



BELLE VUE
GIRLS' ACADEMY

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Risk Assessment Policy

| Reviewed by | Approved by | Date of Approval | Next Review Date |
|--------------------|--------------------|-------------------------|-------------------------|
| WS | LGB | October 23 | October 24 |

1. Aims

Belle Vue Girl's Academy aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism

A table of all the statutory and risk assessments required by Belle Vue Girl's Academy can be found in Appendix 1 .

3. Definitions

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| Risk assessment | A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm |
| Hazard | Something with the potential to cause harm to people, such as chemicals or working from height |
| Risk | The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be |
| Control measure | Action taken to prevent people being harmed |

4. Roles and responsibilities

4.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

BDAT, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Headteacher

The Headteacher, or in the Headteacher's absence the Deputy Headteacher, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks at Belle Vue Girls' Academy, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by all staff required to do so. The list is not exhaustive

This policy will be reviewed by the Academy Business Leader every year and approved by the Governing Body

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

| Statutory risk assessment | ✓ | Completed by | Where to access assessment |
|-------------------------------------|---|------------------|--|
| Workers under the age of 18 | | WS | Appendix 3 |
| Asbestos | | BMDC | Academy Business Leader |
| Substances hazardous to health | | WS | Appendix 3 |
| Display screen equipment | | WS | Appendix 3 |
| Fire | | External Support | Appendix 3 and Academy Business Leader |
| First aid | | WS | Appendix 3 and First Aid Policy |
| Manual handling | | WS | Appendix 3 |
| Working at height | | WS | Appendix 3 |
| Children being drawn into terrorism | | JP | DSL |

| Subject Specific Risk Assessment required by Belle Vue Girls Academy | ✓ | Completed by | Where to access assessment |
|--|---|-----------------------------------|--|
| Science | | Head of Faculty/Classroom Teacher | Head of Faculty or Academy Business Leader |
| Technology | | Head of Faculty/Classroom Teacher | Head of Faculty or Academy Business Leader |
| Art | | Head of Faculty/Classroom Teacher | Head of Faculty or Academy Business Leader |
| PE | | Head of Faculty/Classroom Teacher | Head of Faculty or Academy Business Leader |

| General Risk Assessments required by Belle Vue Girls' Academy | ✓ | Completed by | Where to Access Risk Assessment |
|---|---|------------------|---------------------------------|
| Classroom Risk Assessments | | WS | Appendix 3 |
| Use of Equipment | | WS | Appendix 3 |
| Contractors | | WS | Appendix 3 |
| New Employees | | WS | Appendix 3 |
| Slips, trips and falls | | WS | Appendix 3 |
| Minibus | | WS | Appendix 3 |
| Adverse Weather | | WS | Appendix 3 |
| School Visits | | WS | School visit coordinator |
| Legionella | | External Support | Appendix 3 and Academy |

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|---|--|----|--|
| | | | Business Leader |
| Road/vehicles on site | | WS | Business Leader |
| Parents Evening/Open Evening/Our of hours event | | WS | Appendix 3 and Academy Business Leader |
| Zara sports centre | | WS | Academy Business Leader |
| Lone working | | WS | Appendix 3 |
| Site Specific (Caretaking, Window Cleaning, Corridors, Glass, Garages, Paths, Garden Furniture, Flower Tubs, Grassed Area, Spraying of Chemicals, Store Rooms, Toilets, Temperature, Waste, water systems, Health and Safety Inspections, Electrical Mains, Contact with electricity) | | WS | Appendix 3 |
| Office and working areas | | WS | Appendix 3 |

Note-This is list is not exhaustive



Appendix 2: risk assessment template

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| <p>LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)</p> <p>SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)</p> <p>Degree of Risk (DR) = LIKELIHOOD x SEVERITY</p> <p>** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.</p> |
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|--------------------------|------------------|----------------------|
| Assessment conducted by: | Job title: | Covered: |
| Risk assessment title: | | |
| Date of assessment: | Review interval: | Date of next review: |

| ACTIVITY | PERSON AT RISK | SIGNIFICANT HAZARDS | RISK* | | | RISK CONTROL MEASURES | RESIDUAL RISK** | | |
|-------------------------------|-----------------|--|-------|---|----|--|-----------------|---|----|
| | | | L | S | DR | | L | S | DR |
| EXAMPLE Hacksaw use | Pupil and peers | Laceration to pupil using saw Dangers to other pupils | 4 | 4 | 16 | Pupils who are likely to cause injury to themselves or others are prohibited from using hacksaws. Only staff to replace worn blades by holding the hacksaw in a holding device whilst compressing the frame (replacement blades are replaced with the teeth pointing forwards.) | 3 | 2 | 6 |

Appendix 3: Statutory, Required and Site Specific Risk Assessments

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|--|------------------------------------|---|
| Assessment conducted by: Risk assessment title: Statutory, Required and Site Specific | Job title: Academy Business Leader | Covered: Pupils, Staff, Visitors, Contractors and other Stake Holders. |
| Date of assessment: October 2022 | Review interval: 1 year | Date of next review: October 2023 |

| ACTIVITY | PERSON AT RISK | SIGNIFICANT HAZARDS | RISK* | | | RISK CONTROL MEASURES | RESIDUAL RISK** | | |
|--------------------------------|--|--|-------|---|----|---|-----------------|---|----|
| | | | L | S | DR | | L | S | DR |
| SLIPS TRIPS AND FALLS | | | | | | | | | |
| Walking around the school site | Pupils, Staff, Visitors, Contractors and other Stake Holders | <p>Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on:</p> <ul style="list-style-type: none"> •damaged carpets /mats, •spillages from cleaning substances / beverages •items of equipment obstructing walkways •defective surfaces inside or outside of the building. •ice in winter weather •wet leaves on path <p>This may result in bumps and blows, bruising and fractures.</p> | 4 | 3 | 12 | <ul style="list-style-type: none"> • Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round by Site Manager • Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated). • Efforts made to grit external floors in icy weather. • Defected areas to be highlighted and cordoned off where possible. • Paths to be cleared at regular intervals. • All equipment to be positioned to ensure that no computer equipment can obstruct a walkway. • Visual inspections of floor area to be conducted before commencement of each working day | 2 | 2 | 4 |

MANUAL HANDLING

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|-----------------|-------|--|---|---|---|---|---|---|---|
| Manual handling | Staff | <p>Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in:</p> <ul style="list-style-type: none"> • Sprains • Back Injuries • Muscular Skeletal Disorders (MSDs) • Impact | 3 | 3 | 9 | <ul style="list-style-type: none"> • Staff have received annual Manual Handling training through the e-learning suite (H&S basics training) • Shared lifting practices to be adopted where appropriate. • Large / heavy items to be assessed before handling. • Lifting and Handling aids to be provided where necessary. • Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling. See Academy Business Leader • All staff to have the opportunity to read manual handling plans & EHCPs for pupils with whom they are not familiar. | 2 | 2 | 4 |
|-----------------|-------|--|---|---|---|---|---|---|---|

DISPLAY SCREEN EQUIPMENT

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|-----|------------------|--|---|---|---|---|---|---|---|
| DSE | Staff and Pupils | Staff and pupils may suffer musculoskeletal disorders as a result of incorrect postural set-up of workstations. Such injuries may include eye strains, RSI's, back pain, carpal tunnel syndrome etc. | 3 | 3 | 9 | <p>DSE Users to be assessed for the following:</p> <ul style="list-style-type: none"> • Adequate lighting, temperature and ventilation. • Regular breaks to be taken to ensure DSE users are not maintaining unsuitable postures. • Leg room available beneath desks. • Mouse mats provided. • DSE Users to be DSE Assessed • DSE Users to be provided with any equipment deemed necessary resulting from DSE Assessment (e.g. footrest, anti-glare screen) • Adequate lighting to be provided at DSE Workstations • Blinds on windows to be provided to reduce glare and reflection. • DSE Users to be aware of their entitlement to eye tests and payment towards glasses. • DSE Users encouraged to take regular breaks away from the screen • DSE Users encouraged to report any faults with equipment or any medical problems. | 2 | 2 | 4 |
|-----|------------------|--|---|---|---|---|---|---|---|

WORKING AT HEIGHTS

| | | | | | | | | | |
|--------------------|--|--|---|---|----|---|---|---|----|
| Working at heights | Pupils, Staff, Visitors, Contractors and other Stake Holders | Staff, pupils and visitors may be injured as a result of items falling / being thrown from high level walkways. This may result in bumps, blows, bruising and lacerations/ fractures and potentially fatality. | 4 | 4 | 16 | <ul style="list-style-type: none"> • Site staff to control access to roof. • Signage to be used/areas to be fenced off if work at height may cause a potential hazard to those below • Only light items to be stored at height. • Only adults to reach for items stored at height ensuring that no pupils are below the potential “drop zone.” • Items at height to be stored in a sensible manner to ensure that the potential for falls is limited. • Suitable access equipment to be provided and maintained for staff to access items stored at height. • Stepladders/ladders should only be used by trained people or instructed how to use them • Stepladders/ladders to be regularly inspected and maintained • Use of stepladder/ladder specific to the height required • Appropriate signage to be used when deemed appropriate, i.e. doorways/stairs/steps. • All ladders to be locked/stored away when not in use. Pupils are strictly forbidden from using any type of ladder. • All lone working on ladders/at height should be avoided unless absolutely necessary i.e. emergency work. • Anyone lone working on ladders/height must have received working at height awareness training • All staff carrying out regular height/ladder work to have received working at height training | 3 | 4 | 12 |
|--------------------|--|--|---|---|----|---|---|---|----|

WORKING ON THE SCHOOL ROOF

| | | | | | | | | | |
|-----------------|-----------------------|---|---|---|----|---|---|---|----|
| Working on roof | Staff and Contractors | Staff and contractors from slips, trips and falls leading to fractures, bumps, blows to head, lacerations and potential fatality. | 4 | 5 | 20 | <ul style="list-style-type: none"> • Roof is of sound construction • Any work on roofs or access to roofs should only be attempted in suitable weather conditions i.e. no frost/ice, no excessive wind etc • Access to roofs only by site staff and competent contractors. All work within 2 metres from the edge to have additional barriers/measures in place to prevent falling • Suitable work wear and footwear to be worn • All lone working on roofs must only be carried out in emergency situations | 3 | 4 | 12 |
|-----------------|-----------------------|---|---|---|----|---|---|---|----|

NEW EMPLOYEE

| | | | | | | | | | |
|---------------|-------|----------------------------|---|---|---|---|---|---|---|
| New employees | Staff | Injury to new staff member | 3 | 3 | 9 | <ul style="list-style-type: none"> To receive undertake staff induction process asap. To undertake only those tasks previous training allows. To complete all relevant additional training the post requires within the timescales set the induction period. | 2 | 2 | 4 |
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USE OF EQUIPMENT

| | | | | | | | | | |
|------------------|------------------|--|---|---|----|--|---|---|---|
| Use of equipment | Staff and Pupils | Staff and students may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation. | 4 | 3 | 12 | <ul style="list-style-type: none"> All electrical equipment to be PAT tested in line with school cycle. All equipment visually inspected by teacher prior to use and condemned until repaired / replaced if any defects noticed. PPE to be provided where required. Training and instruction given to all staff and children who operate the equipment. Children to be supervised when using equipment. No loose hair, clothing or jewellery to be worn when using equipment. Trailing cables to be secured to prevent trips. | 3 | 2 | 6 |
|------------------|------------------|--|---|---|----|--|---|---|---|

CONTRACTOR RISK ASSESSMENT

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|-----------------------|--------------------------------------|--|---|---|----|---|---|---|----|
| Contractors (general) | Pupils, staff, visitors, contractors | Injury to pupils, staff, visitors, contractors | 4 | 5 | 20 | <ul style="list-style-type: none"> Contractors are required to comply with the school safety policy Contractors are required to sign in and out as for all visitors Business Leader to ask contractors, at a pre contract meeting, if they are going to create any hazards and how they are to control them. Contractors to be used must satisfy selection criteria Contractors to be supervised and monitored by Site Manager whilst on premises in accordance with safeguarding requirements Business Leader to induct contractors using contractor booklet | 4 | 3 | 12 |
|-----------------------|--------------------------------------|--|---|---|----|---|---|---|----|

CLASSROOM AND GENERAL AREAS RISK ASSESSMENT

| | | | | | | | | | |
|----------------------------------|----------------------------|---|---|---|----|---|---|---|---|
| All classroom and teaching areas | Pupil, Staff and Visitors | Pupils, staff and visitors from: slips, trips, falls, burns & scalds and electrocution. | 4 | 3 | 12 | <p>See general control measures for example:</p> <ul style="list-style-type: none"> • Slips and trips • Falls from height (and use of step ladders) • Use of equipment • Contact with electricity • Manual handling & HCPs <p>Additional comments:</p> <ul style="list-style-type: none"> • Teachers and classroom staff to do a visual check of the classroom and report any concerns to the Site Manager • Floors to be maintained in a good condition • Spillages cleaned promptly and thoroughly using the appropriate equipment i.e. body fluids spillage kit. • Cleaning wet floor signs to be used. • Ensure floors are kept dry in wet weather. • Avoid having trailing cables. • No drinks to be given near electrical equipment. • Clean food/drink spillages immediately. • Staff to report problems to the site manager using existing procedures. • Signs available from the cleaning store. • All classroom resources to be stored safely. No heavy items stored at height. • Label and store safely damaged equipment/fittings and report to Site Manger using normal procedures <p>Any concerns to be discussed with line managers asap</p> <ul style="list-style-type: none"> • Class size to be assessed against need/risks/age/maturity/ experience of the pupils | 3 | 2 | 6 |
| Office & Reception | Pupils, Staff and visitors | Staff pupils and visitors at risk from intruders, slips, trips and falls | 4 | 3 | 12 | <ul style="list-style-type: none"> • Adhere to all general site RAs that apply. • Access to the building controlled by key card or by reception. • CCTV monitoring <p>See general control measures for example:</p> <ul style="list-style-type: none"> • Slips and trips • Falls from height (and use of step ladders) • Use of equipment • Contact with electricity | 3 | 2 | 6 |

LONE WORKING

| | | | | | | | | | |
|---|-------|-----------------------------------|---|---|----|---|---|---|---|
| | | | | | | | | | |
| LONE WORKING | | | | | | | | | |
| Lone Working (Out of school hours and holidays) | Staff | Injury to all staff working alone | 4 | 5 | 20 | <p>Policy guidance and information available on the school website</p> <p>Any expectant mothers are subject to an individual risk assessment by thr Business Leader</p> <p>If lone working cannot be avoided, the following control measures are in place</p> <ul style="list-style-type: none"> • Staff are 'competent' (e.g. trained) to carry out the activity • Formal procedures are in place within the section / team relating to lone working activities • All staff have been made aware of the procedures (within induction for new members of staff) • Arrangements are in place for reviewing lone working procedures, i.e. following an accident / near miss / incident, or on a periodic basis (annually) • Arrangements are in place for staff to raise their concerns relating to working arrangements as they arise <p>Staff do work alone early / late / holidays</p> <p>Lone working procedures cover this situation</p> <ul style="list-style-type: none"> • Procedures include security arrangements, i.e. ensuring that external doors / windows secured to prevent unauthorised access into the premises • However Lone workers are required to be in regular contact with someone who knows they are working alone (Site staff have Academy Business Leader and Head teacher mobile number). • School site has monitored CCTV | 3 | 3 | 9 |

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| | | | | | | <p>Attending an Alarm Callout</p> <ul style="list-style-type: none"> • Only identified key-holders to attend alarm call outs. • Arrangements in place to inform others when visiting the site out of hours, ensuring that an alarm is raised in the event of an accident / incident occurring on site. • Mobile phones to be carried at all times. • Intruder and fire alarm linked to the monitoring station | | | |
| ADVERSE WEATHER CONDITIONS | | | | | | | | | |
| Exposure to inclement weather | Staff and Pupils | Staff/pupils may suffer from conditions of hypothermia and sun burn and dehydration as a result of working/exposure in external areas for long periods of time. | 3 | 3 | 9 | <ul style="list-style-type: none"> • Drinking water provided to Pupil/staff in hot weather. • Suitable clothing to be worn by Pupil/staff. • Regular communication with Pupil/staff to take place in extremes of temperature. | 2 | 2 | 4 |
| Snow and Ice removal | Staff, pupils & visitors | Staff, pupils & visitors hazards include slips, trips and falls, loss of control of vehicle, exposure, exposure to rock salt, lone working leading to risk of injury. | 4 | 4 | 16 | <ul style="list-style-type: none"> • Due diligence and care to be taken by staff either in vehicles or by foot • Suitable footwear to be worn during these conditions • Due diligence and care to be taken by staff • Suitable footwear and PPE to be worn during these conditions (including handling of rock salt) • Use of mechanical machinery where possible to reduce manual handling • Staff to be aware of lone working guidance. • Site Staff to salt the walkway as a priority • Car park to be salted as and when required after the walkway is salted. <p>Site Staff</p> | 3 | 3 | 9 |

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| | | | | | | <ul style="list-style-type: none"> • Staff to have adequate knowledge of lifting techniques • Site staff issued with wellies • Manual push gritter on site • In severe snow, site gritted by external contractor • First aid provision on site: including eye wash facilities. Site manager to ensure staff clearing snow aware of safety measures and availability of first aid resources. | | | |
| COSHH | | | | | | | | | |
| Cleaning chemicals & hazardous substances, flammables | Site Staff, Caretaker, Cleaners, Pupils, Staff | Site manager, caretaking, cleaners, pupils, staff from: Splashes to skin or eyes, burns | 4 | 3 | 12 | <ul style="list-style-type: none"> • Site Manager to be aware of COSHH assessments • Chemicals to be stored in appropriate place(s) • Room(s) storing chemicals safely to be locked when not in use. • Site Manager to receive COSHH training • Subject to annual H&S inspections; site manager responsible for daily management • DO NOT store them in gas or electricity cupboards • Fire extinguisher to be in place if required • COSHH assessments to be carried out and control measures in place • Staff to be informed of COSHH control measures | 2 | 3 | 6 |
| Contact with substances | Teachers and Pupils | Teaching staff and pupils may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and art & design substances such as adhesives. Such injuries may result in | 4 | 3 | 12 | <ul style="list-style-type: none"> • Separate COSHH assessments conducted for all harmful substances. • Children instructed on the safe use of particular substances. • Safety Eyewear conforming to BS EN 166 supplied where required. • Protective aprons and gloves to be worn where required. • CLEAPSS guidance available for all substances used in Science and Art & Design areas. | 2 | 3 | 6 |

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| | | eye and skin irritation, burns and breathing difficulties. | | | | | | | |
| SITE SPECIFIC RISK ASSESSMENTS | | | | | | | | | |
| Caretaking duties | Site Manager, Caretaker, staff and pupils | Injury to staff, pupils and visitors | 4 | 3 | 12 | <p>See general control measures for example:</p> <ul style="list-style-type: none"> • Slips and trips • Falls from height (and use of step ladders) • Use of equipment • Contact with electricity | 2 | 3 | 6 |
| Window cleaning | Pupils, staff, visitors, contractors | Window cleaner, people below at risk from fall from heights/dropped objects from height | 4 | 3 | 12 | <ul style="list-style-type: none"> • Contract cleaners should only be taken on when they can demonstrate a formal risk assessment has been carried out and the control measures identified | 2 | 3 | 6 |
| Corridors | Pupils, staff, visitors, | Pupils, staff, visitors, contractors at risk from slips, trips and falls | 4 | 3 | 12 | <ul style="list-style-type: none"> • Ensure floors remain in good condition <p>To be kept clear at all times (no storage of equipment, do not leave bags in corridors etc)</p> | 2 | 3 | 6 |
| Glass | Pupils, staff, visitors | Pupils, staff, visitors at risk from glass splinters | 4 | 3 | 12 | <ul style="list-style-type: none"> • Low level glass to be safety glass or treated with safety film • Damaged glass to be replaced as soon as possible | 2 | 3 | 6 |

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|---------------------------------|-------------------------|--|---|---|----|--|---|---|---|
| Sheds & garages used as storage | Pupils, staff, visitors | Staff and contractors at risk from slips, trips, falls, falling items, fire | 4 | 3 | 12 | <ul style="list-style-type: none"> • Sheds/garages to be kept locked when not in use • Shed/garages to be kept tidy • Keep storage of hazardous/flammable items to a minimum • Bins to be stored away from school | 2 | 3 | 6 |
| Paths | Pupils, staff, visitors | Staff, pupils and visitors at risk from slips, trips & falls | 4 | 3 | 12 | <ul style="list-style-type: none"> • Paths to remain in good condition and not breaking up which makes it slippery • There should be no holes in the surface • If moss or fallen leaves are a problem they should be removed regularly • All paths to be cleared once a week when weather allows | 2 | 3 | 6 |
| Garden furniture | Pupils, staff, visitors | Staff, pupils and visitors at risk from slips, trips & falls | 4 | 3 | 12 | <ul style="list-style-type: none"> • Garden furniture to be inspected regularly and subject to annual maintenance | 2 | 3 | 6 |
| Flower tubs | Pupils, staff, visitors | Staff, pupils, visitors at risk from bruising, bone fractures | 4 | 3 | 12 | <ul style="list-style-type: none"> • Tubs to be safely positioned to prevent people falling over them | 2 | 3 | 6 |
| Grassed areas | Pupils, staff, visitors | Staff, pupils, visitors at risk from slips, trips & falls | 4 | 3 | 12 | <ul style="list-style-type: none"> • Grass areas to be inspected regularly by Site Manager to ensure they remain in safe condition, no holes, sharps etc | 2 | 3 | 6 |
| Spraying of chemicals | Pupils, staff, visitors | Pupils, staff, visitors, site manager, contractors at risk from/of Inhalation, | 4 | 3 | 12 | <ul style="list-style-type: none"> • Chemical spraying should not be carried out in term time • Spraying only to be carried out by trained, competent person • COSHH assessments to have been completed for chemicals used and control measures rigorously followed | 2 | 3 | 6 |

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|------------------------------|-------------------------|---|---|---|----|--|---|---|---|
| | | chemical absorption through skin | | | | | | | |
| Store rooms and storage bays | Pupils, staff, visitors | Staff, pupils and visitors at risk from slips, trips, falls, falling items | 4 | 3 | 12 | <ul style="list-style-type: none"> • Good housekeeping to be maintained at all times • Storage racking etc to be secured to wall • Racking and shelving not to be overloaded • Kick-stools or step ladders to be available where high shelving in place, any chairs to be removed • Suitable lighting • Store rooms with potential harmful materials to be locked when not in use • Heavy items to be stored on waist high shelving, with light items at top and bottom | 2 | 3 | 6 |
| Toilets | Pupils, staff, visitors | Staff, pupils, visitors from poor hygiene, slips, trips, falls, trapped persons | 4 | 3 | 12 | <ul style="list-style-type: none"> • Toilet areas to be maintained in good condition • Toilet areas to be maintained in hygienic conditions • Spillages on floors to be mopped up asap with correct signage • Soap and drying systems available • Where doors have a locking device it must have an override system to release trapped persons • Sanitary disposal system in place where necessary and emptied at regular intervals | 2 | 3 | 6 |
| Temperature | Pupils, staff, visitors | Staff, pupils and visitors at risk from cold, heat, stress | 4 | 3 | 12 | <ul style="list-style-type: none"> • School boilers to be capable of maintaining suitable temperature in school • Building temperature to be controlled by boiler management system under the guidance of the site manager • Sufficient means of ventilation to be available in hot weather • If temperature falls below agreed temperature, extra heating provision to be provided or closure of the school must be considered by the Head teacher . | 2 | 3 | 6 |

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| Waste (including clinical) | Pupils, staff, visitors | Staff and pupils. Slips, trips, falls, hygiene | 4 | 3 | 12 | <ul style="list-style-type: none"> Adequate systems to be in place to remove normal waste and clinical waste External bin areas to be kept clean, well ventilated and free from pests Rubbish should not be allowed to accumulate in bin areas Bins should be fitted with lids Bin areas are not to be used for other storage | 2 | 3 | 6 |
| Water systems, tanks, taps, shower outlets | Pupils, staff, visitors | Staff, pupils & visitors from Bacterial infection | 4 | 3 | 12 | <ul style="list-style-type: none"> Local Legionella Assessment conducted in school by external contractor. More detailed controls contained within. Water management and inspection routines in place in accordance with specific Legionella guidelines. Staff carrying out Legionella flush through must have relevant training | 2 | 3 | 6 |
| Health & Safety inspections and other agency inspections i.e BDAT, Learn Safe | Pupils, staff, visitors | Staff, pupils, visitors from poor hygiene, slips, trips, falls, trapped persons | 4 | 3 | 12 | <ul style="list-style-type: none"> All repairs to be recorded on Every system H&S work to be carried out within prescribed time limits. All inspection remedial work to be carried in accordance to guidelines All ongoing records of site required to be kept up to date by site manager and Academy Business Leader. | 2 | 3 | 6 |
| Electrical Mains cupboards | Pupils, staff, visitors | Site Staff, Contractors at risk from explosions, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling | 4 | 4 | 16 | <ul style="list-style-type: none"> To be locked when not in use Fire control measures in place, and tested, with easy access to extinguisher Main isolator switches to be clearly marked Housekeeping to be to a good standard at all times Adequate ventilation to be maintained at all times Floor areas to remain clear of spills, grease, oil, etc Sign on external door indicating electrical hazard Limited access to the area | 3 | 3 | 9 |
| Contact with electricity | Pupils, staff, visitors | Staff and Pupils may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can | 4 | 4 | 16 | <ul style="list-style-type: none"> School to arrange PAT testing of all portable electronic items of equipment on an annual basis and a log kept Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis. No personal portable electrical equipment to be brought onto site unless it has been electrically tested. | 3 | 3 | 9 |

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| | | potentially result in death. | | | | <ul style="list-style-type: none"> Any modifications or repairs to electrical items must only be done so by a competent person. Any 'unsafe' electrical items to be removed from use until properly repaired. Staff to be encouraged to make visual inspections of electrical equipment prior to use. Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder. All equipment that is hired must be electrically sound Information, training and instruction to be provided to those staff using electrical equipment. | | | |
| FIRE | | | | | | | | | |
| Fire | Pupil, Staff, Visitors, Contractors | Any person on site may be subject to serious injury / death in the event of a fire. | 5 | 5 | 25 | <ul style="list-style-type: none"> Local Fire Risk Assessment conducted in school by external contractor. More detailed controls contained within. Emergency action plan devised, communicated and tested. All visitors made aware of nearest fire exits and assembly points. Fire Safety Awareness training provided for staff. | 4 | 3 | 12 |
| FIRST AID | | | | | | | | | |
| First aid | Staff, Pupil and Visitors | In the event of an accident, injury, or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment. | 5 | 5 | 25 | <ul style="list-style-type: none"> Local First Aid Assessment conducted in school. More detailed controls contained within. Adequate number of first aiders and emergency first aiders available in school. First aiders always available on educational visits where practicable Training issued and refreshed continually to first aiders. First aid kits suitably stocked. | 4 | 3 | 12 |

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| | | | | | | <ul style="list-style-type: none"> • First aid kits situated throughout the school and at fire assembly point. • First aid kits regularly checked to ensure adequate provisions are available. • School awareness of method for contacting the emergency services. | | | |
| MINIBUS | | | | | | | | | |
| Minibus | Pupils and Staff | Injury and issues around the use of the minibus | 5 | 5 | 25 | <ul style="list-style-type: none"> • Each driver is trained to inspect the vehicle before and at the end of each journey. • M Whittingham is the most frequent and experienced driver and carries out the most frequent vehicle safety and condition checks. • Service maintenance is carried out regularly in accordance with MOT and maintenance requirements. <p>Any concerns are passed to the Academy Business Leader who will decide whether to:</p> <ul style="list-style-type: none"> • Stop the vehicle being used for student transport • Book the vehicle in for assessment and/or repair • Review the viability of repairs in terms of value for money <p>Vehicle Insurance - Zurich Municipal through Towergate</p> <p>Personal indemnity cover – CHUBB</p> <p>Vehicle insurance – Sep 20-Aug 21</p> <p>Vehicle MOT and service – December 2020-21</p> <p>Vehicle road tax – 01-feb 20-Jan 21</p> <p>Driver licence check - Sept 2020</p> <p>Breakdown on Ordinary Carriageways</p> <ul style="list-style-type: none"> • Move the vehicle as far to the left as possible. Switch on the hazard lights. • In the event of a breakdown, contact a member of the Senior Management Team. Inform them of the situation .If you are nowhere | 4 | 3 | 12 |

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| | | | | | | <p>near a telephone, display a PLEASE CALL POLICE sign in the back window. Wait in the vehicle with the windows and doors locked until help arrives.</p> <ul style="list-style-type: none"> • If someone stops to offer help, stay inside the vehicle with the doors locked. Open the window sufficiently to ask them to go to the nearest telephone and notify the police or rescue service for you. Do not get into the car with a stranger or attempt to hitch a lift. • If a mechanic or the police arrive and are not in uniform or are in an unmarked vehicle, ask to see some form of identification before getting out of the vehicle. • Deploy warning triangles or cones if it is safe to do so. | | | |
| | | | | | | <ul style="list-style-type: none"> • If the vehicle breaks down on the motorway, or a serious fault develops, put your hazard warning lights on and pull over to the hard shoulder as quickly and as far off the carriageway as possible. • If possible, angle the front of your vehicle slightly inwards, which helps to indicate you have broken down. • Once on the hard shoulder, try to coast to a telephone box. These are one mile apart along all stretches of motorway. Never reverse on the hard shoulder or attempt to cross the central reservation. This is illegal, highly dangerous and pointless, as the telephones on motorways should be in the same position on either side. | | | |
| OPEN EVENING/OUT OF HOURS SCHOOL EVENT | | | | | | | | | |
| Open Evening/Out of hours school event | Staff, Pupil and Visitors | Any person on site may be subject to injury | 3 | 3 | 9 | <ul style="list-style-type: none"> • Local Open Evening Risk Assessment conducted in school. More detailed controls contained within. • Fire exit points available and exits clearly marked. • Fire alarm certificates in place. • Academy staff experienced and familiar with evacuation procedure • Emergency lighting certificates in place. Emergency lighting weekly checks. | 2 | 2 | 4 |

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| | | | | | | <ul style="list-style-type: none"> • Area set aside for visitors. Car parking arrangement agreed in advance. Fewer staff and visiting vehicles on site than open evenings. • Gates on timer to reduce unauthorised visitors | | | |
| WORKERS UNDER THE AGE OF 18 RISK ASSESSMENT | | | | | | | | | |
| Workers under the age of 18 | Staff and Pupils | Injury to staff and pupils | 3 | 3 | 9 | <ul style="list-style-type: none"> • Local Workers under the Age of 18 Risk Assessment conducted in school for individual cases. More detailed controls contained within. • Clear and in-depth induction outlining expectations from all parties • Weekly catch up meetings • Clear H&S training inc fire and lockdown • Clear and in-depth training regarding code of conduct, safeguarding and confidentiality • Clear guidance around school policy | 2 | 2 | 4 |