

Cannock Chase High School  
The Academy for our Community  
Health & Safety  
**RISK ASSESSMENTS**  
2018 - 2019

The Risk Assessments contained in this folder were implemented on the 20<sup>th</sup> February 2013 by Naomi Tooth & Ken Stratfull  
They will be reviewed on an annual basis unless changes occur e.g. change of building, personnel, incidents.

<b>Risk Assessment(s) Reviewed</b>	<b>Name of Reviewer</b>	<b>Date</b>	<b>Signature</b>
All risk assessments reviewed	Bryn Jones	08/01/14	<i>Bryn Jones</i>
New Risk Assessments - PPE, Roller Shutters and Visitors	Bryn Jones	06/01/15	<i>Bryn Jones</i>
All risk assessments reviewed	Bryn Jones	07/01/15	<i>Bryn Jones</i>
Amended – Recreation, Vehicle Pedestrian Interface, Access/Egress, Work at Height, P.P.E, Visitors	Darryl Tooth	10 <sup>th</sup> December 2015	<i>Darryl Tooth</i>
Added new – Assemblies	Darryl Tooth	10 <sup>th</sup> December 2015	<i>Darryl Tooth</i>
All risk assessments reviewed	Darryl Tooth	10 <sup>th</sup> December 2015	<i>Darryl Tooth</i>
Added new - Asbestos	Steve Baker	28 <sup>th</sup> September 2016	<i>Steve Baker</i>
All risk assessments reviewed	Steve Baker Bryn Jones	28 <sup>th</sup> September 2016 9 <sup>th</sup> February 2017 due to policy changes	<i>Bryn Jones</i>
All Risk Assessments Reviewed	Stuart Chadwick	17 <sup>th</sup> January 2018	<i>Stuart Chadwick</i>

## Risk Assessment Matrix

### Risk Rating

<div style="text-align: right;"><b>Severity</b></div> <div style="text-align: left;"><b>Likelihood</b></div>	<b>Slightly harmful</b> (e.g. Superficial injury or temporary discomfort or distress)	<b>Harmful</b> (e.g. Sprains, minor fractures, ill health leading to disability)	<b>Extremely harmful</b> (e.g. major fractures, amputations, fatality, life shortening illnesses)
<b>Highly unlikely</b>	LOW (L)	LOW (L)	MEDIUM (M)
<b>Unlikely</b>	LOW (L)	MEDIUM (M)	HIGH (H)
<b>Likely</b>	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

### Risk Based Control Plan

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
		.
<b>High (H)</b>	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (review within three months or shown in an action plan)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the danger, even with unlimited resources, work must not continue  Seek further advice
<b>Medium (M)</b>	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (review each year)	
<b>Low (L)</b>	No action is needed and no documentary records need to be kept other than a record of the assessment and the outcome. No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.	

### Cannock Chase High School Strategic Significant Risk Register

Ref.	Identified Risk / Issue	Potential outcomes	Those at risk
1.	Slips, Trips and Falls	<ul style="list-style-type: none"> <li>Floor condition</li> <li>Slopes and stairs</li> <li>Wet floors</li> <li>Trip hazards</li> <li>Poor lighting</li> </ul>	Employees, students and visitors.
2.	Fire	<ul style="list-style-type: none"> <li>Arson during and outside academy hours.</li> <li>Kitchen fires.</li> <li>Fires caused by contractors / hot work</li> <li>Fires during science / DT / Food Technology</li> </ul>	Employees, students and visitors.
3.	Asbestos	Exposure to asbestos fibres caused by: <ul style="list-style-type: none"> <li>Disrepair</li> <li>Disturbance by contractors</li> <li>Vandalism</li> </ul>	Employees, students and visitors.
4.	Electricity	Electrocutation caused by: <ul style="list-style-type: none"> <li>Faulty fixed wiring</li> <li>Damaged / faulty portable appliances</li> </ul>	Employees, students and visitors.
5.	Glazing	Injury caused by: <ul style="list-style-type: none"> <li>Collision with glazing</li> <li>Old / fragile glazing</li> <li>Windows opening onto footways</li> </ul>	Employees, students and visitors.
6.	Legionella	Potential for Legionella in academy's water systems	Employees, students and visitors (elderly may be at greater risk).
7.	Academy Roofs	Falls from / through: <ul style="list-style-type: none"> <li>Unprotected edges</li> <li>Fragile materials (skylights)</li> </ul>	Employees accessing academy roof, unauthorised access by intruders, sub-contractors
8.	Kitchens and Dining Rooms	<ul style="list-style-type: none"> <li>Fire</li> <li>Heat stress</li> </ul>	Kitchen staff, and all others within academy

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		<ul style="list-style-type: none"> <li>Falls on slippery floors</li> </ul>	
9.	Academy Car Parks	Vehicles colliding with pedestrians	Employees, students and visitors
10.	Working at Height	Falls from height: <ul style="list-style-type: none"> <li>Displaying students' work</li> <li>Routine maintenance</li> <li>Roof access</li> </ul>	Employees working at height and those affected by falls /falling objects.
11.	Work-related Stress	Staff absence from academy caused by effects of workplace stressors	Head Teachers, Teaching Staff
12.	Lone Working	<ul style="list-style-type: none"> <li>Lack of support/help if injured or ill</li> <li>Greater risk of injury during higher risk activities e.g. working at height.</li> </ul>	Senior managers Site Staff, Site & Premises Manager
13.	Work-related Violence	Actual or perceived violence from students, parents, intruders either in academy or on academy business.	Lone workers (see above) Academy front office staff
14.	Manual Handling - Objects	Musculoskeletal injuries caused by: <ul style="list-style-type: none"> <li>Handling work equipment</li> <li>Moving resources around academy</li> <li>Setting out rooms</li> <li>Moving staging</li> <li>Managing deliveries</li> </ul>	Site Staff, Site & Premises Manager
15.	Manual Handling - People	Musculoskeletal injuries caused by: <ul style="list-style-type: none"> <li>Moving students with special needs</li> </ul>	SENCO and Learning Support Assistants
16.	Chemicals	Cleaning Chemicals	Cleaning staff and others exposed to them
17.	Vehicles	Injury caused by road traffic accident	Drivers and passengers
18.	Display Screen Equipment	Injury/ill health caused by poorly designed work stations	Significant users of DSE
19.	Physical Education and organised games	Injuries caused by: <ul style="list-style-type: none"> <li>Falls from equipment</li> <li>Projectiles</li> <li>Contact/team sports</li> </ul>	Employees, students and visitors.
20.	Food Technology	Injuries caused by: <ul style="list-style-type: none"> <li>Hot ovens</li> <li>Cooking equipment</li> </ul>	Employees, students and visitors.

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		<ul style="list-style-type: none"> <li>• Portable appliances</li> </ul>	
21.	Science	Injuries/ill health from: <ul style="list-style-type: none"> <li>• Science activities</li> <li>• Chemicals</li> <li>• Ionising radiation</li> </ul>	Employees, students
22.	Art, Design and Technology	Injuries/ill health from: <ul style="list-style-type: none"> <li>• Machinery</li> <li>• Welding</li> <li>• Woodworking</li> <li>• Pressurised vessels</li> <li>• Kilns</li> </ul>	Employees, students
23.	Off-site Activities	Injuries caused during: <ul style="list-style-type: none"> <li>• Sports events</li> <li>• Swimming lessons</li> <li>• Local trips</li> <li>• Adventure holidays</li> <li>• Road Traffic Accidents</li> </ul>	Employees, students and visitors.
24.	First aid injuries medical emergencies	Medical Emergency	Employees, students and visitors.
25.	Intruders in academy	Unauthorised access onto academy premises, in or out of academy hours	Employees, students and visitors.
26.	Accidents on Off-site visits	Road traffic accidents, illness/injury to employees or students	Employees, students and visitors.
27.	Adverse Weather	Freezing conditions Excessive heat Flooding	Employees, students and visitors.
28.	Loss of Services	Water, heating, gas etc.	Employees, students and visitors.
29.	Seasonal Events	Parents evenings, Summer fetes, Concerts,	Employees, students and visitors.

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You are required to read the following risk assessments and sign below to acknowledge the safe working practices required and adhere to the control measures implemented.

[illegible]

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**Job Roles:**

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## ACCESS/EGRESS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Access/ Egress					YES	NO
Pedestrian access to academy	Students Staff Parents Others	Slips, trips and falls	<ul style="list-style-type: none"> <li>Access and exit routes to the academy should be maintained in a good condition.</li> <li>Regular inspections should be made of all areas to ensure that they remain in good condition.</li> <li>Any hazards, (potholes, uneven slabs, etc.) to be reported to the Site Staff or Site Supervisor</li> </ul>	LOW		✓
Paved areas	Students Staff Parents Others	Slips, trips and falls	<ul style="list-style-type: none"> <li>All paved areas and paths should be maintained in a good condition.</li> <li>Inspections should be made to ensure that the paved areas remain in a good condition.</li> <li>Damaged areas should be fenced off in some way to keep people away.</li> <li>Ensure moss is removed from paved areas.</li> </ul>	LOW		✓
Vehicle access	Students Staff Parents Others	Being hit by moving vehicles	<ul style="list-style-type: none"> <li>Vehicular access to school controlled by electronic barrier systems.</li> <li>Appropriate speed reduction measures (speed ramps, notices etc.).</li> <li>Walkways of separation of pedestrians and traffic in place.</li> <li>Car park gates are locked when students are entering academy and leaving academy.</li> <li>Speed limit signs where necessary.</li> <li>Arrange for delivery vehicles to arrive and depart outside of busy pedestrian times.</li> </ul>	LOW		✓
Steps	Students	Slips, trips	<ul style="list-style-type: none"> <li>Handrails are fitted on all appropriate steps.</li> </ul>			

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	Staff Parents Others	and falls	<ul style="list-style-type: none"> <li>• All stepped areas to be maintained in a good condition.</li> <li>• Edge marking applied to all steps (rolling programme)</li> <li>• Ensure moss is removed from all steps.</li> <li>• Illuminate steps where necessary.</li> <li>• Take out of use if covered in snow, ice etc.</li> </ul>	LOW		✓
Emergency vehicle access	Students Staff Parents Others	Contact with people, property, vehicles	<ul style="list-style-type: none"> <li>• Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.).</li> </ul>	LOW		✓
Vehicle Parking	Students Staff Parents Others	Contact with people, property, vehicles	<ul style="list-style-type: none"> <li>• Parking bays clearly marked or car parking available.</li> <li>• Disabled parking bays available</li> <li>• Parking outside of marked bays to be actively discouraged.</li> </ul>	LOW		✓
Ice or Snow	Students Staff Parents Others	Slips, trips and falls	<ul style="list-style-type: none"> <li>• Areas to be suitably salted and gritted.</li> <li>• Manual handling training/awareness for site staff and staff who have to handle heavy bags of salt or grit.</li> <li>• Fence off, or place out of bounds, non-gritted areas that could be dangerous.</li> </ul>	LOW		✓
Fallen leaves	Students Staff Parents Others	Slips, trips and falls	<ul style="list-style-type: none"> <li>• Fallen leaves to be removed as necessary.</li> </ul>	LOW		✓

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## ACCIDENTS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Accidents					YES	NO
Accident reporting	Students Staff Parents Others	Legal requirement	<ul style="list-style-type: none"> <li>All accidents to be recorded in the accident book. Accident book must comply with the Data Protection Act.</li> <li>All serious incidents to staff, visitors or contractors to be recorded on the appropriate form.</li> <li>Students taken to doctors or hospital must be recorded.</li> <li>The Health and Safety Executive to be informed by telephone of serious accidents as identified on the HSE web site.</li> <li>Governors to review accident book/forms on a quarterly basis, to identify trends and initiate control measures.</li> </ul>	LOW		✓

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<b>ART/CRAFT/DESIGN</b> <a href="#">Back to Index</a>						
Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Art/Craft /Design			Students are subject to a full induction on safe working procedures in all areas		YES	NO
Supervision class sizes	Students Staff	Overcrowding	<ul style="list-style-type: none"> <li>Group size should appropriate to the design and size of the room, take account of the nature of the task, the equipment, and the age, ability, aptitude and special education needs of students.</li> <li>Health and safety forms part of curriculum work where relevant.</li> </ul>	LOW		✓
Use of Equipment	Students Staff	Injury	<ul style="list-style-type: none"> <li>Ensure that all equipment handed out is returned at the end of the lesson.</li> <li>Identify if there are any training or instruction needs for members of staff.</li> <li>Identify who is authorised to use the equipment.</li> <li>Specify any personal protective equipment that users must wear.</li> </ul>	LOW		✓
Storage	Students Staff	Fire Slip/trips/falls	<ul style="list-style-type: none"> <li>Equipment and substances stored appropriately and do not present a manual handling or trip, slip or fall hazard.</li> <li>Heavy items stored at the appropriate level.</li> <li>Flammable liquids (paint, white spirit, etc. kept to a minimum and must not exceed 50 litres).</li> <li>All highly flammable substances should be stored in suitably labelled, lockable metal storage bin or cupboard designed for the purpose.</li> <li>Rags, cotton waste, polyurethane foam or similar materials should not be allowed to accumulate or be stored near naked flames, very hot objects or</li> </ul>	LOW		✓

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			immediately against electrical equipment			
Substances including Paints, inks, varnishes etc.	Students Staff	May be toxic, cause allergic reactions, be irritants or react with other substances	<ul style="list-style-type: none"> <li>• COSHH management system in place.</li> <li>• Nominated staff trained to carry out COSHH risk assessments.</li> <li>• Inventory of chemicals used within the department in place, identifies the quantity stored, that material safety data sheets have been obtained, level of risk from the substance has been identified and if there is a requirement to undertake a specific COSHH risk assessment.</li> <li>• Any known hazards from substances and appropriate controls must be communicated to people who may be exposed to any risk, including teaching, cleaning staff and students.</li> <li>• Only low hazard paints, glazes and inks used where possible.</li> <li>• Food should not be consumed or brought into work areas where chemicals are used.</li> </ul>	LOW		✓
Use of Mod Rock	Students Staff	Heat generated	<ul style="list-style-type: none"> <li>• No risk from thin layers, Mod Rock not to be used to make casts/encase parts of body unless cling film and Vaseline is used as a barrier to release the mould.</li> <li>• Wash off any splashes.</li> <li>• Wear disposable gloves in event of prolonged contact.</li> <li>• Use safer alternatives if moulding body parts such as an alginate, a medically inert moulding compound used by dentists to make impressions of teeth. (ModRoc is not recommended).</li> </ul>	LOW		✓
Inhalation of dusts	Students Staff	Harm to health	<ul style="list-style-type: none"> <li>• Regular cleaning regime to keep dust to a minimum.</li> <li>• Clay dropped on the floor should be removed as soon as possible and the floor checked at the end of each session.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Spilt clay slip not allowed to dry out, i.e. dry dust avoided.</li> <li>Air dry clay used only</li> <li>All equipment to be washed down at the end of the session.</li> <li>Floors washed or damp-cleaned and vacuumed using an approved industrial wet/dry vacuum cleaner.</li> <li>Cleaning methods communicated to any external cleaning company</li> </ul>			
Sharp blades	Students Staff	Cuts	<ul style="list-style-type: none"> <li>Safety blades used where possible</li> <li>Controlled storage and allocation of craft knives, etc.</li> </ul>	LOW		✓
Electricity	Students Staff	Electric shock	<ul style="list-style-type: none"> <li>Electrical equipment subject to regular safety inspection and test ('PAT testing')</li> <li>Mains powered portable equipment protected by RCD to distribution board, wall socket or lead.</li> <li>Isolators for all circuits in readily accessible positions and local isolators fitted to each fixed machine.</li> <li>Sufficient outlets to support the range of equipment normally used with resorting to regular use of multi-socket adaptors.</li> <li>Visual check prior to use</li> </ul>	LOW		✓
First Aid	Students	Injury Ill Health	<ul style="list-style-type: none"> <li>At least one first aid kit in the art/design department.</li> <li>Contents regularly checked.</li> <li>Nearest first aiders names displayed.</li> </ul> Mains tap water or 900ml (3 x 300ml) eye wash bottles or sterile tube / mains water supply available	LOW		✓
<b>Kiln Activity</b>			<b>Students are subject to a full induction on safe working procedures in all areas</b>			
Heat (burns)	Staff Pupils	Metal casing of kiln/firing objects	<ul style="list-style-type: none"> <li>Hot materials handled with tongs or other suitable tools.</li> <li>Gloves to be worn (to EN 407 standard) when removing ware whilst kiln still warm.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Kilns situated in working areas are be caged to prevent contact.</li> </ul>			
Fire	Staff Pupils Visitors	Burns, smoke inhalation, etc.	<ul style="list-style-type: none"> <li>Level 2 Fire Risk Assessment conducted and reviewed annually.</li> <li>Rubbish and combustibles are not allowed to accumulate.</li> <li>To be located in separate room / area.</li> <li>Flammable materials are not to be stored in the kiln room.</li> <li>Clear circulation space is maintained at all times (450mm).</li> <li>CO2 fire extinguisher present.</li> </ul>	LOW		✓
Electrocution	Staff Pupils Visitors	Electrical shock Burns	<ul style="list-style-type: none"> <li>No access to live heating elements - interlocking device where the kiln door cannot be opened before the mains supply is switched off.</li> <li>Electrically fired kilns must be installed by a competent electrician in accordance with BS 7671:2001.</li> <li>Accessible and labelled isolation point.</li> <li>Extension leads and cutaway plugs not to be used to connect kiln.</li> <li>Kiln must be regularly inspected by a competent person.</li> <li>Visual inspection pre-use.</li> </ul>	LOW		✓
Use of ceramic materials	Staff Pupils	Ingestion of toxic substances Skin irritation sensitisation	<ul style="list-style-type: none"> <li>Less hazardous chemicals used wherever possible.</li> <li>No food or drink to be prepared or consumed in any area used for pottery.</li> <li>Effective hand washing after using ceramics materials and chemicals.</li> <li>All materials are properly labelled and stored, and appropriate warnings are included in the labelling.</li> <li>Material Safety Data Sheet for substances obtained from supplier and guidance followed.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• COSHH Assessment completed for all hazardous chemicals and control measures implemented.</li> <li>• Immediate cleaning up of any spillage.</li> </ul>			
Non authorised use	Staff Pupils Visitors	Injury	<ul style="list-style-type: none"> <li>• Used only by suitably qualified/competent operators.</li> <li>• Students use only under supervision.</li> <li>• Kiln should be sited in a lockable, specialist room which has an external red warning light.</li> <li>• Written procedures on safe use of kiln</li> </ul>	LOW		✓
Inhalation of dusts	Staff Pupils Visitors	Including pottery glazes causing harm to health	<ul style="list-style-type: none"> <li>• Cleaning routines used must limit the generation of dusts.</li> <li>• Dry materials should be stored in sealed containers, and both wet and dry spillages should be cleaned up immediately.</li> <li>• Area regularly cleaned to prevent build- up of clay dust.</li> <li>• Floors wet mopped daily.</li> <li>• Tables and surfaces to be cleaned whilst clay damp.</li> <li>• Aprons to be regularly laundered.</li> </ul>	LOW		✓
Fumes	Staff Pupils Visitors	Inhalation	<ul style="list-style-type: none"> <li>• Good natural ( general) ventilation e.g. through doors, windows or extraction fan</li> <li>• Do not used lead based glazes.</li> <li>• If fumes are inhaled remove the affected person to the fresh air until they have recovered.</li> </ul>	LOW		✓
Glazes to be used with foodstuffs	Staff Pupils Visitors	Contamination	<ul style="list-style-type: none"> <li>• Do not use lead based glazes.</li> <li>• Ensure glazes or colours do not release metallic compounds when they come into contact with acids contained in food stuffs.</li> <li>• Ensure glazes are used in accordance with the manufacturer's instructions.</li> </ul>	LOW		✓
Spray application glazes (if used).	Staff Pupils	Inhalation	<ul style="list-style-type: none"> <li>• Spray glazes should only be used in properly designed spray booths or in outside areas.</li> <li>• Operator should wear a mask.</li> </ul>	LOW		✓

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Slips/Trips	Staff Pupils Visitors	Injuries	<ul style="list-style-type: none"> <li>• Ensure good housekeeping in the kiln room.</li> <li>• Provide wet floor signs when floor is mopped.</li> <li>• Dry mop floors after spillages.</li> </ul>	LOW		✓
Manual handling	Staff Pupils	Musculo-skeletal disorders	<ul style="list-style-type: none"> <li>• Teachers or technicians should normally load kilns.</li> <li>• Pupils carefully supervised and correct procedures for loading and unloading strictly observed.</li> <li>• Minimise manual handling.</li> <li>• Appropriate footwear worn.</li> <li>• Mechanical lifting aids available (trolleys etc.).</li> <li>• Improve workplace layout.</li> <li>• Store heavy items at waist level.</li> </ul>	LOW		✓

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## ASBESTOS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Asbestos Containing Materials	Pupils Staff Others	Accidental release of ACMs	<ul style="list-style-type: none"> <li>• Management surveys have been carried out by competent contractors to identify where asbestos/ ACM's are present within the school.</li> <li>• The significant findings of the survey report have been shared with all staff within the school.</li> <li>• Contractors are not allowed to start any work (especially that which involves disrupting the fabric of the building) without producing a method statement and having seen the asbestos survey report.</li> <li>• Regular formal visual checks are carried out (and recorded) of all pillars, ceilings etc.; where asbestos / ACM's have been identified.</li> <li>• Any areas of the school that are found to have damage to the fabric of the building (where ACM's are identified), are taken out of use immediately and the area is made secure/inaccessible and sealed off to all persons.</li> <li>• Access to the ceiling void is not allowed.</li> <li>• Local authority are contacted immediately when it is suspected that fibres have been liberated and licensed contractors are used to carry out any remedial works.</li> </ul>	<b>MED</b>		✓

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## ASSEMBLIES, AWARDS, CEREMONIES & CONCERTS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Assemblies, Awards, Ceremonies & Concerts					YES	NO
Presence of general public on site	Pupils Staff	General public entering pupil areas Over crowding	<ul style="list-style-type: none"> <li>Seating capacity of hall adhered</li> <li>Security doors kept closed</li> <li>All pupils escorted by a member of staff</li> <li>All visitors are responsible for their own health and safety and the health &amp; safety of any siblings or other children who do not attend the school</li> <li>Emergency evacuation arrangements are posted around the school site</li> </ul>	<b>LOW</b>		✓
Accidents	All	Trips Falls	<ul style="list-style-type: none"> <li>First aiders on site</li> <li>First aid boxes fully stocked</li> </ul>	<b>LOW</b>		✓
Security of building	Pupils Staff	Unauthorised entry in school	<ul style="list-style-type: none"> <li>Security doors in school kept closed</li> <li>All unauthorised persons will be challenged by staff</li> </ul>	<b>LOW</b>		✓
Electrical equipment	Pupils Staff Visitors	Electrocution Fire	<ul style="list-style-type: none"> <li>All equipment is visually checked prior to use</li> <li>Portable Appliance Testing carried out annually</li> <li>Warning signs where applicable</li> </ul>	<b>LOW</b>		✓
Tables, chairs & staging	Pupils Staff Visitors	Trips Falls	<ul style="list-style-type: none"> <li>Seating capacity of hall adhered</li> <li>Furniture checked for damage and removed</li> <li>Pupils informed not to misbehave on stage</li> <li>Any staging erected will be carried out by competent persons only</li> </ul>	<b>LOW</b>		✓

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## BODILY FLUIDS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Bodily Fluids					YES	NO
Contact with bodily fluids	Students Staff Others	Contamination Infection Illness	<ul style="list-style-type: none"> <li>Staff are given instructions about basic hygiene measures e.g. thoroughly washing hands etc.</li> <li>Staff are aware that they cover existing cuts and grazes before dealing with bodily fluids.</li> <li>Staff are aware of the procedure for dealing with and disposal of bodily fluids and waste materials</li> <li>Suitable personal protective equipment is available i.e. disposable gloves/aprons.</li> <li>Suitable equipment etc., is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, sterilising liquid, bucket, clinical waste bin/bags, first aid kit.</li> </ul>	LOW		✓

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## BOILER HOUSE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
<b>Boiler House</b>						
Poor plant/design	Site Staff	Trips, slips & falls	<ul style="list-style-type: none"> <li>• Ensure any new equipment is suitable for its intended purpose and that it is installed correctly by a competent person who is a "GAS SAFE" registered contractor.</li> <li>• The boiler and associated heating system should be designed and manufactured from suitable materials.</li> <li>• Ensure the system can be operated safely e.g. without having to climb or struggle through gaps in pipework or structures.</li> </ul>	LOW		✓
Unauthorised repairs	Site Staff	Serious injury	<ul style="list-style-type: none"> <li>• No repairs/alterations should be carried out unless by a competent person ("GAS SAFE" registered) and the whole system is re-examined before allowing the system to be brought back into use.</li> <li>• Ensure suitable protective devices are fitted which cause shut down when the pressure, temperature or liquid or gas level exceed permissible limits.</li> <li>• Ensure protective devices have been adjusted to the correct settings by a competent "GAS SAFE" registered contractor.</li> </ul>	LOW		✓
Faults	Site Staff	Unaware of malfunctions	<ul style="list-style-type: none"> <li>• If warning devices are fitted, ensure they are noticeable, either by sight or sound. This may need to be by remote indication to a manned location i.e. reception or permanently manned office.</li> <li>• Ensure protective devices are kept in good working order at all times.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Ensure that where fitted, protective devices such as safety valves and bursting discs discharge to a safe place.</li> <li>• Ensure that, once set, protective devices cannot be altered except by an authorised person.</li> <li>• Ensure protective devices are always accessible and not obscured.</li> <li>• Ensure protective devices are not tampered with/damaged/interfered with in any way. Any concerns should be reported immediately.</li> </ul>			
Moving parts	Site Staff	Access to moving parts causing injury	<ul style="list-style-type: none"> <li>• Special care is required where there are moving parts of pumps and motors. Belt drives to pump shafts and couplings should be enclosed by guards, and the guards kept in position.</li> <li>• Any missing guards should be reported and replaced.</li> </ul>	LOW		✓
Maintenance Service.	Site Staff	Faulty equipment causing personal injury or explosion	<ul style="list-style-type: none"> <li>• There should be a maintenance programme in place for the whole system. It should take into account the system and equipment age, its uses and environment and should be assessed by a competent "GAS SAFE" registered contractor.</li> <li>• Service should be provided at least annually by a Specialist Contractor.</li> <li>• Instruction booklet is followed.</li> <li>• Ensure staff awareness of emergency procedures.</li> <li>• Annual Inspection carried out.</li> <li>• All work should be carried out by a competent person ("GAS SAFE" registered).</li> </ul>	LOW		✓
Defects	Site Staff	Explosion e.g. resulting from gas leaks or incomplete combustion or problems with	<ul style="list-style-type: none"> <li>• Tell-tale signs of problems are noted e.g. safety valves repeatedly discharging or leaking – this could be an indication that either the system is over pressurising or the safety valve is not working correctly. This must be reported and arrangements</li> </ul>	LOW		✓

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		ignition. Age and condition of equipment defects in the plant gas leaks	<p>made for a competent “Gas Safe” registered contractor to investigate this and carry out any remedial measures necessary.</p> <ul style="list-style-type: none"> <li>• Signs of wear and corrosion are looked out for and reported immediately.</li> <li>• Any defects or shortcomings in plant or equipment should be reported immediately for attention.</li> <li>• Ensure protective devices are not tampered with/damaged/interfered with in any way (if this is a problem ‘status valves’ or ‘switches’ may be fitted. Any concerns should be reported immediately.</li> <li>• Once electrical isolation or gas shut off is used, either system should only be reconnected by a competent person.</li> </ul>			
Ventilation	Site Staff	Build-up of gases	<ul style="list-style-type: none"> <li>• Adequate ventilation is essential for the correct operation of combustion plant and there must be no interference or reduction of fixed ventilation in boiler rooms.</li> <li>• Care taken not to block ventilation from the outside or when any changes in building design or layout.</li> </ul>	LOW		✓
Fire	Site Staff	Incomplete combustion Overheating of room Fire Asphyxiation	<ul style="list-style-type: none"> <li>• The risk of fire within boiler rooms is of major concern and it is essential that any risks are kept to a minimum by all persons.</li> <li>• All combustion equipment shall be maintained in good order and any leaks given prompt attention by reporting any defects immediately.</li> <li>• No combustible materials of any type are to be stored in boiler rooms.</li> <li>• Boiler rooms must not be used as a storage area.</li> <li>• Fire doors shall be maintained in good order and kept closed.</li> <li>• Adequate firefighting equipment shall be kept in the boiler rooms.</li> <li>• N.B. There is no special fire fighting equipment</li> </ul>	LOW		✓

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			intended to deal with fires in gas fired boiler rooms. If possible the gas should be shut off at the isolating valve. CO2 extinguishers are usually used, as they help to neutralise any gas leakage to below the explosive limit.			
Faulty electrics	Site Staff	Electric shocks/ tampering with electrics	<ul style="list-style-type: none"> <li>• No unofficial extensions of wiring or socket outlets should be carried out.</li> <li>• Any defects should be reported immediately.</li> <li>• Portable electrical equipment, their plugs and cables must be in good condition. See separate risk assessment on portable electrical equipment.</li> <li>• Handheld inspection lamps shall operate at reduced voltage mains (240volt inspection lamps are not permissible within boiler rooms).</li> <li>• Electrical isolation should be easily accessed.</li> <li>• The installation should be bonded properly to avoid the risk of electric shock.</li> <li>• Once electrical isolation or gas shut off used, either system should only be reconnected by a competent person.</li> <li>• Rubber matting should be placed in front of control panels.</li> <li>• Resuscitation posters displayed.</li> <li>• Signage provided.</li> </ul>	LOW		✓
Asbestos	Site Staff Contractors	Ill health through ACMs	<ul style="list-style-type: none"> <li>• A survey is carried out for the presence of asbestos. Unless proven to the contrary all lagging should be considered as containing asbestos.</li> <li>• Continue to monitor any asbestos in all boiler rooms in accordance with the Asbestos Regulations.</li> <li>• Notify appropriate agencies of any concerns or change in circumstances or damage to lagging immediately.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Notify Site &amp; Premises Manager immediately.</li> <li>• Asbestos Warning Stickers displayed where appropriate.</li> <li>• It is of major importance to prevent damage to the outer protective cladding of lagging to prevent the release of fibres.</li> <li>• Persons should not stand on pipes or rest anything against lagged plant that may cause damage.</li> <li>• If inadvertent exposure to asbestos occurs contact the appropriate agencies for advice.</li> </ul>			
Access by unauthorised persons	Site Staff	Students gaining access resulting in accidents	<ul style="list-style-type: none"> <li>• Locks are provided and the boiler room is kept locked at all times.</li> <li>• The type of lock should be of a variety that an individual cannot get locked in the boiler room in the event of an emergency, and that anyone trying to enter to help them can get access.</li> <li>• Strict key control is ensured.</li> <li>• Anyone wishing to access the boiler room signs in and out with reception and obtains key.</li> <li>• Warning signs provided.</li> <li>• Outside security grills provided.</li> </ul>	LOW		✓
Working alone	Site Staff	An accident to someone lone working may have more serious consequences if there is no other person to give assistance or summon aid.	<ul style="list-style-type: none"> <li>• Lone working should be avoided. Care should be taken in deciding when certain tasks should be undertaken and in some cases defer the task until assistance is available.</li> <li>• Work in pairs whenever possible.</li> <li>• Mobile Phones used.</li> <li>• The risk of slips and trips should be minimised.</li> <li>• The boiler room should not be used as a store for items or rubbish.</li> </ul>	LOW		✓
Working alone	Site Staff	An accident to someone lone working may	<ul style="list-style-type: none"> <li>• Lone working should be avoided. Care should be taken in deciding when certain tasks should be undertaken and in some cases defer the task until</li> </ul>			

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		have more serious consequences if there is no other person to give assistance or summon aid.	<p>assistance is available.</p> <ul style="list-style-type: none"> <li>• Work in pairs whenever possible.</li> <li>• Mobile Phones used.</li> <li>• The risk of slips and trips should be minimised.</li> <li>• The boiler room should not be used as a store for items or rubbish.</li> </ul>	LOW		✓
Inappropriate work wear	Site Staff	Slips, entanglement	<ul style="list-style-type: none"> <li>• Adequate PPE provided.</li> <li>• Stout footwear with slip resistant soles is provided by the services and should be worn.</li> </ul>	LOW		✓
Communication	Site Staff	No communication in case of emergency	<ul style="list-style-type: none"> <li>• Any emergency contact phone numbers that may be needed should be displayed in the boiler room</li> </ul>	LOW		✓
Access Equipment	Site Staff	Many boiler rooms are below ground level, with access by a flight of steps and falls could occur	<ul style="list-style-type: none"> <li>• All access equipment e.g. ladders, steps etc. kept or used in boiler rooms must be maintained in a good condition. See risk assessment on work at height.</li> </ul>	LOW		✓
Access to first aid	Site Staff	First aid/eye wash facilities.	<ul style="list-style-type: none"> <li>• Consideration should be given to provision of a separate first aid box &amp; eye wash bottle station to the boiler room if isolated.</li> </ul>	LOW		✓
Lack of knowledge training	Site Staff	See above where a lack of knowledge or training may contribute to an accident/injury	<ul style="list-style-type: none"> <li>• There is a set of operating instructions for the boiler and control of the whole heating system including emergencies.</li> <li>• Appropriate staff have access to these instructions and are properly trained and instructed in the operation and use of the boiler and heating system to ensure safety.</li> <li>• Know the safe operating limits of the boiler and heating system.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Gas shut off valves and electrical isolation location must be known.</li> <li>• Training should be carried out if:</li> <li>• New staff are recruited before they are involved in operating the boiler</li> <li>• The equipment or operation changes.</li> <li>• The skills have not been used for a while and refresher training is required.</li> </ul>			
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## CARETAKING DUTIES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
<b>Caretaking</b>						
Cleaning chemicals	Site Staff , cleaners	Chemical splashes, fumes	<ul style="list-style-type: none"> <li>Site Staff to be aware of COSHH assessments.</li> <li>Contracted cleaning staff are suitably qualified and competent in using cleaning chemicals.</li> </ul>	LOW		✓
Roof work	Site Staff , people below	Falls from height, hit by falling object	<ul style="list-style-type: none"> <li>If working on the roof, site staff to be trained or instructed in safety in roof work.</li> <li>Area below to be roped off or other safety measure.</li> <li>Do not go on roof in high winds.</li> <li>Fall arrest equipment to be available if necessary.</li> <li>Edge protection to be available where necessary.</li> <li>If retrieving balls:-</li> <li>Site Staff to be aware of safety measures.</li> <li>Try to reach without going onto roof, use a stick etc.</li> <li>Stay away from edges.</li> <li>Beware of any skylights.</li> </ul>	LOW		✓
Ladders	Site Staff , people below	Falls from height	<ul style="list-style-type: none"> <li>Ladders to be maintained in a good condition and periodically inspected.</li> <li>Inspection to be recorded stating findings.</li> <li>If stepladders are used, ensure there is no side loading on them, i.e. do not lean sideways.</li> <li>Ensure proper training or instruction has been received by persons who use ladders, ensure correct footing, clear area below.</li> </ul>	LOW		✓
Lone working	Site Staff	Personal injury, abuse	<ul style="list-style-type: none"> <li>Be aware of procedures to deal with threats of violence or aggression.</li> <li>Lone working procedures to be in place – refer to</li> </ul>	LOW		✓

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			academy health and safety policy. <ul style="list-style-type: none"> <li>Do not undertake any hazardous tasks when working alone i.e. working at heights to change hall lights.</li> </ul>			
Child Protection	Students	Abuse	<ul style="list-style-type: none"> <li>Suitable procedures in place at the academy to have Disclosure and Barring checks made on all people who have access to children.</li> <li>Suitable supervision available at all times.</li> <li>Incident reporting procedure to be available, actively encouraged and the procedure to be known by all staff.</li> </ul>	LOW		✓

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## CLEANING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Cleaning					YES	NO
General lifting and carrying	Site Staff Staff Students Visitors	Cuts/ abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Specific manual handling assessment carried out for all one off tasks presenting significant risk/for individuals with medical conditions etc.</li> <li>• Training given in correct lifting techniques.</li> <li>• Manual handling minimised as far as possible, broken down into smaller loads / assistance sought.</li> <li>• Appropriate footwear worn</li> <li>• Mechanical lifting aids available (trolleys etc.)</li> <li>• Good housekeeping and workplace layout.</li> <li>• Heavy items stored at waist level.</li> <li>• Good housekeeping to be maintained</li> <li>• Floor surfaces unobstructed and slip free</li> </ul>	LOW		✓
Cleaning using equipment	Site Staff Staff Children Visitors	Cuts/ abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Manual handling assessment carried out for use of floor buffer etc.</li> <li>• Training given in correct procedure for use of such equipment</li> <li>• Any specific training/instruction requirements identified</li> </ul>	LOW		✓
Use of electrical equipment	Site Staff Staff Children Visitors	Electrical shock Burns Fire Power leads present a tripping hazard (Cuts	<ul style="list-style-type: none"> <li>• Pre-use check conducted by users</li> <li>• Electrical equipment subject to regular safety inspection and test ('PAT testing')</li> <li>• Trailing leads kept to a minimum. Use extension leads and adaptors only where necessary.</li> <li>• Use nearest available socket to reduce need for extension leads</li> <li>• Mains powered portable equipment to be protected</li> </ul>	LOW		✓

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		abrasions, musculo-skeletal and other physical injuries)	<p>by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</p> <ul style="list-style-type: none"> <li>• System for reporting faults and taking equipment out of service in place</li> </ul>			
Use of cleaning chemicals detergents	Cleaning staff Staff Children Visitors	Irritation harm to eyes, nose and upper respiratory tract Skin sensitisation disorders	<ul style="list-style-type: none"> <li>• Less hazardous chemicals used wherever possible.</li> <li>• Material Safety Data Sheet for substances obtained from supplier and guidance followed.</li> <li>• COSHH Assessment completed for all hazardous chemicals and control measures implemented.</li> <li>• Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in COSHH assessment.</li> <li>• Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of academy hours where possible.</li> <li>• Immediate cleaning up of any spillage</li> <li>• All containers clearly labelled</li> <li>• Always read the labels before using Harmful Substances.</li> </ul>	LOW		✓
Exposure to communicable diseases	Cleaning staff Staff Children Visitors	Disease/ infections	<ul style="list-style-type: none"> <li>• Potential hazardous waste e.g. vomits/bodily fluids must be disposed of correctly and surfaces properly disinfected.</li> <li>• Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces.</li> <li>• Such PPE is double bagged and disposed of appropriately after a single use.</li> <li>• Waste collections for clinical waste</li> <li>• Adequate provision for hand washing (soap hot water) readily available.</li> <li>• All wounds on exposed skin are suitably covered.</li> </ul>	LOW		✓

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Slips trips and falls	Cleaning staff Staff Children Visitors	Cuts abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• All spillages to be dealt with immediately.</li> <li>• Wet floor signs to be used when appropriate</li> <li>• Dry mop floors after cleaning up initial spillage.</li> <li>• Appropriate footwear worn</li> <li>• Students, visitors etc. to be kept away from spill area during cleaning.</li> <li>• Adequate external lighting during working hours</li> </ul>	LOW		✓
Lone working working in academy alone in isolated locations	Site Staff Staff Children Visitors	Accident injury, Physical assault, delayed assistance in emergency Cuts abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Ensure there is adequate lighting. If possible follow different procedure daily.</li> <li>• On site security system, controlled access to building e.g. through coded doors etc.</li> <li>• Challenging unknown visitors where safe to do so.</li> <li>• Mobile phone carried</li> <li>• Reduce time spent working alone “so far as is reasonably practicable”.</li> <li>• Notify manager of start time and when finished. Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height);</li> </ul>	LOW		✓

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## COMPUTER SUITES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Computer Suites					YES	NO
Computer suites	Staff Students	Back injury to staff, eye strain to Students, trips from cables	<p>These suites are not normally covered by the Regulations as Students are not employees and do not normally spend long periods at computers. Staff however may be with several groups and spend a long time bending down to low computers. The staff therefore, are at the greatest risk from musculoskeletal injury. The following is best practice.</p> <p>For staff:</p> <ul style="list-style-type: none"> <li>• Try to use suitable seating when assisting students at computers. A stool with wheels often allows this, as in the classroom.</li> </ul> <p>For Students and staff:</p> <ul style="list-style-type: none"> <li>• Try to have height adjustable seating for children using computers, and instruct them in correct adjustment.</li> <li>• Screens should be at arm's length from normal sitting position.</li> <li>• Suitable lighting to be provided in computer suites to prevent glare or reflection in the screen, which can cause eye strain.</li> <li>• Suitable blinds to prevent glare &amp; reflection.</li> <li>• Have adequate ventilation to prevent the build-up of heat, or use flat screens to reduce heat emission.</li> <li>• Ensure all cables are tucked up away from feet, low risk of tripping, but higher risk of equipment damage</li> </ul>	LOW		✓

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			<p>by pulling on cables.</p> <ul style="list-style-type: none"> <li>• Ensure proper electrical supply to all computer equipment.</li> <li>• Excessive use of extension blocks to be avoided, i.e. do not “daisy chain”. (Link one extension to the next)</li> <li>• Correct installation by qualified electrician.</li> <li>• Ensure at least one computer workstation is adapted for wheelchair access.</li> <li>• Children may not be covered by the regulations, and may not spend a long time on computers during lessons, but they may spend considerable amounts of time on them at home after academy, or at weekends. Therefore it is worth introducing Students to the best seating arrangement and set up of the equipment to provide the most comfortable arrangement and prevent musculoskeletal problems.</li> </ul>			
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## CONTRACTORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Contractors					YES	NO
Use of external companies contractors	Students Staff Visitors Contractors	Poor workmanship Poor practices	<ul style="list-style-type: none"> <li>Contractors thoroughly vetted to satisfy selection criteria e.g. (have H&amp;S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned.</li> <li>Risk assessments and method statements provided.</li> <li>Appropriate public liability insurance in place (min. £5m indemnity)</li> <li>Pre-contract meeting</li> <li>Academy monitors work of the contractors and have regular liaison meetings.</li> <li>Construction, Design and Management Regulations (CDM Regulations) must be adhered to and for larger projects (over 30 days or 500 person days), are notifiable to the HSE</li> </ul>	LOW		✓
Access egress	Students Staff Visitors Contractors	Blocked exit routes Unauthorised access Contact with children	<ul style="list-style-type: none"> <li>Designated access route to and from work area.</li> <li>Access to construction areas. All staff advised during team briefing.</li> <li>Children advised of hazards and risks during assembly.</li> <li>Contractors to report to academy staff if students breach area.</li> <li>Ensure all debris is removed from walkways and disposed of safely.</li> <li>Daily inspection to be carried out by contractors and academy representative.</li> <li>Construction work undertaken out of normal working</li> </ul>	LOW		✓

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			<p>hours wherever reasonably practicable or in a separate secure area.</p> <ul style="list-style-type: none"> <li>• Contractors instructed not to engage in conversation with students.</li> <li>• Adequate supervision in the vicinity of the work area if contact is possible.</li> <li>• Agreed programme of work with academy.</li> <li>• Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff (and, parents if necessary) may need to be informed.</li> </ul>			
Waste material	Students Staff Visitors Contractors	Health risk Fire risk	<ul style="list-style-type: none"> <li>• So far as is reasonably practicable, waste to be removed from the site daily or in secure skips.</li> <li>• Waste stored on site to be in a suitable container according to type of waste and in a secure area.</li> </ul>	LOW		✓
Fire	Students Staff Visitors Contractors	Burns scalds Property damage / loss	<ul style="list-style-type: none"> <li>• All staff and contractors advised of procedures and any alternative routes during contract work.</li> <li>• Smoking not permitted on site.</li> <li>• Hot works permits used where applicable</li> <li>• Combustible materials to be stored in agreed areas unless required for immediate use.</li> <li>• Appropriate fire extinguishers available.</li> <li>• Flammable liquids/compressed gases appropriately stored.</li> </ul>	LOW		✓

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## DESIGN & TECHNOLOGY (Draft Only)

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
<b>Design &amp; Technology</b>			<b>Students are subject to a full induction on safe working procedures in all areas</b>		<b>YES</b>	<b>NO</b>
Workshop general environment	Students Staff Visitors	Slips, trips, headaches, eye strain etc.	<ul style="list-style-type: none"> <li>Teaching areas are kept reasonably warm.</li> <li>There is sufficient adequate lighting including local lighting where needed at each machine.</li> <li>There is sufficient working space around machines and floors are marked e.g. pedestrian walkways, which are to be kept clear.</li> <li>Windows have blinds or film to prevent glare.</li> <li>Adequate ventilation is available. Windows can be opened to provide fresh air.</li> <li>All ceilings, walls, windows are in sound condition.</li> <li>Floor areas are free of slip/trip hazards, e.g. worn uneven floor surfaces, unsuitable/polished floors, obstructions.</li> <li>Tidy as you go arrangements to keep the room clean and tidy.</li> <li>All furniture is suitable for the purpose and of sound condition.</li> </ul>			
Ties, loose clothing and long hair etc.	Machine operators	Entanglement in moving parts of machinery	<ul style="list-style-type: none"> <li>All persons who work with machinery are informed they must tie up any long hair.</li> <li>All students are given clear induction in workshop code of conduct and how to operate specific machines</li> <li>Aprons are provided which are worn by the operators and ties are secreted beneath them.</li> <li>Emergency stop buttons are within easy reach on all machinery. (e.g. foot stop mushrooms)</li> </ul>			

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Lack of supervision	Students Staff Visitors	Minor and Major injuries	<ul style="list-style-type: none"> <li>• Arrangements are in place to ensure students are appropriately supervised at all times whilst the machinery and equipment is in use.</li> </ul>			
Hand held tools	Staff Students	Cuts, bruises etc	<ul style="list-style-type: none"> <li>• All hand held tools are subjected to regular formal visual inspections (recorded).</li> <li>• Pre-use visual checks are carried out by the user, and Students trained in what defects to look for</li> <li>• Any defective tools are taken out of use immediately.</li> </ul>			
Gas/gas fired equipment	Staff, Students and others in the vicinity	Explosion Fire Fumes	<ul style="list-style-type: none"> <li>• An isolating valve is provided and appropriately signed.</li> <li>• The isolation valve is turned off, and secured, at the end of each class.</li> <li>• All the gas pipe work identified.</li> <li>• All safety measures and maintenance procedures in place for the use of brazing equipment.</li> <li>• Gas pipe work, controls and isolating valve are inspected on an annual basis by a 'competent' person.</li> <li>• A thorough check of the pipe work is carried out every five years by a gas-safe registered contractor.</li> </ul>			
Lack of first aid provision	All users of the machinery and equipment	Minor/ major Injuries Cross contamination	<ul style="list-style-type: none"> <li>• There are appointed first aiders who are in the vicinity of the workshop at all times.</li> <li>• All staff are aware of the correct emergency action to be taken whilst waiting for the first aider.</li> <li>• A notice is displayed identifying the contact details of the first aiders.</li> <li>• A first aid kit is available, and kept fully stocked by a responsible person.</li> <li>• An eye wash facility is available.</li> </ul>			
Fire	Students Staff Visitors	Burns, suffocation	<ul style="list-style-type: none"> <li>• A level 2 Fire Risk Assessment been carried out by a competent person.</li> <li>• All Fire Action Notices are displayed prominently.</li> <li>• Suitable fire fighting equipment provided, i.e. fire blanket, CO<sub>2</sub> extinguisher etc.</li> </ul>			

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			<ul style="list-style-type: none"> <li>• All equipment is suitably positioned and maintained annually.</li> <li>• All staff are aware of the procedures to be taken in the event of discovering a fire / hearing the fire alarm and have received fire awareness training within the last 12 months.</li> </ul>			
Electrical equipment / Extension leads	Students Staff Visitors	Electrocution, Shock, Burns, Slip, Trips	<ul style="list-style-type: none"> <li>• All portable electrical appliances have been tested (PAT) by a 'competent' person at regular intervals.</li> <li>• All electrical equipment visually checked prior to use for signs of damage / charring, e.g. damage to equipment, leads, plugs, sockets.</li> <li>• Arrangements are in place to report defective plugs or cables.</li> <li>• RCD's sockets provided and tested regularly.</li> <li>• All sockets / electrical equipment are at a safe distance from sinks.</li> </ul>			
Sharps'	Students Staff Visitors	Cuts, Bleeding	<ul style="list-style-type: none"> <li>• Instructions and training are in place regarding the safe handling of glass equipment etc.</li> <li>• There is a safe procedure for dealing with breakage of glass equipment e.g. how are broken pieces collected, stored and safely disposed of.</li> <li>• A suitable container is readily available for the collection of broken glass e.g. and is a rigid container with lid.</li> </ul>			
Flammable liquids e.g. some paints / adhesives / solvents	Students Staff, Visitors etc.	Fire, explosion etc.	<ul style="list-style-type: none"> <li>• All flammable materials are stored in appropriate secure and locked cabinets.</li> <li>• Minimum amounts of flammable materials are stored on site.</li> <li>• Well ventilated areas are used when flammables are in use.</li> </ul>			
Hazardous substances	Students, Staff, Visitors	Fire, Diseases, Injection, Inhalation,	<ul style="list-style-type: none"> <li>• Arrangements are in place for dealing with hazardous substances e.g. those substances classified as harmful, irritant, corrosive or toxic (COSHH Sheets</li> </ul>			

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	etc.	absorption	available) <ul style="list-style-type: none"> <li>Suitable secure storage arrangements are in place.</li> </ul>			
Pressure Vessels / Air Receivers	Students Staff Visitors	Fire, Explosion	<ul style="list-style-type: none"> <li>A scheme of examination has been carried out i.e. systems greater than 250 bar/litres?</li> <li>All risk assessment been carried out for the use of 2x pressure vessels / air receivers less than 250 bar/litres?</li> </ul>			
Noise	Staff Students	Hearing impairment, deafness, tinnitus	<ul style="list-style-type: none"> <li>All machinery purchased is checked for noise levels as part of the procurement process.</li> <li>Appropriate hearing protection is provided within easy reach of the machine.</li> <li>Noise monitoring is carried out by a competent person where there is thought to be a noise issue.</li> <li>A specific risk assessment has been carried out as regards noise levels e.g. above first action level 80dB(A), or second action level 85dB(A)</li> </ul>			
Machinery & Equipment	Staff Students	Entanglement, Injection, Entrapment	<ul style="list-style-type: none"> <li>Is suitable for the purpose and obtained from a reputable educational source.</li> <li>There a system in place for reporting defective equipment, e.g. removal from use for repair / replacement.</li> <li>All equipment is serviced and maintained at regular intervals by competent contractors/persons</li> <li>Any machinery or equipment that cannot be used by children (e.g. table saw) is isolated by a key system or located in a locked room.</li> <li>Staff and technicians have received DATA training (and refresher training every three years).</li> <li>All machines are fitted with guards and/or interlocking systems.</li> <li>Arrangements are in hand to meet braking requirements? (ACOP Regulation 15).</li> <li>All machines are bolted to the floor/table to ensure</li> </ul>			

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			<p>they are secure.</p> <ul style="list-style-type: none"> <li>• Specific risk assessments and safe systems of work are in place for individual machines/equipment via the academy's CLEAPPS subscription.</li> </ul>			
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## DISCARDED NEEDLES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Exposure to discarded needles					YES	NO
Accidental needle stick injury	Staff Students	Exposure to biological agents e.g. Hepatitis B, HIV/AIDS	<ul style="list-style-type: none"> <li>• Staff are aware of the procedures for dealing with discarded needles and syringes e.g. not to pick up with bare hands.</li> <li>• Students have been informed not to pick up discarded needles but to report the find to a responsible person.</li> <li>• Appropriate equipment is available to collect needles/syringes e.g. litter pickers, tongs, shovels, dust pan.</li> <li>• Appropriate equipment is available for storage of discarded needles/syringes e.g. sharps box</li> <li>• Staff are aware of what action should be taken in the event of an accidental needle stick injury.</li> <li>• Staff are aware that a personal accident report form must be completed in the event of a needle stick injury.</li> <li>• Arrangements are in place to log incidents of discarded needles/syringes which are found on the premises.</li> </ul>	LOW		✓

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## DRAMA (DRAFT ONLY)

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Drama & Public Performances					YES	NO
Drama area	Students Staff Visitors Others	Slips, Trips	<ul style="list-style-type: none"> <li>Before any lesson or rehearsal a member of staff should view the Studio/Theatre/Classroom and carry out safety checks.</li> <li>Flooring (check for drawing pins, nails, screws, loose carpets, surface (slippery) make sure correct footwear is used by the students.</li> <li>Where possible ask students to remove daily footwear (shoes); trainers or plimsolls or other footwear appropriate to the surface should be worn (fashion boots/shoes should be removed as these could be dangerous to others as well as themselves). Suitable clothing should be worn for all active Drama lessons.</li> </ul>			
Electrical equipment	Students Staff Visitors Others	Electrocution Fire	<ul style="list-style-type: none"> <li>Check equipment intended for use, particularly portable electrical appliances (plugs, loose wires, check batteries are inserted correctly and make regular checks for possible leakages).</li> <li>Check light switches, lighting, wall sockets in rooms on a regular basis and report breakage's or damaged items to site staff.</li> </ul>			
Props	Students Staff Visitors Others	Injuries	<ul style="list-style-type: none"> <li>Be aware who is using equipment in lessons (including props) and their whereabouts. Avoid students bringing props into the academy.</li> <li>Know when to use particular facilities and</li> </ul>			

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			equipment and keep a regular check on items that are to be used by teachers and students.			
Manual Handling	Students Staff	Injuries Misuse of equipment	<ul style="list-style-type: none"> <li>• If 'pushing back' the tables and chairs in the classroom to allow more space, be careful to stack chairs properly and remind students to avoid sharp corners on tables.</li> <li>• Never allow students to stand on tables and chairs unsupervised.</li> <li>• Purpose built drama blocks should be used in the appropriate manner, avoid dangerous stacking.</li> <li>• Teachers must make a judgement on the types of activity appropriate to the working available.</li> </ul>			
Fire Exits	Students Staff Visitors Others	Fire Exits blocked	<ul style="list-style-type: none"> <li>• All fire exits to remain clear at all times</li> <li>• Chairs must not be blocking fire exits</li> <li>• A clear gangway must be adhered to at all times</li> <li>• Visitors should be informed of fire procedures prior to a performance commencing</li> </ul>			

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## ELECTRICAL EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Electrical Equipment					YES	NO
Use of electrical equipment	Site Staff Staff Students Visitors	Electrical shock Burns Fire	<ul style="list-style-type: none"> <li>• Pre-use check conducted by users</li> <li>• Electrical equipment subject to regular safety inspection and test ('PAT testing')</li> <li>• All tested appliances to be labelled showing date tested/next test date</li> <li>• Inventory of all portable electrical equipment kept and maintained by the academy.</li> <li>• Fixed Installation testing (every 5 years min) and any remedial work actioned.</li> <li>• Records retained of these checks.</li> <li>• Recognised competent contractors used for repairs/ maintenance.</li> <li>• All electrical equipment brought on to the academy by contractors must have been electrically tested.</li> <li>• Mains isolating switches must be clearly labelled and accessible.</li> <li>• Mains powered portable equipment to be protected by RCD in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> </ul>	LOW		✓
Use of extension leads  Trip hazard	Site Staff Staff Children Visitors	Power leads present a tripping hazard (cuts, abrasions,	<ul style="list-style-type: none"> <li>• Careful location</li> <li>• Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary.</li> <li>• Leads of suitable length (preferably no longer than 2</li> </ul>	LOW		✓

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Overloading External use		musculo-skeletal and other physical injuries)	<p>metres) and rated high enough for the job.</p> <ul style="list-style-type: none"> <li>• Use of cable covers where cables are a trip hazard</li> <li>• Use 1 adaptor per socket only, adaptors should not be plugged into adaptors.</li> <li>• Block adaptors should not be used.</li> <li>• RCD (Residual Current Device) used whenever equipment is used externally.</li> </ul> <p>Test RCD regularly to check that its mechanism is free and functioning.</p>			
Defective Equipment	Site Staff Staff Children Visitors	Electrical shock Burns Fire	<ul style="list-style-type: none"> <li>• Any unsafe electrical items removed from use to secure location until properly repaired / disposed of.</li> <li>• Visual inspections of electrical equipment prior to use.</li> <li>• No personal electrical equipment shall be brought into the academy i.e. Mini-Fridges &amp; Electric Fires. If staff have any concerns they must contact the Site Staff</li> </ul>	LOW		✓

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<div style="text-align: center;"> <b>FIRE</b>  <a href="#">Back to Index</a> </div>						
Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Fire					YES	NO
Fire alarm indicator panel	Students Staff Visitors	People and property	<ul style="list-style-type: none"> <li>Panel to be checked each working day for normal operation, i.e. is the indicator light on?</li> <li>Any fault to be reported to the contractor immediately.</li> <li>Records to be maintained.</li> </ul>	LOW		✓
Fire alarm and break glass points	Students Staff Visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> <li>The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract.</li> <li>The Site Staff to undertake a weekly test of the system by activating a different break glass point each time and the findings recorded</li> <li>Any faults found to be reported immediately for corrective action and recorded.</li> <li>Records to be maintained in the fire log book</li> </ul>	LOW		✓
Smoke and heat detectors	Students Staff Visitors	Burns, smoke inhalation	<ul style="list-style-type: none"> <li>If fitted they are to be tested on a termly basis by a contractor.</li> <li>Records to be maintained.</li> </ul>	LOW		✓
Fire signs	Students Staff Visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> <li>Designated fire exit routes to be suitably signed with a pictogram and arrows to comply with the new regulations.</li> <li>Sufficient fire signs to be in the public areas of the academy, hall etc.</li> </ul>	LOW		✓
Fire extinguishers, fire hoses	Students Staff Visitors	People and property	<ul style="list-style-type: none"> <li>Fire extinguishers to be tested annually by contract or service agreement.</li> <li>All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them.</li> <li>Site staff to visually check pressure gauges, where</li> </ul>	LOW		✓

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			fitted, on a regular basis. <ul style="list-style-type: none"> <li>Records to be maintained, normally on the side of the extinguisher.</li> </ul>			
Fire blankets	Students Staff	People and property	<ul style="list-style-type: none"> <li>Fire blankets where provided should receive a visual inspection annually by the contractor.</li> <li>If used they should be checked, re-packed or replaced by the contractor.</li> </ul>	LOW		✓
Internal fire doors and closer mechanisms	Students Staff Visitors	People and property	<ul style="list-style-type: none"> <li>Fire door closer mechanisms should be checked each day by the Site staff</li> <li>If faulty or leaking oil they should be replaced as soon as possible.</li> <li>If doors do not close correctly they should be repaired as soon as possible</li> <li>Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround.</li> <li>Check door closers are not too stiff for small students.</li> <li>Fire doors should not be propped open.</li> <li>Doors to open and close correctly and not be impeded in any way or stick open</li> <li>Expanding strips in fire doors to be in good condition.</li> </ul>	LOW		✓
Electro-magnetic door closers	Students Staff Visitors	People and property	<ul style="list-style-type: none"> <li>Electro-magnetic door closers are to be checked by the Site Staff regularly by operating the manual override button.</li> <li>When the fire alarm has been activated during a drill or false alarm, site staff check that all doors have been released and closed. Investigate any door that did not close.</li> <li>Doors to be released at night and weekends.</li> </ul>	LOW		✓
External fire doors	Students Staff Visitors	People and property	<ul style="list-style-type: none"> <li>Site staff to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal activities.</li> <li>Ensure fire doors are not locked or chained during</li> </ul>	LOW		✓

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			academy opening time.			
Evacuating the academy	Students Staff Visitors	Personal injury	<ul style="list-style-type: none"> <li>Regular fire drills to be in place, normally once per term.</li> <li>Try to have at least one drill per year in which one exit is “notionally” blocked off to simulate fire conditions. (Do not actually block or lock a fire exit)</li> <li>If there are any Students with access/mobility problems ensure that someone is nominated to assist them during an evacuation.</li> <li>Consider a “stay put” policy for disabled students on upper floors. Discuss with fire officer.</li> <li>Ensure there is a method of taking an effective role call to account for everyone.</li> <li>Nominate fire monitors to “sweep” the building to ensure that it is empty.</li> <li>Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service.</li> </ul>	LOW		✓
External fire stairs	Students Staff	Slips, trips, falls	<ul style="list-style-type: none"> <li>External fire escapes should have suitable hand rails, non-slip steps, and external lighting.</li> <li>External stairs to be checked regularly by the Site staff</li> </ul>	LOW		✓
Fire risk assessment	Students Staff Visitors	Burns, smoke inhalation, legal requirement	<ul style="list-style-type: none"> <li>A suitable fire risk assessment to be carried out for the academy – consider, alarms, sources of ignition, combustible materials, escape routes etc. (Legal requirement)</li> </ul>	LOW		✓
<b>Waste</b>						
Waste Products	Students Staff	Slips, trips, falls, hygiene	<ul style="list-style-type: none"> <li>Adequate systems to be in place to remove normal waste.</li> <li>Adequate systems to be in place to remove clinical waste where necessary i.e. yellow bag arrangements, sharps boxes etc.</li> <li>External bin areas to be kept clean, well ventilated</li> </ul>	LOW		✓

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			<p>and free from pests.</p> <ul style="list-style-type: none"> <li>• Bin areas to be washed down on a regular basis and disinfected if necessary.</li> <li>• Rubbish should not be allowed to accumulate in bin areas.</li> <li>• Bin areas are not to be used for other storage.</li> <li>• Bins to be chained securely about 8m away from buildings to prevent fire risk from vandalism or other means</li> </ul>			
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## FIRST AID

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
First Aid					YES	NO
First aiders	Students Staff Visitors	Injury treatment	<ul style="list-style-type: none"> <li>• There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and students in the academy.</li> <li>• Sufficient first aiders to provide cover for holidays, illness etc.</li> <li>• Sufficient cover to provide first aid on academy trips etc. based on risk assessment.</li> <li>• All staff to be aware of how to summon first aid assistance.</li> <li>• List of first aiders to be displayed in prominent position.</li> <li>• Provide refresher training before expiry dates of first aider's certificates. (Certificates valid for three years.)</li> </ul>	LOW		✓
First aid kits	Students Staff Visitors	Injury treatment	<ul style="list-style-type: none"> <li>• There are sufficient first aid kits in the academy at strategic places.</li> <li>• All staff to be aware of location of the first aid kits.</li> <li>• The kits are to be regularly checked to ensure they remain adequately stocked.</li> <li>• There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.</li> </ul>	LOW		✓

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## FIRST AID ASSESSMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
First Aid Secondary					YES	NO
Insufficient first aid materials or trained persons in an emergency	Staff Students, Contractors Visitors etc.	Injuries to persons are not treated and lead to infections, more serious injuries through to death.	<ul style="list-style-type: none"> <li>• There are a number of hazardous/high risk machines/equipment within the academy (e.g. Design &amp; Technology) that could lead to serious first aid injuries that require attention.</li> <li>• The response time for an ambulance/for persons to reach the hospital is estimated at 10 minutes.</li> <li>• The academy has total of 3 trained first aid personnel. Regular refresher training is undertaken by the nominated first aid personnel to ensure competence/knowledge is up to date.</li> <li>• A first aid poster is displayed prominently in the reception/other area and details who and where the first aid station and personnel can be located.</li> <li>• There is a first aid room on the site.</li> <li>• First aid provision is checked on a regular basis and any used stock is replenished.</li> <li>• A 999 call will be made for any serious injuries that are beyond the capabilities of the first aiders.</li> </ul>	HIGH	✓	

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## FOOD TECHNOLOGY (Draft Only)

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
<b>Food Technology Secondary</b>			<b>Students are subject to a full induction on safe working procedures in all areas</b>			
Hot surfaces liquids	Staff, Students, volunteer helpers	Burns, scalds	<ul style="list-style-type: none"> <li>Adequate supervision and safe working procedures in place</li> <li>Staff/students aware of risks whilst using area with hot surfaces and handling hot liquid</li> <li>Heat resistant gloves/cloths/aprons provided</li> <li>Ensure adequate space is available around the ovens at all times when handling hot items.</li> </ul>			
Sharp equipment	Staff, Students, volunteer helpers	Cuts	<ul style="list-style-type: none"> <li>Controlled storage and use of knives – instruction provided for Students</li> <li>Knives are kept sharp as blunt knives can cause serious injuries.</li> <li>Wash separately do not leave in sink</li> </ul>			
Machinery	Staff, Students, volunteer helpers	Injury	<ul style="list-style-type: none"> <li>Guards fitted and interlocks fully operative on any mixers, blenders etc. or restricted use</li> <li>Formal visual inspection before use</li> <li>Health and safety incorporated in curriculum and students use under appropriate supervision.</li> </ul>			
Slippery floors	Staff, Students, volunteer helpers	Slips and trips	<ul style="list-style-type: none"> <li>No obstacles in walkways and regular cleaning of floors</li> <li>Spillages should be dealt with immediately.</li> <li>Paper towels to be used on small areas of water-based contamination.</li> <li>Ensure good housekeeping and that any food debris/spills are cleared up immediately.</li> </ul>			

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Use of cookers (electric/gas)	Staff, Students, volunteer helpers	Electric shock Fire, explosion	<ul style="list-style-type: none"> <li>Electrical equipment is subject to regular safety inspection and test ('PAT testing)</li> <li>Gas equipment is under planned maintenance</li> <li>Gas isolation valve should be available to isolate the gas supply when not in use.</li> <li>Portable cookers permanently wired into a fixed spur.</li> <li>Ovens for food preparation not to be used for other purposes e.g. heating plastics.</li> <li>Fire blanket kept in the area and staff should know how to use it.</li> <li>Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes.</li> <li>There should be no wall displays, pin boards etc. in the close vicinity</li> </ul>			
Food Poisoning	Staff, Students, volunteer helpers	Poor standards of hygiene Incorrect storage of food)	<ul style="list-style-type: none"> <li>All staff have been training to minimum Level 2 certification (or equivalent)</li> </ul> <p>Personal hygiene</p> <ul style="list-style-type: none"> <li>Teach Students the need for personal hygiene.</li> <li>Staff and Students to wash hands before handling food and after visits to the toilet</li> <li>Ensure that warm water, soap and towels (disposable) are available.</li> <li>Cuts etc. are covered with waterproof adhesive dressings.</li> <li>Tie back long hair.</li> <li>Aprons hygienically maintained.</li> </ul> <p>Storage</p> <ul style="list-style-type: none"> <li>Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained. (Temperatures &lt; 5°C for perishables - 15°C frozen foods)</li> </ul>			

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			<ul style="list-style-type: none"> <li>• All fridge/freezer temperatures taken daily and recorded</li> <li>• Only small quantities of food should be stored, and correct stock rotation should be ensured.</li> <li>• “Use by” and “best before” dates should be checked.</li> <li>• Food stored in suitable containers (covered/protected from contamination).</li> <li>• Foods appropriately covered/wrapped and stored prior to taking home. Students provided with instruction on safe storage/consumption</li> </ul>			
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## GARDENING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Gardening					YES	NO
Tools (e.g. spade, fork etc.)	Site Staff Students	Cuts, bruises, broken bones	<ul style="list-style-type: none"> <li>All students are given a “safety briefing” by a competent member of staff on how to use all the equipment safely.</li> <li>Suitable footwear is worn by persons taking part in the gardening session (e.g. boots).</li> <li>All tools are visually checked by the teacher before being handed out to students and are subjected to regular maintenance (e.g. cleaning, sharpening etc.).</li> <li>Any defected tools are taken out of use and repaired/ replaced.</li> <li>Site staff using equipment must be competent and follow any instructions given</li> </ul>	LOW		✓
Power tools (e.g. lawn mower, strimmer)	Site Staff Students	Cuts, bruises, amputation	<ul style="list-style-type: none"> <li>Only experienced persons are allowed to use the power tools and students are only allowed under close supervision.</li> <li>Equipment is checked regular intervals.</li> <li>Suitable Personal Protective Equipment (PPE) is provided and used at all times (e.g. face guard, goggles, gloves, hearing protection etc.)</li> <li>Site staff using equipment must be competent and follow any instructions given</li> </ul>	LOW		✓
Poisonous flowers, plants etc.	Students Staff Site Staff	Irritation of skin and eyes etc.	<ul style="list-style-type: none"> <li>No plants that are irritants are in the garden area used by the students.</li> <li>Gloves are worn when pruning/cutting/disposing of flowers and plants.</li> </ul>	LOW		✓
Hazardous	Students	Irritation of	<ul style="list-style-type: none"> <li>Wherever possible, non COSHH substances are</li> </ul>			

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substances	Staff Site Staff	skin, eyes Fire	<p>purchased and used</p> <ul style="list-style-type: none"> <li>• All substances that fall under the COSHH Regulations have a safety data sheet available and are stored securely.</li> <li>• PPE is available for all persons who use any COSHH substances.</li> </ul>	LOW		✓
Noise	Students Staff Site Staff	Hearing loss	<ul style="list-style-type: none"> <li>• When equipment that makes a lot of noise is used (e.g. strimmer), hearing protection is provided for the user and those in the immediate vicinity.</li> <li>• Lessons are for short periods and exposure to noise is limited.</li> </ul>	LOW		✓
Animal fouling	Staff Site Staff	Infections	<ul style="list-style-type: none"> <li>• Before strimming / mowing takes place, a visual sweep of the area is made for animal fouling and this is removed and disposed of appropriately.</li> <li>• Eye protection and gloves are worn when using the power tools.</li> <li>• Hands are washed immediately after contact with any animal fouling; and after the lesson have ended.</li> </ul>	LOW		✓

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## GAS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
<b>Gas</b>						
Gas appliance servicing, maintenance	Students Staff	Explosion, carbon monoxide poisoning	<ul style="list-style-type: none"> <li>All gas appliances to be tested annually for safety by a "Gas Safe" gas fitter.</li> <li>Gas safety certificate to be held on file for each appliance.</li> <li>Gas appliances to be regularly maintained.</li> <li>Non "Gas Safe" registered people are prohibited from carrying out any work on gas appliances.</li> <li>In the event of an emergency the relevant emergency gas line will be contacted.</li> </ul>	LOW		✓
Internal gas meter rooms	Students Staff	Explosion, leaks	<ul style="list-style-type: none"> <li>Gas meter rooms to be secured at all times when not in use.</li> <li>Gas meter rooms to have adequate ventilation at all times.</li> <li>Gas meter rooms to be "no smoking" areas.</li> <li>Not to be used for general storage.</li> </ul>	LOW		✓
External gas meter rooms	Students Staff	Explosions, leaks	<ul style="list-style-type: none"> <li>Room to be locked when not in use.</li> <li>Room not to be used for general storage.</li> </ul>	LOW		✓
Manual handling activities	Students Staff	Musculo-skeletal disorders	<ul style="list-style-type: none"> <li>'Heavy' items stored should be around waist height (to reduce the risk of manual handling injuries).</li> <li>Only staff who have been trained in correct manual handling techniques should lift items which are considered a risk</li> </ul>	LOW		✓

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## GENERAL STORAGE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
General Storage					YES	NO
Unsuitable storage facilities	Students Staff	Collapse	<ul style="list-style-type: none"> <li>Storage equipment suitable and of sufficient strength and stability.</li> <li>The racking/shelving units are secured to the wall to prevent them tipping or collapsing.</li> <li>Shelves are securely fixed to prevent tipping or collapse.</li> <li>The shelves should not be overloaded and if there are any signs of bowing the shelves must be cleared of excess weight.</li> </ul>	LOW		✓
Storage at height	Students Staff	Falling objects, collapse	<ul style="list-style-type: none"> <li>Storage of items which cannot be reached from floor level should be avoided as far as reasonably practicable.</li> <li>Suitable means of access should be readily available e.g. kick stools, stepladders etc.</li> <li>Appropriate training must be given before working at height and only carried out by a competent person.</li> </ul>	LOW		✓
Poor housekeeping	Students Staff	Slips, trips and falls	<ul style="list-style-type: none"> <li>Floor areas must be kept free of obstructions to provide ready access to stored items and to prevent slips, trips and falls.</li> <li>Redundant items are disposed of promptly and safely.</li> </ul>	LOW		✓
Poor lighting	Students Staff	Slips, trips and falls	<ul style="list-style-type: none"> <li>Suitable lighting provided.</li> </ul>	LOW		✓
Unauthorised access	Students Staff	Theft	<ul style="list-style-type: none"> <li>Storage areas kept locked to deny unauthorised access.</li> <li>This is particularly important where chemicals and</li> </ul>	LOW		✓

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			ladders etc. are stored.			
Incompatible items	Students Staff	Fire, Explosion, etc.	<ul style="list-style-type: none"> <li>Incompatible items are effectively segregated e.g. acids and alkalis should be kept well apart and liquids should not be stored above powders.</li> </ul>	LOW		✓
Lack of identification	Students Staff	Using wrong substances	<ul style="list-style-type: none"> <li>All containers must be clearly labelled so that their contents are readily identified e.g. where substances have been diluted into other containers such as spray bottles.</li> <li>COSHH assessments must be available.</li> </ul>	LOW		✓
Poor stock rotation	Students Staff	Exceeding expiry dates	<ul style="list-style-type: none"> <li>Stock is rotated where necessary e.g. to avoid shelf life expiry dates being exceeded.</li> </ul>	LOW		✓
Storage in unsuitable areas	Students Staff	Risk of overheating, fire, mould	<ul style="list-style-type: none"> <li>Storage avoided in electric switch gear/meter rooms and boiler rooms.</li> </ul>	LOW		✓
Unstable filing cabinets	Students Staff	Toppling over	<ul style="list-style-type: none"> <li>Filing cabinets fitted with anti-tilt mechanisms e.g. only one drawer can be opened at a time.</li> </ul>	LOW		✓
Training, Information and Instruction	Students Staff	Incorrect procedures	<ul style="list-style-type: none"> <li>Staff have been provided with appropriate information, instruction and training where applicable.</li> </ul>	LOW		✓

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## HEPATITIS B

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Hepatitis B					YES	NO
Students and staff who may carry Hepatitis B infection	Infection being spread to staff and others, through infected body fluids	Staff Students	<ul style="list-style-type: none"> <li>• All staff follow the universal hand washing precautions</li> <li>• Disposable gloves (vinyl 1 use) and disposable aprons are used every time when dealing with body fluids.</li> <li>• All open wounds are covered with a waterproof plaster (sealed on all edges).</li> <li>• All staff members have received basic infection control training.</li> <li>• Any pregnant staff members will be screened for the infection during the pregnancy.</li> <li>• If skin is punctured by another person and their body fluids (containing blood) are passed on, follow universal hand washing precautions and seek medical advice.</li> </ul>	LOW		✓

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## ICE & SNOW

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Ice & snow					YES	NO
Icy conditions	Staff Students Visitors Others	Slips/trips due to icy conditions	<ul style="list-style-type: none"> <li>A sufficient amount of salt/grit is available. It is replenished once used.</li> <li>Weather forecasts are monitored for ice/snow conditions.</li> <li>Salt or grit is applied to the car park, access road and pedestrian paths when icy conditions are expected.</li> <li>Other areas that require gritting have been identified on a risk basis.</li> <li>Site services staff have been provided with suitable footwear for working in icy conditions.</li> <li>Areas are identified such as steps or slopes that may not be safe even when cleared. These are closed and marked accordingly with cones/signs or hazard warning tape.</li> <li>Where playgrounds remain excessively slippery due to snow or ice, a nominated person will make the decision to accommodate Students indoors at break times.</li> <li>If playgrounds remain in use, supervision levels should be revised.</li> <li>All reasonable efforts should be made to ensure that the academy remains open. However the Headteacher /Site Supervisor are clear that they make the decision whether to close the academy if the icy conditions are deemed too hazardous.</li> <li>Members of staff have been advised to wear</li> </ul>	LOW		✓

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			“sensible” footwear.			
Manual handling	Site Staff	Musculo-skeletal disorders	<ul style="list-style-type: none"> <li>• The salt or grit is available throughout the establishment in yellow bins at appropriate intervals to reduce manual handling.</li> <li>• Suitable shovels have been provided.</li> <li>• Snow blowers which staff can attach a gritter</li> <li>• A separate manual handling assessment has been undertaken for the gritting task.</li> </ul>	LOW		✓
Effects of the cold	Site Staff	Hyperthermia	<ul style="list-style-type: none"> <li>• Inclement weather clothing and gloves have been provided to site management staff members who undertake gritting.</li> </ul>	LOW		✓
Vehicle traffic in the car park	Site Staff	Collisions	<ul style="list-style-type: none"> <li>• High-visibility clothing has been provided to site services staff members who undertake gritting.</li> </ul>	LOW		✓

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## INTERACTIVE WHITE BOARD

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Interactive White Board					YES	NO
Projector beam	Students Staff Visitors	Damage to eyes	<ul style="list-style-type: none"> <li>Do not stand in front of projector beam; stand to the side when working with the class.</li> <li>Encourage users to keep their backs to the projector beam when standing in it.</li> <li>Ensure when entering the beam, teaching staff/Students do not look towards the beam for more than a few seconds.</li> <li>Before purchasing or using projectors, where the location of the projector requires a member of teaching staff to stand in front of the beam, consideration should be given to the use of a method of brightness reduction, such as neutral density filter or brightness adjustment facility.</li> <li>Position a whiteboard so that all students can reach it without standing on anything, or that any step is secure, level and low.</li> <li>Ensure leads are safely located and access restricted to the working area.</li> <li>Ensure that projectors are located out of the sight line; this ensures that, when teaching staff look at the Students, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling mounting rather than floor or table mounting a projector.</li> <li>A health and safety notice to be posted adjacent to</li> </ul>	LOW		✓

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			<p>interactive whiteboards to remind all users of the safety precautions to be followed when using the equipment.</p> <ul style="list-style-type: none"> <li>• Training for staff.</li> <li>• Student supervision.</li> </ul>			
Cleaning chemicals	Students	Accessing chemicals	<ul style="list-style-type: none"> <li>• Whiteboard cleaner should be kept locked in cleaning cupboard and used when no Students are present.</li> <li>• A COSHH assessment should be completed and staff informed of the correct use of substance.</li> <li>• Do not place combustible materials anywhere near the equipment.</li> </ul>	LOW		✓

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## LABORATORIES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Use of Laboratories					YES	NO
Inappropriate practices	Students	Not following safety rules	<ul style="list-style-type: none"> <li>The science policy is available and up to date.</li> <li>Safety rules are displayed.</li> <li>Appropriate safety instruction/information is given at the beginning of each practical lesson, e.g. safe use of chemicals, hot equipment, and glass.</li> <li>Appropriate instructions are in place as regards to dress codes, e.g. no loose clothing; long hair tied back, suitable footwear.</li> </ul>	LOW		✓
Environmental	Students Staff	Contamination Health	<ul style="list-style-type: none"> <li>Teaching areas are kept reasonably warm e.g. normally at least 18°C.</li> <li>There is adequate lighting in the classroom.</li> <li>There is a reasonable amount of space for class activities.</li> <li>There is adequate ventilation, e.g. windows can be opened to provide fresh air.</li> <li>The floor areas are free of slip/trip hazards.</li> <li>Housekeeping' arrangements are in place Hand washing/drying facilities provided.</li> <li>Furniture is suitable for the purpose and of sound condition, e.g. stable and undamaged.</li> </ul>	LOW		✓
Incompetence	Staff	Injury to other staff and Students	<ul style="list-style-type: none"> <li>All teachers/technicians 'competent' e.g. suitably qualified/trained.</li> <li>Talk given to non-science staff using laboratories</li> <li>An induction programme to the science department is carried out for new employees.</li> </ul>	LOW		✓

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Lack of supervision	Students	Student disturbance	<ul style="list-style-type: none"> <li>• Arrangements are in place to ensure students are appropriately supervised at all times.</li> <li>• Control measures are in place where supervision is not appropriate, (i.e. temporary supervision by unqualified staff), e.g. not carrying out practical work, removal of equipment / chemicals.</li> <li>• There are appropriate teacher/student ratios in place.</li> </ul>	LOW		✓
Equipment	Students Staff	Not reputable	<ul style="list-style-type: none"> <li>• All equipment is suitable for the purpose and obtained from a reputable educational source.</li> <li>• There are systems in place for reporting defective equipment, e.g. removal from use or replacement.</li> <li>• Fault reporting sheet in place</li> </ul>	LOW		✓
Electrical equipment extension leads	Students Staff	Fire Electrocution Slips Trips	<ul style="list-style-type: none"> <li>• The equipment has undergone portable appliance testing (PAT) by a 'competent' person at regular intervals.</li> <li>• All electrical equipment is visually checked prior to use, for signs of damage/charring, e.g. damage to equipment, leads, plugs, sockets.</li> <li>• There are arrangements in place to report defective plugs or cables.</li> <li>• RCD sockets are provided where necessary and tested regularly.</li> <li>• Sockets and electrical equipment is located at a safe distance from sinks.</li> </ul>	LOW		✓
Gas	Students Staff Others	Explosion, Inhalation Fire	<ul style="list-style-type: none"> <li>• The isolation valve is turned off, and secured, at the end of each class.</li> <li>• The pipe work is easily identified.</li> <li>• Safety measures and maintenance procedures are in place for the use of Bunsen burners.</li> <li>• All gas pipe work, controls and isolating valve inspected on an annual basis by a 'competent' person.</li> <li>• A thorough check of the pipe work is carried out every five years by a "Gas Safe" registered fitter.</li> </ul>	LOW		✓

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Fume Cupboards	Students Staff	Inhalation	<ul style="list-style-type: none"> <li>Fume cupboards are checked prior to use.</li> <li>Fume cupboards are cleared of equipment, bottles, etc. and cleaned after use.</li> <li>Statutory inspections of fume cupboards are carried out by a 'competent' person at least every 14 months (reference COSHH Regulations).</li> </ul>	LOW		✓
Fire	Students Staff Others	Burns Smoke Inhalation	<ul style="list-style-type: none"> <li>Fire Risk Assessments have been carried out.</li> <li>Fire Action Notices are displayed.</li> <li>Suitable firefighting equipment is provided, i.e. fire blanket, CO2 extinguisher, container of sand for metal fires.</li> <li>Equipment is suitably positioned and maintained annually.</li> <li>All staff aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm.</li> </ul>	LOW		✓
First Aid	Students Staff	Lack of medical assistance	<ul style="list-style-type: none"> <li>There are appointed first aiders.</li> <li>Staff are aware of emergency action to be taken whilst waiting for the first aider (refer to CLEAPSS advice).</li> <li>A notice is displayed identifying the contact details of the first aiders.</li> <li>First aid kits readily available, and kept fully stocked by an appointed person.</li> <li>An eye wash facility is available.</li> <li>There are procedures for reporting accidents, report forms available.</li> </ul>	LOW		✓
Hygiene	Students Staff	Biological	<ul style="list-style-type: none"> <li>Arrangements in place to ensure good hygiene practice, including the provision of hand washing facilities, soap / paper towels, etc.</li> </ul>	LOW		✓
Emergency	Students Staff Others	Academy evacuation	<ul style="list-style-type: none"> <li>All emergency procedures are in place.</li> </ul>	LOW		✓
Sharps	Students Staff	Cuts Germs	<ul style="list-style-type: none"> <li>There are instructions in place regarding the safe handling of glass equipment, etc.</li> </ul>			

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		Diseases	<ul style="list-style-type: none"> <li>• There is a safe procedure for dealing with breakage of glass equipment, e.g. how are broken pieces collected, stored and safely disposed of?</li> <li>• A suitable container is readily available for the collection of broken glass, e.g. metal container with lid.</li> <li>• Sharps are counted in &amp; out.</li> <li>• Glass bins in room</li> </ul>	LOW		✓
Spillages	Students Staff	Slips, Inhalation	<ul style="list-style-type: none"> <li>• Arrangements in place for dealing with spillages.</li> <li>• A spillage kit readily available.</li> <li>• If there are mercury thermometers in the department, suitable arrangements are in place for a mercury spillage.</li> </ul>	LOW		✓
Inadequate assessment of risk	Students Staff	Injury	<ul style="list-style-type: none"> <li>• CLEAPSS Risk Assessments followed and adapted in light of local conditions.</li> <li>• Incorporated into materials normally used in teaching – schemes of work, lesson plan, and worksheets etc. recording outcomes.</li> <li>• Haz-cards are available for staff</li> <li>• Hazard Data Sheets are available.</li> </ul>	LOW		✓
Defective flooring Spillages Items stored in walkways	Students Staff	Slips Trips Falls	<ul style="list-style-type: none"> <li>• Condition of rooms regularly checked</li> <li>• Flooring non-slip and in a safe condition</li> <li>• Prompt maintenance of defects</li> <li>• Good housekeeping maintained</li> <li>• Designated storage areas</li> <li>• Immediate cleaning up of spillages</li> <li>• Doors and gangways unobstructed</li> <li>• No accumulation of rubbish/combustible waste</li> </ul>	LOW		✓
Use of Equipment/tools	Students Staff	Trapping, injury	<ul style="list-style-type: none"> <li>• Identify and record servicing/maintenance requirements and any training/instruction needs.</li> <li>• Specify any personal protective equipment users must wear.</li> <li>• Equipment/tools allocated under supervision checked in after use and stored tidily.</li> </ul>	LOW		✓

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Glassware	Students Staff	Cuts	<ul style="list-style-type: none"> <li>Controlled storage and allocation of glassware</li> <li>Plastic containers used as often as possible</li> <li>Supervision appropriate to the level of student ability</li> <li>Breakages cleared up promptly by staff member.</li> </ul>	LOW		✓
Storage	Students Staff	Unstable	<ul style="list-style-type: none"> <li>Equipment and substances stored appropriately.</li> <li>Heavy items stored at the appropriate level.</li> <li>storage tidy</li> </ul>	LOW		✓
Electricity	Students Staff	Electric shock	<ul style="list-style-type: none"> <li>Electrical equipment subject to regular safety inspection and test ('PAT testing')</li> </ul>	LOW		✓
Waste	Students Staff	Fly tipping	<ul style="list-style-type: none"> <li>Suitable arrangements are in place for the safe disposal of waste materials / substances.</li> </ul>	LOW		✓
Substances	Students Staff	Risk to health	<ul style="list-style-type: none"> <li>Any hazardous substances in use which require a specific assessment under the COSHH regulations are kept in the COSHH folder.</li> <li>Relevant hazard cards are available.</li> <li>All substances are suitably segregated, e.g. non-compatible substances such as acids, stored well away from alkalis, etc.</li> <li>All substances are clearly labeled.</li> <li>Arrangements are in place for stock rotation, e.g. according to shelf life.</li> <li>Warning signs</li> <li>Awareness of pregnant women in science lessons.</li> <li>Awareness of allergies of Students.</li> </ul>	LOW		✓
Security	Students Staff Others	Unauthorised entry	<ul style="list-style-type: none"> <li>Procedures in place to prevent unauthorised access to the laboratory, prep rooms and chemical storage areas.</li> <li>Doors locked at all times when not in use.</li> </ul>	LOW		✓
Lone Working	Staff	Injury/ill health	<ul style="list-style-type: none"> <li>Staff at times will find they are working in the classroom department/building whilst alone e.g. out of academy hours. If so, appropriate precautions have been taken e.g. means of communication, avoiding high risk activities.</li> </ul>	LOW		✓

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Personal Protective Equipment	Students	Contact with substances	<ul style="list-style-type: none"> <li>• Arrangements are in place to ensure that appropriate PPE, e.g. eye protection, disposal gloves, etc., is provided and worn.</li> <li>• Instructions provided for when PPE should be worn, e.g. protection from impact, dusts, mists, vapors, etc.</li> <li>• Suitable arrangements for the storage of PPE in place.</li> <li>• Lab coats are cotton rich type to minimise the risk of burning.</li> </ul>	LOW		✓
Radiation Sources If there any radiation sources in the department	Students Staff	Radiation	<ul style="list-style-type: none"> <li>• Arrangements are in place to comply with the Ionising Radiation Regulations 1999.</li> <li>• A Radiation Protection Supervisor (RPS) is appointed.</li> <li>• All radiation sources are appropriately stored in a secure area, with signage.</li> </ul>	LOW		✓
Inspections	Students Staff	Untidy work areas	<ul style="list-style-type: none"> <li>• Routine inspections are carried out of the laboratories, prep rooms, storage areas, etc.</li> <li>• Appropriate arrangements are in place to maintain records of all tests, maintenance, inspections of plant/equipment/premises.</li> <li>• Autoclave annually inspected</li> </ul>	LOW		✓
Training	Staff	Non-competent staff	<ul style="list-style-type: none"> <li>• Teachers have sufficient training and experience or knowledge and other qualities (i.e. 'competent') to ensure the activity is undertaken safely.</li> <li>• Staff are aware of the above procedures/arrangements which are in place.</li> <li>• If non-teaching assistants, parents or students help, they are instructed and made familiar with safe practices.</li> <li>• Training is arranged as required.</li> <li>• Some staff are trained in the use of firefighting equipment.</li> </ul>	LOW		✓

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## LESSONS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Lessons			Where appropriate students will receive suitable induction process.		YES	NO
General	Students Staff	Slips, trips, falls, chemical splashes, cuts	<ul style="list-style-type: none"> <li>Where lessons involve any degree of risk then the teacher must be competent to take that activity.</li> <li>Teachers instructing in P.E. must be suitably qualified etc.</li> <li>Do not allow leads to trail across walkways.</li> <li>Flooring to be in a good condition.</li> </ul>	LOW		✓
Art	Students Staff	Fume from adhesives, cuts from knives, burns from kilns, chemical contact from glazes, burns from glue guns	<ul style="list-style-type: none"> <li>Adhesives to be water based rather than solvent and be non-toxic.</li> <li>Craft knives should only be used under supervision.</li> <li>Clay dust to be kept to a minimum by damping down. Wipe with a damp cloth, do not sweep up, or use industrial vacuum cleaner with suitable filter to collect fine dusts.</li> <li>Glazes should be of the non-toxic type.</li> <li>Glues should be of approved type.</li> <li>Glue guns should be used under supervision.</li> </ul>	LOW		✓
Technology	Students Staff	Tools, scissors, cuts, electricity – burns/shock	<ul style="list-style-type: none"> <li>Students to be properly instructed in the safe use of all tools used and be suitably supervised.</li> <li>Tools and equipment to be properly stored.</li> <li>Use only batteries for experiments never mains.</li> <li>Portable mains electrical appliances to be regularly tested and maintained.</li> <li>Portable electric appliances not to be used if PAT test is out of date.</li> </ul>	LOW		✓

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P.E.	Students	Cuts, bruises, fractures, equipment	<ul style="list-style-type: none"> <li>• P.E. teachers to be suitably qualified for subject and level being taught.</li> <li>• Equipment to be tested on an annual basis by a competent person, normally by a company under contract, and checked each time before use by the PE teacher.</li> <li>• Suitable clothing to be used.</li> <li>• Class size to be risk assessed for activities undertaken.</li> <li>• First aid to be available.</li> </ul>	LOW		✓
Library	Students Staff	Back injury, personal injury	<ul style="list-style-type: none"> <li>• Tall book cases to be secured to walls.</li> <li>• Free standing book cases to be filled from the bottom to prevent them becoming unstable.</li> <li>• Suitable lighting to be available.</li> <li>• Do not allow trailing leads from computers to cross walkways.</li> <li>• High level storage should not be used</li> <li>• Flooring to be in a good condition.</li> </ul>	LOW		✓
Store rooms	Staff	Slips, trips, falls, falling items	<ul style="list-style-type: none"> <li>• Good housekeeping to be maintained at all times.</li> <li>• Storage racking and bookcases etc. to be secured to wall.</li> <li>• Racking and shelving are not to be overloaded.</li> <li>• Furniture must not be used to access high level areas.</li> <li>• The store room to have suitable lighting.</li> <li>• Store rooms to be locked when not in use.</li> <li>• Heavy items to be stored on waist high shelving, with light items at the top and bottom.</li> </ul>	LOW		✓

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## LETTINGS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Lettings					YES	NO
Persons come onto site who are unfamiliar with the local procedures (e.g. fire, first aid etc.)	Persons using building outside of normal office hours	Cuts, bruises, smoke inhalation, burns, death	<ul style="list-style-type: none"> <li>• Risk assessments for the area of the building to be used, are shared with the persons who are hiring.</li> <li>• Risk assessments are requested from the party who are hiring the building.</li> <li>• A contract is drawn up between the academy and the other party that clearly indicates the health and safety responsibilities of each party (e.g. who is responsible for providing first aid provision, the accident reporting and recording procedure etc.).</li> <li>• The fire procedure is clearly displayed and all emergency exits are checked to ensure they are open whilst the building is in use. Additionally, a fire evacuation drill will be practised with (long term) groups who hire the building.</li> <li>• Both parties have sufficient &amp; suitable insurance policies in place (e.g. public liability where applicable for the hirer).</li> </ul>	LOW		✓

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## LIFTING EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Lifting Equipment					YES	NO
Inappropriate use of or lack of access to lifting equipment	Users of equipment	Injury ranging from cuts and bruises through to broken bones	<ul style="list-style-type: none"> <li>• All persons who are expected to use lifting equipment will have been trained in its safe use (and received regular refresher training if deemed necessary).</li> <li>• Appropriate footwear is worn by the user of the equipment (e.g. flat shoes covered heel and toe).</li> <li>• All equipment is serviced/maintained regularly e.g. as per the manufacturer's instructions</li> <li>• Lifting equipment is made readily available for areas / persons where the equipment is needed regularly.</li> <li>• A pre-use visual inspection is carried out by the person who is using the lifting equipment.</li> <li>• Any defects that are found are reported immediately and the equipment is taken out of use.</li> <li>• Any persons found misusing the equipment will be subjected to disciplinary action.</li> <li>• The appropriate Personal Protective Equipment (PPE) is available for use with the equipment if required.</li> </ul>	LOW		✓

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## LONE WORKING OFF-SITE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Lone Working					YES	NO
Lone working working offsite alone Home visits etc.	Staff Colleagues	Accident injury, delayed assistance in emergency Physical assault verbal abuse Cuts abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>For home visits background information on the family is gathered beforehand, a specific risk assessment conducted where necessary.</li> <li>Where higher risk identified visits not to be conducted alone</li> <li>Reduce time spent working alone “so far as is reasonably practicable”.</li> <li>All staff to be familiar with lone working procedures</li> <li>Mobile phone available charged and switched on.</li> <li>Agreed schedule –times and location of visits to be known.</li> <li>Response procedure in event of overdue contact.</li> <li>Contact point available in office</li> <li>Staff own experience and training in recognizing signs of aggression and avoiding/de-escalating this.</li> <li>Regular supervision and arrangements for debrief/ feedback from staff.</li> </ul>	LOW		✓

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## LONE WORKING IN ACADEMY

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Lone Working					YES	NO
<b>Lone working</b> working in academy alone in isolated locations	Staff Colleagues	Accident injury, delayed assistance in emergency Physical assault verbal abuse Cuts abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height)</li> <li>Mobile phone available</li> <li>After the hours of 17:30pm staff must leave the premises</li> <li>Reduce time spent working alone “so far as is reasonably practicable”.</li> <li>Ensure a colleague, partner, friend etc. is aware you are working alone and who to contact in the event of overdue contact.</li> <li>Notify staff on site of location/estimated duration of task if working on site remote from others.</li> <li>Adequate security in place.</li> <li>Access to site controlled e.g. through coded doors etc.</li> <li>Use of visitor badges/signing in book</li> <li>Ensure all external doors/windows secured to prevent unauthorised access.</li> <li>Do not allow access to unknown callers.</li> <li>External lighting adequate</li> <li>Key holders should be strictly controlled and numbers kept to a minimum.</li> </ul>	LOW		✓

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## MANUAL HANDLING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Manual Handling					YES	NO
Manual handling of persons	Students Staff	Back injury, personal injury	<ul style="list-style-type: none"> <li>Where the academy has a disabled student there must be a manual handling assessment carried out by a competent person.</li> <li>Where Students have to be assisted to move, or assisted from wheelchairs, the staff assisting them must be suitably trained.</li> <li>Where Students need assistance in and out of wheelchairs, suitable hoists may need to be available.</li> <li>If staff are required to use hoists they must have received suitable training.</li> <li>Suitable areas should be available for disabled Students, i.e. changing facilities, toilet facilities.</li> </ul>	LOW		✓
Manual handling of inanimate objects	Staff Site Staff	Back injury, personal injury	<ul style="list-style-type: none"> <li>Manual handling assessments to be conducted for handling tasks. People who may be at risk are to have completed suitable training.</li> <li>Suitable mechanical aids to be available, i.e. trolleys</li> <li>All staff are aware they must ask for assistance if they believe a manual handling activity poses a significant risk of injury.</li> </ul>	LOW		✓

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## MEDICATION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Medication					YES	NO
Wrong medication administered Wrong dosage Wrong Student	Students	Sickness/vomiting Allergic reaction Serious side effects illness	<ul style="list-style-type: none"> <li>• A log is kept of all medication administered.</li> <li>• Expiry dates monitored and parents notified that replacement is required.</li> <li>• Medicines to be provided in the original container/labelled with the name of the appropriate student.</li> <li>• Stored in a secure place (no medicines stored in first aid kits)</li> <li>• All emergency medicines (asthma inhalers, epi-pens etc.) readily available and not locked away.</li> <li>• Students must not be given any medicines unless by written parental request</li> <li>• No student under 16 to be given aspirin containing medicine unless prescribed or a letter sent to the academy from the parent.</li> <li>• Any specific training required by staff on the administration of medication e.g. epipen will be provided by external agencies.</li> <li>• Written agreements in place between parents and academy and reviewed periodically.</li> <li>• Students' medical needs are catered for visits</li> </ul>	LOW		✓

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## MINIBUS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Minibus					YES	NO
Driving	Driver	Road Accident	<ul style="list-style-type: none"> <li>The driver holds the relevant qualification for driving the minibus on their licence.</li> <li>The driver has driven the minibus under supervision prior to using the minibus to transport students.</li> <li>Current best practice is followed in respect of driving and rest hours.</li> <li>A annual licence checks must be carried out by the Site Staff</li> <li>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</li> <li>RAC recovery service in place.</li> <li>A specific risk assessment must be carried out for all journeys to determine the ratio of staff to students required.</li> </ul>	LOW		✓
Driving	All	Road Accident	<ul style="list-style-type: none"> <li>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use.</li> <li>Do not overload the vehicle if in doubt check at a public weighbridge.</li> <li>Do not overload the combination of vehicle and trailer if in doubt check at a public weighbridge.</li> </ul>	LOW		✓
Road Accident	All	Injuries to passengers	<ul style="list-style-type: none"> <li>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</li> <li>Exits must not be blocked with luggage or equipment.</li> <li>Young people must not be allowed to move around the vehicle when it is in motion.</li> <li>Young people must not distract the driver when the</li> </ul>	LOW		✓

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			<p>vehicle is in motion.</p> <ul style="list-style-type: none"> <li>• Appropriate insurance is arranged for young people during the journey</li> <li>• Staff supervision to ensure that this is complied with throughout the journey.</li> </ul>			
Road Accident	All	Injuries to occupants on minibus	<p><b>If the accident is not serious.</b></p> <ul style="list-style-type: none"> <li>• On normal road keep Students safe by remaining on the transport if it is safe to do so.</li> <li>• If not move the young people to a safe location protected from oncoming traffic.</li> <li>• When moving follow the Highway Code and use staff to supervise the young people to avoid danger.</li> </ul> <p><b>If the accident is serious</b></p> <ul style="list-style-type: none"> <li>• Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</li> <li>• Deal with casualties as best as you can until emergency help arrives.</li> <li>• Control communications with parents.</li> <li>• Contact Academy and Emergency Planning as soon as possible.</li> <li>• Co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents or guardians arrive.</li> </ul>	LOW		✓
Mechanical breakdown motorway	All	Possible injury to Students, staff or driver	<ul style="list-style-type: none"> <li>• Get the party behind the side crash barrier as soon as possible.</li> <li>• Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</li> <li>• Check systems are in place to cover such circumstances i.e. RAC.</li> </ul>	LOW		✓
Mechanical breakdown -	All	Possible injury to Students,	<ul style="list-style-type: none"> <li>• On normal road keep Students safe by remaining on the transport if it is safe to do so.</li> </ul>			

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normal roads		staff or driver	<ul style="list-style-type: none"> <li>• If not move the young people to a safe location protected from oncoming traffic.</li> <li>• When moving follow the Highway Code and use staff to supervise the young people to avoid danger.</li> <li>• Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</li> <li>• Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</li> </ul>	LOW		✓
Illness - Student	Students	Young person becomes ill or is injured	<ul style="list-style-type: none"> <li>• Young people informed what to do in the case of emergency.</li> <li>• If appropriate drive to the nearest hospital with the casualty if not call emergency services.</li> <li>• Member of staff identified to accompany the injured or ill young person to hospital if necessary.</li> <li>• Staff will remain there until parents/guardians arrive or the patient is released.</li> </ul>	LOW		✓
Illness- Staff	Staff	Member of staff becomes ill or is injured	<ul style="list-style-type: none"> <li>• Supervision reorganised to take into account the member of staff now missing.</li> <li>• Contact made with establishment so that next of kin can be informed as soon as possible.</li> <li>• Plan B brought into play if supervision levels now prevent the original activities from taking place.</li> <li>• Additional / replacement member of staff to join the venture to maintain supervision levels.</li> <li>• Group return home early if supervision levels fall below the required standard for safety to be maintained.</li> </ul>	LOW		✓
Lost Student	Student	Young Person gets lost	<ul style="list-style-type: none"> <li>• Head count taken on a regular basis especially when young people leave and re-board transport.</li> </ul>	LOW		✓
Child Protection	Students	Child protection issues	<ul style="list-style-type: none"> <li>• Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.</li> </ul>	LOW		✓

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## MUSIC LESSONS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Music Lessons					YES	NO
Manual handling	Students Staff	Musculo- skeletal disorders	<ul style="list-style-type: none"> <li>Students must not lift equipment that is beyond their capabilities.</li> <li>Large equipment should be transported from the storage area to the classroom on a trolley where possible.</li> </ul>	LOW		✓
Injuries through over exuberance of Students	Students Staff	Musculo- skeletal disorders	<ul style="list-style-type: none"> <li>There must be supervision of Students using drumsticks or hammers</li> <li>Heavy musical instruments must be placed on a stable and firm stand or table.</li> </ul>	LOW		✓
Sharing of woodwind instruments	Students Staff	Transmission of diseases	<ul style="list-style-type: none"> <li>Students must not normally be permitted to share wind instruments. In rare circumstances where this occurs, the instruments must be disinfected between use</li> </ul>	LOW		✓
Noise	Students Staff	Deafness	<ul style="list-style-type: none"> <li>All significant noise sources within the academy must be identified in line with the Control of Noise at Work Regulations 2005.</li> <li>Where noise sources can be reduced through the implementation of simple control measures then this must be done.</li> <li>All attempts must be made to reduce the noise at source or to use equipment that is less noisy, if it is reasonably practicable to do so.</li> <li>Where noise sources are significant, then a noise reading must be taken, by a competent person, and that reading recorded.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Ensure that control measures do not cause additional hazards e.g. ensure alarms are audible in soundproof booths.</li> <li>• Each room/area in the academy building must have acoustic conditions appropriate to its use.</li> </ul>			
Inadequate storage	Students Staff	Lack of space, Items falling	<ul style="list-style-type: none"> <li>• Equipment must be reasonably accessible.</li> </ul>	LOW		✓

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## NEW & EXPECTANT MOTHERS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
New & Expectant Mothers					YES	NO
Working environment	Staff	Tiredness when having to walk up stairs, lack of ease of access to welfare facilities	<ul style="list-style-type: none"> <li>The staff member works in a classroom which is based close to the toilets and is on the ground floor / on the first floor but close to the lift entrance.</li> <li>Suitable chair is made available for staff member to rest as and when they see fit.</li> <li>All flooring in the immediate work area is level/even with no trailing cables / ripped carpets or other obvious tripping hazards etc.</li> </ul>	LOW		✓
Violence / aggression	Staff	Physical and emotional injury to the expectant mother through to birth defects / miscarriage or loss of the unborn child	<ul style="list-style-type: none"> <li>Where there are known children who are aggressive / violent (e.g. some types of special needs), then the expectant mother does not work with those children for the period of the pregnancy.</li> <li>Staff member will take a non-confrontational approach and will remove themselves from any aggressive incidents that may lead to violence at the earliest opportunity.</li> </ul>	LOW		✓
Manual handling	Staff	Musculo- skeletal disorders for the mother and injury to the unborn child	<ul style="list-style-type: none"> <li>Manual handling risk assessments are available for all handling tasks where there is a risk of injury.</li> <li>All relevant staff members have received manual handling “principles and practice” training.</li> <li>Employees whose job includes manual handling of loads and who feel that, due to pregnancy or a recent caesarean they are temporarily unable to carry out certain tasks, should always request assistance and</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>not attempt to handle excessive loads.</li> <li>Each staff member will carry out a “dynamic” (on the spot), risk assessment prior to any handling task and will not attempt to move loads beyond their capabilities.</li> </ul>			
Movement and posture (including display screen equipment use)	Staff	Aches, pains	<ul style="list-style-type: none"> <li>Rest facilities are provided for pregnant and nursing mothers.</li> <li>Staff members will review their own workstations periodically (seeking assistance from a DSE assessor) to take short-term measures (a footrest, a different chair) to solve short-term problems.</li> </ul>	LOW		✓
Biological & Chemical materials / substances etc.	Staff	Poisonings, overpowering fumes or smells, diseases etc.	<ul style="list-style-type: none"> <li>Universal hand washing procedures are followed and soap and hot water is made available at all times.</li> <li>When there are known cases of certain diseases, then the staff member will be isolated / removed from areas where they may come into contact (e.g. visits to farms where there are sheep with potential for “slap cheek”).</li> <li>COSHH Assessments to be completed and COSHH data available on any harmful effects to pregnant / nursing mothers.</li> <li>PPE to be supplied and available at all times.</li> </ul>	LOW		✓
Emergency procedures	Staff	Early labour, unwell	<ul style="list-style-type: none"> <li>Workplace risk assessments and H&amp;S arrangements.</li> <li>Identification of medical provision within the workplace and nearest professional medical facilities</li> </ul>	LOW		✓

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## OFFICE RECEPTION AREAS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Office reception areas					YES	NO
Fire	Staff Visitors Students Contractors	Burns Death Smoke inhalation	<ul style="list-style-type: none"> <li>See Fire Risk Assessment.</li> <li>Staff are aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm (e.g. provision of fire evacuation procedure and fire action notices).</li> <li>Suitable fire extinguishers are readily available e.g. water, foam and carbon dioxide.</li> </ul>	LOW		✓
Use of electrical equipment	Staff	Electrocution	<ul style="list-style-type: none"> <li>There are a sufficient number of sockets provided. Where not, non-reel extension cables are used as a last resort.</li> <li>Electrical equipment is visually checked on a regular basis for damage e.g. damage to electrical leads, plugs, sockets.</li> </ul>	LOW		✓
Poor maintenance	Staff	Lack of resources	<ul style="list-style-type: none"> <li>Arrangements are in place to report defective plugs or cables.</li> <li>Items such as photocopiers and computer systems are maintained on contract.</li> <li>All equipment undergone portable appliance testing (PAT) is conducted by a competent person at a maximum of 2 yearly intervals.</li> </ul>	LOW		✓
Poor housekeeping	Staff Visitors Public Contractors	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>Good housekeeping standards are maintained e.g. safe access/ egress around the area to prevent slips, trips and falls.</li> <li>Arrangements are in place to ensure that trailing</li> </ul>	LOW		✓

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			leads do not pose a trip hazard (tied, cable tidies, beneath tables, along skirting boards etc.).			
Manual handling activities	Staff Contractors	Musculo-skeletal disorders	<ul style="list-style-type: none"> <li>• Arrangements have been made with suppliers regarding delivery to point of store if allowable.</li> <li>• Appropriate mechanical aids are available to transport boxes of paper etc. e.g. trolley/sack truck.</li> <li>• Arrangements are in place for the handling of heavier loads e.g. furniture. Staff trained in manual handling techniques.</li> <li>• If the risk cannot be avoided, a more detailed assessment is required by the Manual Handling Operations Regulations.</li> </ul>	LOW		✓
Use of display screen equipment	Staff	Musculo-skeletal disorders WRULDS	<ul style="list-style-type: none"> <li>• Where staff are defined as users, a self - assessment DSE will be conducted.</li> <li>• Where staff identified with problems/concerns, equipment will be provided to assist in their daily tasks.</li> <li>• DSE Assessments will be reviewed annually or before if any concerns.</li> <li>• All DSE Assessments will be reviewed by a competent person.</li> </ul>	LOW		✓
Exposure to hazardous substances	Staff	Health effects	<ul style="list-style-type: none"> <li>• All Staff are aware of good practice in regards to substances.</li> <li>• Any substances covered by COSHH will have a COSHH Assessment.</li> <li>• If the substance is not covered by COSHH, it is stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet.</li> </ul>	LOW		✓
Use of photocopier	Staff	Entrapment Inhalation	<ul style="list-style-type: none"> <li>• The room is adequately ventilated.</li> <li>• Arrangements are in place to ensure that trailing leads do not pose a trip hazard.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• A designated person/s has been appointed to change the toner and attend to paper jams etc.</li> </ul>			
Environment	Staff	Comfort factors	<ul style="list-style-type: none"> <li>• Indoor workplaces are kept reasonably warm in winter (the minimum requirement is 16°C for employees).</li> <li>• Arrangements are in place to provide reasonable working conditions in summer e.g. windows can be opened and fans are available.</li> <li>• There is adequate lighting.</li> <li>• There is a reasonable amount of space.</li> <li>• Appropriate storage is available.</li> <li>• No objects are to be stored on top of cupboards.</li> </ul>	LOW		✓
Lone working	Staff	Attack Injury	<ul style="list-style-type: none"> <li>• Staff who are required to work in the building alone e.g. out of office hours have been informed of the appropriate precautions to be taken e.g. means of communication.</li> </ul>	LOW		✓
Provision of First Aid	Staff	Injuries	<ul style="list-style-type: none"> <li>• Trained First Aiders available.</li> <li>• First Aid kit readily available.</li> </ul>	LOW		✓
Security	Staff	Violence Intruders	<ul style="list-style-type: none"> <li>• CCTV in operation.</li> <li>• Door Key pad in use.</li> <li>• Signing in policy.</li> <li>• Visitor's book and badges for authorised visitors and contractors.</li> </ul>	LOW		✓
Welfare facilities	Staff	Lack of resources	<ul style="list-style-type: none"> <li>• Washing of hands facilities available</li> <li>• Staff room available for breaks, and hot and cold meal preparation</li> <li>• Staff toilets</li> </ul>	LOW		✓
Lack of training, information and instruction	Staff	Injury Ill health	<ul style="list-style-type: none"> <li>• Staff are aware of the above procedures/arrangements which are in place</li> </ul>	LOW		✓

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## ONE TO ONE TUITION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
One to One Tuition					YES	NO
One to One Tuition	Staff	Actual or accusations of Violence, verbal & physical abuse by one of the parties, leading to stress and upset or physical injury.	<ul style="list-style-type: none"> <li>• Prior knowledge of the student's behaviour must be made known to the teacher who carries out the one-one (e.g. information from other academy's, social worker, parents etc.).</li> <li>• Experienced and trained teaching staff will be used for children who have known behavioural/violent tendencies / issues.</li> <li>• The area used for session is bright and well ventilated with minimal or no distractions.</li> <li>• Seating should be arranged so that both parties have an easily accessible exit route should they require it.</li> <li>• The teacher will keep a professional distance whilst taking the session</li> <li>• If the student is known for extreme behavioural issues, a system for regular checks to be carried out by a third party will be put in place OR a personal panic alarm will be provided OR a panic alarm is fitted within the room. Items that could be used as weapons will be kept to a minimum and removed before the session starts.</li> <li>• Classroom doors will remain open if staff have issues with potential accusations from students</li> <li>• Wherever possible teachers of the same gender will supervise the session.</li> <li>• Non-scheduled breaks may be taken to enable both parties "time out "if required.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Teachers who work with potentially violent Students should consider receiving appropriate training (e.g. Conflict resolution, Safeguarding, Team Teach, etc.).</li> <li>If at any time the teacher feels threatened, then the session is ended and the teacher's line manager informed.</li> <li>Any incidents that do occur will be documented and investigated as per the academy's local procedure.</li> </ul>			
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## PARENTS EVENING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Progress Evening					YES	NO
Parents coming into academy	Parents Children Staff	Unaware of fire procedures	<ul style="list-style-type: none"> <li>Parents evening should be arranged so only selective areas of the academy are in use, to enable staff and parents to evacuate safely if necessary</li> <li>Parents to be made aware of evacuation procedures (signs visible)</li> </ul>	LOW		✓
Staff alone with Parent/s	Staff Parent/s	Accusations	<ul style="list-style-type: none"> <li>Where possible staff should not be in a closed room with parents, another staff member should be present or the door is left open</li> </ul>	LOW		✓
Violence	Parents Staff	Physical Injury	<ul style="list-style-type: none"> <li>Staff should be made aware of parents who are known to display threatening behaviour and systems put in place to minimise any violence</li> </ul>	LOW		✓
Theft	Staff	Sensitive or personal information/ belongings taken from academy	<ul style="list-style-type: none"> <li>All classrooms, staff room and offices should be kept locked if not in use. The academy should minimise the amount of rooms used on parents evening.</li> </ul>	LOW		✓

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## PERSONAL PROTECTIVE EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
No PPE in place	Caretaker Staff	Injuries	<ul style="list-style-type: none"> <li>Activities which require Personal Protective Equipment will be supplied by the school free of charge.</li> <li>Staff must inform the Headteacher of any PPE which they will require.</li> <li>Goggles will be kept clean and replaced when broken, scratched etc.</li> <li>Gloves will be used when required. They must be suitable for the task at hand</li> <li>Shoes / Boots must be suitable and sufficient for the task / activity.</li> <li>Hi-Viz clothing will be kept clean and worn as and when required.</li> <li>Hard Hats – To be worn when there is a risk of falling or items falling when working. Hard hat must be replaced as stated inside the hat.</li> <li>Harness – If using a harness, training required and these must be checked each time used and inspected on a six monthly basis by a competent person. The expiry date of the harness must be adhered to at all times.</li> </ul>	LOW		✓
Inappropriate work wear	Staff	Slips and trips	<ul style="list-style-type: none"> <li>Stout footwear with slip resistant soles is provided and must be worn. These must have toe protectors in place.</li> <li>To conform to:</li> <li>EN ISO 20345:2004 - Safety Footwear</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• EN ISO 20346:2004 – Protective Footwear</li> </ul>			
Exposure to communicable diseases	Staff	Infections	<ul style="list-style-type: none"> <li>• Disposable gloves to be worn at all times when dealing with bodily fluids</li> <li>• Disposable aprons must be worn where there is a risk of splashing</li> <li>• Cleaners must wear disposable gloves when cleaning school toilets</li> <li>• Conform to BS EN 420</li> </ul>	LOW		✓
Slips	Staff	Injuries	<ul style="list-style-type: none"> <li>• It is advisable that staff wear appropriate – non slip footwear where there may be a risk of slipping i.e. wet floors, inclement weather</li> <li>• To conform to:</li> <li>• EN ISO 20345:2004 - Safety Footwear</li> <li>• EN ISO 20346:2004 – Protective Footwear</li> </ul>	LOW		✓
Painting & Decorating	Staff	Debris & Dust	<ul style="list-style-type: none"> <li>• The Site Staff must wear appropriate gloves depending on the substance used</li> <li>• Conform to BS EN 420</li> <li>• Eye protection to be worn goggles or safety glasses</li> <li>• Where there is a sufficient amount of dust a dust mask must be worn</li> </ul>	LOW		✓
Litter Picking	Staff	Broken glass injuries	<ul style="list-style-type: none"> <li>• Appropriate gloves must be worn when handling broken glass</li> <li>• Conform to BS EN 388</li> </ul>	LOW		✓

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## PHYSICAL EDUCATION

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<b>Fitness Room</b>			<b>All hirers will be required to complete the lettings agreement documentation prior to use of the facilities</b>		<b>YES</b>	<b>NO</b>
Running Machine	Pupils	Falling off the running machine	<ul style="list-style-type: none"> <li>Pupils should not go above 10km/hr. beginners should start off slower than this.</li> <li>Pupils should be told not to step onto or off a moving treadmill.</li> </ul>	MED		✓
Fixed weight machines	Pupils	Trapping fingers in the fixed weights machines	<ul style="list-style-type: none"> <li>Make pupils aware of the correct procedures for putting more weights on the machine.</li> <li>Pupils should adjust their own weights and not have other people do it for them.</li> </ul>	LOW		✓
Spinning bikes pedals	Pupils	Pedals	<ul style="list-style-type: none"> <li>Pupils should be made aware of the brakes on the bikes and should be told not to take their feet out of the pedals until the pedals have fully stopped.</li> </ul>	LOW		✓
Rowing machine	Pupils	Pupils getting fingers and clothing caught in the seat mechanism	<ul style="list-style-type: none"> <li>Tuck in t-shirts so they do not get caught in the wheel.</li> <li>Do not put hands underneath the seat when using the machine</li> </ul>	LOW		✓
Free weights	Pupils	Pupils tripping over them	<ul style="list-style-type: none"> <li>All free weights should be stacked neatly and the floor should be completely free from equipment</li> </ul>	LOW		✓
Punch bag	Pupils	Pupils hurting wrists, knuckles	<ul style="list-style-type: none"> <li>Pupils should be wearing boxing gloves when using the punch bag and should be taught to punch in straight line.</li> </ul>	LOW		✓
Mats	Pupils	Pupils slipping on mats	<ul style="list-style-type: none"> <li>Mats should be stored neatly in a pile when not in use.</li> </ul>	LOW		✓
<b>Lower School Gym</b>						

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Trampoline	Pupils Staff	Trampoline falling on someone	<ul style="list-style-type: none"> <li>Only staff who have had appropriate training and have confidence in putting up/down a trampoline should attempt it. Pupils should only be used to help, if they have adequate strength and have been instructed correctly.</li> </ul>	LOW		✓
Trampoline	Pupils	Pupil falling off the trampoline	<ul style="list-style-type: none"> <li>Pupils should be instructed to stop bouncing should they deviate outside the red rectangle on the bed.</li> <li>Pupils should be instructed to stop bouncing in the middle of the trampoline before attempting to move to the edge to get off.</li> <li>Pupils should be shown how to get off the trampoline i.e. Sit and slide.</li> <li>The end decks should always be in use.</li> </ul>	LOW		✓
Padded cover of trampoline	Pupils	Pupils trapping their hands in the springs under the blue cover	<ul style="list-style-type: none"> <li>Pupils should be instructed to keep hands on top of the blue cover and the dangers pointed out to them.</li> </ul>	LOW		✓
Pupils on trampoline	Pupils	Pupils getting their toes stuck in the straps of the trampoline	<ul style="list-style-type: none"> <li>Pupils should not be allowed on the trampoline without socks on.</li> </ul>	LOW		✓
Pupils on trampoline	Pupils	Pupils falling awkwardly on the trampoline	<ul style="list-style-type: none"> <li>Pupils should progress at a rate that they and the instructor are comfortable with. The push in mat should always be used before the pupils progress to performing on the bed.</li> <li>All instructors should hold a level 1 trampolining qualification.</li> </ul>	LOW		✓
Pupils running into the edge of the trampoline.	Pupils	Pupils doing gymnastics or aerobics activities.	<ul style="list-style-type: none"> <li>Pupils working on gymnastics mats should be placed a safe distance away from the trampolines</li> <li>Pupils in aerobics should always be moving in such a direction that they could not make contact with the trampoline.</li> </ul>	LOW		✓

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Pupils performing gymnastics	Pupils	Pupils slipping on gymnastics mats	<ul style="list-style-type: none"> <li>Pupils should be in bare feet when performing</li> </ul>	LOW		✓
Pupils performing in gymnastics using vaults	Pupils	Pupils injuring themselves when performing	<ul style="list-style-type: none"> <li>Pupils should do appropriate build up exercises on the spring boards</li> <li>Mats should be set around the vault in case the pupil falls off the vault.</li> <li>Pupils should progress to vaults that both they and the instructor are happy with.</li> </ul>	LOW		✓
<b>Sports Hall</b>						
Tripping on netting on football and hockey posts	Pupils	Pupils tripping on netting from hockey and football goal posts	<ul style="list-style-type: none"> <li>Both football and netball goals must be attached to the wall using the Velcro provided.</li> </ul>	LOW		✓
Pupils tripping on cricket mats and football goal mats when they are stored at the side of the hall	Pupils	Pupils tripping and falling over	<ul style="list-style-type: none"> <li>Both sets of mats need to be stored neatly in the corners of the room away from the side-lines and ensure that no part of the mat lies on the court area.</li> </ul>	LOW		✓
Pupils tripping on the dividing net or the crickets nets when they are not in use.	Pupils	Pupils getting caught in the net when playing	<ul style="list-style-type: none"> <li>Both sets of nets should be stored away using the plastic covers attached to the walls.</li> </ul>	LOW		✓
Benches	Pupils	Pupils running into benches when playing their games	<ul style="list-style-type: none"> <li>All benches should sit neatly against the wall, a safe distance away from the side-lines of the courts.</li> </ul>	LOW		✓
Football goals falling on	Pupils	Goal keepers	<ul style="list-style-type: none"> <li>The football goals should have the weight bar attached at the rear and the nets should be hooked</li> </ul>	LOW		✓

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players when in use			onto the wall using the hook and chain provided			
Store cupboard door	Pupils	Pupils running into the door if left open.	<ul style="list-style-type: none"> <li>Door should be closed at all times when pupils are playing on the court.</li> </ul>	LOW		✓
Pupils falling onto netball base	Pupils	pupils	<ul style="list-style-type: none"> <li>Netball posts and bases should either be stored fully assembled in the corner of the room away from the side lines or dismantled and put neatly in the store cupboard.</li> </ul>	LOW		✓
Pupils tripping over equipment in the store cupboard	Pupils	pupils	<ul style="list-style-type: none"> <li>All equipment should be stored in the correct place away from the floor area. Cupboard doors should be closed and equipment inside them stored to ensure that none of it falls out when opened.</li> </ul>	LOW		✓
<b>Swimming Pool</b>						
Drowning	Pupils	Pupils in swimming lesson	<ul style="list-style-type: none"> <li>Carry out a test of swimmers before starting the course of lessons and place pupils in depths of the pool that both the teacher and pupil are happy with</li> <li>Life saving devices should be clearly placed around the walls, these should be checked before the beginning of the session and any damage reported to head of department ASAP.</li> <li>At least one member of staff in the pool should be qualified with up to date training in life saving</li> </ul>	LOW		✓
slipping	Pupils	Pupils when moving around outside of pool	<ul style="list-style-type: none"> <li>No running policy should be enforced</li> </ul>	LOW		✓
Banging head on bottom of pool	Pupils	Pupils when diving	<ul style="list-style-type: none"> <li>Pupils should only be instructed to do a full dive after they have competently completed sitting dives.</li> <li>No diving in shallow end.</li> </ul>	LOW		✓
Nose bleeds	Pupils	Pupils in the pool	<ul style="list-style-type: none"> <li>When a pupils has a nose bleed or an open cut, all pupils should be removed from the water and the water should go through 2 complete cycles before</li> </ul>	LOW		✓

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			pupils return.			
Pupils falling off steps	Pupils	Pupils getting into and out of pool	<ul style="list-style-type: none"> <li>Instruct the pupils of the correct way to use the steps and always encourage them to use all the steps right the way into the water.</li> </ul>	LOW		✓
Chemical s	Pupils	Pupils using the water	<ul style="list-style-type: none"> <li>Keep regular contact with the caretaker as to the chemical levels of the pool.</li> <li>Should the pool appear cloudy, remove pupils and contact caretakers.</li> </ul>	LOW		✓
Cross infection of athletes foot and Verruca's	Pupils	Pupils using the pool area	Pupils with such infections should always be made to wear swimming socks	LOW		✓
Dirt getting onto the pool and surrounding area	Pupils	Pupils using the pool area	<ul style="list-style-type: none"> <li>Pupils not participating should either be in bare feet or wearing river shoes.</li> </ul>	LOW		✓
<b>Upper School Gym</b>						
Benches around the edge of the gym	Pupils	Pupils running into them	<ul style="list-style-type: none"> <li>Ensure that playing areas are well explained to the pupils and that side-lines are a safe distance from the benches.</li> </ul>	LOW		✓
Broken windows	Pupils	Pupils cutting themselves on glass that has broken	<ul style="list-style-type: none"> <li>Any breakages should be immediately reported to the caretakers and all pupils removed from the playing area until deemed safe.</li> </ul>	LOW		✓
Radiators	Pupils	Pupils running into the radiators, when playing.	<ul style="list-style-type: none"> <li>Ensure that playing areas are well explained to the pupils and that side-lines are a safe distance from the radiators</li> </ul>	LOW		✓
Store cupboard door	Pupils	The door being left open and pupils running into the door when playing games	<ul style="list-style-type: none"> <li>Always ensure that door is closed when pupils are involved in activities</li> </ul>	LOW		✓

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Slipping on wet floor	Pupils	Pupils or teachers	<ul style="list-style-type: none"> <li>Any spillages should be reported immediately to the caretakers and pupils should not be allowed to play on the surface until it is completely dry and safe.</li> </ul>	LOW		✓
Chair/tables in the room	Pupils	Pupils running into them when playing	<ul style="list-style-type: none"> <li>All chairs and tables should be removed from the gym before activity commences</li> </ul>	LOW		✓
<b>Exterior areas for P.E.</b>						
Outdoor Physical Education	Students	Physical Injury Health	<ul style="list-style-type: none"> <li>Arrangements are in place for a visual sweep to be undertaken of the play area in order that dangerous items can be collected for safe disposal e.g. broken glass, dog faeces.</li> <li>The playing surface is even and in good condition e.g. free of loose grit, and relatively level i.e. no hollows or bumps.</li> <li>Reporting procedures are in place when problems have been identified.</li> <li>If more than one game is being played at the same time, the school ensures there is adequate space between the games.</li> <li>All the equipment is appropriate for the age group concerned (e.g. age, strength and ability of students).</li> <li>All materials used for marking pitches are non-corrosive and non-toxic.</li> <li>All activities should be carried out in accordance with the AFPE guidelines</li> </ul>	LOW		✓
Games : hockey, football rugby, basketball netball	Students	Physical Injury	<ul style="list-style-type: none"> <li>There is sufficient personal protective equipment.</li> <li>Footwear and suitable clothing is supplied by the Students/parents/guardians and the school ensures correct type for the activity e.g. tracksuits and long sleeved shirts.</li> <li>All goalposts must be visually inspected prior to football commencing and removed immediately if a</li> </ul>	LOW		✓

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			<p>problem has been identified.</p> <ul style="list-style-type: none"> <li>Goal posts must be sufficiently assessed prior to moving and handling.</li> </ul>			
striking / fielding (e.g. cricket, rounder's, stool ball, softball)	Students	Physical Injury Ball in road	<ul style="list-style-type: none"> <li>There is sufficient space to avoid the risk of balls being hit onto public footpaths and roads and high fencing erected around the school</li> <li>There is sufficient personal protective equipment, footwear and suitable clothing is supplied by the Students/parents/guardians and the school ensures correct type for the activity e.g. tracksuits and long sleeved shirts.)</li> </ul>	LOW		✓
Net/wall and racket games	Students	Physical Injury	<ul style="list-style-type: none"> <li>Appropriate footwear used at all times</li> <li>All areas free from obstructions</li> </ul>	LOW		✓
Running	Students	Physical Injury	<ul style="list-style-type: none"> <li>Where running activities take place off the school site, there are appropriate procedures in place to check that all Students safely complete the course</li> <li>Staff will be placed around the course site</li> <li>Appropriate footwear used</li> </ul>	LOW		✓
<b>Equipment</b>						
Equipment	Students Staff	Slips, trips, falls, equipment falling on people	<ul style="list-style-type: none"> <li>Equipment to be stored safely.</li> <li>Equipment to be moved from the store by staff.</li> <li>If Students move equipment it should be under supervision.</li> <li>If equipment is stored in the gym it should not interfere with activities that are carried out in the gym.</li> <li>Staff to be competent in supervising the activities carried out in the gym.</li> <li>All glass to be safety glass or treated with safety film.</li> </ul>	LOW		✓
<b>Hall</b>						
Floor	Students Staff	Slips, trips, falls	<ul style="list-style-type: none"> <li>All exits to remain clear.</li> <li>Floors in a good condition.</li> <li>Chairs to be suitably stacked when not in use or removed to store room.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Area to remain clear for gym sessions to prevent injury.</li> <li>Fire signs to remain in view when productions take place.</li> </ul>			
<b>Gymnasium</b>						
Defective flooring	Students Staff Others	Slips Trips Falls	<ul style="list-style-type: none"> <li>Condition of premises regularly checked</li> <li>Prompt maintenance of defects.</li> <li>Floors regularly cleaned to reduce slip accidents.</li> </ul>	LOW		✓
Broken glazing	Students Staff Others	Cuts	<ul style="list-style-type: none"> <li>All glazing in vulnerable areas (&gt;250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing.</li> <li>Impact resistant toughened glass or glazing protection provided where risk assessment indicates that it is required</li> </ul>	LOW		✓
Sports equipment storage area	Students Staff Others	Injury, dust, fire	<ul style="list-style-type: none"> <li>Equipment safely stacked</li> <li>Regular inspection of area</li> <li>Good housekeeping, area kept clean and tidy</li> </ul>	LOW		✓
Misuse of sports equipment	Students Staff Others	Injury	<ul style="list-style-type: none"> <li>Adequate supervision by trained authorised staff</li> <li>Induction for users in correct method of use</li> <li>Secured against unauthorised access</li> <li>First aid trained staff to deal with injuries</li> </ul>	LOW		✓
Defective sports equipment	Students Staff Others	Injury	<ul style="list-style-type: none"> <li>Planned inspection and maintenance routine with testing where appropriate for type of equipment</li> <li>Defective items removed from area or locked away where possible or marked clearly to indicate they should not be used</li> </ul>	LOW		✓
Competence of instructors	Students Staff Others	Injury	<ul style="list-style-type: none"> <li>PE staff &amp; sports coaches have a relevant national governing body coaching qualification for the activities identified. (gymnastics, trampolining, swimming, rugby)</li> </ul>	LOW		✓
Trampoline	Students Staff	Injury	<ul style="list-style-type: none"> <li>Risk assessment carried out</li> <li>Procedure for positioning, assembling and folding the</li> </ul>			

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	Others		trampolines <ul style="list-style-type: none"> <li>• Ceiling a minimum of 5m high.</li> <li>• Trampoline stored to prevent unauthorised access</li> <li>• Trampoline been serviced by a competent contractor in the last 12 months.</li> <li>• Regular visual inspections carried out before use to ensure that springs are not missing, padding is in place, that there are no cracks in the frame and that the stitching on the webbing of the trampoline bed is not damaged.</li> </ul>	LOW		✓
Gymnastics	Students Staff Others	Injury from faulty equipment	<ul style="list-style-type: none"> <li>• All equipment been inspected by a competent contractor in the last 12 months.</li> </ul>	LOW		✓
Resistance training	Students Staff Others	Injury	<ul style="list-style-type: none"> <li>• Induction procedure for new users of the gym.</li> <li>• Equipment regularly inspected, maintained and serviced records available.</li> </ul>	LOW		✓
Swimming	Students Staff Others	Drowning, Injury	<ul style="list-style-type: none"> <li>• Swimming Policy and risk assessments.</li> <li>• NOP &amp; EAP in place</li> </ul>	LOW		✓

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## PONDS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Ponds on school premises					YES	NO
Water	Students Trespassers	Drowning, Infection	<ul style="list-style-type: none"> <li>• Appropriate access is provided.</li> <li>• Access is secure</li> <li>• Hand washing facilities are available and used after any interaction with the pond water.</li> <li>• Any open wounds / cuts are covered with a waterproof plaster, sealed at all edges.</li> </ul>	LOW		✓
Cuts	Students Trespassers	Blood loss Infection	<ul style="list-style-type: none"> <li>• There are appropriate first aid arrangements in place</li> <li>• A visual sweep is undertaken to remove sharp objects (e.g. glass) on a daily basis.</li> <li>• Fencing and gate are in good condition and are smooth with no sharp edges to cause cuts/abrasions etc.</li> </ul>	LOW		✓
Insects	Students Trespassers	Bites/stings	<ul style="list-style-type: none"> <li>• When swarms of insects are in and around the pond, other activities are undertaken in a different area.</li> <li>• Appropriate first aid arrangements are in place (e.g. persons who are allergic to wasps have ready access to their Epi -pen/medication etc.</li> <li>• Any nests will be treated by the appropriate pest control contractor and the area taken out of use until area is safe.</li> </ul>	LOW		✓
Contamination	Students Trespassers	Infection Illness	<ul style="list-style-type: none"> <li>• Appropriate hygiene measures are followed e.g. cover cuts, children instructed to wash hands after lesson.</li> </ul>	LOW		✓
Rats	Students Trespassers	Weil's Disease	<ul style="list-style-type: none"> <li>• The appropriate pest control contractor will be called if signs of rats are evident.</li> <li>• Staff are aware of the causes, preventative measures</li> </ul>	LOW		✓

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			and symptoms of Weil's disease (where rats are present).			
Lack of maintenance to pond area	Students Trespassers	Injuries, property damage	<ul style="list-style-type: none"> <li>The area around the pond is subjected to regular grounds maintenance.</li> <li>The site staff carry out minor repairs to areas etc. as and when required/identified.</li> </ul>	LOW		✓

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## PREMISES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Premises					YES	NO
Defective flooring Slips Trips Falls	Staff Students Visitors Contractors	Cuts abrasions, musculo- skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Condition of premises regularly checked</li> <li>Prompt maintenance of defects</li> <li>Adequate external lighting during working hours</li> </ul>	LOW		✓
Liquid spillages Slips, Falls	Staff Students Visitors Contractors	Cuts abrasions, musculo- skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Supervision in use of liquids in class</li> <li>All spillages to be dealt with immediately</li> <li>Wet floor signs to be used when appropriate</li> <li>Dry mop floors after cleaning up initial spillage</li> <li>Appropriate footwear worn</li> <li>Students, visitors etc. to be kept away from spill area during cleaning.</li> </ul>	LOW		✓
Items stored in corridor/ walkways Trips, Falls, fire risk, obstructed escape	Staff Students Visitors Contractors	Cuts abrasions, musculo- skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Regular inspection</li> <li>Ensure bags and coats are not blocking corridors/ walkways</li> <li>Designated storage areas</li> </ul>	LOW		✓
Trailing electrical cables	Staff Students Visitors Contractors	Cuts, abrasions, musculo- skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Trailing leads kept to a minimum</li> <li>Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary</li> <li>Use of cable covers where cables are a trip hazard</li> <li>Use nearest available socket to reduce need for</li> </ul>	LOW		✓

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			extension leads			
Electrical equipment & sockets Electrocution Fire Electrical burns	Staff Students Visitors Contractors	Electrical shock Burns Fire	<ul style="list-style-type: none"> <li>• Pre-use check conducted by users</li> <li>• Electrical equipment subject to regular safety inspection and test ('PAT testing')</li> <li>• All tested appliances to be labelled showing date tested/next test date</li> <li>• Fixed Installation testing completed (5yearly min) and any remedial work actioned.</li> <li>• Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> <li>• System for reporting faults and taking equipment out of service in place</li> </ul>	LOW		✓
Hot Surfaces Hot water from taps	Staff Students Visitors Contractors	Burns/scalds shock	<ul style="list-style-type: none"> <li>• Hot surfaces in kitchen/server protected and warning signs in place.</li> <li>• Thermostatic mixing valves fitted to all sinks to which special needs Students have access.</li> <li>• Temperatures monitored ( 43°C max at outlets where vulnerable users have access)</li> </ul>	LOW		✓
Open or broken windows Falls, cuts, injury	Staff Students Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries Broken bones Significant head multiple injuries	<ul style="list-style-type: none"> <li>• Opening limiters fitted to windows above ground floor where risk of falling exists.</li> <li>• Where windows open onto playground areas barriers / controls in place to prevent Students running into them</li> <li>• All glazing in vulnerable areas (&gt;250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing.</li> <li>• All such glazing to be appropriately marked / etched.</li> <li>• As replacement is necessary glazing to BS EN</li> </ul>	LOW		✓

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			12600			
Defective furniture/ equipment Injury	Staff Students Visitors Contractors	Cuts, abrasions, musculo- skeletal and other physical injuries	<ul style="list-style-type: none"> <li>Furniture and fittings must be regularly inspected and defects reported.</li> <li>Staff aware of arrangements for above.</li> </ul>	LOW		✓
Access/egress Trips, Falls, fire risk, obstructed escape Inadequate lighting of exit routes	Staff Students Visitors Contractors	Cuts, abrasions, musculo- skeletal and other physical injuries Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> <li>Adequate space, circulation routes and emergency exits.</li> <li>Entrances and exits are clearly signed and well lit and kept free from obstructions.</li> <li>Arrangements in place to ensure access maintained in snowy/icy conditions</li> <li>All escape routes should be sufficiently lit for people to see their way out safely.</li> <li>Extent of emergency lighting reviewed considering all areas of academy used outside of ambient daylight hours/without natural daylight</li> <li>Ensured that all escape routes are adequately lit in event of a power failure.</li> </ul>	LOW		✓
Fire Property damage Smoke inhalation Physical injury Burns	Staff Students Visitors Contractors	Major injury Burns Property damage	<ul style="list-style-type: none"> <li>Detailed Fire Risk Assessment conducted and reviewed regularly</li> <li>Rubbish not allowed to accumulate.</li> <li>Storage areas kept tidy.</li> <li>Layout allows for unrestricted movement and safe circulation.</li> <li>Staff familiar with evacuation procedure, location of nearest call point and extinguisher.</li> <li>Fire exits checked daily for obstruction / ease of opening.</li> <li>Fire alarm tested weekly, drills conducted termly.</li> <li>Fire exits clearly marked and fire evacuation notices posted throughout site/in each classroom.</li> <li>Fire doors checked regularly (self-closures</li> </ul>	LOW		✓

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			operating, doors close freely etc.)			
Service cupboards plant rooms Inappropriate use Fire Electric shock	Staff Students Visitors Contractors	Fire Major injury Property damage Electric shock	<ul style="list-style-type: none"> <li>• All such areas to be locked and access restricted to authorised persons.</li> <li>• Appropriate signage in place.</li> <li>• No general storage to be kept in such areas.</li> <li>• Adequate lighting available.</li> <li>• Firefighting equipment, detection etc. in place.</li> </ul>	LOW		✓
Inadequate lighting/other welfare facilities	Staff Students Visitors Contractors	Dissatisfaction stress Fatigue Headaches Eye strain	<ul style="list-style-type: none"> <li>• Lighting sufficient for tasks.</li> <li>• Supply of wholesome drinking water.</li> <li>• Adequate welfare facilities for staff and service users.</li> <li>• These are maintained in a clean state.</li> <li>• Hot water, soap and disposable paper towels provided.</li> <li>• Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place.</li> </ul>	LOW		✓
Poor Water Quality	Staff Students Visitors Contractors	Infection disease Coliforms, legionella etc.	<ul style="list-style-type: none"> <li>• Legionella risk assessment conducted by competent person and Legionella log book completed</li> <li>• Academy identified little used outlets which are flushed regularly</li> <li>• All taps run for several mins after holiday periods</li> <li>• Showers disinfected / descaled quarterly</li> <li>• Tanks/calorifier sterilisation conducted if required.</li> </ul>	LOW		✓

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## RECREATION TIME

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Recreation					YES	NO
Lack of supervision, hard surfaces, sharp/hard edges – low level walls	Students	Slips, trips and falls	<ul style="list-style-type: none"> <li>Regular inspections carried out by the site supervisor to ensure that access routes are maintained in a good condition.</li> <li>Hazard reporting procedure in place.</li> <li>Avoidance of sudden changes of level such as unnecessary steps.</li> <li>Any moss, etc. are removed from paved areas.</li> <li>Fallen leaves to be removed as and when necessary</li> </ul>	LOW		✓
Plants/ litter/ glass/ needles	Students	Poisonous and thorny needle stick injuries,	<ul style="list-style-type: none"> <li>Only plants recommended by competent person.</li> <li>Litter regularly collected.</li> </ul>	LOW		✓
Glazing	Students	Single glazing Cuts	<ul style="list-style-type: none"> <li>Ensure glazing risk assessment is undertaken.</li> <li>Any broken glazing is made safe and replaced/repared.</li> </ul>	LOW		✓
Security of site insufficient	Students	Access by unauthorised persons	<ul style="list-style-type: none"> <li>Security risk assessment to be undertaken of the academy site.</li> <li>Appropriate security measures are in place e.g. closed/locked gates, high fencing restricted access to flat roofs.</li> <li>Safe working procedures including personal protective clothing, if necessary, when clearing playgrounds.</li> <li>Electric barriers used to control vehicular access to site.</li> </ul>	LOW		✓
Animals wandering onto site	Students, Staff	Infection, attack	<ul style="list-style-type: none"> <li>Check site for faeces, remove, and dispose of safely.</li> </ul>	LOW		✓

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Damage to equipment – goal posts	Students	Collapse of equipment	<ul style="list-style-type: none"> <li>Regular inspection of the equipment and prompt repair.</li> </ul>	LOW		✓
Weather	Students	Rain, ice, snow, heat, wind	<ul style="list-style-type: none"> <li>Surface suitably salted and gritted in icy/snowy weather or taken out of use.</li> <li>Shaded areas available in the heat.</li> </ul>	LOW		✓
Fire	Students Staff	Inhalation, Fumes	<ul style="list-style-type: none"> <li>One fire evacuation per year is during break time and monitored for effectiveness.</li> </ul>	LOW		✓
Splinters or protruding nails on fence	Students	Impalement	<ul style="list-style-type: none"> <li>Inspection of fencing, etc.</li> </ul>	LOW		✓
Damaged chain link	Students	Entrapment of limbs	<ul style="list-style-type: none"> <li>Damaged areas are fenced off to prevent slips and trips until area can be repaired.</li> </ul>	LOW		✓
Wasps	Students	Insect bite/sting	<ul style="list-style-type: none"> <li>Monitoring environment for wasp nests.</li> </ul>	LOW		✓
Loose/broken manhole covers	Students	Slips, trips, falls	<ul style="list-style-type: none"> <li>Monitor and repair as soon as possible.</li> <li>Any out of bounds areas clearly identified.</li> </ul>	LOW		✓
Inadequate supervision	Students	Injured, missing student	<ul style="list-style-type: none"> <li>Sufficient supervision in place ensuring all areas and students are adequately supervised at all times.</li> <li>First aid provision will be in place</li> </ul>	LOW		✓
Equipment	Students	Wrong age groups using equipment.	<ul style="list-style-type: none"> <li>Store safely equipment which has the potential to cause harm during lower levels of supervision.</li> </ul>	LOW		✓
Trespassers	Staff	Violence Aggression	<ul style="list-style-type: none"> <li>Staff should be aware of person's who appear to be trespassing in the academy site staff/Site Staff should be made aware of potential trespassers.</li> <li>Police should be called if the trespassers refuse to leave the academy building.</li> </ul>	LOW		✓

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## ROLLER SHUTTER DOORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Roller Shutter Doors					YES	NO
Unrestricted fall of shutter door	Members of staff	Cuts Abrasions Concussion Head injury	<ul style="list-style-type: none"> <li>Manufacturers operating instructions are on site, known to appropriate staff and are being followed.</li> <li>Appropriate servicing is carried out by a competent contractor at a frequency as determined by the manufacturer.</li> <li>Minor maintenance requirements only (i.e. removal of dust and dirt) are conducted by competent employees as and when needed or as prescribed by manufacturer.</li> <li>Inspection / servicing records for any repairs / maintenance that has been carried out by anyone are held within a central file which is kept on site.</li> <li>Regular checks on the roller shutter door and operating mechanism is undertaken by a suitably trained employee.</li> <li>Any damage / vandalism / malfunction (i.e. difficulty in operation) is reported immediately to the Headteacher.</li> <li>Damaged doors are taken out of use if appropriate and an appropriately worded sign posted to warn others that it is not to be used.</li> </ul>	LOW		✓
Manual lifting, pushing and pulling of roller shutter door and	Members of staff	Back injury Sprains Cuts	<ul style="list-style-type: none"> <li>Staff manually operating roller shutters have received initial and refresher manual handling training as appropriate.</li> <li>Only trained staff to operate any roller shutter door.</li> </ul>	LOW		✓

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chain operating mechanisms etc. Contact with moving parts of machinery (incl. track mechanism) Sharp shutter door edges (through damage or wear)			<ul style="list-style-type: none"> <li>• Checks are made to ensure that no other person is in the direct area of the shutter door when being operated</li> <li>• Staff required to operate roller shutter doors have received specific instruction / training for them to undertake the task safely</li> <li>• The roller shutter door has a device such as a ratchet mechanism or counterbalance fitted to prevent it falling back</li> </ul>			
Failure to follow operating procedure	Members of staff	Cuts Abrasions Head injury Back injury	<ul style="list-style-type: none"> <li>• Employees operating roller shutter doors are familiar with safe operating procedures. This includes</li> <li>• checking that the surrounding area is clear</li> <li>• employee closing the door has clear line of sight with the door being closed</li> <li>• always ensuring that any security bolts and locking pins have been removed before attempting to raise door</li> <li>• when raising the door it is extended fully (to the full height) and not left partially up so as to create a low surface</li> <li>• not standing directly beneath a roller shutter door when being operated</li> </ul>	LOW		✓
Electrically operated / powered roller shutter doors Overheating of electrical motor Contact of shutter door with	Members of staff	Electric shock Head injury Broken bones Abrasions Concussion	<ul style="list-style-type: none"> <li>• Appropriate servicing of the electrical motor is carried out by a competent contractor at a frequency determined by the manufacturer</li> <li>• A 'hold to run' button / key operated or other safety system is in place.</li> <li>• Where appropriate a sensor or light curtain is fitted at the bottom end of the door to stop the door closing when being operated if someone walks beneath it or</li> </ul>	LOW		✓

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person(s) or objects Poor housekeeping of area directly beneath roller shutter door giving rise to tripping / slipping hazards			an obstacle is in the way <ul style="list-style-type: none"> <li>• The floor area beneath the shutter door is kept clear and is regularly inspected</li> <li>• Door has suitable and effective features to prevent it causing injury by trapping any person</li> <li>• Where necessary the door can be operated manually, unless it opens automatically, if the power fails</li> </ul>			
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## ACADEMY KITCHEN

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Academy Kitchen					YES	NO
Main academy kitchen	Kitchen staff, Students Staff	Personal hygiene measures	<ul style="list-style-type: none"> <li>All staff who handle food must be instructed in food hygiene to a level appropriate to their job.</li> <li>Always wash hands before handling food.</li> <li>Kitchen staff to inform their supervisor of any medical condition they may have.</li> <li>Appropriate first aid kits to be available.</li> <li>All accidents to be recorded in the accident book in kitchen.</li> <li>Kitchen to be clean and in good repair.</li> <li>Adequate welfare facilities to be available, separate and clean.</li> <li>Kitchen staff to wear proper uniform and footwear.</li> </ul>	LOW		✓
Ventilation	Kitchen staff	Heat stress	<ul style="list-style-type: none"> <li>Ventilation systems to be regularly cleaned and working efficiently.</li> <li>Fly screens to be fitted to opening windows and doors.</li> <li>There must be sufficient ventilation.</li> </ul>	LOW		✓
Lighting	Kitchen staff	Slips, trips, falls	<ul style="list-style-type: none"> <li>The kitchen must have adequate natural or artificial lighting.</li> <li>Lighting covers or diffuser units should be regularly removed and cleaned.</li> </ul>	LOW		✓
Welfare facilities	Kitchen staff	Personal hygiene	<ul style="list-style-type: none"> <li>Adequate changing facilities to be provided.</li> <li>Area to be maintained in a clean and tidy condition.</li> </ul>	LOW		✓
Food preparation	Kitchen staff Students Staff	Food poisoning	<ul style="list-style-type: none"> <li>All surfaces that come into contact with food must be well maintained and easily cleaned.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Cleaning programmes to be in place including arrangements for deep clean at times.</li> </ul>			
Cooking equipment	Kitchen staff	Faulty equipment Burns Cuts	<ul style="list-style-type: none"> <li>• All cooking equipment must be inspected and tested on a regular basis</li> <li>• Gas cookers must be inspected and tested by a competent "Gas Safe" contractor</li> <li>• All machinery must have adequate guarding in place</li> </ul>	LOW		✓
Food storage	Kitchen staff	Food poisoning	<ul style="list-style-type: none"> <li>• Fruit and vegetables to be stored away from other foods in a cool area with adequate ventilation.</li> <li>• Dry foods to be stored in cool, dry, well ventilated rooms.</li> <li>• Food should not be stored on the floor but on suitable racking.</li> <li>• Frozen foods should be put in the freezer as soon as they are delivered.</li> <li>• Frozen food should be date marked to facilitate correct rotation.</li> <li>• Freezer temperatures to be taken and recorded twice per day, at least.</li> <li>• Perishables to be stored in the fridge.</li> </ul>	LOW		✓
Cleaning	Kitchen staff	Chemical splashes and burns, fumes, Food contamination	<ul style="list-style-type: none"> <li>• COSHH assessments to be carried out for cleaning chemicals.</li> <li>• Never mix cleaning materials/chemicals.</li> <li>• Use cleaning materials suitable for the job.</li> <li>• Use suitable protective clothing when using cleaning chemicals.</li> </ul>	LOW		✓
Waste, storage and disposal	All	Hygiene, attraction of vermin, pests etc.	<ul style="list-style-type: none"> <li>• Suitable storage and waste disposal arrangements to be in place for waste food products and refuse</li> <li>• Waste food is to be disposed of in easy to clean containers with self-closing lids.</li> <li>• Waste food not to be left in the kitchen overnight.</li> <li>• Always wash hands after handling waste.</li> <li>• Waste storage areas to be washed down and cleaned</li> </ul>	LOW		✓

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			regularly using disinfectant as required. <ul style="list-style-type: none"> <li>• Ensure lids remain in place on waste bins.</li> <li>• Suitable arrangements to be in place for waste bins.</li> <li>• Suitable arrangements to be in place for the removal of waste food.</li> </ul>			
Pest control	All	Hygiene	<ul style="list-style-type: none"> <li>• Pest control measures to be in place where appropriate.</li> <li>• Rentokil are used to control pests within the academy</li> <li>• Inspect dried food regularly.</li> <li>• Look for signs of droppings and damage to packets.</li> <li>• Call in professional assistance if necessary.</li> </ul>	LOW		✓

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## SECURITY

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Security					YES	NO
Visitors gaining access to Students without staff knowledge Student's leaving site	Students Staff	Abduction, assault, child protection issues	<ul style="list-style-type: none"> <li>• Supervision levels appropriate</li> <li>• Culture in which strangers are challenged</li> <li>• Fencing min 1.8M high. All boundaries well defined and in good condition (no hole/gaps).</li> <li>• Clear signage for visitors to main entrance/other services</li> <li>• CCTV in place</li> <li>• Electronic barrier system controlling vehicle entering the site.</li> <li>• Clearly defined route once on site</li> <li>• Internal fencing assists in directing visitors and restricting uncontrolled/unintentional access around the site.</li> <li>• Number of entrance points to site reduced to minimum possible (ideally one)</li> <li>• Other pedestrian routes controlled and available only at beginning/end of academy day</li> <li>• Number of accessible external entrance doors minimised</li> <li>• Areas of site identified as higher risk out of bounds to students</li> <li>• All students must wear their identity badges at all times</li> <li>• All visitors report to reception and sign in/out. Visitors wear visible visitors badge and escorted when on site if appropriate.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Restricted /controlled access to building. e.g. Door intercom/entry phone, staffed reception, keypad access etc.</li> </ul>			
Intruders gaining access outside academy hours	General public	Theft, arson, malicious damage	<ul style="list-style-type: none"> <li>• Exterior gates/doors kept locked when academy not in use. Windows fitted with locks where appropriate.</li> <li>• Members of the public prevented from entering unauthorised parts of the buildings during community or evening use.</li> <li>• Good relationship with community.</li> <li>• Adequate external/security lighting.</li> <li>• Inventory of both permanently and temporarily issued keys maintained.</li> <li>• All boundaries well defined. Fencing min 1.8M high and in good condition. Gates locked when academy not in use.</li> <li>• Intruder alarm fitted and maintained. (Verified system connected to a remote monitoring station).</li> <li>• Electronic key codes on security doors/intruder alarm system regularly changed, including when a member of staff leaves.</li> <li>• Access to roofs difficult/restricted (e.g. through use of anti - climb paint etc.)</li> <li>• Attractive/valuable property security marked and secured during periods that the building is not in use.</li> <li>• Waste bins secured as far from buildings as possible (chained to fixed point/locked bin store)</li> </ul>	LOW		✓

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## STORAGE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Storage					YES	NO
Cleaner/Site Staff storage areas	Students Staff	Access to potentially hazardous equipment/ materials	<ul style="list-style-type: none"> <li>Hazardous substances to be stored according to guidance in COSHH assessment and/or Material Safety Data Sheet provided by supplier</li> <li>Substances to be in original container with clear labels and hazard warnings – no decanting</li> <li>Restricted access. Store to be locked except when in use</li> <li>Switch rooms and boiler rooms kept clear of storage and locked when not in use</li> </ul>	LOW		✓
Flammable substances	Students Staff	Fire, explosion	<ul style="list-style-type: none"> <li>Flammable substances to be stored in a purpose-made, lockable fire-resisting cabinet, labelled with hazard warnings</li> <li>Minimise amount stored and used.</li> <li>Lids to be kept on containers</li> <li>No smoking or other sources of ignition permitted in areas where flammable vapours may be present</li> <li>Dispose of flammable waste including contaminated cloths etc. safely</li> </ul>	LOW		✓
Falling objects	Students Staff	Not secured, poorly installed. Sited too high /overloaded	<ul style="list-style-type: none"> <li>Shelving etc. properly installed, secure fixings in place</li> <li>Shelves not overloaded</li> <li>Storage to be organised with heavy objects at lower level</li> <li>Restricted access to Students.</li> <li>Provision of access equipment nearby or in place.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Controlled limits of items stored.</li> </ul>			
Reaching high shelves	Students Staff	Falls, strains	<ul style="list-style-type: none"> <li>Store frequently used items at easily accessible locations</li> <li>Staff should not access high level areas without relevant training.</li> <li>Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries</li> </ul>	LOW		✓
Cleanliness tidiness	Students Staff	Fire Tripping Struck by falling object	<ul style="list-style-type: none"> <li>Rubbish is regularly removed.</li> <li>Recycling bins provided and used.</li> </ul>	LOW		✓

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## STRESS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Stress					YES	NO
Stress	Staff	Short and long term sick leave	<ul style="list-style-type: none"> <li>• All staff are informed of policies and procedures relating to their roles.</li> <li>• New and inexperienced staff are supported for a period until they feel comfortable in their role</li> <li>• Any issues which are causing staff to worry should be discussed with a senior member of staff</li> <li>• The Headteacher has an open door policy for all staff who have any concerns (including home life)</li> <li>• Where necessary staff will be directed to Occupational Health.</li> <li>• The Headteacher will monitor stress levels within the school</li> <li>• Continuing PDI's in place for all staff</li> </ul>	LOW		✓

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## SUN PROTECTION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Sun Protection					YES	NO
Hot summer days	Students	Making up own rules	<ul style="list-style-type: none"> <li>Teachers are informed as to the importance of sun protection.</li> <li>Sun protection is actively promoted to students in other ways (e.g. assemblies, workshops, talks).</li> <li>Sun protection is considered in off-site visit risk assessments.</li> </ul>	LOW		✓
Midday sun	Students	Sunburn Dehydration	<ul style="list-style-type: none"> <li>Trees have been planted to provide long-term shade.</li> <li>Shade structures provide long/short-term shade.</li> <li>Seats and equipment are moved to shady areas.</li> <li>Organised activities make use of the shade available.</li> </ul>	LOW		✓
Timetabling	Students	Sunburn	<ul style="list-style-type: none"> <li>Outdoor activities and events are planned outside of 11am-3pm where possible.</li> <li>Students asked to remain in shaded areas where possible</li> </ul>	LOW		✓
Clothing	Students	Sunstroke	<ul style="list-style-type: none"> <li>Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged).</li> <li>Students are allowed to wear UV protective sunglasses.</li> <li>Teachers and assistants also wear suitable hats and clothing.</li> </ul>	LOW		✓
Sunscreen	Students	Sunburn	<ul style="list-style-type: none"> <li>Students are allowed to bring in their own personal supply of sunscreen</li> </ul>	LOW		✓
Dehydration	Students	Dehydration	<ul style="list-style-type: none"> <li>A supply of drinking water is available.</li> </ul>	LOW		✓

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## TOILETS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Toilets					YES	NO
Toilets	Students Staff	Hygiene, slips, trips, falls, trapped persons	<ul style="list-style-type: none"> <li>• Toilet areas to be maintained in a good condition.</li> <li>• Toilet areas to be maintained in a hygienic condition.</li> <li>• Anti-scald valves to be fitted where necessary.</li> <li>• Spillages on floors to be mopped up as soon as possible.</li> <li>• Soap and drying systems/towels to be available.</li> <li>• Where doors in students' toilets have a locking device, consider an override system to release trapped persons, i.e. can be opened from the outside.</li> <li>• Where toilets are adapted for disabled use they should have suitable hand rails and alarms.</li> <li>• Alarms to be tested periodically to test functionality and staff response.</li> <li>• Sanitary disposal system in place where necessary.</li> </ul>	LOW		✓

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## USE OF SMALL POWER TOOLS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Use of small power tools					YES	NO
Electricity	Site Staff	Contact with electricity which could result in Electrocutation.	<ul style="list-style-type: none"> <li>All equipment has undergone at least annual portable appliance testing (PAT) by a 'competent' person e.g. electrician.</li> <li>All equipment must be visually checked for damage prior to use e.g. damage to electrical leads, plugs, sockets.</li> <li>Where necessary a RCD (Residual Current Device, commonly known as a circuit breaker) should be used where (a) equipment is used externally or (b) in wet work areas when equipment is used such as pressure washers or wet/dry vacuum cleaners.</li> <li>If the user is working alone appropriate precautions must be taken e.g. means of communication.</li> </ul>	LOW		✓
Power tools	Site Staff	Contact with moving parts or ejected material e.g. dust etc.	<ul style="list-style-type: none"> <li>Suitable protective clothing is provided where required e.g. to protect the eyes, face, body, hearing and breathing.</li> <li>Appropriate precautions should be taken in terms of the user not wearing loose clothing, tying back long hair, removal of jewellery and ties.</li> <li>The machinery must be adequately guarded.</li> </ul>	LOW		✓
Location of power leads	Site Staff	Tripping	<ul style="list-style-type: none"> <li>All power leads should be moved to ensure that trailing leads do not pose a trip hazard.</li> <li>When possible, battery powered tools should be used.</li> </ul>	LOW		✓
Faulty equipment	Site Staff	Electrocutation, fire	<ul style="list-style-type: none"> <li>Procedure in place for reporting damage/defects i.e. labelling and removing such equipment from use until</li> </ul>	LOW		✓

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			it can be repaired or replaced.			
Lack of Training, Information and Instruction	Site Staff	Incompetent persons using equipment	<ul style="list-style-type: none"> <li>The users must be competent i.e. have been provided with the appropriate information, instruction and training.</li> </ul>	LOW		✓
Security	Site Staff	Unauthorised use, theft	<ul style="list-style-type: none"> <li>Adequate precautions have been taken to prevent unauthorised use of the equipment.</li> <li>All equipment must be kept locked and secure at all times.</li> </ul>	LOW		✓

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## USE OF WORK EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Use of Work Equipment					YES	NO
Working equipment	Site Staff Contractors	Injury	<ul style="list-style-type: none"> <li>• If there is a significant risk then ensure that a work equipment risk assessment is carried out which will identify:</li> <li>• Any known significant risks,</li> <li>• Guards that need to be in place,</li> <li>• Servicing / inspection requirements,</li> <li>• Identify authorized users,</li> <li>• PPE in place</li> <li>• Training / instruction required.</li> <li>• Is the equipment appropriate (being used for its intended purpose)</li> </ul>	LOW		✓
Mobile Tower Scaffolding	Site staff Contractors	Falls	<ul style="list-style-type: none"> <li>• Ensure that a risk assessment has been carried out before use.</li> <li>• Ensure staff using the equipment have received PASMA mobile scaffolding training.</li> <li>• Ensure that the equipment is secured to prevent unauthorized use.</li> <li>• Ensure that the equipment has been inspected by a competent person on a weekly basis when left assembled, e.g. use of "Scafftags" identifying date of inspection.</li> </ul>	LOW		✓
Chainsaw	Site Staff Contractors	Accidents Injury	<ul style="list-style-type: none"> <li>• Ensure that a risk assessment has been carried out.</li> <li>• Ensure staff using the equipment have received the appropriate training relevant to the type of use.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Ensure that the equipment is secured to prevent unauthorized use.</li> </ul>			
Self-propelled equipment, tractor, sit on lawn mower, sit on litter picker, etc.	Site Staff Contractors	Injury Ill Health	<ul style="list-style-type: none"> <li>• Ensure that a risk assessment has been carried out.</li> <li>• Ensure person has been trained in the safe driving of the equipment.</li> <li>• Identify areas where the equipment is not to be used, steep banks where it could over-turn etc.</li> </ul>	LOW		✓
Asbestos	Site Staff Colleagues Children Visitors	Ill health	<ul style="list-style-type: none"> <li>• Check Site asbestos log information for location of asbestos containing material prior to undertaking any work which has the potential to disturb asbestos. Drilling, sanding cutting etc.</li> <li>• Permission to work to be completed for any work on fabric of the building.</li> </ul>	LOW		✓
Unplanned ignition or overheating	Site Staff Colleagues Children Visitors	Fire	<ul style="list-style-type: none"> <li>• Ensure that all flammable or highly flammable substances are not used in the area.</li> <li>• Ensure equipment is maintained and serviced.</li> <li>• Ensure ventilation holes are not blocked or cooling system operational.</li> </ul>	LOW		✓
Risk to pedestrians	Site Staff Colleagues Children Visitors	Dust, fumes, falling objects	<ul style="list-style-type: none"> <li>• Segregate working area.</li> <li>• Where appropriate carry work outside normal academy hours.</li> </ul>	LOW		✓
Lifting and carrying of heavy or awkward equipment	Site Staff Colleagues Children Visitors	Back injuries, sprain, strains	<ul style="list-style-type: none"> <li>• Training given in correct lifting techniques.</li> <li>• Minimise manual handling</li> <li>• Appropriate footwear worn</li> </ul>	LOW		✓
Use of electrical equipment	Site Staff Colleagues Children Visitors	Electrical shock Burns	<ul style="list-style-type: none"> <li>• Ensure all connections are properly fixed and that the equipment has been PAT tested.</li> <li>• Visual inspection pre-use</li> <li>• A residual current device should be used in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a</li> </ul>	LOW		✓

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			risk of cables being severed.			
Use of petrol equipment	Site Staff Colleagues	Fire	<ul style="list-style-type: none"> <li>Visual inspection pre-use that fuel is not leaking.</li> </ul>	LOW		✓
Lone working - working in academy alone in isolated locations	Site Staff Colleagues	Incident Accident	<ul style="list-style-type: none"> <li>Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height)</li> <li>Mobile phone carried</li> <li>Notify staff on site of location/estimated duration of task if working on site remote from others.</li> <li>Reduce time spent working alone “so far as is reasonably practicable”.</li> <li>Notify manager of start time and when finished.</li> </ul>	LOW		✓
Working at height.	Site Staff Colleagues	Falls	<ul style="list-style-type: none"> <li>If work equipment is to be used whilst working at height then a specific risk assessment will need to be carried out.</li> </ul>	LOW		✓

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## VEHICLE PEDESTRIAN INTERFACE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Vehicle Pedestrian Interface					YES	NO
Vehicles colliding with people	Students Staff Visitors Others	Collision	<ul style="list-style-type: none"> <li>• Staff, students and visitors cars/bikes are allowed to enter the staff car park.</li> <li>• All staff are aware of pedestrians crossing the road</li> <li>• Staff reduce speed limit when driving in/out of academy.</li> <li>• Staff are encouraged not to reverse out of the car park.</li> <li>• Delivery vehicles coming into the academy are requested to park on the staff car park if spaces available.</li> <li>• Deliveries of goods are usually in the academy working day to reduce the risk of vehicle/pedestrian collision.</li> <li>• Parents are allowed to park on the staff car parks when dropping / collecting students from academy</li> <li>• Parents and staff must use the designated walkway for safe entry into academy.</li> <li>• Adequate security lighting on car park area.</li> <li>• Car park locked at end of staff working day.</li> <li>• Electronic barriers used to control vehicular access to car parks.</li> </ul>	LOW		✓

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## VIOLENCE & AGGRESSION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Violence & Aggression					YES	NO
Violence	Staff members from Students, parents or visitors. Lunchtime supervisors, site services officer, other people who work on site.	Verbal or physical attacks	<ul style="list-style-type: none"> <li>• Staff members are encouraged to defuse situations which could escalate into a verbal and/or physical attack</li> <li>• Training courses are available for identified staff members to attend.</li> <li>• When talking to parents or visitors, staff should always try and talk to them where other staff members are around.</li> <li>• Staff members are encouraged to take a non-confrontational approach when interacting with others.</li> <li>• Staff to ensure they have a place of escape and a ways of summoning help.</li> <li>• Staff should try to refrain from having no escape route.</li> </ul>	LOW		✓

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## VISITORS TO SCHOOL

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Presence of general public on site	Pupils Staff Others	Fire Incidents	<ul style="list-style-type: none"> <li>• All visitors will be signed into the school</li> <li>• Parents visiting the school to see a member of staff will be asked to sit in the waiting area until collected</li> <li>• Parents who are attending a school performance will be directed to where the performance is being held.</li> <li>• All visitors will be informed of the emergency arrangements i.e. fire evacuation</li> <li>• Visitors will be responsible for their own health &amp; safety and the health &amp; safety of siblings or other children who do not attend the school.</li> </ul>	LOW		✓

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## WATER SYSTEMS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Water systems, tanks, taps and shower outlets					YES	NO
Legionella Scalds	Students Staff Visitors	Bacterial infection Burns	<ul style="list-style-type: none"> <li>Water management and inspection routines are in place in accordance with COSHH, where necessary, i.e. suitable water management risk assessment to be carried out by competent person.</li> <li>Checks for legionella, by competent person/ contractor, to be in place on a regular basis.</li> <li>Temperature checks, in accordance with legionella management, to be undertaken and recorded on a regular basis in accordance with maintenance routine where appropriate.</li> <li>Shower heads and spray taps to be cleaned and disinfected in accordance with maintenance routine and records maintained.</li> <li>Disused showers etc. to be removed in accordance with competent advice.</li> <li>Manage temperature at taps to prevent scalding.</li> </ul>	LOW		✓

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## WHEELCHAIRS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Wheelchairs					YES	NO
Wheelchair users	Students Staff	Personal injury	<ul style="list-style-type: none"> <li>Where wheelchairs are used by any students, there should be adequate access and ramps provided where necessary.</li> <li>Consider access to classrooms etc.</li> <li>Consider wheelchairs moving in upstairs areas especially across the top of stairs.</li> <li>Where staff are required to assist students in and out of wheelchairs, they must have received adequate training.</li> <li>If any hoists are used, they must be tested every six months by a competent person, normally your insurance company engineer.</li> <li>Staff to be suitably trained in the use of hoists.</li> <li>Suitable storage facilities should be available.</li> <li>Ensure “safe havens” are designated on upper floors for wheelchair users and that the users are familiar with the arrangements as under the “fire” section.</li> <li>Ensure wheelchair evacuation and “safe haven” arrangements are checked with the “Fire Safety Officer”</li> </ul>	LOW		✓

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## WORK AT HEIGHT/DISPLAYS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Work at Height/Displays					YES	NO
Lack of appropriate access equipment	Staff member and others in the area who are in the vicinity when the person falls.	Falls	<ul style="list-style-type: none"> <li>The academy has purchased a number of kick-a-long stools and stepladders for staff members to use.</li> <li>All equipment that has been purchased is of the industrial (EN131) standard.</li> <li>All staff members have been instructed that they cannot stand on tables and chairs – disciplinary action will be taken against staff who are found to be using inappropriate equipment.</li> </ul>	LOW		✓
Lack of awareness training for staff who use the access equipment	Staff member and persons in the vicinity should they fall	Falls	<ul style="list-style-type: none"> <li>All support staff members should have stepladder awareness training and they are competent in carrying out the pre-use visual checks.</li> <li>All staff members who use the equipment wear appropriate clothing and footwear.</li> </ul>	LOW		✓
Falling objects from the stepladder	Students, staff members, visitors	Hit by objects	<ul style="list-style-type: none"> <li>The area around the stepladder will have a barrier or a person to act as “look out” to prevent persons walking near to the stepladder.</li> <li>Most working at height activities take place when Students are not at academy.</li> <li>A “tool belt” or “secure holder” is used if a number of items have to be taken up the stepladder.</li> </ul>	LOW		✓
Lone working on access equipment	Person using the access	Falls	<ul style="list-style-type: none"> <li>All staff members are made aware that they should not use access equipment whilst they are working on their own in the academy.</li> </ul>	LOW		✓

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	equipment / stepladder		<ul style="list-style-type: none"> <li>All working at height activities (e.g. putting up displays), are planned in advance so that they are carried out when more than one person is on site</li> </ul>			
Faulty access equipment	Staff members who use the access equipment.	Falls	<ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by all users of the equipment.</li> <li>A formal (recorded) inspection of the equipment takes place each term.</li> <li>All staff members are aware of the defect reporting procedure if they identify any damaged / unsafe equipment. The equipment is taken out of use until repaired or disposed of and replaced.</li> </ul>	LOW		✓
Extreme weather conditions	Staff member using the equipment	Falls	<ul style="list-style-type: none"> <li>Stepladders are not used outside when weather conditions can make their use dangerous (e.g. during heavy winds/rain, when there are thunder and lightning storms etc.).</li> </ul>	LOW		✓
Manual handling of equipment	Back injuries, aches and pains to the user.	Manual Handling Injuries	<ul style="list-style-type: none"> <li>Staff will not handle items that are beyond their own capability.</li> <li>All access equipment is stored in areas that are near to where they will be used.</li> </ul>	LOW		✓

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## WORK AT HEIGHT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Work at Height					YES	NO
Working on ladders	Site Staff Staff	Falls	<ul style="list-style-type: none"> <li>• Avoid working at height if possible.</li> <li>• Do not work alone, if not possible - always ensure a colleague is nearby and aware of your activity, or tell partner where you will be working.</li> <li>• Carry a mobile phone in case you need to summon help.</li> <li>• Work in twos if there are items to be handed up or down.</li> <li>• Protect the bottom of ladders or towers from knocks by using signs and barriers.</li> <li>• Staff have been advised not to stand on tables.</li> <li>• Pregnant staff have been instructed not to use ladders, stepladders.</li> <li>• Ladder work.</li> <li>• Only use if there is no reasonable alternative or there is a low level of risk.</li> <li>• Store ladders correctly.</li> <li>• Check ladders visually before use.</li> <li>• Use long reach ladders for higher work.</li> <li>• Obtain assistance to carry, lift and position.</li> <li>• Use in locked position.</li> <li>• Use wide bottom braces where possible.</li> <li>• Ensure the ladder extends one meter above the landing place.</li> <li>• Set at the most stable angle – a slope of 4 units up, to 1 out at the base.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Secure the ladder by lashing at top or bottom, or by having a second person at the foot.</li> <li>Have a second person foot the ladder if working above the tenth tread.</li> <li>Use tool belt to hold tools.</li> <li><b>Roof work MUST NOT be undertaken by the site staff unless specifically trained and has received permission from the relevant sources.</b></li> </ul>			
Trestles, towers and scaffolds	Site Staff Staff	Falls	<ul style="list-style-type: none"> <li>Trestles, towers and scaffolds.</li> <li>Working platforms between trestles to be at least 600mm wide.</li> <li>Use access platforms for work of long duration.</li> <li>Only use access platforms erected by a competent person.</li> <li>Do not move towers with persons on.</li> <li>Remove access ladders at the end of the day.</li> </ul>	LOW		✓
Booms and scissor lifts	Site Staff Staff	Falls	<ul style="list-style-type: none"> <li>Powered access.</li> <li>Only use such equipment if trained to do so.</li> </ul>	LOW		✓
Unauthorised entry	Others	Falls	<ul style="list-style-type: none"> <li>Site protection.</li> <li>Ensure Students are aware of the hazards of entering building sites and climbing ladders/scaffold.</li> <li>Move refuse bins away from walls which allow easy access to roofs.</li> </ul>	LOW		✓

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## YOUNG PERSON'S RISK ASSESSMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Young Person's risk assessment					YES	NO
Chemicals substances	Young Person	Burns and poisoning	<ul style="list-style-type: none"> <li>All young workers will receive adequate training before using any chemicals / substances. PPE will be provided at all times.</li> <li>Young persons will be asked before commencing work, of any known medical conditions before any cleaning work is undertaken. Adequate training will be given, and a safe system of work.</li> </ul>	LOW		✓
Cleaning	Young person	Slipping and allergies	<ul style="list-style-type: none"> <li>Young person to be given training and sufficient information prior to any cleaning duties.</li> </ul>	LOW		✓
Cold surfaces	Young person	Burns	<ul style="list-style-type: none"> <li>Sufficient training and procedures would be applied in the event of a young person coming into contact with cold surfaces.</li> </ul>	LOW		✓
Confined space	Young person	Lack of oxygen	<ul style="list-style-type: none"> <li>Young person will not be permitted into undertaking any confined spaces work activities.</li> </ul>	LOW		✓
Electricity	Young person	Shock	<ul style="list-style-type: none"> <li>The young person will be informed to visually check any electrical item before use, and report any faulty items to the head of department.</li> </ul>	LOW		✓
Fire	Young person	Burns	<ul style="list-style-type: none"> <li>The young person will receive instruction on the academy's fire procedures.</li> </ul>	LOW		✓

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# Cannock Chase Academy

## Specific Job Roles

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## SITE STAFF

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Site Staff					YES	NO
Litter picking	Site Staff Students Staff visitors	Infections from needle stick injuries, cuts from broken glass etc.	<ul style="list-style-type: none"> <li>Grabbers/litter picking sticks are available.</li> <li>Safety gloves are provided and used.</li> <li>Sharps box is used to dispose of any needles.</li> <li>Broken glass is wrapped in strong paper/cardboard etc., and is clearly marked before disposal.</li> <li>Site supervisors will carry out litter picking duties as well</li> </ul>	LOW		✓
Fire	Site Staff Students Staff visitors	Burns, smoke inhalation, death	<ul style="list-style-type: none"> <li>See academy's level 2 fire risk assessment that has been carried out.</li> <li>The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>Regular fire evacuation drills are practiced termly as a minimum</li> <li>All staff members receive fire awareness training at regular intervals.</li> </ul>	LOW		✓
Electricity & electrical equipment	Site Staff Students Staff visitors	Shock, electrocution, burns and fire	<ul style="list-style-type: none"> <li>The building is subjected to regular (5 yearly) fixed installation testing regime.</li> <li>All portable electrical equipment is subjected to annual PAT testing.</li> <li>A pre-use visual check of the electrical equipment is carried out by the user.</li> <li>All staff have received awareness training in the safe use of electrical equipment</li> <li>Hand tools are of the 110 volt variety or battery operated.</li> </ul>	LOW		✓

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Working at height (e.g. changing light bulbs, cleaning gutters, retrieving balls etc.)	Site Staff Students Staff visitors	Falling items cause injury to those below/falling and causing injuries from cuts and bruises through to death.	<ul style="list-style-type: none"> <li>• See specific risk assessment for working at height</li> <li>• The site staff have been trained and instructed in the safe use of the ladders and steps.</li> <li>• When using the ladder, it is tied off at the top or a ladder stop is used at the bottom.</li> <li>• Ladders and step ladders are subjected to formal annual visual inspections.</li> <li>• All other persons working in the area are requested to vacate the immediate vicinity and area is cordoned off.</li> <li>• Any external work is only carried out if weather conditions are appropriate (e.g. no high winds, heavy rain, lightning etc.).</li> </ul>	LOW		✓
Gritting pathways, car parks etc.	Site Staff Students Staff visitors	Slipping and falls leading to cuts, bruises through to broken bones including colds/flu due to low temperatures	<ul style="list-style-type: none"> <li>• Sensible/practical footwear is worn by the Site Staff</li> <li>• Gritting is carried out ahead of the Site staff's route.</li> <li>• Where there are undulations in the area, gritting is carried out uphill, not downhill.</li> <li>• Site staff will dress to suit the weather conditions (e.g. plenty of layers rather than one thick item of clothing).</li> <li>• Jackets, boots and gloves have been provided by the academy for the Site staff to carry out their duties during cold spells.</li> <li>• Exposure to extreme cold conditions is kept to a minimum and regular breaks are taken in a warm environment.</li> </ul>	LOW		✓
Cleaning animal fouling	Site Staff Students Staff visitors	Infections (e.g. Toxicara)	<ul style="list-style-type: none"> <li>• Suitable rubber gloves have been provided by the academy.</li> <li>• A collection trowel and container/plastic bag are provided and used.</li> <li>• Hands are washed thoroughly after fouling has been cleaned up.</li> </ul>	LOW		✓

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Moving furniture, equipment etc.	Site Staff Students Staff visitors	Aches, pains, strains, muscle injury through to broken bones	<ul style="list-style-type: none"> <li>Resources that need to be moved on a regular basis are bought in sizes that are manageable.</li> <li>A trolley/sack truck is available to assist with handling tasks.</li> <li>Site staff have received manual handling training.</li> <li>Manual handling risk assessments will be carried out for all items that have to be moved (e.g. pushed / pulled / lifted etc.) where there is a significant risk of injury.</li> <li>Where needed, more than one person will assist in the handling task</li> </ul>	LOW		✓
Buffing, cleaning and polishing of floors	Site Staff Students Staff visitors	Electrocution, tripping over wires, back injuries through to Hand Arm Vibration Syndrome (HAVS)	<ul style="list-style-type: none"> <li>Site staff have received full training in how to use the machine safely.</li> <li>The machine is Portable Appliance Tested (PAT) on a regular basis and serviced / maintained annually as a minimum.</li> <li>All wires and cables are visually inspected before each use.</li> <li>Task is only carried out when the area is not in use (e.g. outside of the academy day).</li> <li>Warning signs are erected where there are wet floors.</li> <li>If symptoms of HAVS are noted (e.g. numbness of fingers / white fingers etc.), then medical attention is sought and reported to the academy.</li> </ul>	LOW		✓
Use of COSHH chemicals and materials	Site Staff Students Staff visitors	Irritation to skin and eyes, respiratory problems, burns, blindness through to	<ul style="list-style-type: none"> <li>All staff members who use COSHH materials have received training in the safe use.</li> <li>COSHH risk assessments/Product Data Sheets are available for all materials used and have been shared with the staff concerned.</li> <li>COSHH materials are never mixed together.</li> <li>When diluting a COSHH substance, the substance is always added to the water rather than the other way</li> </ul>	LOW		✓

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		death	<p>around.</p> <ul style="list-style-type: none"> <li>• All COSHH materials are stored in a secure place (e.g. locked cupboard or store room) away from unauthorised persons</li> </ul>			
Erecting shelving, whiteboards etc.	Site Staff Students Staff visitors	Shock, electrocution, through to death from use of electrical equipment and exposure to asbestos fibres	<ul style="list-style-type: none"> <li>• Areas that are suspected to contain asbestos are not disturbed by drilling with power tools etc.</li> <li>• An asbestos management survey has been carried out and the information in the report has been read and understood by the site staff.</li> <li>• Electrical equipment has been PAT tested by a competent person at regular intervals.</li> <li>• A wooden baton is fixed to the wall with a product such as “No-nails” and left to cure for 24 hours. Shelving, whiteboard (lightweight) etc. is then screwed to the baton not the wall. Baton is then to be tested to ensure it will take the weight of the item being fixed to the wall, where ACM's are expected/ known to exist.</li> </ul>	LOW		✓

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## CATERING & KITCHEN

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Catering & Kitchen					YES	NO
Slips & trips	Catering Kitchen staff	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>Good housekeeping is practised throughout the kitchen area</li> <li>All spillages are cleaned up immediately and yellow cones used to warn others of wet floor areas.</li> <li>Cleaning is carried out outside of school core hours when occupation is minimal</li> <li>The use of extension leads/reels are kept to minimum</li> <li>All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes.</li> <li>All staff in kitchen wears non-slip footwear that has been provided by the school/employer.</li> </ul>	LOW		✓
Falls	As above	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>All items that are regularly accessed are stored at a height that all persons can reach without using access equipment</li> <li>Appropriate access equipment (e.g. kick-a-long stool or step ladder) is readily available and used.</li> <li>All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> <li>All equipment is checked on an annual basis and recorded on the step ladder register.</li> </ul>	LOW		✓
Work related Stress	As above	Ill health leading to long term absence or	<ul style="list-style-type: none"> <li>All staff are employees of the school and the school ensures they are included in any discussions which could affect the running of the catering within the school.</li> </ul>	LOW		✓

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		breakdown				
Gas appliances	As above	Fire, explosion and carbon dioxide poisoning	<ul style="list-style-type: none"> <li>All gas appliances are serviced at regular intervals by a competent and qualified (e.g. "Gas Safe" Registered) contractor.</li> <li>All staff have been trained on the safe use of the gas equipment</li> <li>Emergency gas cut off button is clearly marked and easily accessible</li> <li>Gas appliances cannot be used without the extraction system being turned on. These systems are linked.</li> <li>Firefighting equipment is available and nominated staff are trained in its use</li> </ul>	LOW		✓
Electricity & electrical equipment	As above	Electric shock, electrocution through to death	<ul style="list-style-type: none"> <li>The building is subjected to 5 yearly (as a minimum) fixed electrical installation testing.</li> <li>All electrical equipment is serviced at regular intervals. Portable appliances are PAT tested annually by a competent and qualified contractor/person.</li> <li>All equipment is fitted with the appropriate safety guards (e.g. potato peeler, meat slicer etc.) and all staff members are trained in their safe use.</li> </ul>	LOW		✓
Tools and implements	As above	Cuts and bruises through to loss of digits	<ul style="list-style-type: none"> <li>All sharp tools (e.g. knives) are stored so that the handle is the first point of contact.</li> <li>Any tools that come into contact with hot substances / surfaces, have a suitable handle that does not conduct heat</li> <li>All staff members have been trained in the safe use of all tools and implements.</li> <li>Regular visual checks and pre-use checks are carried out by the user</li> </ul>	LOW		✓
Manual handling of	As above	Musculo-skeletal	<ul style="list-style-type: none"> <li>Deliveries of large items (e.g. sacks of potatoes) are made directly to the area where they are stored (e.g.</li> </ul>			

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loads & objects		disorders including; back ache, strains, sprains etc.	<p>pantry).</p> <ul style="list-style-type: none"> <li>• All staff members have received moving and handling training.</li> <li>• A sack truck (or other equipment) is available to use when moving bulky items.</li> <li>• Manual handling risk assessments will be carried out by the catering manager.</li> <li>• Any staff member that has concerns as to the weight of any object they are expected move will request assistance or inform their line manager.</li> </ul>	LOW		✓
Fire	As above	Burns, smoke inhalation, death	<ul style="list-style-type: none"> <li>• See <b>level 2 fire risk assessment</b> that has been carried out.</li> <li>• The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>• Regular fire evacuation drills are practised termly as a minimum</li> <li>• All staff members receive fire awareness training at regular intervals.</li> </ul>	LOW		✓
COSHH chemicals and materials	As above	Irritation to skin and eyes, respiratory problems, burns, blindness through to death	<ul style="list-style-type: none"> <li>• All staff members who use COSHH materials should have received training in the safe use.</li> <li>• COSHH risk assessments / Product Data Sheets are available for all materials.</li> <li>• COSHH materials are never mixed together.</li> <li>• When diluting a COSHH substance, this is always added to the water rather than the other way around.</li> <li>• All COSHH materials are stored in a secure place (e.g. locked cupboard or store room) away from unauthorised persons</li> </ul>	LOW		✓

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## LUNCHTIME SUPERVISORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Lunchtime Supervisor					YES	NO
Slips & trips	Lunchtime Supervisor	Falling and causing injury ranging from cuts and bruises through to broken bones	<ul style="list-style-type: none"> <li>• Good housekeeping is practiced throughout the academy</li> <li>• All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas.</li> <li>• Cleaning is carried out outside of academy core hours when occupation is minimal</li> <li>• The use of extension leads/reels are kept to minimum</li> <li>• All cables are secreted beneath desks and adjacent to walls and <b>not</b> trailing across traffic routes.</li> <li>• Appropriate and sensible footwear is worn when working outside (e.g. flat sole covered heel and toe).</li> </ul>	LOW		✓
Aggression	Lunchtime Supervisor	Fear, cuts, bruises etc	<ul style="list-style-type: none"> <li>• There is a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation.</li> <li>• Conflict resolution training is available for all identified staff.</li> <li>• All incidents of aggression are recorded on the appropriate form.</li> </ul>	LOW		✓
Fire	Lunchtime Supervisor	Burns, smoke inhalation, death	<ul style="list-style-type: none"> <li>• See <b>fire risk assessment</b> that has been carried out.</li> <li>• The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>• Regular fire evacuation drills are practiced termly as a minimum</li> <li>• All staff members receive fire awareness training at</li> </ul>	LOW		✓

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			regular intervals.			
Work related stress	Lunchtime Supervisor	Ill health leading to absence or breakdown	<ul style="list-style-type: none"> <li>• All staff members receive regular formal supervision / PDR reviews where workload etc can be discussed.</li> <li>• There is an open door policy within the academy where managers can be approached when staff members are feeling they are becoming “overworked”.</li> <li>• Stress awareness training is available for staff who feel it would be beneficial.</li> </ul>	LOW		✓

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## OFFICE STAFF

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Office Staff					YES	NO
Fire	Admin and reception staff	Burns, smoke inhalation & death	<ul style="list-style-type: none"> <li>• See <b>fire risk assessment</b> that has been carried out.</li> <li>• The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>• Regular fire evacuation drills are practiced termly as a minimum</li> <li>• All staff members receive fire awareness training at regular intervals.</li> </ul>	LOW		✓
Slips & trips	Admin and reception staff	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>• Good housekeeping is practiced throughout the classroom</li> <li>• All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas.</li> <li>• Cleaning is carried out outside of academy core hours when occupation is minimal</li> <li>• The use of extension leads/reels are kept to minimum</li> <li>• All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes.</li> </ul>	LOW		✓
Falls	Admin and reception staff	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>• All items that are regularly accessed are stored at a height that all persons can reach without using access equipment</li> <li>• Appropriate access equipment (e.g. kick-a-long stool/step ladder) is readily available and used.</li> <li>• All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> <li>• A formal annual inspection is carried out and the equipment is labelled with date of inspection.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>Working at height training course available for identified staff members</li> <li>Staff members who regularly use access equipment wear appropriate clothing and footwear.</li> <li>A separate/specific risk assessment is carried out for activities that involve working at height</li> </ul>			
Display Screen Equipment (DSE)	Admin and reception staff	Musculo-skeletal disorders, carpal tunnel syndrome, eye strain, headaches etc.	<ul style="list-style-type: none"> <li>All users of DSE have received training in the safe use and set up.</li> <li>Adjustable (height and back) chairs are provided.</li> <li>A DSE self-assessment has been carried out by each user and the findings actioned. The self-assessment is reviewed annually or when circumstances change (e.g. when new equipment is purchased).</li> </ul>	LOW		✓
Electricity & electrical equipment	Admin and reception staff	Shock, electrocution, burns and fire	<ul style="list-style-type: none"> <li>The building is subjected to regular (5 yearly) fixed installation testing regime.</li> <li>All portable electrical equipment is subjected to regular PAT testing.</li> <li>A pre-use visual check of the electrical equipment is carried out by the user.</li> <li>All staff have received training in the safe use of electrical equipment</li> </ul>	LOW		✓
Aggression	Admin and reception staff	Fear, cuts, bruises etc.	<ul style="list-style-type: none"> <li>The academy has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation.</li> <li>Conflict resolution training is available for all front line staff or those who have regular face to face interaction with parents / members of the public.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> </ul>	LOW		✓
Work related Stress	Admin and reception staff	Ill health, leading to prolonged	<ul style="list-style-type: none"> <li>All staff members receive regular formal supervision / PDR reviews where workload etc. can be discussed.</li> <li>There is an open door policy within the academy</li> </ul>			

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		absence / breakdown	<p>where managers can be approached when staff members are feeling they are becoming “overworked”.</p> <ul style="list-style-type: none"> <li>• Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.</li> </ul>	LOW		✓
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## SCIENCE TECHNICIANS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
<b>Science</b>						
<b>Handling chemicals</b> Preparing solutions Dealing with spills Transporting	Technician	Spills Trips Slips	<ul style="list-style-type: none"> <li>CLEAPSS guidance followed (Hazard cards, recipe cards and laboratory handbook)</li> <li>Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified as required</li> <li>Cleaning activities undertaken outside of school hours where possible</li> <li>Immediate cleaning up of any spillage</li> </ul>	LOW		✓
<b>Storage areas</b> Access to potentially hazardous equipment/materials Incompatible substances	Technician	Fire Explosion	<ul style="list-style-type: none"> <li>Hazardous substances to be stored according to guidance in CLEAPSS Laboratory handbook and on hazard cards.</li> <li>Substances to be in original container with clear labels and hazard warnings – no decanting</li> <li>Restricted access. Store to be locked except when in use</li> </ul>	LOW		✓
<b>Falling objects</b> Not secured, poorly installed. Sited too high Poorly stacked/overloaded Access equipment	Technician	Hit by falling items	<ul style="list-style-type: none"> <li>Shelving etc. properly installed, secure fixings in place</li> <li>Shelves not overloaded</li> <li>Storage to be organised with heavy and fragile /glass objects at lower levels</li> <li>Restricted access to pupils.</li> <li>Provision of access equipment nearby or in place.</li> <li>Controlled limits of items stored.</li> </ul>	LOW		✓

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(steps/step stools) not readily available Injury			<ul style="list-style-type: none"> <li>• Appropriate steps, kick-stools etc. provided to reach high shelves</li> <li>• Store frequently used items at easily accessible locations</li> <li>• Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries</li> </ul>			
<b>Using equipment</b> Electrical or hand tools not being checked	Technician	Lack of training Competency	<ul style="list-style-type: none"> <li>• Visual inspection pre-use</li> <li>• Vacuum, pressure equipment, autoclaves tested annually.</li> <li>• Identify and record servicing / maintenance requirements and any training / instruction needs.</li> <li>• Specify any personal protective equipment users must wear.</li> <li>• Equipment / tools allocated under supervision checked in after use and stored tidily.</li> </ul>	LOW		✓
<b>Clearing and washing up</b> Control of glassware	Technician	Cuts Trips	<ul style="list-style-type: none"> <li>• Good housekeeping maintained</li> <li>• Floors free of trip hazards</li> <li>• Resources returned to storage after use</li> <li>• Identify any hazards prior to washing up</li> <li>• Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified as required</li> <li>• Controlled storage and allocation of glassware</li> <li>• Breakages cleared up promptly by staff member</li> </ul>	LOW		✓
<b>Manual handling</b> Of items within the science department	Technician	Back injuries, sprain, strains	<ul style="list-style-type: none"> <li>• Specific Manual handling assessment to be carried out for all tasks involving lifting or carrying and the identified control measures implemented</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• Training given in correct lifting techniques</li> <li>• Mechanical lifting aids available (bottle carriers , trolleys etc.</li> </ul>			
<b>Lone working</b>	Technician	Incidents when alone	<ul style="list-style-type: none"> <li>• Telephone/radio contact available</li> <li>• Inform others when planning working alone</li> <li>• No hazardous activities to be conducted e.g. use of ladders, diluting conc acids etc.</li> </ul>	LOW		✓
<b>Slips, trips and falls</b>	Technician	Injuries	<ul style="list-style-type: none"> <li>• Do not move items between labs / prep rooms at lesson change overs.</li> <li>• Keep walkways clear of storage</li> <li>• Condition of rooms regularly checked</li> <li>• Flooring non-slip and in a safe condition</li> <li>• Prompt maintenance of defects</li> <li>• Good housekeeping maintained</li> <li>• Immediate cleaning up of spillages</li> <li>• No accumulation of rubbish / combustible waste</li> </ul>	LOW		✓

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## SENIOR MANAGEMENT/LEADERSHIP TEAM

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
SMT/SLT					YES	NO
Slips & Trips	SMT / SLT	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>Good housekeeping is practiced throughout the office</li> <li>All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas.</li> <li>Cleaning is carried out outside of academy core hours when occupation is minimal</li> <li>The use of extension leads / reels are kept to minimum</li> <li>All cables are secreted beneath desks and adjacent to walls and <b>not</b> trailing across traffic routes.</li> </ul>	LOW		✓
Falls	SMT / SLT	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>All items that are regularly accessed are stored at a height that all persons can reach without using access equipment</li> <li>Appropriate access equipment (e.g. kick-a-long stool / step ladder) is readily available and used.</li> <li>All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> </ul>	LOW		✓
Electrical Equipment & Electricity	SMT / SLT	Shock, electrocution, burns and fire	<ul style="list-style-type: none"> <li>The building is subjected to regular (5 yearly) fixed installation testing regime.</li> <li>All portable electrical equipment is subjected to annual PAT testing.</li> <li>A pre-use visual check of the electrical equipment is carried out by the user.</li> <li>All staff have received training in the safe use of electrical equipment</li> </ul>	LOW		✓
Display	SMT / SLT	Musculo-	<ul style="list-style-type: none"> <li>All users of DSE have received training in the safe</li> </ul>			

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Screen Equipment		skeletal disorders, carpal tunnel syndrome, eye strain, headaches etc.	<p>use and set up.</p> <ul style="list-style-type: none"> <li>Adjustable chairs are provided.</li> <li>A DSE self assessment has been carried out by each user and the findings actioned. The self assessment is reviewed annually or when circumstances/equipment changes.</li> </ul>	LOW		✓
Aggression	SMT / SLT	Fear, cuts, bruises etc.	<ul style="list-style-type: none"> <li>The academy has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation.</li> <li>Conflict resolution training is available for all front line staff or those who have regular face to face interaction with parents/members of the public.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> </ul>	LOW		✓
Fire	SMT / SLT	Burns, smoke inhalation, death	<ul style="list-style-type: none"> <li>See <b>fire risk assessment</b> that has been carried out.</li> <li>The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>Regular fire evacuation drills are practiced termly as a minimum</li> <li>All staff members receive fire awareness training at regular intervals.</li> </ul>	LOW		✓
Work Related Stress	SMT / SLT	Ill health leading to absence or breakdown	<ul style="list-style-type: none"> <li>All staff members receive regular formal supervision / PDR reviews where workload etc. can be discussed.</li> <li>There is an open door policy within the academy where managers can be approached when staff members are feeling stressed.</li> <li>Stress awareness training is available for those at risk.</li> </ul>	LOW		✓

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## TEACHERS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Teachers					YES	NO
Slips & Trips	Teachers	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>• Good housekeeping is practiced throughout the classroom</li> <li>• All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas.</li> <li>• Cleaning is carried out outside of academy core hours when occupation is minimal</li> <li>• The use of extension leads / reels are kept to minimum</li> <li>• All cables are secreted beneath desks and adjacent to walls and <b>not</b> trailing across traffic routes.</li> <li>• Sensible shoes are worn whilst at work that are appropriate for the job (e.g. flat, covered heel and toe)</li> </ul>	LOW		✓
Falls	Teachers	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>• All items that are regularly accessed are stored at a height that all persons can reach without using access equipment</li> <li>• Appropriate access equipment (e.g. kick-a-long stool/step ladder) is readily available and used.</li> <li>• All access equipment is formally checked at regular intervals for defects and prior to each use by the user.</li> <li>• Working at height training course available for identified staff members</li> <li>• Teachers who use access equipment regularly wear suitable clothing and footwear</li> </ul>	LOW		✓
Display	Teachers	Musculo-	<ul style="list-style-type: none"> <li>• All users of DSE have received training in the safe</li> </ul>			

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Screen Equipment (DSE)		skeletal disorders, carpal tunnel syndrome, eye strain, headaches etc	<p>use and set up.</p> <ul style="list-style-type: none"> <li>Adjustable (height and back) chairs are provided for the user.</li> </ul>	LOW		✓
Aggression	Teachers	Fear, cuts, bruises etc.	<ul style="list-style-type: none"> <li>The academy has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation.</li> <li>Conflict resolution training is available for all front line staff or those who have regular face to face interaction with parents / members of the public.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> </ul>	LOW		✓
Work Related Stress	Teachers	Ill health leading to absence and breakdown	<ul style="list-style-type: none"> <li>All staff members receive regular formal supervision / PDR reviews where workload etc can be discussed.</li> <li>There is an open door policy within the academy where managers can be approached when staff members are feeling they are becoming “overworked”.</li> <li>Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.</li> </ul>	LOW		✓
Fire	Teachers	Burns, smoke inhalation, death	<ul style="list-style-type: none"> <li><b>See fire risk assessment</b> that has been carried out.</li> <li>The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>Regular fire evacuation drills are practiced termly as a minimum</li> <li>All staff members receive fire awareness training at regular intervals.</li> </ul>	LOW		✓
Electrical Equipment & Electricity	Teachers	Shock, electrocution, burns and fire	<ul style="list-style-type: none"> <li>The building is subjected to regular (5 yearly) fixed installation testing regime.</li> </ul>	LOW		✓

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			<ul style="list-style-type: none"> <li>• All portable electrical equipment is subjected to regular PAT testing.</li> <li>• A pre-use visual check of the electrical equipment is carried out by the user.</li> <li>• All staff have received training in the safe use of electrical equipment</li> </ul>			
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## TEACHING ASSISTANT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Teaching Assistant					YES	NO
Slips & trips	Teaching Assistant	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>Good housekeeping is practiced throughout the classroom</li> <li>All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas.</li> <li>Cleaning is carried out outside of academy core hours when occupation is minimal</li> <li>The use of extension leads / reels are kept to minimum</li> <li>All cables are secreted beneath desks and adjacent to walls and <b>not</b> trailing across traffic routes.</li> <li>Sensible / suitable footwear is worn for the job to be carried out (e.g. flat, covered heel and toe).</li> </ul>	LOW		✓
Falls	Teaching Assistant	Cuts, bruises through to broken bones	<ul style="list-style-type: none"> <li>All items that are regularly accessed are stored at a height that all persons can reach without using access equipment</li> <li>Appropriate access equipment (e.g. kick-a-long stool / stepladder) is readily available and used.</li> <li>All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> <li>All staff members wear appropriate and sensible footwear and clothing when using access equipment.</li> <li>Working at height training course available for identified staff members</li> </ul>	LOW		✓
Display Screen	Teaching Assistant	Musculo- skeletal	<ul style="list-style-type: none"> <li>All users of DSE have received training in the safe use and set up.</li> </ul>			

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Equipment (DSE)		disorders, carpal tunnel syndrome, eye strain, headaches etc	<ul style="list-style-type: none"> <li>Adjustable (height and back) chairs are provided.</li> <li>A DSE self assessment has been carried out by each user and the findings actioned. The self assessment is reviewed annually or when circumstances change.</li> </ul>	LOW		✓
Aggression	Teaching Assistant	Fear, cuts, bruises etc	<ul style="list-style-type: none"> <li>The academy has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation.</li> <li>Conflict resolution training is available for all front line staff or those who have regular face to face interaction with parents / members of the public.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> </ul>	LOW		✓
Work related stress	Teaching Assistant	Ill health leading to absence or possible breakdown	<ul style="list-style-type: none"> <li>All staff members receive regular formal supervision / PDR reviews where workload etc can be discussed.</li> <li>There is an open door policy within the academy where managers can be approached when staff members are feeling they are becoming "overworked".</li> <li>Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.</li> </ul>	LOW		✓
Fire	Teaching Assistant	Burns, smoke inhalation, death	<ul style="list-style-type: none"> <li>See <b>fire risk assessment</b> that has been carried out.</li> <li>The fire procedure is shown to the staff member on the first day at work as part of the induction process.</li> <li>Regular fire evacuation drills are practiced termly as a minimum</li> <li>All staff members receive fire awareness training at regular intervals.</li> </ul>	LOW		✓
Electrical equipment and electricity	Teaching Assistant	Shock, electrocution, burns and fire	<ul style="list-style-type: none"> <li>The building is subjected to regular (5 yearly) fixed installation testing regime.</li> <li>All portable electrical equipment is subjected to</li> </ul>	LOW		✓

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			<p>regular PAT testing.</p> <ul style="list-style-type: none"> <li>• A pre-use visual check of the electrical equipment is carried out by the user.</li> <li>• All staff have received training in the safe use of electrical equipment</li> </ul>			
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Inadequate Controls Identified	Planned Action	Low Medium High	Residual Risk Level	Are proposed controls adequate?		Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)
				Yes	No			
First Aid	First Aiders are required in all high risk departments and around both schools including the cleaning and site staff	HIGH	LOW	✓		Business Manager	Summer Term	
Design & Technology Risk Assessments not completed by staff	The risk assessments need to be amended to be specific to the academy			✓				
Drama Risk Assessments not completed by staff	The risk assessments need to be amended to be specific to the academy			✓				
Music Risk Assessments not completed by staff	The risk assessments need to be amended to be specific to the academy			✓				
Physical Education Risk Assessments not completed by staff	The risk assessments need to be amended to be specific to the academy			✓				
Science Risk Assessments not completed by staff	The risk assessments need to be amended to be specific to the academy	HIGH		✓				

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Inadequate Controls Identified	Planned Action	Low Medium High	Residual Risk Level	Are proposed controls adequate?		Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)
				Yes	No			

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Risk Level	<b>Action &amp; Timetable</b> <a href="#">Back to Index</a>
<b>LOW</b>	<p>No action is needed and no documentary records need to be kept other than a record of the assessment and the outcome.</p> <p>No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.</p>
<b>MEDIUM</b>	<p>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (review each year)</p>
<b>HIGH</b>	<p>Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (review within three months or shown in an action plan)</p>

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