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|  | **School Risk Assessment Record** |  |

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| **Operations/Work Activities covered by this assessment:** | School risk assessment | | | | | | | |
| **Site Address/Location:** | <Insert location> | | | **Department/Service/Team:** | | | <Insert name of school/academy> | |
| **Assessment Date:** | Click or tap to enter a date. | | | **Lead Assessor:** | | | <Insert name of assessor> | |
| **Authorised By:** | <Insert name of authoriser> | | | | | | | |
| **Who Might Be Affected** | Employee | Contractor | Visitor | | Pupil | Client | | Member of Public/Third Party |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees | | | | | | | | |

| Hazards  Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating | | | Action Required/ Action No. |
| --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating |
| Insufficient information, instruction and training of employees and pupils. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. | Employees receive induction training when joining the school which includes health and safety arrangements and emergency action. A record is maintained of the induction including name, content and date undertaken.  An employee handbook is available which contains key information about the school and management arrangements.  Employees have access to health and safety information relevant to their role including the findings of risk assessments.  Employees have suitable and sufficient training, experience, and knowledge for their role and to ensure equipment / activities are conducted safely.  A process to identify training needs is established e.g. outcomes of risk assessment.  A core competency training matrix has been completed which identifies specific training requirements for roles or individuals.  Refresher training is managed and provided at regular intervals.  Training records are maintained and available to view.  Expectations of behaviour for pupils outlined within behaviour policy.  Pupils informed of risks associated with activities they are involved in and how to stay safe. |  |  |  |  |
| Inadequate arrangements for communication, participation and consultation of health and safety hazards, control measures, roles / responsibilities, and other information. | Physical injury or ill-health from of insufficient communication or lack of awareness of roles and responsibilities. Failure of the health and safety management system implemented at all levels of the organisation. | The Health and Safety Policy has been implemented and it identifies key roles and responsibilities. The H&S Policy is formally communicated to all employees annually.  Key health and safety documentation, arrangements and processes are formally communicated to employees and a record is maintained.  Health and safety is included as a standing agenda item during team meetings and minutes are maintained.  Employees, trade union representatives and other interested parties (e.g. Governing Body, Academy Trust etc.) are consulted on health and safety matters relevant to their role.  Employees are involved, participate, and engage with key health and safety functions and activities.  Hazards are communicated to employees and other interested parties.  Employees report hazards and defects. A record is maintained, and prompt action taken to remedy. |  |  |  |  |
| Insufficient supervision of employees and pupils. | Physical injury or ill-health from inadequate supervision of pupils or lone working. Employees experiencing stress, physical injury, or ill-health from managing large groups and / or working alone. Pupils at greater risk of physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. Injuries may include cuts, bruising, bumps, and fractures. | Arrangements are in place to ensure that pupils are always appropriately supervised.  Access to high risk / employee only areas including laboratories / storage areas / classrooms is restricted when not in use and when supervision is not available.  A risk assessment is undertaken to determine class sizes to ensure activities can be completed safely and with suitable support / supervision.  Off-site visits are risk assessed and sufficient supervision arrangements implemented.  Consideration given to supervision of outside space during break and lunch times. Specific attention given to play equipment and the layout of outside space.  Safeguarding policy in place and followed by all employees and other interested parties.  Lone working arrangements are in place to support employees who may be working without direct or close supervision. Avoid lone working wherever possible. Where lone working cannot be avoided a specific risk assessment is completed. |  |  |  |  |
| Inadequate provision of welfare facilities. | Physical injury due to hazards present within working environment. Injuries may include cuts, bruising, bumps, burns, and fractures. Ill-health due to stress, poor mental wellbeing, and poor hygiene practices. | Adequate ventilation within school e.g. via windows or other openings. Mechanical ventilation considered where this cannot be achieved.  Maintain a comfortable room temperature.  Suitable hand washing facilities available. Facilities to include hot and cold or warm water, soap and means of drying e.g. paper towels or hand dryers.  An adequate supply of high-quality drinking water is provided.  Suitable and sufficient, readily accessible rest facilities are provided:   * Seats provided for employees to use during breaks * Facilities to prepare or obtain a hot drink * Suitable and sufficient facilities provided for employees to eat meals at work e.g. fridge / microwave * Suitable and clean surface to place food   Consideration given and support mechanisms in place to support employee wellbeing and stress. Further advice and support available from HR Business Partners.  Suitable rest facilities provide for pregnant women and nursing mothers. A specific new and expectant employees risk assessments to be completed and suitable controls / support implemented.  HSE Guidance for Workplace health, safety and welfare is available at: [INDG244 Workplace health, safety and welfare: a short guide for managers (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg244.pdf)  HSE Guidance for Welfare at Work is available at: [Welfare at work - Guidance for employers on welfare provisions (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg293.pdf) |  |  |  |  |
| Insufficient / unsuitable plans and poor management of emergency situations. | Physical injury, ill-health with potentially fatal consequences if involved in an emergency. | School emergency / critical incident plan is in place which covers a variety of situations.  Business continuity plan in place to ensure continuation of service provision.  School emergency / critical incident plan is communicated to interested parties and tested with employees / pupils where appropriate. A record maintained of tests including date, time, employees involved, and issues identified.  Off-site evacuation location identified. Venue, access, and route arrangements in place where appropriate.  Emergency contact details for employees and pupils available. Employees, parents / carers aware of their responsibility to notify of any changes to contact information, including home address, telephone number and emergency contact.  Key contact information available for utilities for emergency situations e.g. gas, electricity, and water. |  |  |  |  |
| Inadequate or insufficient provision of first aid. | Injury or ill-health from inadequate first aid provision or incorrect first aid treatment. | A first aid needs assessment is completed, and suitable risk controls are implemented.  Appointed and trained first aiders within the school. Care taken to ensure provision is available for high-risk areas / activities e.g. off-site visits, curriculum departments etc.  Employees aware off emergency procedures and action to be taken whilst waiting for the first aider and method of contacting first aiders and emergency services. Notices displayed identifying contact details of first aiders.  Employees are aware of method of contacting emergency services.  First aid kits are suitably located around school, kept fully stocked and a checked regularly by a responsible person.  Where need is identified within the risk assessment eye wash facilities are available, and employees have been trained to use them.  Procedures are in place to report first aid treatment, accidents, incidents and near misses.  DfE Guidance for first aid in schools is available at: [First aid in schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/first-aid-in-schools)  DFE Guidance for paediatric first aid requirements available within the Early Years Foundation Safety (EYFS) Statutory Framework: Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)  DFE Guidance for Automated External Defibrillators (AEDs) in Schools is available at: [Automated external defibrillators (AEDs) in schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools) |  |  |  |  |
| Issue of incorrect medication and emergency procedures. | Individuals may experience ill-health from ingesting incorrect medication, incorrect dosage or if emergency medication is unavailable. | Administration of medicines risk assessment is completed, and suitable risk controls implemented.  The school medicines policy outlines the arrangements for managing medication in school and the expectations for parents / carers.  Employees with a responsibility for administering medication have received suitable and sufficient information, instruction, and training.  Qualified medical advice is available, and employees know how to access it.  Where a child has an individual health care plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant employees are aware of emergency symptoms and procedures. |  |  |  |  |
| Risk of harm from contact with infectious diseases and allergens. | Risk of ill-health from exposure to infectious diseases and allergens. Ill-health effects may include anaphylaxis, sickness / diarrhoea, skin reactions etc. | Pupils have individual health care plans which outline support and procedures for managing care and avoiding exposure to allergens.  Employees with specific health conditions / allergies have an individual risk assessment in place which outlines specific control measures to minimise risk.  Suitable hand washing facilities available. Facilities to include hot and cold or warm water, soap and means of drying e.g. paper towels or hand dryers. Employees and pupils required to maintain good hand hygiene.  Consider additional risks from off-site visits, external visitors, and non-routine activities e.g. food technology / food preparation.  Consideration of outbreak of infectious disease in school within the emergency plan.  Public health guidance is observed regarding infection control including exclusion table: [Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)  Further guidance relating to allergies is available at: [Allergy guidance for schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools) |  |  |  |  |
| Risk of harm from contact with bodily fluids. | Risk of ill-health from exposure to infection from blood borne viruses (BBV) and other bodily fluids. May cause ill-health e.g. sickness / diarrhoea. | Employees provided with information, instruction, and training about how to deal with and dispose of bodily fluids and limit the risks of exposure.  Employees instructed to cover existing cuts / grazes with waterproof plaster or gloves.  Employees required to maintain good hygiene including thoroughly washing and drying hands.  Suitable equipment is available including hot water, soap / detergent, absorbent material, sterilising liquid, bucket, waste bags etc.  Suitable personal protective equipment (PPE) is provided and worn for example disposable gloves and apron.  Pupils have individual health care plans which outline support and procedures for managing care e.g. changing.  COSHH assessments are in place for any hazardous substances and control measures have been implemented.  Employees aware of action to take if contact with bodily fluids occurs e.g. wash area well with soap and water.  A specific risk assessment is conducted for Hepatitis B where risk is deemed necessary. |  |  |  |  |
| Risk of harm from contact with sharp objects including needles, syringes, broken glass, or litter. | Physical injury from contact with sharp objects e.g. cuts and puncture wounds. Risk of ill-health from exposure to infection from blood borne viruses (BBV) e.g. Hepatitis B, Hepatitis C, HIV etc. | Employees informed of procedure for dealing with discarded needles and syringes.  Employees aware to report any discarded needles or other sharp objects.  Employees aware on action to take in the event a sharps injury is sustained. HSE Sharps Injuries Guidance is available at:  [Heath and social care services - Sharps injuries (hse.gov.uk)](https://www.hse.gov.uk/healthservices/needlesticks/)  Equipment is available to collect discarded needles / syringes e.g. litter pickers, tongs, shovels or dustpan and brush.  Arrangements are in place for the disposal of sharps.  Marked and secure containers placed close to areas where medical sharps are used. Instructions for employees on safe disposal of sharps is displayed in these areas.  Litter bins around site. Pupils discouraged to drink from cans / glass on fields during break times.  Arrangements in place to log incidents of sharps injury.  Incidents where discarded needles / syringes are found on the premises are reported and if necessary, reported to the relevant authority.  Suitable personal protective equipment (PPE) is provided and worn for example disposable gloves. |  |  |  |  |
| Unsuitable and poorly maintained environment. | Physical injury or ill-health due to hazards present within working environment. Injuries may include cuts, bruising, bumps, burns, and fractures. Risk of damage to property due to lack of maintenance and repairs. | Maintain safe access and egress routes around site including paths, walkways, stairs, and ramps.  Routine visual inspections of site and building.  Maintenance regime implemented to ensure routine maintenance of school building, facilities, and equipment.  Condition survey of building conducted routinely, and a record maintained. Action taken to remedy remedial actions identified.  Employees to report hazards and concerns within their work area. Hazards and remedial action to be recorded.  Sufficient lighting to enable people to work and move around the building safely.  Waste bins provided and emptied regularly. External waste bins secured in outside compound.  Cleaning regimes in place ensure the workplace is kept clean, including furniture, furnishings, fittings, floors, walls, and ceilings etc.  Classroom layout considered to enable people to move around with ease. Ensure gangways between desks are kept clear.  Permanent fixtures are in a good condition and securely fastened e.g. cupboards, display boards and shelving etc.  Furniture is in good repair and suitable for the size of user e.g. adult or child.  Openable windows and skylights must be capable of being opened, closed, or adjusted safely and when open not pose any undue risk to anyone (both inside and outside).  Windows restrictors fitted to upper floor windows. Window restrictors checked routinely to ensure they remain in good working order.  Windows, transparent or translucent surfaces in walls, partitions, doors, or gates to be made of safety material or protected against breakage. If there is a danger of people making contact it must be marked or incorporate features to make it apparent.  Measures in place to protect from glare and heat from the sun e.g. blinds or curtains at windows.  Doors and gates must be suitably constructed and fitted with safety devices if necessary.  Doors and gates which swing both ways and doors on main traffic routes should have a transparent viewing panel.  Hot surfaces e.g. radiators and pipes protected where necessary to prevent the risk of burns to vulnerable young people.  HSE Guidance for Workplace health, safety and welfare is available at: [INDG244 Workplace health, safety and welfare: a short guide for managers (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg244.pdf) |  |  |  |  |
| Risk of fire and insufficient emergency procedures. | Fire / explosion risk which may cause severe physical injury, burns, smoke inhalation, property damage and potentially fatal consequences. | School fire risk assessment completed by a competent fire risk assessor which outlines specific fire risk controls for the building.  School emergency evacuation plan devised, communicated, and tested.  Employees, pupils, and visitors aware of procedures to be taken in the event of discovering a fire / hearing the fire alarm.  Fire protective measures e.g. emergency lighting, fire extinguishers, fire alarm etc. are maintained and inspected by competent persons. Records maintained within the fire logbook.  Suitable firefighting equipment is provided, suitably positioned, and maintained e.g. fire blanket, fire extinguishers etc.  Escape routes and exits are kept free from obstructions and checked routinely. A record is maintained within the fire logbook.  Fire safety signage is displayed in suitable locations around school indicating fire evacuation routes, fire exits, and fire provisions e.g. call points, fire extinguishers etc. Fire action notices are displayed in prominent locations.  Fire drills are conducted on a termly basis (as a minimum) and a record maintained including date, time, time taken to evacuate, employees involved, and issues identified.  Fire safety awareness training completed by school employees.  Waste is stored in a secure compound and site security is considered.  Arrangements are in place for the management of contractors including induction procedures, hot work permits etc. Risk assessments and method statements are obtained from contractors prior to work commencing and suitable controls implemented. |  |  |  |  |
| Risk of exposure to asbestos. | Risk of exposure to asbestos which may cause asbestos related diseases. | Asbestos management survey completed for site to identify asbestos within the school.  An asbestos register is available which contains the locations of asbestos within the building, level of risk presented, and action required.  Refurbishment and demolition surveys conducted for any invasive construction work.  The condition of asbestos is monitored via a visual inspection each term. A record of this inspection is recorded within the Local Asbestos Management Plan.  The location of asbestos is communicated to interested parties. Details of what will be communicated, and method of communication will be recorded within the LAMP.  The location of asbestos is formally communicated to contractors during the induction process.  Individuals with a responsibility for managing asbestos receive an appropriate level of information, instruction, and training.  Employees are given annual briefing to include locations of asbestos, informed not to disturb, report damage or concerns and action to take in the event of a disturbance.  A disturbance procedure is recorded within the LAMP and communicated to interested parties.  The HSE Approved Code of Practice for the Managing and Working with Asbestos is available at: [Managing and working with asbestos (hse.gov.uk)](https://www.hse.gov.uk/pubns/priced/l143.pdf)  Further guidance and information relating to asbestos is available on the HSE website at: [HSE: Asbestos - health and safety in the workplace](https://www.hse.gov.uk/asbestos/) |  |  |  |  |
| Risk of exposure to Legionella. | Risk of exposure to Legionella bacteria which may cause Legionnaire’s Disease or Pontiac Fever. | A suitable and sufficient Legionella risk assessment is completed by a competent contractor.  Action is taken to investigate and resolve any remedial actions identified within the Legionella risk assessment.  Maintenance of water system in accordance with regime outlined within Legionella risk assessment.  Little used water outlets flushed on a weekly basis and a record maintained.  All water outlets to be flushed during holiday periods on a weekly basis and a record maintained.  Water temperatures to be monitored monthly and a record maintained. Action taken to investigate issues related to water temperatures.  Individuals with a responsibility for managing Legionella receive an appropriate level of information, instruction, and training.  The HSE Approved Code of Practice for the control of Legionella Bacteria in Water Systems is available at: [Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8 (hse.gov.uk)](https://www.hse.gov.uk/pubns/priced/l8.pdf)  Further guidance and information relating to Legionella is available on the HSE website at: [HSE - Legionella and Legionnaires' disease](https://www.hse.gov.uk/legionnaires/) |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of equipment. | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Injuries may include cuts, bruises, fractures, or entrapment. | Equipment in school must be suitable for its intended use and health and safety considered as part of purchasing decisions. Care taken to consider, use, storage, manual handling, maintenance etc.  Employees have suitable and sufficient training, experience, and knowledge for their role and to ensure equipment is used and maintained in a safe manner.  Employees must not override any safety features.  Equipment subject to regular and routine maintenance and safety checks in accordance with manufacturer’s instructions. Documented evidence retained to evidence inspections / maintenance.  Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.  HSE Guidance for the Provision and Use of Work Equipment Regulations (PUWER) is available at: [Provision and Use of Work Equipment Regulations 1998 (PUWER) - Work equipment and machinery (hse.gov.uk)](https://www.hse.gov.uk/work-equipment-machinery/puwer.htm)  Thorough examinations of lifting equipment and lifting accessories are conducted by a competent person at regular intervals. Equipment and accessories designed to lift people must be inspected at 6 monthly intervals. Documented evidence retained to evidence inspections.  HSE Guidance for Lifting Operations and Lifting Equipment Regulations (LOLER) is available at: [Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) - Work equipment and machinery (hse.gov.uk)](https://www.hse.gov.uk/work-equipment-machinery/loler.htm)  Pressure equipment including pressure vessels associated with boilers must have a written scheme of examination which is approved for the equipment and specifies details of the examination.  Thorough examinations of pressure equipment are conducted by a competent person at regular intervals in accordance with the written scheme. Documented evidence retained to evidence inspections.  HSE Guidance for Pressure Systems is available at: [Pressure systems at work: A brief guide to safety INDG261 (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg261.pdf)  Gas pipework, appliances and flues are regularly inspected and maintained by a Gas Safe Registered Engineer. Gas Safe Registered Engineer appointed to install any gas appliances. Documented evidence retained to evidence inspection.  Rooms with gas appliances have adequate ventilation.  HSE Guidance for Gas Safety is available at: [Gas safety (hse.gov.uk)](https://www.hse.gov.uk/toolbox/gas.htm) |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of electrical equipment. | Physical injury from contact with electricity from damaged, poorly maintained, or incorrect use of electrical equipment. This may result in burn or electrocution which can potentially result in death. | Fixed electrical wiring system inspected by a competent person at five yearly intervals. Action taken to remedy any defects highlighted as part of this inspection. Documented evidence retained to evidence inspection / maintenance.  PAT testing undertaken for all portable electrical items or equipment at regular intervals by a competent person. Documented evidence retained to evidence inspections.  Visual inspections of all plugs, cables, and sockets before use.  Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.  RCD sockets provided and tested regularly.  Sockets and electrical equipment located at a safe distance from sinks.  Equipment sited to avoid trailing cables. Avoid the use of extension leads.  Work and maintenance on electrical equipment or the electrical system must be undertaken by a competent contractor. |  |  |  |  |
| Risk of harm from unauthorised, unsupervised access to boiler house or plant room. | Physical injury or ill-health from unauthorised or unsupervised access to boiler house. Exposure to hazardous substances, contact with machinery and equipment, risk of scalds / burns or slips, trips or falls. Injuries may include cuts, bruising, bumps, and fractures. | Boiler house / plant room kept secure and accessed only by authorised employees and contractors.  Boiler house / plant room not used for storage of combustible, flammable or hazardous materials or substances.  Sufficient lighting and ventilation within boiler house / plant room.  Ensure safe access and egress to boiler house / plant room, specific consideration when accessing different levels.  Avoid lone working. Inform others of entry and exit to boiler house / plant room.  CO detection in boiler house / plant room where there is a risk of incomplete combustion or exposure e.g. wood pellet store, gas boiler. CO monitor tested routinely to ensure in good working order and emergency procedures in place.  A specific risk assessment and is conducted for biomass boilers and the associated risks e.g. carbon monoxide, confined spaces etc. |  |  |  |  |
| Risk of harm from powered gates, doors, and roller shutters. | Physical injury from crushing, sheering, dragging in, entrapment, uncontrolled collapse, or electrocution from inadequately designed, installed, or maintained powered gates or doors. | Powered gates, doors and roller shutters risk assessment is completed, and suitable risk controls implemented.  Power-operated doors and gates fitted with safety features to prevent people being stuck / trapped and where necessary have a readily identifiable and accessible control switch / device for emergency situations.  Vertical opening doors (including those which are powered) to be fitted with safety features to prevent them falling, striking individuals and enable them to be held open.  Regular maintenance and safety checks undertaken routinely in accordance with manufacturer / installer instructions. Documented evidence retained to evidence inspections / maintenance.  If issues / defects are identified regarding the gates they are immediately taken out of use until all safety concerns are adequately addressed.  Doors are assessed to determine if finger guards are required. Where finger guards are installed these are visually inspected and maintained. Action is taken to repair any defective guards.  Visual inspections of doors undertaken to ensure they are in good condition, in good working order and do not present an additional hazard. Action taken to reduce the risk from doors that present a hazard. |  |  |  |  |
| Risk of harm on playground or whilst using play equipment. | Physical injury or ill-health from inappropriate behaviour, poorly managed activities, slips/trips/falls, lack of maintenance and insufficient supervision. May result in cuts, bruises, and fractures. | A visual inspection of play equipment and floor surfaces is conducted prior to use and routinely to ensure it is in a safe condition. Documented evidence retained to evidence inspections / maintenance.  Play equipment inspected by a competent person annually. Action taken to remedy and defects highlighted as part of this inspection. Documented evidence retained to evidence inspections / maintenance.  Any damage or hazards identified are reported and action taken to remedy. Defective, damaged, or unsafe equipment must be taken out of use (e.g. cordoned off) until repaired or replaced.  Suitable surfacing beneath equipment to minimise impact from falls.  Pupils are supervised whilst using the playground and play equipment. Unauthorised and unsupervised use of play equipment prevented e.g. before / after school.  Play equipment is obtained from a reputable source and appropriate for the age group of pupils.  Consideration given to weather conditions and increased risk of slips, trip and falls e.g. wet, snow, ice etc.  Pedestrian walkways are maintained around play equipment.  Suitable clothing and footwear to be worn by both employees and pupils.  Sand and water play areas are located on anti-slip surfaces and away from pedestrian walkways.  Further information relating to playground safety and standards is available via RoSPA: [Advice and information - RoSPA](https://www.rospa.com/play-safety/advice) |  |  |  |  |
| Inadequate tree maintenance and damaged trees posing risk of harm / damage. | Physical injury from falling trees or branches. Injuries may include cuts, bruising, fracture, and potential for fatality. Risk of property damage to school building, equipment, and neighbouring premises. | A tree survey is conducted every 2 years by a competent person to assess the condition of trees on site. Remedial actions identified are investigated and action taken to resolve. Documented evidence retained to evidence inspections / maintenance.  Visual inspections of trees conducted routinely, and action taken to report / remedy any areas of concern.  Appoint competent contractor to undertake remedial works.  Following storms or high winds check for damaged trees. Take action to make safe any areas where defects are identified. |  |  |  |  |
| Inadequate management and supervision of pond area. | Physical injury or ill-health from inappropriate behaviour, poorly managed activities, slips/trips/falls, lack of maintenance and insufficient supervision. May result in cuts, bruises, fractures and potentially a life-threatening situation e.g. drowning. This may result in a fatality. | Unauthorised and unsupervised access to the pond area is prevented by suitable fencing and / or mesh / grill.  Suitable and visible signage in place to indicate presence of pond and risks presented.  The pond area can be safely accessed for learning / maintenance activities.  A visual inspection of pond area including pond, fencing, grill/mesh, signage, walkways, and plants/trees is conducted routinely and prior to any learning / maintenance activities. Documented evidence retained to evidence inspections / maintenance.  Any damage or hazards identified are reported and action taken to remedy. Activities will cease until area is made safe.  Suitable clothing and footwear to be worn by both employees and pupils.  Weather conditions assessed when conducting learning / maintenance activities.  Consider lone working hazards and ensure a specific lone working risk assessment is completed and suitable controls implemented.  Employees and pupils required to maintain good hygiene including thoroughly washing and drying hands.  Any open wounds e.g. cuts/scratches are covered with waterproof plasters.  Where necessary personal protective equipment (PPE) is provided e.g. gloves.  Employees aware of causes, preventative measures, and symptoms of Weil’s Disease (where rats are present). Further information is available at:  [Weil's disease (leptospirosis) - RoSPA](https://www.rospa.com/leisure-safety/water/advice/weils-disease)  Guidance and resources relating to pond safety is available via CLEAPSS:  [P060 - Pond safety in primary schools (cleapss.org.uk)](http://primary.cleapss.org.uk/Resource/P060-Pond-safety-in-primary-schools.aspx)    Further information relating to pond dipping is available via RoSPA: [Pond dipping - RoSPA](https://www.rospa.com/leisure-safety/water/advice/pond-dipping) |  |  |  |  |
| Incorrect, inappropriate, and unsupervised use of hand tools, knives, scalpels, cutting tools and sharps. | Physical injuries from inappropriate or unsupervised use of sharp and other tools / equipment. Injuries may include cuts, bruises, and puncture wounds. Involvement of equipment in violent situation could result in significant injury or fatality. | The use of hand tools, knives, scalpels, and cutting tools is controlled and instructions are provided for safe use.  Hand tools, knives, scalpels and cutting tools are counted in / out at the start and end of each lesson.  All hand tools, knives, scalpels and cutting tools are stored securely when not in use and access to storage is restricted.  Instructions are in place regarding the safe handling of glass equipment and dealing with breakages. A suitable container is readily available for the collection of broken glass. |  |  |  |  |
| Contact with moving plant, equipment and / or vehicles. | Physical injury from contact with moving or reversing plant, equipment, or vehicles. Injuries may include cuts, bruises, fractures, or entrapment. Potential for fatality. Risk of property damage to vehicles and buildings. | A specific risk assessment for the management of workplace transport and vehicle / pedestrian interaction has been completed and suitable controls implemented.  Designated walkways and segregation between people and traffic routes. Suitable crossing points identified.  Speed limits displayed and enforced where necessary.  Controlled vehicle access to site e.g. gates and intercom.  Avoid deliveries and use of other moving plant / equipment / vehicles during the start / end of the school day.  Employees working in car park or around moving vehicles to wear hi-vis vest e.g. supporting bus duty.  Provide physical barriers e.g. bollards to prevent contact with the school building.  Visitors to provide details of their vehicle registration when arriving on site. |  |  |  |  |
| Inadequate planning and management of contractors and construction work. | Physical injury or ill-health from contact with hazards associated with the construction work or site, lack of client / contractor planning, communication, and inadequate implementation of control measures. | Control of Contractors risk assessment is completed, and suitable risk controls implemented.  Scope of work / project identified and agreed. Pre-site meetings held with contractor to identify scope of work.  Roles and responsibilities as outlined in Construction (Design and Management) (CDM) Regulations understood and agreed as required. Guidance relating to the requirements of CDM is available at:   * [Construction - Construction Design and Management Regulations 2015 (hse.gov.uk)](https://www.hse.gov.uk/construction/cdm/2015/index.htm) * [Construction (Design and Management) Regulations - CITB](https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-regulations-2015/cdm-regulations/)   Contractor induction procedures agreed. Formal site induction completed, and evidence maintained.  Communication plan implemented and agreed between client and contractor(s).  Emergency procedures agreed between client and contractor(s) prior to work commencing. |  |  |  |  |
| Inadequate or unsuitable management of receiving deliveries on site. | Employees and contractors (e.g. delivery drivers) may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures.  Physical injury from contact with moving or reversing plant, equipment, or vehicles. Injuries may include cuts, bruises, fractures, or entrapment. Potential for fatality. Risk of property damage to vehicles and buildings. | Organise deliveries to avoid busy times of the day, ensuring employees are on site to accept the delivery.  Wherever possible organise deliveries to be dropped close to the required location by the driver e.g. kitchen or main reception.  Break down the load to ensure it is manageable to transport to the required location.  Ensure deliveries to not impede emergency exit routes or create slip, trip, or fall hazards.  Workplace transport and vehicle risk assessment completed which outlines key control measures for traffic management on site. |  |  |  |  |
| Inadequate arrangements for waste disposal. | Ill-health from contact with hazardous waste resulting in transmission of infectious disease. Physical injury from contact with sharps, falls and musculoskeletal injury from contact with waste and handling. Risk of property damage from fire. | Waste bins are stored within an external secure compound which minimises the risk of arson.  Waste bins are located around school and are emptied regularly.  Care is taken to ensure good housekeeping arrangements on site.  Arrangements are in place for suitable disposal of specialist waste e.g. clinical waste, offensive waste, sanitary waste, sharps etc.  Information, instruction, and training for safe manual handling techniques provided for employees.  Shared lifting practices to be adopted where appropriate.  Large or heavy items to be assessed before handling. |  |  |  |  |
| Insufficient and poorly maintained perimeter fencing and walls | Risk of physical injury from contact with fence including cuts and potential for de-gloving. Risk of harm from pupils absconding from site or access to site from intruders. | Perimeter fences and walls are designed to prevent easy access to site and are well maintained.  A visual inspection of perimeter fencing, and walls is conducted routinely to ensure it is secure and in a safe condition. Action taken to repair any defects identified.  Site to divided into pupil-secure areas and insecure areas e.g. fields / playground separated from paths leading to main entrance.  Where possible gates are kept locked between core occupancy hours e.g. 9am – 3pm.  Emergency procedures in place for absconders and other safeguarding issues.  Safeguarding policy in place and followed by all employees and other interested parties.  Uniform policy in place which includes avoidance of wearing jewellery to minimise risk of injury should employees or pupils come into contact with fencing. |  |  |  |  |
| Risk of harm due to inadequate security provisions and management of site. | Physical injury, ill-health, stress, and impact on mental health from involvement in a security issue or malicious activity. Potential for fatal consequences or severe injury. | Emergency plan is in place which considers site security risks and malicious activity for example intruders, bomb threats etc.  Violence and aggression risk assessment is completed, and suitable risk controls implemented.  Intruder alarm in place, maintained and serviced at routine intervals in accordance with insurance policies.  Controlled pedestrian and vehicle access to limit unauthorised access to site and a secure reception.  All visitors and contractors are directed to the main reception. Signing in procedures are in place outlining key information for site.  Visitors and contractors are clearly identified e.g. lanyards, and appropriate supervision is provided. Employees to identify and challenge individuals who should not be on site.  Procedures in place for dealing with aggressive third parties visiting site.  Minimise undergrowth or screening which may make employees and others vulnerable to surprise attack.  Outside lighting to illuminate shaded / dark areas e.g. car parks.  Hazardous substances, tools, and equipment stored securely and only accessible to authorised / supervised personnel.  Employees to report any hazards / concerns with security or physical environment. |  |  |  |  |
| Risk of harm from violence and aggression from:   * Pupils towards employees. * Pupils towards other pupils.   Parents / carers and other third parties towards employees / pupils. | Physical injury, ill-health, stress, and impact on mental health from violent, aggressive, or threatening behaviour. Potential for fatal consequences or severe injury. | Violence and Aggression risk assessment is completed, and suitable risk controls implemented.  Implement behaviour policies and processes to manage violent / aggressive behaviour. Policies / procedures communicated to all interested parties including employees, pupils, parents / carers etc.  Information, instruction, and training for employees on methods to diffuse violent or aggressive situations and how to deal with verbal abuse and threatening behaviour.  Awareness of safeguarding lead and safeguarding processes. Reports / disclosures / concerns raised where required and in line with safeguarding policy. |  |  |  |  |
| Inadequate arrangements for managing lone working procedures / policy. | Physical injury, ill-health, stress, and impact on mental health from working alone without direct or close supervision. | Lone working to be avoided wherever possible.  Where lone working cannot be avoided a risk assessment is completed, and suitable risk controls implemented.  Formal procedures / policy in place relating to lone working activities.  Formally communicate lone working procedures to all employees and maintain a record to evidence the communication. Include lone working arrangements within the induction process for new employees.  Procedures for emergency communication in place both lone worker aware of who to contact in an emergency and employees aware of escalation procedure to follow. |  |  |  |  |
| Risk of harm from work at height activities. | Physical injury from contact with unsuitable or incorrect use of equipment. Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Work at height to be avoided wherever possible.  Where work at height cannot be avoided a risk assessment is completed, and suitable risk controls implemented.  Any persons undertaking work at height including low-risk, short duration tasks (less than 30 mins) must receive information and instruction on how to use the equipment safely.  Equipment is suitable, stable and of sufficient strength for the task.  A visual inspection of equipment is completed before use and a formal record of routine inspections is completed, and a record maintained. |  |  |  |  |
| Inappropriate manual handling techniques. | Employees may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. | Manual handling operations are avoided wherever possible.  Formal risk assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling which consider TILE (task, individual, load and environment).  Information, instruction, and training for safe manual handling techniques provided for employees.  Shared lifting practices to be adopted where appropriate.  Large or heavy items to be assessed before handling.  Lifting and handling mechanical aids to be provided where necessary. |  |  |  |  |
| Incorrect, unsupervised, and poor management of hazardous substances. | Ill-health or injury from contact, inhalation, absorption, or ingestion of hazardous substances. Potential for fire and explosion associated with hazardous substances which may have fatal consequences and result in significant property damage. | COSHH assessments are completed for all hazardous substances. Controls measures documented and implemented to minimise risk to employees and pupils.  COSHH assessments, control measures and safe working procedures are communicated to employees, users, interested parties and where appropriate pupils.  Material Safety Data Sheets (MSDS) are obtained for all hazardous products and a copy is held with the COSHH assessment.  Employees have received suitable and sufficient information, instruction, and training for the safe use, storage, and management of hazardous substances.  Procedures in place to control substances used and brought into school to ensure that controls are in place. Employees not to bring their own products into school without prior authorisation.  Care is taken to use the safest product for the task.  All hazardous substances are stored securely and safely which is not accessible to pupils. Items are labelled with appropriate warning symbols and arrangements are in place for stock rotation e.g. according to shelf life.  Employees wash hands before and after use of hazardous substances. There is a provision of hand washing facilities, including soap, hot water, and paper towels.  Where the risk assessment has identified a requirement for PPE, suitable PPE is provided at the point of use and it is maintained / cleaned regularly.  Arrangements / procedures are in place for the safe disposal of hazardous substances in accordance with COSHH regulations.  Arrangements are in place to deal with emergency situations, including first aid, fire, spillages etc. and are communicated with interested parties.  Ensure that suitable management arrangements are in place where cleaning provision is provided by a contracted service e.g. risk assessments, COSHH assessments, training etc. |  |  |  |  |
| Risk of harm from slips, trips, and falls due to poorly maintained floor surfaces, poor housekeeping, and risk of falls on different levels. | Physical injury e.g. cuts, bruising and fractures from a slip, trip or fall. | Floors are in a good condition and monitored regularly.  Storage is available for personal belongings.  Good housekeeping is maintained.  Spillages on floors to be mopped up immediately. Cleaning regime is in place for classrooms.  Avoid using extension cables and prevent trailing cables.  Suitable and sufficient lighting in place both inside and outside the school building.  Walkways and pedestrian routes kept clear from obstructions.  Open sides of staircases to be fenced and handrails provided.  Consideration given to weather conditions and increased risk of slips, trip and falls e.g. wet, snow, ice etc.  Provide mats at key entrances / exits to minimise risk from wet floors. Ensure the mat itself does not pose a trip hazard.  Employees and pupils to wear suitable footwear.  Visually inspect outside walkways for disrepair e.g. potholes, uneven surfaces and remedy any defects.  Indicate where there are changes to level e.g. steps, ramps. |  |  |  |  |
| Risk of harm / injury from contact with people. | Physical injury from contact with other people whilst walking around site or during play. Injuries may include cuts, bruising, and fractures. | Due courtesy of employees, pupils and visitors when moving around site.  Encourage individuals to walk on the right-hand side of corridors and stairs.  Walkways to be kept tidy and free from obstructions.  Staggered break times based on numbers and age group of pupils.  Arrangements for the end of the school day to consider staggered entry / exit times and locations of entrances / exits.  Pupils supervised during break / lunch times and when using play equipment.  Expectations of behaviour for pupils outlined within behaviour policy. |  |  |  |  |
| Risk of harm from exposure to adverse weather. | Physical injury and ill-health from exposure to adverse weather. Injuries and ill-health may include hypothermia, sun burn, heat stroke. Physical injuries may occur from slips, trips, falls in icy conditions such as cuts, bruises, and fractures. Property may be damaged from adverse weather. | Adverse weather events e.g. snow and flooding are covered within the school emergency plan and business continuity plan.  Plans are in place for the closure of school (where necessary) due to adverse weather and closures are communicated to all interested parties.  Where there is snow / ice consideration is given to gritting / clearing access / egress routes.  Where hazardous areas are identified e.g. risk of slips, trips, falls, or damaged property ensure that area is cordoned off or signage displayed to inform interested parties of hazard.  Following storms or high winds check for damage to property and trees. Take action to make safe any areas.  Encourage pupils to wear suitable clothing for the weather e.g. coats, hats / gloves, caps etc.  Drinking water is available in hot weather.  Consider planting trees or installing shade structures to provide shade in outdoor areas. Seating and equipment moved to shaded areas.  Organise outdoor activities outside the hottest parts of the day.  Pupils encouraged to bring in their own sun cream and apply it themselves wherever possible. |  |  |  |  |
| Risk of burns / scalds from contact with hot surfaces, equipment, and water. | Physical injury including burns and scalds from contact with hot surfaces or water. | Avoid kettles within classroom areas. Facilities for making hot drinks available within staff room.  Encourage the use of lidded cups for hot drinks.  Reduce maximum output of heating system to minimise risk of burns from contact with hot pipework / radiators.  Install insulation or covers to pipework / radiators in areas where pupils may contact hot surfaces.  Installation and maintenance of thermostatic mixing valves (TMVs) on water outlets to ensure safe water temperature. |  |  |  |  |
| Specific curriculum areas, learning activities and tasks. | Physical injury and ill-health from poorly managed activities, lack of competence, insufficient supervision, and unmaintained equipment. | Specific risk assessments are completed for activities which pose a significant risk e.g. departmental curriculum subject area.  Additional guidance, advice and resources are available from professional organisations e.g. CLEAPSS, AfPE etc.  Employees engage, participate, and are consulted in the risk assessment process for specific tasks / activities e.g. practical lessons.  Suitable and sufficient information, instruction and training provided to all those involved in the activity.  Equipment used for these activities is suitably maintained in accordance with the manufacturer’s instructions.  Any hazardous substances used during activities are COSHH assessed, suitable and sufficient control measures implemented and communicated to those involved.  Suitable and sufficient supervision is provided to ensure the activity can be conducted safely. |  |  |  |  |
| Inadequate management and planning of off-site educational visits. | Physical injury or ill-health from harm during off-site visits. Harm could occur associated with transport, participation with activities, contact with public, lack of first aid provision and supervision. | Specific off-site educational visits risk assessments are completed, and suitable risk controls implemented.  The EVOLVE system is used to support the risk assessment and approval process for off-site visits.  An Educational Visits Co-ordinator (EVC) has been appointed and receives information, instruction, and training for this role every 3 years.  Arrangements are in place to ensure visits are suitably planned considering:   * Transport * Route * Supervision and use of volunteers * First aid provision * Emergency procedures and contact information * Pre-visits of venues / locations |  |  |  |  |
| Risk of harm from the use of Display Screen Equipment. | Individuals may experience musculoskeletal disorders from poor posture or incorrect set up of workstation. Injuries may also include eye strain, repetitive strain injuries, back pain, carpal tunnel syndrome etc. | Users of display screen equipment (DSE) are identified in school.  DSE users to conduct a DSE assessment of their workstation routinely or when there are changes to the equipment, environment, task or individual.  Action taken to remedy any issues highlighted as part of the DSE assessment.  Workstations set up to consider ergonomics and age group of individuals using equipment.  DSE users are advised to take regular breaks for example change task and postures.  Consider additional risks relating to home-workers, mobile workers, and hot desking.  Provide eye test for DSE users upon request.  Further guidance relating to Display Screen Equipment is available at: [Working safely with display screen equipment: Overview - HSE](https://www.hse.gov.uk/msd/dse/) |  |  |  |  |
| Risk of harm from use of reprographics equipment. | Physical injury such as cuts, bruising and fractures from contact with equipment, manual handling or slips, trips, and falls. Ill-health or injury from contact, inhalation, absorption, or ingestion of hazardous substances. Fire risk which may cause severe physical injury, burns, smoke inhalation, property damage and potentially fatal consequences. | Photocopiers sited away at least 3 metres away from employees, in a dedicated sufficiently ventilated room.  Risk assessment completed to minimise risk of exposure to ozone. determine if ventilation is suitable and sufficient. Consider repositioning photocopier, refrain from excessive periods of use or install mechanical extraction as additional control measures.  Minimise risk of exposure to ultraviolet light by using the attached hinged lid. Avoid looking directly at light and where possible avoid photocopying large items.  Toner handled with care. Gloves to be worn and dust release minimised. Store and handle in accordance with manufacturer’s instructions.  Minimise impact from exposure to noise by positioning away from employees and pupils.  Suitable fire extinguishers sited within reprographics area in line with requirements of fire risk assessment.  Photocopiers to be switched off before attempting to remove any paper jams.  Employees required to use photocopiers have received suitable and sufficient information, instruction, and training.  Regular maintenance and safety checks undertaken routinely in accordance with manufacturer’s instructions. Documented evidence retained to evidence inspections / maintenance.  Further guidance relating to the use of photocopiers in schools is available at: [Photocopiers in schools | NEU](https://neu.org.uk/advice/photocopiers-schools) |  |  |  |  |
| Inadequate management arrangements for lettings and / or shared occupancy. | Third parties at risk from physical injury or ill-health. Potential for harm from inadequate supervision, lack of communication, contact with hazardous substance or equipment. Unfamiliar surroundings and emergency procedures. | Individuals hiring the facility are fully aware of risks associated with the building, area and any equipment provided.  Hirer has completed their own risk assessment for use of the facilities including any hazards brought to site.  Hirer has adequate supervision arrangements in place or supervision provided by site.  Local operating procedures and safety procedures formally communicated and followed.  Hirers are informed of the emergency action plan and are familiar with procedures to be followed in the event of an emergency. Emergency contact details of both parties are shared.  A formal letting agreement is in place and signed by both parties. |  |  |  |  |
| Risk of harm from events, visitors, and services. | Risk of harm will be dependent on the event in question. Risk of physical injury, ill-health and / or property damage. | A specific risk assessment and event plan is conducted for school events.  Where equipment or services are hired from third parties, they will be assessed prior to appointment in line with contractor procedures. This will include:   * Professional qualifications / memberships checked * References – considering work at educational establishments. * Request declaration of any HSE enforcement action (including prosecutions. ([HSE - Register of prosecutions and notices](https://www.hse.gov.uk/enforce/convictions.htm)). * Evidence of insurance certificate. * Evidence of risk assessments and method statements.   Emergency plans will be in place with additional consideration to any additional risks introduced by external parties.  Contact Local District Authority for advice and where necessary approval process. |  |  |  |  |
| Additional Notes | | | | | | |
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| Control Improvements/Developments | | | | |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
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| Signature of Assessor: | Date: |
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| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring | | |

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| **Definitions** | |
| High | Take appropriate action within agreed period |
| Medium | Monitor & Review Situation |
| Low | No Action Required |

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| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident | | | | | | | | |
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| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

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