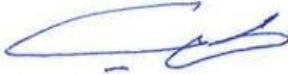
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### 13-Compliance

- All staff and students must comply with the safety guidelines outlined in this policy.
- Non-compliance may result in disciplinary action.

#### PE Teachers consent

*I hereby acknowledge that I have read, understood, and will fully comply with the Occupational Safety and Health (OSH) Policy for Teaching Physical Education (PE) at [Future International School]. I understand that this policy is in place to ensure the safety and well-being of both students and staff during all PE activities*

Name	Signature	Date
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