



Safety & Supervision in Games and Physical Education

Guidance for
Teachers and Coaches

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Safety & Supervision in Games & PE at Oakham School

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1 Objectives & Procedure

Objectives

The objective of this document is to ensure the best environment for both pupils and staff by:

1. Ensuring that risk assessments are carried out for all sports by the relevant staff i/c as required during the academic year
2. Ensuring that teaching /coaching staff are made aware of what constitutes good practice and of accident procedures
3. Ensuring that correct safety checked equipment is used
4. Ensuring that staff are correctly trained in appropriate first aid
5. Ensuring that staff have access to safety and emergency equipment
6. Ensuring that medical help and support is available

Procedure

1. Risk Assessments will be constructed for every sport played within the school at the start of the school year (or Spring/Summer term if only applicable to them). These will be put together by the Master/Mistress i/c of each sport and passed to the Director of Sport, who will copy and pass to the Health & Safety Officer.
2. The Master/Mistress i/c will ensure that the RA is sent to all staff involved in the coaching of that sport, with specific attention given to pupils involved in that sport who are on the Emergency Medical list.
3. The Director of Sport will construct a general RA for the transport aspects of away fixtures, made available to those i/c each sport. A policy of good practice arising from this will be included in the policy document within section 6.
4. The Director of Sport will construct annual RA's for use of the Sports Hall, Swimming Pool, and Fitness Centre & Weights Room with appropriate policy for use of these areas, including details in the event of fire, first aid and emergency phone locations. These details to all be included in the policy document within section 8.
5. In addition to that mentioned in 3 & 4 the policy document produced by the Director of Sport will include procedure for good practice in teaching and coaching, accident procedure (home and away), playing equipment & first aid provision within Games and PE, general information related to late returns from away matches etc, plus details of the 'Emergency Medical List' and 'Emergency Numbers'.

2 Risk Assessments

a. For major and non-major games

Risk Assessments will be constructed for every sport played within the school at the start of the school year (or Spring/Summer term if only applicable to them). These will be put together by the Master/Mistress i/c of each sport and passed to the Director of Sport, who will copy and pass to the Health & Safety Officer.

RA forms can be obtained from the intranet: Follow the link to [Staff](#) then navigate to:

... Forms | General Forms | Risk Assessment | Internal RA Forms | Sports / Activities RA

In completing the RA for their specific sport the Master/Mistress i/c should include, for example, hazards presented by equipment, by the playing location/surface, by physical contact injury (pupil-pupil / staff-pupil), by any lack of training qualifications in coaching or refereeing, by incorrect pupil kit, by relevant medical conditions of pupils etc. Advice should be sought from the H&S officer where needed. The RA must include details of pupils playing their sport who appear on the Emergency Medical list, issued by the Medical Centre at the start of term. Furthermore, all staff should be familiar with procedure for conditions such as epilepsy, diabetes and nut allergy as issued by the medical centre, a copy of which will be included in the policy document. Travel will come under a separate document produced by the Director of Sport.

On completion and acceptance of the RA the Master/Mistress i/c will then circulate to all those staff involved in the coaching of their sport, preferably through a meeting of the coaching team. Those staff should then add this RA to the policy document issued by the Director of Sport.

b. For the Swimming Pool, Sports Centre, Fitness Centre, Weights Room and outdoor playing areas.

The Director of Sport will produce individual RA's for each of these areas and from this appropriate policy specific to the use of these facilities. This information will be included in the policy document within section 8, and teachers/coaches i/c groups using these facilities must make themselves familiar with this information.

It is **particularly crucial** that all who use the swimming pool are familiar with full operating procedure, including staff/pupil ratios, the requirements with regard to lifeguard provision, the location of emergency equipment and phone, and the rules of the swimming pool area.

The Director of Sport will produce a general RA for the playing of unsupervised outdoor sport on Doncaster Close, Farside and the Wilson Fields.

3 Equipment: Playing

The Master/Mistress of each sport is responsible for ensuring that an inventory and safety check of all playing equipment involved with their sport is carried out. This should be done both prior to and at the end of the applicable term(s). The support of Stephanie Schenkel, Tyler Bexton and Caitlin Jeffries (Sports Administrators) and Conrad Nancarrow (Sports Facilities Coordinator) is available for this, and they will carry out instructions as required ensuring that equipment is ready for play, both prior to the term/season and on match days.

It is the responsibility of the Master/Mistress i/c, each member of their coaching staff and ultimately the pupils to ensure that all equipment is returned, checked and stored/taken to its correct location after each training session. Any damage should be reported to the Master/Mistress i/c and if appropriate to the Director of Sport.

Sports Hall Staff (under Conrad Nancarrow) will present all kit as required by those i/c on match days, and it is expected that all coaching staff will ensure that all equipment (including playing shirts etc) is collected and returned neatly to the required areas. The ground staff will prepare all outdoor playing areas for matches

as required in the red book – any changes / additions to this must be passed to the Head Groundsman, Richard Dexter, as soon as possible by the master/mistress i/c. Any additions to published fixture lists should be approved by RD and IS seven days before play where possible.

4 Equipment: First Aid & Emergency Provision & Location

Training / home matches – first aid kits

On training afternoons staff may wish to take one with them to their respective areas. They should liaise with their Master/Mistress i/c with regard to this.

First aid kits (only to be removed in emergency) will also be available in the following areas (and should be replaced there if removed)

Sports Hall	Foyer
Doncaster Close	BAFS (under stairs) & Cricket store (top of DC)
Farside	Athletics store behind Haywoods Hockey store at Wilson Astro
Wilson Fields	Staff room within pavilion. (This should be taken out to playing area during games sessions due to the distance from the pavilion)

Training / home matches – wheelchair.

These are stored in three sites (all accessible by A1 key) and re stocked weekly.

Doncaster Close	BAFS
Farside	Athletics store (behind Haywoods)
Wilson Pavilion	Staff room

School matches – first aid kits.

Each member of staff i/c a team should always take a first aid kit with them to the touchline/equiv of both home and away matches. This will normally be collected – labelled accordingly - from the Sports Hall and should be returned as designated by the Master/Mistress i/c to the sports hall foyer. It is the responsibility of the coach during and after the match and they are responsible for its return.

5 Coaching Policy

In addition to their own experience, coaching staff should aim to have at least a basic level certificate of coaching in their respective sport(s), and similar with regard to officiating. With regard to contact sports, all referees/umpires should have attended a course on refereeing/umpiring run the by national governing body concerned. Individual coaches, supported by the Master/Mistress i/c should take such opportunities for such qualifications as soon as they become available. Coaching experience, knowledge and development can be supported through external professional development courses, or through the INSET courses led by Oakham staff, a number of whom possess experience and qualifications at a higher level. These can be done on an individual as well as a group basis.

The 'team teaching' ethic and coaching structure at Oakham ensures the staff: pupil ratio is predominantly very healthy. Where any doubt may exist, and whilst this ratio

will vary for different sports, a ratio of 25 pupils to one member of staff should not be exceeded as a guideline. (Swimming pool ratios may vary - see appropriate section).

When coaching pupils, staff should be aware that all situations where contact could occur with pupils in a dynamic situation should be avoided at all times. By this, one suggests:

- i. a situation where a pupil could be injured as a result of direct contact with a coach in a coaching/practice/game situation, and
- ii. injury resulting from misuse of equipment (i.e. the bowling of a cricket ball to a pupil of insufficient ability/experience - whereas, for example more controlled 'throw downs' may be deemed an acceptable coaching requirement)

It should be stressed that **the parameters within (i)** are straightforward, particularly in sports that are involve contact, or likelihood of it by nature i.e. rugby, soccer, hockey, lacrosse.

Staff should not join in such games, or put themselves in situations in their coaching where dynamic contact could arise (i.e. holding a contact pad within rugby)

Within **(ii) guidelines are perhaps more difficult to clarify**, but common sense should prevail. It is very much recognised that in a large number of sports a coach's active involvement is often required to enhance a pupil's technique and this is appreciated where it is in the form of a demonstration for that purpose, but not in the form of a dynamic contact, competitive, or game orientated situation.

6 Accident procedure

Still or unconscious individual

- 1 **Call for help:** MEDICAL CENTRE 555 / AMBULANCE 999
- 2 **Airway** check airway is not obstructed
Breathing check for breathing (use ear / cheek)
Circulation check pulse
Disability check for visible deformities
- 3 Control any bleeding by use of dressing from first aid kit.
- 4 **DO NOT MOVE** until sure there is no neck injury.
- 5 Keep child warm.
- 6 Reassure the child continually – keep chatting to them even if unconscious.
- 7 Stay with the child until help arrives either from medical centre or ambulance.

Conscious individual – soft tissue injury?

Run through the stages below.

At any stage remove the player from play if appropriate

- S** **See** – did you see what happened
e.g. ankle flexed normally or abnormally
- A** **Ask** – ask the player what happened
e.g. “I felt something snap”
- L** **Look** – look at the injured area – compare
e.g. is one shoulder much lower than the other?
- T** **Touch** – feel for heat or deformation
e.g. heat in knee joint. **Ask first** – avoid if inappropriate
- A** **Active movement** – get them to move joint
e.g. flex and extend knee
- P** **Passive movement** – you move joint
e.g. compare ROM and pain
- S** **Strength movement** – resist movement
e.g. flex knee with ankle held

Suspected Concussion

1 AV PU Procedure

Alert Are they alert?

Voice Do they respond to your voice?

Pain Do they respond to painful stimulus – pinch between eyebrows

Unresponsive If unresponsive call for help

Questions: poor responses can indicate concussion.

What’s your name?

What team are you playing for?

What is the score?

How did you get here?

Who did you play last week?

2 Strong indicators of concussion.

Was he knocked out?

Have you got a headache?

Are you feeling sick?

3 Suspected Spinal Injury

DO NOT MOVE THE PLAYER

Support the head / neck immediately to prevent movement

Check sensation in legs arms hands

Check movement in fingers and toes

Ask about pain – particularly in neck or spine

Ensure when coaching you have an A1 key with you for access to all areas, plus - if appropriate - a key for the pavilion at the Wilson Fields. If possible you should also have a mobile phone; there should certainly be a mobile phone amongst a group of coaches on one site.

Before starting sessions please check the medical history of your group, (inc asthmatics) and always know where the FIRST AID KITS, WHEELCHAIRS & BLANKETS ARE i.e.

Doncaster Close	BAFS
Farside	Athletics store (behind Haywoods)
Wilson Pavilion	Staffroom

If a first aid kit is required from one of these areas please ensure it is returned. Should you wish to take out a first aid kit of your own please liaise with your master/mistress i/c who will arrange for this to happen.

It is not always possible for a nurse to come out onto the playing field, as the building cannot be left unattended. If that is the case, a nurse will give advice via a mobile phone and we will call for an ambulance. Otherwise a nurse will come out to the scene as promptly as possible.

Transportation of injured players to the medical centre

Students can be transported using either wheel chair or a car.

Avoid use of a car if you suspect that there may be problems getting the patient out of the car at the medical centre.

Students should be accompanied by an adult if the following are suspected:

- Head injury / concussion
- Fracture / dislocation
- Leg injury preventing weight bearing

Students should not walk to the medical centre if the following are suspected:

- Head injury / concussion
- Leg injury preventing weight bearing

Paramedic Cover

Paramedic cover is provided on match days during the Winter term. This is primarily because of the presence of rugby in this term. That is not to say that injuries cannot occur in other sports but rugby is distinct in its nature in several ways:

- The frequency of injury
- The nature of injury
- The potential for serious repercussions

Paramedic teams will be stationed as required at Wilson Fields and in the CCF car park.

Contacting these crews is the first course of action for any injury other than the most minor.

Contact numbers

Doncaster Close / CCF 079391 93376

Wilson Fields

079391 95114

These are school phones given to the crews on arrival at school so will always be the same.

Best practice is to save these numbers into your mobile phone.

These numbers are also available to save in smart phones in SPORTS NUMBERS 2016-17

7 Away from Oakham – Transport & Injury procedure.

Members of staff i/c teams playing away should always ensure the following points are adhered to:–

Travelling to and from Oakham School

- 1 That their team is checked onto the coach (or minibus), with bags and equipment stored appropriately, and that they retain a team sheet indicating the names of pupils in their care.
Any alterations to team sheets should be phoned through to 01572 758500
- 1 That once on the coach/minibus the pupils are informed that they must wear their seat belts, and this should be checked prior to departure.
- 2 That during the journey the pupils remain in the seats and that their actions do nothing to endanger the safe passage of the bus and the people within it.
- 3 That a safe place is found to exit the coach/minibus on arrival at the opposition school.
- 4 That, after the game, they are aware of any pupils not travelling home on the coach/minibus, and if this is the case, that the parents/adults taking those pupils with them are met and approval given to them directly.
- 5 That all pupils are checked onto the coach/minibus and recorded as such prior to departure and that all individuals, team kit, water bottles and first aid kits have been collected.
- 6 That appropriate supper arrangements are in place for the pupils return, with a call made to the Barraclough kitchen (758791) should it be necessary to report a potential late return.
- 7 That LMN and Housemaster(s), together with the Master i/c of that sport are made aware of any problems (breakdown etc) that will mean a later return than expected.
- 8 Day Pupils should be directed to Jerwoods or Schanschieff's (as appropriate) for collection.
- 9 Coaches/minibuses should be cleared of any rubbish/litter under the supervision of staff before pupils depart.
- 10 That any problems/difficulties with the minibuses are reported to Chris Dook, or in the case of the coaches to IS.

Medical

Medical conditions that have been incurred during sport must be monitored and the correct procedure followed whilst at the away venue, during transportation back to Oakham and on arrival at Oakham.

If there are any signs of head injury / dehydration / illness / change in condition / reason for concern:

- 1 Child should be taken to the medical centre on return and parents of day pupils/housemasters contacted
- 2 Parents of day pupils / housemasters should be contacted regarding any injury that has either received treatment at an away venue or which has raised concern in the mind of the coach.
- 3 A child who has raised any cause for concern should, in the least case, be delivered to either the housemaster or to the collecting day pupil parent.
- 4 The above procedures are equally relevant for home fixtures.
- 5 Staff should be aware of the collection points for day pupils in both Jerwoods and the Middle/Upper School

Please note

- 1 In **normal circumstances** one adult per coach, other than the coach driver, is required for supervision. Should the adult consider the risk requires other staff (i.e. due to a bus of very young pupils) then this should be reflected in an increased number of staff. If the coach has two decks, one adult per deck is then required. On short mini-bus trips the driver (assuming they are a member of staff) can be responsible for the group.
- 2 **Where a team is travelling away on a minibus on a journey of 45 mins+,** and there are no other teams playing at the opposing school that afternoon, two members of staff should travel on the bus, or there should be an external registered driver and the member of staff coaching the team. This means that a badly injured pupil, (perhaps needing to go to hospital) can be looked after accordingly, as can the remainder of the team. In such a case the member of staff should go with the injured child, and then arrange appropriate transport back to Oakham that will be financed by the Director of Sport. (Where a number of Oakham teams are at a venue the same afternoon a driver other than the member of staff coaching the side is not a necessity, although no longer trips this is still very much encouraged, and staff i/c sports should account for this in their planning).
- 3 **Where a pupil is injured at a visiting school,** the staff i/c should seek appropriate advice from the medical centre at the school as to the best course of action, and, using this and their judgement decide the best course of action. Contact should be made with the Medical Centre at Oakham, and, where possible, the pupils Housemaster/mistress or, in the case of day pupils, parents, to inform them of the situation. The Medical Centre will be able to assist in this if required. Any transportation cost by taxi or otherwise will be covered by the Director of Sport.

**During any journey, if you are uncertain of your course of action please
Telephone IS: 07789 801130**

8 Late returns from away fixtures (i.e. after 1930 thus mainly Saturdays)

Inform boarding houses / day parents

Should the estimated arrival time back at Oakham look set to be considerably later than intended (for whatever reason), staff should phone ahead to at least one boarding house and inform the housemaster/mistress – asking them to internally pass the message on. Day pupils should contact their parents directly wherever possible. Should the lateness involve an accident or delay due to a serious injury the Deputy Head should be contacted also.

Supper provision

- 1 As a rule of thumb the Barraclough will be kept open until 1930 to feed the boarders who are involved in these fixtures.
- 2 If it is known in advance that the return will be later than this, staff should speak to the catering manager well in advance of your fixture to see if the time could be extended to 1945/2000.
- 3 **When returns are after the Barraclough closure time pupils will be fed in houses. Please phone ahead to let boarding staff know of a late return.**
- 4 **On match days, to make the system work three things are imperative:**
 - 1 A member of staff away with the teams telephones the Barraclough that evening *during their return journey* to detail their estimated arrival time so they can be 'ticked off' the list. This must be done *whenever the return will be after 1900, even if before 1930, but absolutely crucial if running later than 1930.*
 - 2 It will be helpful if numbers for supper could be given to the Barraclough en route.
 - 3 It is important that those boarders who indicate they require supper do take it on return.

THE NUMBER TO CALL IS 01572 758791 (direct to the kitchens)

Late finishes to cricket matches at home

The same principles apply. Every effort should be made to get the students to supper by 1930 latest. If it looks as though the game may run up towards this time (i.e. post 1915) or beyond it, then a message should be got to the Barraclough staff to ensure that supper is held until you require it. If this is not possible pupils will need to be fed in houses.

Good communication is the key.

9 Oakham School Sports Hall & Squash Courts Guidelines for adults and pupils

Both facilities

- 1 All activities must be supervised by an adult.
- 2 Outdoor training shoes with black soles are not permitted.
- 3 Damage to any equipment should be reported to the Facilities Director/duty manager immediately.
- 4 No food is to be brought into either facility; drinks outside of the hall/courts are permitted.

Sports Hall

- 1 Equipment for Badminton, Basketball, Cricket, Gymnastics, Netball, Trampoline and Volleyball is available in the adjacent equipment store and lockers. The user, under supervision, is responsible for assembling and dismantling such equipment and ensuring that it is returned to its correct storage position.
- 2 There is no specific equipment for small sided Soccer and Hockey. Controlled games in these sports can be played with the proviso that they should be administered so that the ball never goes above shoulder height. Any breakage to the lights and their structure could result in the most serious of injuries.
- 3 The ideal is that only benches and cricket mats should be placed around the surrounds of the end of the hall during activity. No other heavy objects should restrict play, hamper players or potentially lead to injury. A whistle is a necessary aid to control.

Squash Courts

- 1 Equipment is stored in the corridor lockers, which only staff should access. All equipment must be counted out and back in, before being locked away by the member of staff leading the session.
- 2 Eye protection is mandatory for all students playing squash.
- 3 Two players per court, unless playing under the guidance of the School Professional.
- 4 Never enter a court without knocking on the court door and awaiting a response.
- 5 When viewing, above the court, never distract the players during a rally.
- 6 Learn the rules and squash etiquette as soon as possible, in order to become a safer player. Novices
- 7 Should learn the game by using a 'Progress Ball'. Throw, not hit a ball to an opponent at
- 8 The end of a rally. Be especially careful on a backswing in close proximity to your opponent.

In the event of a routine injury, e.g. nosebleed, go aided, to the Medical Centre.

For more serious injuries, e.g. concussion or eye related ring 9-999 from the Sports Office.

10 Oakham School Swimming Pool Guidelines for adults and pupils

Initially:

- 1 All Bookings should be made through Conrad Nancarrow
- 2 Conrad Nancarrow will appoint the lifeguard
- 3 The supervisor, tutor or teacher is not the lifeguard unless having NRASTC qualification.

Notes with regard to a pool session

- 1 'Free' swims need the greatest care, and consequently the lifeguard must have NPLQ standing
- 2 All formally structured lessons can be lifeguarded by an adult with NRASTC standing.
- 3 A whistle is a necessary aid to organised activity
- 4 The Safety Number is 20 pupils per qualified lifeguard.

Procedure

Staff running sessions within the pool should read and understand these points, and Points 2-8 must be communicated to, and understood by the pupils in their group.

- 1 Emergency regulations are published in the lengthy but necessary Normal Operating Procedure document, to be found at the Pool entrance.
- 2 Prior to a group entering the pool area for the first time, the group leader should determine the procedure for doing this from the changing room. Pupils must be clearly informed not to enter the pool area until told to do so and therefore only when appropriate staff are present.
- 3 Prior to a group entering the water, staff i/c should be aware of the experience and swimming abilities of the group they are in charge of, and outline how the session is to proceed.
- 4 Shallow and deep water areas are clearly marked. Prior to entering the water for the first time pupils should be made aware of these, and the associated restrictions that apply.
- 5 Emergency procedure should be explained to the pupils prior to them entering the water for the first time. All evacuations are by use of the bell and are through changing room C (identified to pupils) -unless directed elsewhere- to roll call on the 1st XV rugby pitch, Doncaster Close.
- 6 Anti-chlorine goggles, armbands and floats are the only pieces of equipment allowed in the pool, other than in the specific cases of a Water Polo match or a Lifesaving lesson Poles, ropes and buoyancy aids are for rescue and training use only.
- 7 Running on the surrounds, the throwing in of persons or possessions, the deliberate interference of the enjoyment of the pool by others and entry into the pool which may be deemed as dangerous is not allowed. There are many detailed notices about behaviour, diving restrictions and depth levels posted around the framework of the pool. Frequent reminders are strongly recommended.

- 8 In an emergency that the lifeguard cannot cope with, 9-999 should be rung from the telephone at the pool office window. For lesser injuries 555 may be appropriate to contact the Medical Centre.

11 Oakham School Fitness Centre Guidelines for adults and pupils

Entrance from Kilburn Road ONLY

Dress

School PE or Games Clothing only (not leisurewear or fashion wear)

Footwear to be clean and training shoes suitable for indoor work please.

The Weight Training Stations: N.B. Forms 7 to 5 Only

Before using this equipment a pupil should have first received instruction at some point during the last 18 months from specialist PE teachers within curriculum PE lessons. The names of those who have received induction is stored on the school IT system.

The Cardio-Vascular Stations: N.B. Forms 7 to 3 Only

Before using this equipment a pupil should have first received instruction at some point during the last 18 months from specialist PE teachers within curriculum PE lessons. The names of those who have received induction is stored on the school IT system.

No machinery should be used to excess – in lines with induction

Opening Hours and activity with these hours will be as follows:

Mon – Sat	0700 – 1300	PE Lessons
Mon & Fri	1630 – 1750	PE Lessons (Winter) (1410-1530 Summer)
Mon & Fri	1410 – 1530	Activities (Summer) (1600-1800 Summer)
Tues & Thurs Squads	1400 – 1600	Full Time Games for those pupils not in Team
Tues & Thurs	1600 – 1800	Outdoor Team Players
Wed	2100 – 2150	Boarders

Opening Hours for Staff

Tues, Thurs, Sat	0730 – 0800
Mon – Fri	1300 – 1400
Mon	1900 – 2000
Wed	1800 – 1900

The Fitness Centre is to be hopefully 'enjoyed by all', but it is neither a Social centre nor a 'Fun Area', and spectators are not permitted. A towel for hygienic use of the seated machines and a bottle of water to avoid dehydration are appropriate accessories.

12 Oakham School Weights Room Guidelines for pupils

The use of the Weights room is wholly under the supervision and direction of the Head of Strength and Conditioning.

Pupils should, in general be working under the supervision of the Head of Strength and Conditioning

For pupils to train without supervision, this must be with the express permission of the Head of S&C. Pupils must never train alone and must only train using exercises and equipment that they have received instruction in and are competent in the use of.

Pupils must be aware of the proximity of the weights room to the classrooms adjacent and maintain appropriate levels of noise/music at the appropriate times.

Emergency Procedure

- 1 Emergency procedure should be explained to the pupils prior to them entering the Weights Room for the first time. All evacuations are by use of the fire alarm and are through the Sports Hall or Weights Room back door exit (identified to pupils) -unless directed elsewhere- to roll call on the 1st XV rugby pitch, Doncaster Close.
- 2 In an emergency, ring 9-999 from the Red Emergency telephone opposite Squash Court 1. For lesser injuries 555 may be appropriate to contact the Medical Centre.

Time Allocation

- 1 Pupils should not be in the building for more than 60 minutes of exercise per day.
- 2 One session per pupil per day.

13 Gum Shield Policy

The following policy is designed to provide the best possible safety for those playing games with an inherent risk of injury to the mouth and teeth through a variable dynamic situation involving robust physical contact or the use of hard balls or equipment. These games are:

- Hockey
- Rugby
- Lacrosse

The sports department highly recommends the wearing of gum shields and takes every opportunity to ensure that every child involved in these sports owns a gum shield and wears it when appropriate.

The provision of gum shield availability

All new parents are advised of the need for gum shields in sports which are played by all children at some time in their school career.

- 1 The Sports department arranges for OPRO to undertake gum shield fitting at the start of each academic year.
- 2 This is published to all new parents.
- 3 There is a mop up OPRO fitting session within a few days of the start of term.

- 4 The sports dept. arranges for home fitting packs for those who have missed both fittings.
- 5 The default position for new parents is to be included in a gum shield fitting.
- 6 Those new parents who wish to opt out of the OPRO fitting must indicate that they have made their own arrangements for their child's gum shield.
- 7 The Sports department have a supply of temporary gum shields available when required.

The implementation of gum shield wearing

During games sessions coaches of Hockey, Lacrosse and Rugby will make every reasonable effort to make sure that gum shields are being worn.

- Coaches will avoid dynamic situations at the start of term before OPRO gum shields have arrived when working with L1, F1, F2, F3 as these are new comers to the school.
- Coaches will remind players at the start of a season of the necessity to wear gum shields.
- Coaches will make regular reminders to players to bring gum shields to training sessions.
- Coaches will remind players of the necessity to wear gum shields at the start of dynamic activities within training sessions.
- Coaches will remind players to bring gum shields on teams sheets prior to matches.
- Coaches will remove players from dynamic situations where appropriate.
- The levels to which coaches repeat these messages will be commensurate with the age and experience of their charges.

14 Emergency Medical List & Procedure

IMPORTANT

All staff will receive the emergency list from the medical centre at the start of the school year, updated as necessary throughout the three terms.

This list should immediately be placed within this policy document.

Each member of staff should be aware of the presence on this list of pupils who they are coaching, and know what procedure to follow in each case.

WHAT TO DO: Call 555. We cover 24 hours, 7 days a week

Diabetic

- If any sign of infection i.e. cold they must be checked over at the medical centre.
- If they become unwell or collapse the medical centre
- must be notified IMMEDIATELY.
- All our diabetics are insulin dependent. They use & dispose of their own needles.

Nut Allergy

- If they develop breathing difficulties inform the medical centre

- IMMEDIATELY. Reassure them that they have called for help.
- Check that they have their EPIPEN and proceed to use.

Epileptic

- '**Petit mal**' means that they do not have a seizure where they throw their arms and legs about. These children just 'drift off' as if they are in a dream. They may fall over but will come back within a few seconds. They need to be left quiet for a few minutes until they feel well.
- '**Grand mal**' means that they 'fit'. They should be left where they fall as long as it is safe. Send someone to phone the medical centre for assistance. Move on passers-by. If a blanket or pillow is to hand keep them warm and protect them from injuring themselves. Talk to them. Take note of what time the seizure started and note when it finishes. A seizure can last for several minutes and when they respond they will need to be left to sleep it off.

G.M. Grant Sister i/c Medical Centre

15 Advice given to Students regarding the use of Supplements

Delivered to F3, F4, F5 Parents and all boys in F3, F4, F5, F6, F7 by IS

Strength and Conditioning

Through the PE programme pupils are educated in Health Related Fitness and training designed to improve functional movements, strength and cardio vascular fitness. This training is designed to promote a lifelong healthy lifestyle and to prevent injury and hypokinetic disorders.

Strength training is a part of this programme. Much of this work is done using body weight, partner work etc. Unloaded bars and loaded bars become part of the programme commensurate with age and physical maturation.

Oakham employs a full time strength and conditioning coach whose job is to provide coach education, to support the PE and games programmes and to provide group and individual strength and conditioning training to athletes progressively as they become older and more specialised.

Supplements.

The purpose of supplements is to add specific nutrients to the already well monitored diets of athletes with specific dietary needs. The only athletes within Oakham whose use of such supplements is condoned by the school are those who are part of professional organisations through which their training and diets are established and monitored. Examples of this are rugby players within premiership academies.

For all other students / athletes within the school the purchasing and use of supplements is neither prescribed, recommended, advised nor condoned.

We are however aware that the availability of supplements has increased enormously over recent years along with media coverage and promotion.

Health Risks

The health risks involved with the use of supplements are mostly anecdotal. Proven medical risks are largely minimal.

Risk does exist however, in the purchase of products from unreliable sources – specifically through contamination at the point of manufacture from:

- Harmful substances
- Banned substances (prohibited by WADA)

Risk also exists in the transgression from non-WADA prohibited substances to WADA prohibited substances which are easily available through the same website sources.

There is also a risk, though poorly documented, through the excessive contra indicated use of some substances.

Related Risks

Other than medical risks the more real risks (though indirect) are identified as follows:

- Neglect of focused training
- Neglect of healthy eating
- Financial.

School Policy

It would not be our intention to outlaw the use of such supplements for the fear that its use would move underground.

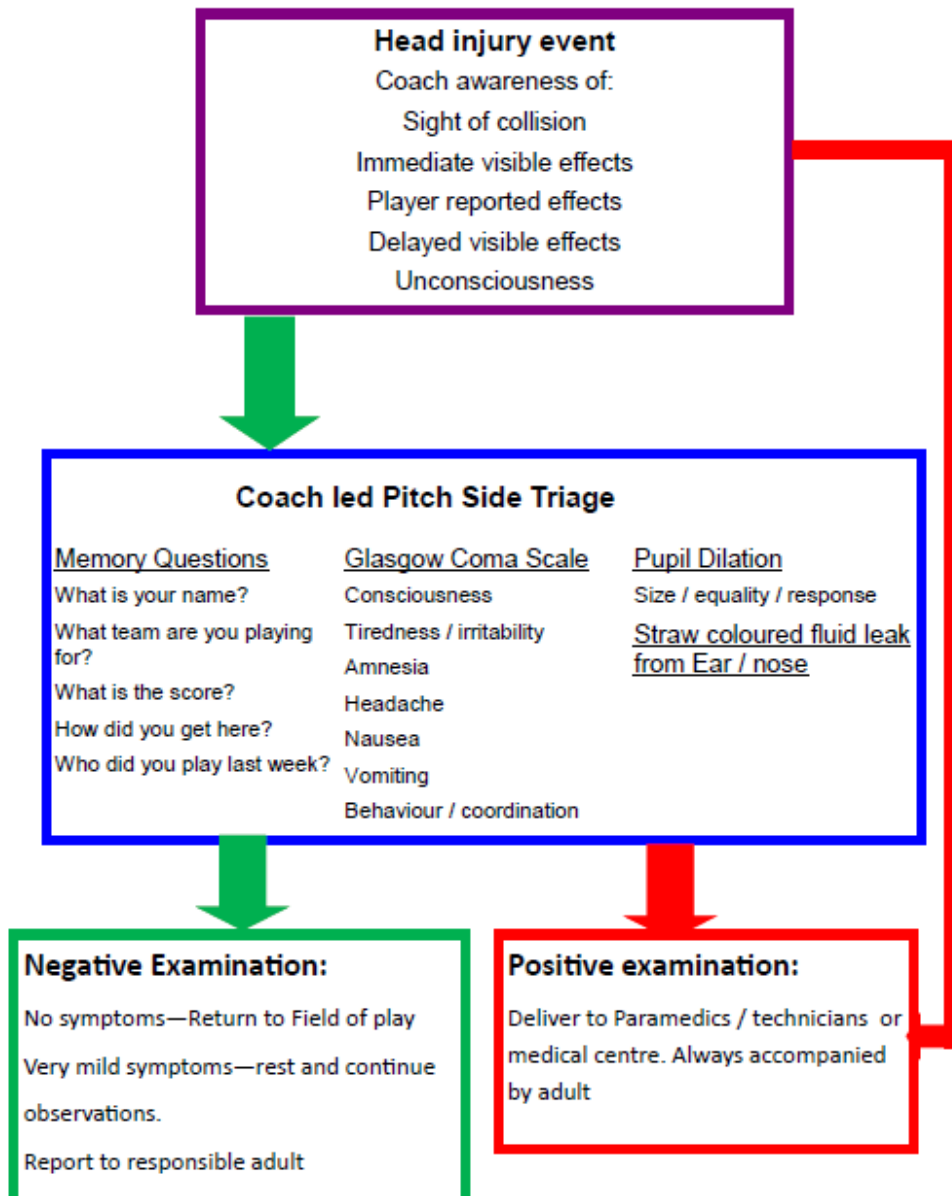
Our stance is to give sound information and advice such that students can make wise decisions.

The education programme should be annually delivered through the sports department.

16 Head Injury Protocol – stage 1

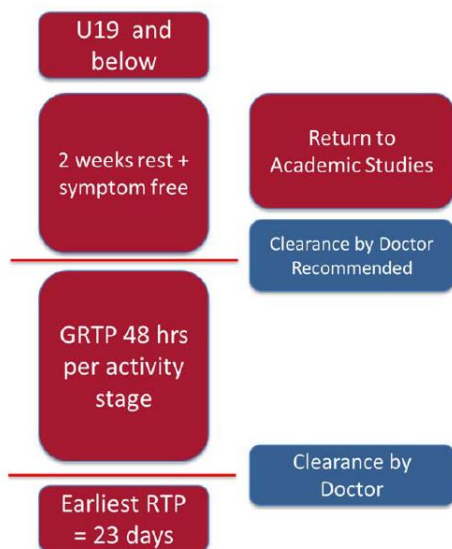
Head injury Protocol

Stage 1: Immediate treatment



17 Head Injury Protocol – stage 2

Players who are diagnosed with concussion must follow the RFU Graduated Return To Play protocol.



The GRTP has 4 stages (2-5) that must be completed following a 14 day period of rest.

If each stage is completed satisfactorily and symptom free the player may return to match play on day 23.

Stage	Rehabilitation Stage	Exercise Allowed	Objective
1	Rest	Complete physical and cognitive rest without symptoms	Recovery
2	Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity, <70% maximum predicted heart rate. No resistance training.	Increase heart rate and assess recovery
3	Sport-specific exercise	Running drills. No head impact activities.	Add movement and assess recovery
4	Non-contact training drills	Progression to more complex training drills, e.g. passing drills. May start progressive resistance training.	Add exercise + coordination, and cognitive load. Assess recovery
5	Full Contact Practice	Normal training activities	Restore confidence and assess functional skills by coaching staff. Assess recovery
6	Return to Play	Player rehabilitated	Safe return to play once fully recovered.

Players on the Graduated Return to Play Protocol must complete and have the return GRTP card completed and signed off.

DATE PLANNER



DAY	EVENT	DATE
0	INJURY	
1	REST	
2	REST	
3	REST	
4	REST	
5	REST	
6	REST	
7	REST	
8	REST	
9	REST	
10	REST	
11	REST	
12	REST	
13	REST	
14	REST	
15	ACTIVITY STAGE 1 LIGHT AEROBIC EXERCISE	
16	ACTIVITY STAGE 1 LIGHT AEROBIC EXERCISE	
17	ACTIVITY STAGE 2 SPORT SPECIFIC EXERCISE	
18	ACTIVITY STAGE 2 SPORT SPECIFIC EXERCISE	
19	ACTIVITY STAGE 3 NON CONTACT TRAINING	
20	ACTIVITY STAGE 3 NON CONTACT TRAINING	
21	ACTIVITY STAGE 4 CONTACT TRAINING	
22	ACTIVITY STAGE 4 CONTACT TRAINING	
22	DOCTOR APPOINTMENT	
23	RETURN TO PLAY	



Post Concussion Management of Return to Play

Pupil card

GRADUATED RETURN TO PLAY PROTOCOL	
NAME:	
HOUSE:	
FORM:	
DATE OF INJURY:	
DOCTOR ASSESSMENT:	
STAGE 1: REST/NO SPORT 14 DAYS	
AFTER 14 DAYS OF REST START THE ACTIVITY STAGES IF YOU ARE STILL HAVING PROBLEMS GO TO SEE YOUR DOCTOR	

ACTIVITY STAGES			STAGES CAN BE COMPLETED EVERY SECOND DAY	
			DATE	SIGNED
Stage 2	DAY 15/16	Light aerobic exercise		
Stage 3	DAY 17/18	Sport –specific exercise		
Stage 4	DAY 19/20	Non-contact training Drills		
Stage 5	DAY 21/22	Full Contact Practice		
ONCE ACTIVITY STAGES HAVE BEEN COMPLETED GO TO SEE YOUR DOCTOR				
DATE:		DOCTOR:	FIT TO PLAY:  	
RETURN TO PLAY DATE:				

18 Emergency Numbers

All numbers will also be found in the current Sports Numbers pocket guide

SPORTS NUMBERS 2017 / 2018					
	Name:	Office	Home	Mobile	
Director of Sport	Iain Simpson	01572 758803	01572 770345	07789 801130	
Ass Dir Sport	Peta Girdwood	01572 758816		07725 913311	
Ass Dir Sport	Trefon Vandoros	01572 758816		07915 211121	
Head of Girls PE	Katie Long	01572 758816		07983 601206	
Head of Boys PE	Glenn Gelderbloom	01572 758816		07976 058649	
Deputy Head	Louise North	01572 758640		07811 134588	
Deputy Head	Sarah Gomm	01572 758635	01572 737663	07944 282167	
Headmaster	Nigel Lashbrook	01572 758800	01572 758775	07968 946575	
Director of Coaching	Ian Smith			07881 568585	
Head of Lower School	Adrian Morris	01572 758700	01572 758652	07864 050164	
Rugby	Andy Rice	07811 871585	Hockey	James Bateman	07792 246216
Athletics	Trefon Vandoros	07915 211121	Hockey	Katie Long	07883 601206
Sailing	Nick Neve	07984 028174	Girls Tennis	Peta Girdwood	07725 913311
Netball	Lauren Nicholls	07805 156953	Cricket	Neil Johnson	07595 002202
UPPER SCHOOL					
Round House	Emma Durston	01572 758729	01572 758730	07938 596529	
School House	Christopher Foster	01572 758714	01572 758714	07938 596544	
MIDDLE SCHOOL					
Barrow	Nick Favell	01572 758672		07528 677562	
Clipsham	Tim Dixon-Dale	01572 758670		07866 601579	
Chapmans	Daniele Bonanno	01572 758745	01572 758745	07772 579596	
Haywoods	David Taylor	01572 758748	01572 758748	07594 687246	
MIDDLE SCHOOL (cont)					
Wharflands	James Cure	01572 758740	01572 758740	07772 579624	Nesbitt's Coaches: 01664 454284
Gunthorpe	Kim Hegarty	01572 759674		07582 705911	01572 722760
Hambleton	Sue Healey	01572 758676	01572 813413	07854 750589	(evenings)
Buchanans	Carly Latham	01572 758765	01572 758765	07583 273420	Richard Dexter:
Rushebrookes	Tessa Drummond	01572 758762	01572 758762	07772 579435	Head Groundsman
Stevens	Annette Lear	01572 758770	01572 758770	07772 579066	07921 659526
LOWER SCHOOL					
Sargants	Ashley Denman	01572 758610		07968 948072	Sports Hall: 01572 758754
Peterborough	Malcolm Fairweather	01572 758656		07940 045403	07956 425573
Ancaster	Alison Petit	01572 822929	07789 852338	07583 273478	Conrad Nancarrow 01572 758757
Lincoln	Michelle Northcott	01572 758602	01572 757238	07828 735733	Catering Dept: 01572 758790
MEDICAL			PARAMEDICS		
Oakham Medical Centre		01572 758555	Wilson Fields	07939 195114	Username: OS5056
Peterborough Hospital		01733 878000	Doncaster Close	07939 193376	Password: OSport
Leicester Royal Infirmary		01162 541414	TRANSPORT		Post Codes:
Stamford Hospital		01780 764151	Chris Dook	07917 776021	BAFS LE15 6QG
Rutland (Oakham) Hospital		01572 722552			Wilson Pavilion LE15 7QH
					Sportshall LE15 6QZ

19 Facility Risk Assessments ASTROTURFS

Department:	Sports			Date: 1/09/15					
Work activity / area being assessed: ASTROTURFS									
Groups of people exposed: Staff – throughout the opening hours of the day Pupils – during PE, Activities, Games, Training and House sessions									
List significant hazards (e.g. electricity, noise, machinery, refer to 'Hazard Checklist' if necessary. To calculate risk, refer to 'Guide to Determining Risk'. Please tick (3) appropriate boxes)	Hazard Potential		Likelihood			Risk			
	Minor	Serious	Major	Low	Medium	High	Low	Medium	High
1. Movement of large equipment e.g. Goals			X	X			X		
2. Floor / Surfaces		X		X			X		
3. Equipment		X		X			X		
4. Lighting		X		X			X		
5. Slips / Trips / Falls		X			X		X		
6. General sporting injuries		X		X			X		
7. Head & Neck injuries to include broken limbs			X		X			X	
8. Teeth damage from ball or stick		X		X			X		
List controls in place to reduce risk (For example, engineering controls, training, working procedures, maintenance of plant and equipment, and provision of personal protective equipment – refer to 'Control Measure Checklist' if necessary)									
<ol style="list-style-type: none"> 1. Directors of Sports to confirm pitch requirements upon confirmation of fixtures and sessions to reduce need for last minute moving of goals, Ground's department to move goals in line with manual handling training 2. Schedule for brushing the pitches to be determined by grounds department based on manufacturers specification in line with average weekly usage log to be completed by Sports Facilities Manager and given to Grounds department 3. Equipment stored in designated areas when not in use E.G. side hockey goals are moved out of the way for full side matches prior to fixture start, away from the walkway 4. All equipment has an annual maintenance inspection report. Equipment is checked prior to use 5. All equipment is only used under trained guidance 6. Regular Lighting checks / replacement, only staff members to have A1 key access to turn lights on/off 7. Floor is brushed on a regular basis, all staff to perform a visual check prior to and after use to ensure no debris that could cause harm to users is left on the pitch 									

8. All external users to provide adequate provision of trained staff, appropriate warm up and cool down to be carried out, Specific Warnings re technique. Clearance of Dangerous items from pitch area, proper footwear encouraged, AstroTurf shoes on sand based pitches advised. Shin Pads strongly recommended
9. Adequate supervision along with strong umpiring and good coaching will reduce risk and help prevent accidents in practices and games, again wearing of shin pads strongly recommended,
10. All staff are responsible for advising pupils to wear GS during their sessions, **GS are strongly advised.**

Future action required and priority: (For example, eliminating the hazard or substituting for something least hazardous, amending working procedures, introducing engineering controls, providing training and supervision – refer to ‘Control Measure Checklist’ if necessary.)		By whom?	By when?
Monitor and update regularly all potential hazards & training needs.		All Staff	Ongoing
Ongoing continual daily surface check		All Staff	Ongoing
Regular equipment checks and planned maintenance schedules		Sports Facilities Manager	Annually
Assessor: C Nancarrow C G Nancarrow 20/01/2015		Responsible Manager: I Simpson (Signature & date) 20/01/2015	
Reviewed by	Date	Reviewed by	Date
CGNancarrow	28/01/2016	ISimpson	23/08/2016
CGNancarrow	06/09/2017	ISimpson	06/09/2017

20 Facility Risk Assessments

SPORTS HALL

Department:	Sports			Date: 1/09/15					
SPORTS HALL - PE lessons, Activities and Games									
Groups of people exposed: Pupils – During classes, activities and games / matches Staff – throughout the opening hours of the day External Customers – throughout hire times of the day									
List significant hazards (e.g. electricity, noise, machinery, refer to 'Hazard Checklist' if necessary. To calculate risk, refer to 'Guide to Determining Risk'. Please tick (3) appropriate boxes)	Hazard Potential			Likelihood			Risk		
	Minor	Serious	Major	Low	Medium	High	Low	Medium	High
1. Plug sockets			X	X			X		
2. Floor / Surfaces		X		X			X		
3. Equipment		X		X			X		
4. Lighting		X		X			X		
5. Slips / Trips / Falls			X		X		X		
6. General sporting injuries		X		X			X		
7. Sports store doors (opens into S Hall)	X			X			X		
List controls in place to reduce risk (For example, engineering controls, training, working procedures, maintenance of plant and equipment, and provision of personal protective equipment – refer to 'Control Measure Checklist' if necessary)									
<ol style="list-style-type: none"> Power breakers in place, staff training, termly checks to ensure all sockets are in working order Daily and weekly floor cleaning schedule. Equipment stored in designated areas when not in use E.G. netball posts are moved into store, away from the walkway outside of use. Tables/chairs, mats are stored on trolleys in store. All equipment has an annual maintenance inspection report. Equipment is checked prior to use All equipment is only used under trained guidance Regular Lighting checks / replacement. Emergency lighting systems Light guards in situ Floor is cleaned on a regular basis, all staff perform a visual check prior to use to ensure no debris that could cause harm to users, wet floor signage is used if required Staff Supervision, appropriate warm up and cool down to be carried out, Specific Warnings re technique. Clearance of Dangerous items from court area. 									

9. Regular checks to ensure doors are secured and locked during when not in use, people to be aware of other users prior to opening door			
10. Fire Route in the Sports Hall Store is to remain clear at all times. Area is clearly marked.			
Future action required and priority: (For example, eliminating the hazard or substituting for something least hazardous, amending working procedures, introducing engineering controls, providing training and supervision – refer to ‘Control Measure Checklist’ if necessary.) Monitor and update regularly all potential hazards & training needs.		By whom? All Staff	By when? Ongoing
Ongoing continual daily sports hall check		All Staff	Ongoing
Regular equipment checks and planned maintenance schedules		Sports Facilities Manager	Annually
Future action required and priority: (For example, eliminating the hazard or substituting for something least hazardous, amending working procedures, introducing engineering controls, providing training and supervision – refer to ‘Control Measure Checklist’ if necessary.) Monitor and update regularly all potential hazards & training needs.		By whom? All Staff	By when? Ongoing
Ongoing continual daily poolside check and pool readings 3 times a day		All Staff	Ongoing
Regular equipment checks and planned maintenance schedules		Sports Facilities Manager	Annually
Assessor: C Nancarrow C G Nancarrow 22/01/2015		Responsible Manager: I Simpson (Signature & date)	
Reviewed by	Date	Reviewed by	Date
CGNancarrow	23/08/2016	ISimpson	23/08/2016
CGNancarrow	06/09/2017	ISimpson	06/09/2017

21 Facility Risk Assessments

SWIMMING POOL

Department:	Sports		Date: 1/09/15											
SWIMMING POOL – PE lessons, Activities and Games														
Groups of people exposed:														
Pupils – During classes, activities and games / matches														
Staff – throughout the opening hours of the day														
List significant hazards						Hazard Potential		Likelihood		Risk				
(e.g. electricity, noise, machinery, refer to 'Hazard Checklist' if necessary. To calculate risk, refer to 'Guide to Determining Risk'. Please tick (3) appropriate boxes)						Minor	Serious	Major	Low	Medium	High	Low	Medium	High
1. Structural hazards								X	X			X		
2. Floor / Surfaces							X		X			X		
3. Equipment							X		X			X		
4. Lighting							X		X			X		
5. Slips / Trips / Falls								X		X		X		
6. Injuries - Minor to Major including drowning								X	X			X		
7. Activity hazards							X		X			X		
8. Unsupervised children								X	X			X		
9. Pool contamination							X		X			X		
List controls in place to reduce risk														
(For example, engineering controls, training, working procedures, maintenance of plant and equipment, and provision of personal protective equipment – refer to 'Control Measure Checklist' if necessary)														
1. Steps to be regularly checked, glare from windows to be taken into account meaning lifeguards should be patrolling the pool at all times,														
2. Daily floor cleaning schedule, visual check before and during each session where any obvious obstructions are removed and any large puddles squeegeed down the gully, staff to enforce pool rules such as no running etc...														
3. Equipment stored in designated areas when not in use E.G. Water polo goals against the wall, ball, floats and toys in correct storage box outside of use,														
4. All equipment to have an annual maintenance inspection report. Equipment is checked prior to use and only used under trained guidance														
5. Regular Lighting checks / replacement. Emergency lighting systems Light guards in situ														
6. Floor is cleaned on a regular basis, all staff perform a visual check prior to use to ensure no debris that could cause harm to users, wet floor signage is used if required														
7. Staff supervision for all sessions enforcing pool rules, appropriate warm up and cool down to be carried out, specific warnings re technique, ratios to be followed at all														

times, all staff to have relevant qualifications, regular staff training to be provided by Sports Facilities Manager,

8. All sessions to be supervised, clear rules defined prior to activity start, all rules enforced by staff at all times, Kayaks to be stored correctly outside of use and secured to wall, all activities lead by qualified staff
9. Poolside to be locked at all times when not in use, all staff are responsible for unlocking and locking poolside prior to each session. Staff are to check all fire exit doors, fitness centre access, windows, changing room doors and main pool door before leaving poolside. NO session should run without adequate supervision, all staff must have as minimum their NRASTC qualification which must be valid and sessions run within minimum ratios. If any staff member doesn't have their NRASTC award then a qualified lifeguard (NPLQ qualification) must be present on poolside.
10. Pool readings to be carried out 3 times a time, Pool reading sheet to be updated and any issues raised following training received, pool dosing equipment to be checked and calibrated by external organisation annually, pool to be backwashed a minimum of once a week possibly more depending of bather loads, Chlorine and CO2 supply to be checked every day, microbiological tests to be carried out by external company monthly

Future action required and priority: (For example, eliminating the hazard or substituting for something least hazardous, amending working procedures, introducing engineering controls, providing training and supervision – refer to 'Control Measure Checklist' if necessary.)		By whom?	By when?
Monitor and update regularly all potential hazards & training needs.		All Staff	Ongoing
Ongoing continual daily surface check		All Staff	Ongoing
Regular equipment checks and planned maintenance schedules		Sports Facilities Manager	Annually
Assessor: C Nancarrow C G Nancarrow 20/01/2015		Responsible Manager: I Simpson (Signature & date) 20/01/2015	
Reviewed by	Date	Reviewed by	Date
CGNancarrow	23/08/2016	ISimpson	23/08/2016
CGNancarrow	06/09/2017	ISimpson	06/09/2017