



PE (off-site) - RISK ASSESSMENT FORM

Date: PE sessions during curriculum time and Extra-curricular

written / updated by: R. Tomlinson (HT) 08/09/2025

Organiser: East Bridgford St Peter's CE Academy

Venue & Address: School Hall/School Playground/Daisy Garden/ Butt Field

*Refer to the medical section at the end of the risk assessment for a reminder on diabetes management.

Sport / Activity Venue Time Age	Identify the Hazard List significant hazards which may result in serious harm	Assess the Risk List who may be harmed and how seriously	Evaluate the Risk How likely is it that the hazard could cause harm? List any existing controls	List Further Action List proposed action and the person responsible for it
Archery School Hall Mon 3.30 – 4.30pm Yrs 5/6	*see Archery Risk assessment A copy is kept in the office and posted on the inside of the storage cupboard where archery equipment is stored. Children are regularly reminded of the risks.			
Basketball School hall/playground Thursday 3.30-4.30pm Yrs 1-4	The coach ensures all children are accounted for before, during, and after the session using a register. The ground condition is inspected beforehand to identify any hazards. Risk of injury during play is considered, particularly in contact areas such as physical contact and ball use . All equipment, including posts, is regularly maintained and kept in good condition.	All children must be accounted for upon arrival and departure from the playground or hall. Players may be at risk of falls, slips, or accidental impact with equipment, which could result in soft tissue injuries or broken	No child is allowed to go off alone. The playground/hall will be checked before each session; play will not proceed if conditions are deemed unsafe. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all games and training sessions. If needed, children will be taken to Main Reception for further assistance. Coaches must have a mobile contact for	The coach has a duty to supervise and be present while children are playing, as well as to check all areas for safety. In the event of a serious injury requiring hospital treatment: • Call an ambulance if necessary. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time.

	Posts are put up/taken down by coaches ONLY. When using the school hall, the number of children actively playing is limited, with others watching to ensure safety.	bones. Proper supervision and safety precautions will be in place to minimise these risks.	emergencies. If a child goes to the toilet they must inform the coaches beforehand and when they return.	Review this risk assessment to prevent future incidents. In the event of a fire or drill, children must line up on the field for a register check.
Bowls EB Bowls Club Ad-hoc basis, usually in curriculum time Sumer term KS1	All children accounted for before , during and after by teacher . Condition of green inspected beforehand, weather-related debris removed. Risk of injury during play is considered eg heavy bowls being dropped. All equipment maintained to good condition.	All children must be accounted for upon arrival and departure from the Bowls Club. Players may be at risk of falls, slips, or accidental impact with equipment, which could result in soft tissue injuries or broken bones . Proper supervision and safety precautions will be in place to minimise these risks.	No child is allowed to go off alone. The greens will be checked before each session; play will not proceed if conditions are deemed unsafe. A First Aid kit will be always be taken and available at all times. Expectations will be clearly communicated at the start of all games. If needed, children will be brought back to Main Reception for further assistance. Teachers must have a mobile contact for emergencies. If child goes to the toilet at the sports pavilion, bowls person in charge will have a key	All teachers/coaches have a duty to supervise and be present while children are running, and they must also check all areas for safety. In the event of serious injuries requiring hospital treatment: - Call an ambulance if needed. Inform parents and the Head Teacher. Complete an accident form at an appropriate time. Review this risk assessment to identify any improvements. In the event of a fire or drill, children must line up on the field for a register check.
Cross country (XC) Butt Field Friday lunchtime club Yrs 3/4/5/6	All children must be accounted for before, during, and after the session by the teachers, using a register that is signed. The condition of the field will be inspected beforehand, and any weather-related or dog-related debris will be removed. Risk of injury during running, such as slips or accidental pushing, will	All children must be accounted for when arriving and departing the field . Players may face the possibility of falls or slips , which could result in soft tissue injuries or broken bones . Proper	No child is allowed to go off by themselves. The Butt Field will be inspected before any running activities take place; no cross-country will occur if conditions are deemed dangerous. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all training sessions. If necessary, a child will be	All teachers/coaches have a duty to supervise and be present while children are running, and they must also check all areas for safety. In the event of serious injuries requiring hospital treatment: - Call an ambulance if needed. Inform parents and the Head Teacher.

	be monitored. Teachers will maintain mobile contact with the school for emergencies. A First Aid kit and any necessary medical items will be taken to the session.	supervision and safety precautions will be in place to minimise these risks.	brought back to Main Reception for further assistance. Teachers must have a mobile contact for emergencies.	• Complete an accident form at an appropriate time. • Review this risk assessment to identify any improvements. In the event of a fire or drill, children must line up on the field for a register check.
Tag Rugby Field Tuesday lunchtime Autumn term 2025	All children must be accounted for before, during, and after the session by the coach / teacher, using a register that is signed. The condition of the field will be inspected beforehand, and any weather-related or dog-related debris will be removed. Risk of injury during tag rugby, such as slips or accidental pushing, will be monitored. Coach/teacher will maintain mobile contact with the school for emergencies. A First Aid kit and any necessary medical items will be taken to the session – coach & school to provide. *medical list beforehand – be familiar with and identify children with need. Any medicine to be brought to the field	All children must be accounted for when arriving and departing the field. Players may face the possibility of falls or slips, which could result in soft tissue injuries or broken bones. Proper supervision and safety precautions will be in place to minimise these risks. Mobile phone for the office / phone for an ambulance if required	No child is allowed to go off by themselves. The Butt Field will be inspected before any tag rugby activities take place; no Tag Rugby will occur if conditions are deemed dangerous. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all training sessions. If necessary, a child will be brought back to Main Reception for further assistance. Coach / Teacher must have a mobile contact for emergencies.	All coaches/teachers have a duty to supervise and be present while children are playing tag rugby, and they must also check all areas for safety. In the event of serious injuries requiring hospital treatment: • Call an ambulance if needed. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to identify any improvements. In the event of a fire or drill, children must line up on the field for a register check.
Dance (ACE) School Hall / classroom Wednesday 3.30-4.30pm Yrs R/1/2/3/4	All children must be accounted for before, during, and after the session by the dance coach, using a register. If a child needs to go to the toilet, they must inform	All children must be accounted for when arriving and departing the hall. Performers may face the possibility	No child is allowed to go off by themselves. The floor will be inspected before any drama performances begin; no dance will take place if conditions are deemed unsafe. A First Aid kit	Coach has a duty to supervise / be present when the children are performing - also check areas. The coach has a duty to supervise and be present while children are performing, and must

	the dance coach beforehand and notify them when they return. The condition of the floor will be inspected before the session, and any debris will be removed. Risks of injury during drama, such as slips, trips, and falls, will be monitored. All dance equipment and props, including mats (if used), must be maintained in good condition. In the classroom, be mindful of tables—if moved, they must be relocated and returned by the dance coach ONLY.	of falls or slips or being accidentally struck by equipment, which could result in soft tissue injuries or broken bones. Proper supervision and safety measures will be in place to reduce these risks.	will be available at all times. Expectations will be clearly communicated at the start of all drama sessions. If needed, a child will be brought back to Main Reception for further assistance. The dance coach will have mobile contact for emergencies.	also check all areas for safety. In the event of serious injuries requiring hospital treatment: • Call an ambulance if needed. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to identify areas for improvement. In the event of a fire drill, children must evacuate the building and the register will be taken in the playground. In the event of a fire: • Call 999. • Inform the Head Teacher. • Evacuate to the field and perform a register check.
Extreme PE / inflatables for Year 6 post sats MAY	Inflatables are to be set up in the morning and collected before noon. The condition of the field will be inspected beforehand, and any debris will be removed. Risk of injury during activity is considered; the activity can go ahead if the field is wet, but it is ideally avoided if raining. Children will be explained the safety rules beforehand, including lining up on the obstacle (two children at a time ONLY) and no shoes allowed on the inflatable. Risks of slips, trips, and falls will be managed. All equipment will be	There is a potential risk of slips and trips on the obstacle race. Children must take care and think carefully before launching themselves down the slide section. There is also a possibility of falls or slips, or being accidentally struck by equipment (such as during the football shootout or	No child is allowed to go off by themselves. The field will be checked by the teacher before the session/activity begins; if an accident occurs, the teacher will phone the office, and a first aid bag will be sent up. A First Aid kit will be available at all times. Expectations will be clearly communicated to the children at the start of the session. The teacher will have mobile contact for emergencies.	The teacher has a duty of care to supervise and be present while the children are participating in the activity. They must also check the areas before, during, and after the session. In the event of any injuries or issues with equipment in poor condition or broken, the Head Teacher (HT) and/or site manager must be informed, and the issue should be reported to the company. In the case of serious injuries requiring hospital treatment: • Call an ambulance. • Inform parents and the Head Teacher. • Complete an accident

	maintained in good condition by the company providing the inflatables.	basketball hoops), which could result in soft tissue injuries or broken bones . Children will be reminded of the importance of safety and careful movement throughout the activity.		form at an appropriate time. • Review this risk assessment to identify areas for improvement. In the event of a fire drill, children must evacuate the building, and the register will be taken in the playground. If there is a fire, 999 should be called immediately, and the Head Teacher must be informed.
Football Skills School playground Monday 3.30-4.30pm Yrs 1/2/3/4	The coach ensures all children are accounted for before, during, and after the session using a register. The ground condition is inspected beforehand to identify any hazards. Risk of injury during play is considered, particularly in contact areas such as physical contact and ball use . All equipment is regularly maintained and kept in good condition.	All children must be accounted for upon arrival and departure from the playground. Players may be at risk of falls, slips, or accidental impact with equipment, which could result in soft tissue injuries or broken bones . Proper supervision and safety precautions will be in place to minimise these risks.	No child is allowed to go off alone. The playground/hall will be checked before each session; play will not proceed if conditions are deemed unsafe. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all games and training sessions. If needed, children will be taken to Main Reception for further assistance. Coaches must have a mobile contact for emergencies. If a child goes to the toilet they must inform the coaches beforehand and when they return.	The coach has a duty to supervise and be present while children are playing, as well as to check all areas for safety. In the event of a serious injury requiring hospital treatment: • Call an ambulance if necessary. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to prevent future incidents. In the event of a fire or drill, children must line up on the field for a register check.
Golf Butt Field Thursday 12-12.30pm Y6	All children are accounted for before, during, and after the session using a register. The condition of the field is inspected beforehand and any weather/dog related debris removed. Risk of injury during play is considered, particularly in contact areas such as	All children must be accounted for when arriving and departing the field . Players may face the possibility of falls or slips , which could result in soft tissue	No child is allowed to go off by themselves. The Butt Field will be inspected before any running activities take place; no cross-country will occur if conditions are deemed dangerous. A First Aid kit will be available at all times. Expectations will be clearly communicated at the	All teachers/coaches have a duty to supervise and be present while children are running, and they must also check all areas for safety. In the event of serious injuries requiring hospital treatment: • Call an ambulance if needed.

	physical contact and ball use. All equipment is regularly maintained and kept in good condition. Reminders swinging the club in a dangerous or wild way is strictly not allowed.	injuries or broken bones. Proper supervision and safety precautions will be in place to minimise these risks.	start of all training sessions. If necessary, a child will be brought back to Main Reception for further assistance. Teachers must have a mobile contact for emergencies.	• Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to identify any improvements. In the event of a fire or drill, children must line up on the field for a register check.
Multi-Sports Daisy Garden Monday 12-12.30pm Thursday 12.30-1pm Yrs 3&4; Yrs 1&2	All children are accounted for before, during, and after the session using a register. The ground condition is inspected beforehand to identify any hazards (eg muddy/slippery). Risk of injury during play is considered, particularly in contact areas such as physical contact and ball use. All equipment is regularly maintained and kept in good condition.	All children must be accounted for upon arrival and departure from the Daisy Garden. Players may be at risk of falls, slips, or accidental impact with equipment, which could result in soft tissue injuries or broken bones. Proper supervision and safety precautions will be in place to minimise these risks.	No child is allowed to go off alone. The playground/hall will be checked before each session; play will not proceed if conditions are deemed unsafe. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all games and training sessions. If needed, children will be taken to Main Reception for further assistance. Coaches must have a mobile contact for emergencies. If a child goes to the toilet they must inform the coaches beforehand and when they return.	The coach has a duty to supervise and be present while children are playing, as well as to check all areas for safety. In the event of a serious injury requiring hospital treatment: • Call an ambulance if necessary. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to prevent future incidents. In the event of a fire or drill, children must line up on the field for a register check.
Netball School playground Tuesday 3.30-4.30pm Yrs 5/6	All children are accounted for before, during, and after the session using a register. The ground condition is inspected beforehand to identify any hazards. Risk of injury during play is considered, particularly in contact areas such as physical contact and ball use. All equipment, including	All children must be accounted for upon arrival and departure from the playground. Players may be at risk of falls, slips, or accidental impact with equipment, which	No child is allowed to go off alone. The playground/hall will be checked before each session; play will not proceed if conditions are deemed unsafe. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all games and training sessions. If needed, children will	The coach has a duty to supervise and be present while children are playing, as well as to check all areas for safety. In the event of a serious injury requiring hospital treatment: • Call an ambulance if necessary. • Inform parents and the Head Teacher.

	posts, is regularly maintained and kept in good condition. Posts are put up/taken down by coaches ONLY.	could result in soft tissue injuries or broken bones . Proper supervision and safety precautions will be in place to minimise these risks.	be taken to Main Reception for further assistance. Coaches must have a mobile contact for emergencies. If a child goes to the toilet they must inform the coaches beforehand and when they return.	• Complete an accident form at an appropriate time. • Review this risk assessment to prevent future incidents. In the event of a fire or drill, children must line up on the field for a register check.
Sports Day	All children must be accounted for before, during, and after the activity by teachers. The condition of the field will be inspected beforehand, and any weather- or dog-related debris will be removed. Risk of injury in the running lanes will be monitored. All equipment, , will be maintained in good condition. There will be lots of adults/parents present, and everyone must remain vigilant throughout the session. All children will stay on one side of the track, with adults on the other. All children will march up and down the track together. Juniors will participate in the morning, and Infants will participate in the afternoon.	All children must be accounted for when arriving and departing the field. Players may face the possibility of falls or slips or being accidentally struck by equipment , which could result in soft tissue injuries or broken bones . Proper supervision and safety precautions will be in place to minimise these risks.	Teams and races for Sports Day will be sorted beforehand and practiced prior to the event. No child is allowed to go off by themselves. The field will be checked before the session or matches take place. No Sports Day activities will occur if conditions are deemed unsafe. A First Aid kit will be taken to the field. Expectations will be clearly communicated to children beforehand. If needed, a child will be brought back to Main Reception for further assistance. If on the field, teachers will have mobile contact for emergencies.	All teachers have a duty to supervise and be present while the children are participating in Sports Day, and they must also check all areas for safety. In the event of serious injuries requiring hospital treatment: • Call an ambulance if necessary. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment for any improvements. In the event of a fire drill, children must line up on the field for a register check. Children should not be taken home from the field (parents to be informed beforehand)
Table Tennis School hall Friday 7.30-8.30am By invitation	All children must be accounted for by the table tennis coach, using a register . If a child needs to go to the toilet, they must inform the coach beforehand and notify them when they return. The	All children must be accounted for when arriving and departing the hall. Players may be at risk of falls, slips, or accidental	No child is allowed to go off by themselves. The tables and floor will be inspected before the session begins; no play will take place if conditions are deemed unsafe. A First Aid kit will be available at all times.	Coach has a duty to supervise / be present when the children are performing - also check areas. The coach has a duty to supervise and be present while children are playnig, and must also check all areas for safety. In

	condition of the floor will be inspected before the session, and any debris will be removed. Risks of injury during play from bats, balls, corners of tables. All equipment must be maintained in good condition. Tables put up/taken down by coach only.	impact with equipment, which could result in soft tissue injuries or broken bones. Proper supervision and safety precautions will be in place to minimise these risks.	Expectations will be clearly communicated at the start of all drama sessions. If needed, a child will be brought back to Main Reception for further assistance. The coach will have mobile contact for emergencies.	the event of serious injuries requiring hospital treatment: • Call an ambulance if needed. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to identify areas for improvement. In the event of a fire, children must evacuate the building to the field and a register check will be performed. 999 should be called immediately, and the Head Teacher must be informed.
External use of school hall Taekwondo Friday 6pm School hall Brownies Tuesday 6pm	All children must be accounted for before, during, and after the activity by coaches/leaders, and it is highly recommended to use a register. If a child needs to go to the toilet, they must inform the coach/leader beforehand and notify them upon their return. The condition of the floor will be inspected before the activity, and any debris will be removed. Risk of injury during the activity, such as slips, trips, and falls, will be monitored. Any and all equipment (including mats, if used) will be maintained in good condition.	All children must be accounted for when arriving and departing the hall. There is a possibility of falls or slips or being accidentally struck by equipment, which could result in soft tissue injuries or broken bones. Proper supervision and safety measures will be in place to minimise these risks.	No child is allowed to go off by themselves. The floor will be checked by coaches/leaders before the session/activity begins, and no activity will take place if conditions are deemed unsafe. A First Aid kit will be available at all times. Expectations will be clearly communicated at the start of all games/training sessions. The coach will have mobile contact for emergencies. Only the hall is to be used for the activity; no classrooms will be used.	All leaders/coaches have a duty of care to supervise and be present during any activity, and they must also check areas before, during, and after the activity. Any injuries, or issues with school equipment in poor condition or broken, must be reported to the Head Teacher (HT) and/or site manager. In the case of serious injuries requiring hospital treatment: • Call an ambulance if necessary. • Inform parents and the Head Teacher. • Complete an accident form at an appropriate time. • Review this risk assessment to identify areas for improvement.

				In the event of a fire , children must evacuate the building to the field and a register check will be performed. 999 should be called immediately, and the Head Teacher must be informed.
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Refreshed by R. Tomlinson (Head) 08/09/2025

PE & Sports Risk Assessment – Medical Needs

Staff Responsibilities:

- All staff must be aware of children with medical needs and read their care plans (available in the staff room) if relevant.
- Staff must check that they have all necessary medication **before** the sporting activity, including:
 - **Asthma inhalers**
 - **EpiPens (x2)**
 - **Glucose tablets** or other hypoglycaemic treatments (refer to care plans)