



# SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

## Health & Safety GENERAL RISK ASSESSMENTS 2023 – 2024

The Risk Assessments contained in this folder were implemented on the 19<sup>th</sup> March 2021 by Naomi Chadwick – Health & Safety Consultant Elite Safety in Education and Sarah Lowe – Operations Manager Shire Oak Academy.

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>      |
|--|----------------------------------|-------------------------------|-----------------------|
| Amendment made to treadmills in the PE section | Shire Oak                        | 25 <sup>th</sup> January 2022 |                       |
| Added New: Menopause Generic Risk Assessment   | Naomi Chadwick                   | 1 <sup>st</sup> April 2022    | <i>Naomi Chadwick</i> |
| Amended: Infection Control                     | Naomi Chadwick                   | 1 <sup>st</sup> April 2022    | <i>Naomi Chadwick</i> |
| All Risk Assessments Reviewed                  | Naomi Chadwick                   | 1 <sup>st</sup> April 2022    | <i>Naomi Chadwick</i> |
| Added New: Lone Working Offsite                | Andrea Adams                     | 24 <sup>th</sup> January 2023 | <i>Andrea Adams</i>   |
| Amended: Science Technicians                   | School/Andrea Adams              | 25 <sup>th</sup> January 2023 | <i>Andrea Adams</i>   |
| Added: Heatwave                                | Tracey Carsley                   | 1 <sup>st</sup> April 2023    | <i>Tracey Carsley</i> |
| Added New: Performing Arts/Music               | Naomi Chadwick                   | 20 <sup>th</sup> March 2023   | <i>Naomi Chadwick</i> |
| All Risk Assessments Reviewed                  | Tracey Carsley                   | 1 <sup>st</sup> April 2023    | <i>Tracey Carsley</i> |
| Fingerguards and Finger Traps added new.       | Bryn Jones                       | 9 <sup>th</sup> June 2023     | <i>Bryn Jones</i>     |
| Amended: Physical Education                    | Shire Oak Academy / Darryl Tooth | 5 <sup>th</sup> December 2023 | <i>Darryl Tooth</i>   |
|  |                                  |                               |                       |
|  |                                  |                               |                       |
|  |                                  |                               |                       |
|  |                                  |                               |                       |
|  |                                  |                               |                       |
|  |                                  |                               |                       |

Please note: It is the responsibility of the Head Teacher to ensure all Staff are aware of the risk assessments and the location held. Any errors to the following risk assessments must be notified to Elite Safety in Education as soon as possible. Additional risk assessments required must be emailed to Elite Safety in Education. Elite Safety in Education cannot be held liable for any information not given at the time the risk assessments being implemented.

## 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><br>(e.g. Superficial injury or temporary discomfort or distress) | <b>Harmful</b><br>(e.g. Sprains, minor fractures, ill health leading to disability) | <b>Extremely harmful</b><br>(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<br><br>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.   |   |

### Academy's 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               | Electrocution 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 Academies 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.   | Doors                     | Trapping fingers in door hinges  | Students especially in nursery / primary and special Academy's                      |
| 9.   | Kitchens and Dining Rooms | <ul style="list-style-type: none"> <li>Fire</li> </ul>   | Kitchen staff, and all others within Academy  |

|     |  |  |   |
|-----|--|--|---|
|     |  | <ul style="list-style-type: none"> <li>• Heat stress</li> <li>• Falls on slippery floors</li> </ul>  |   |
| 10. | Academy Car Parks                      | Vehicles colliding with pedestrians  | Employees, students and visitors  |
| 11. | 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. |
| 12. | Work-related Stress                    | Staff absence from Academy caused by effects of workplace stressors  | Principals, Teaching Staff  |
| 13. | 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<br>Site Support Assistant                                   |
| 14. | Work-related Violence                  | Actual or perceived violence from students, parents, intruders either in Academy or on Academy business.   | Lone workers (see above)<br>Academy front office staff                      |
| 15. | 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 Support Assistant  |
| 16. | 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                                       |
| 17. | Chemicals                              | Cleaning Chemicals   | Cleaning staff and others exposed to them                                   |
| 18. | Vehicles                               | Injury caused by road traffic accident   | Drivers and passengers  |
| 19. | Display Screen Equipment               | Injury / ill health caused by poorly designed work stations  | Significant users of DSE  |
| 20. | 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.   |
| 21. | Food Technology                        | Injuries caused by: <ul style="list-style-type: none"> <li>• Hot ovens</li> <li>• Cooking equipment</li> </ul>   | Employees, students and visitors.   |

|     |  |  |                                   |
|-----|--|--|-----------------------------------|
|     |  | <ul style="list-style-type: none"> <li>• Portable appliances</li> </ul>  |                                   |
| 22. | 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. |
| 23. | First aid injuries / medical emergencies | Medical Emergency  | Employees, students and visitors. |
| 24. | Intruders in Academy                     | Unauthorised access onto Academy premises, in or out of Academy hours  | Employees, students and visitors. |
| 25. | Accidents on Off-site visits             | Road traffic accidents, illness / injury to employees or students  | Employees, students and visitors. |
| 26. | Adverse Weather                          | Freezing conditions<br>Excessive heat<br>Flooding  | Employees, students and visitors. |
| 27. | Loss of Services                         | Water, heating, gas etc.   | Employees, students and visitors. |
| 28. | Seasonal Events                          | Parents evenings,<br>Summer fetes,<br>Concerts,  | Employees, students and visitors. |

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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[illegible]



## Index

1. [Access / Egress](#)
2. [Accident Reporting](#)
3. [After Academy Clubs](#)
4. [Art](#)
5. [Assemblies](#)
6. [Blood Borne Viruses](#)
7. [Bodily Fluids](#)
8. [Computer Suites](#)
9. [Consultation with Parents](#)
10. [Design and Technology](#)
11. [Drama](#)
12. [Electrical Equipment](#)
13. [Fingerguards and Finger Traps](#)
14. [First Aid Secondary](#)
15. [Food Technology](#)
16. [Gas](#)
17. [General Storage](#)
18. [Handling Money](#)
19. [Heatwave](#)
20. [Hepatitis B](#)
21. [Ice and Snow](#)
22. [ICT Department](#)
23. [ICT Technicians](#)
24. [Infectious Diseases](#)
25. [Interactive Whiteboard](#)
26. [Intruders in Academy](#)
27. [Laboratories](#)
28. [Lessons](#)
29. [Lettings](#)
30. [Lone Working in Academy](#)
31. [Lone Working Offsite](#)
32. [Manual Handling](#)
33. [Mealtimes](#)
34. [Medication](#)
35. [Menopause](#)
36. [Minibus](#)
37. [New & Expectant Mothers](#)
38. [Non-Hazardous Chemicals](#)
39. [Office Equipment](#)
40. [Office Reception Areas](#)
41. [One-to-One Tuition](#)
42. [Opening and Closing Gates](#)
43. [Parents Evening](#)
44. [Performing Arts / Music](#)
45. [Physical Education](#)
46. [Recreation Time](#)
47. [Science Technicians](#)
48. [Slipping on Wet Floors](#)
49. [Slips Trips and Falls](#)
50. [Staff Room](#)
51. [Storage](#)
52. [Stress](#)

53. [Sun Protection](#)
54. [Temporary Disability](#)
55. [Toilets](#)
56. [Upper Floors Stairs and Lifts](#)
57. [Vehicle/Pedestrian Interface](#)
58. [Violence & Aggression](#)
59. [Visitors to Academy](#)
60. [Wheelchairs](#)
61. [Work at Height/Displays](#)
62. [Young Person's Risk Assessment](#)

**Job Roles:**

[Lunchtime Supervisors](#)  
[Office Staff](#)  
[Senior Leadership Team](#)  
[Teachers](#)  
[Teaching Assistants](#)

## ACCESS/EGRESS

[Back to Index](#)

| Hazard/<br>Activity                | Persons at<br>Risk                     | Risk                               | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|------------------------------------|--|------------------------------------|---|--------------------------------------|----------------------------|----|
| Access/Egress                      |  |                                    |   |                                      | YES                        | NO |
| Pedestrian<br>access to<br>Academy | Students<br>Staff<br>Parents<br>Others | Slips, trips<br>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 Operations Manager</li> </ul>  | LOW                                  |                            | ✓  |
| Paved areas                        | Students<br>Staff<br>Parents<br>Others | Slips, trips<br>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<br>access                  | Students<br>Staff<br>Parents<br>Others | Being hit by<br>moving<br>vehicles | <ul style="list-style-type: none"> <li>Appropriate speed reduction measures - site speed limit is 5mph (speed ramps, notices etc.).</li> <li>Walkways of separation of pedestrians and traffic in place.</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<br>Staff<br>Parents<br>Others | Slips, trips<br>and falls          | <ul style="list-style-type: none"> <li>Handrails are fitted on all appropriate steps.</li> <li>All stepped areas to be maintained in a good condition.</li> <li>Edge marking applied to some of the steps</li> <li>Ensure moss is removed from all steps.</li> <li>Illuminate steps where necessary.</li> <li>Ensure cleared and gritted for building exit during snow/ice</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                          |  |   |  |     |  |   |
|--------------------------|--|---|--|-----|--|---|
| Emergency vehicle access | Students<br>Staff<br>Parents<br>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>   | MED |  | ✓ |
| Vehicle Parking          | Students<br>Staff<br>Parents<br>Others | Contact with people, property, vehicles | <ul style="list-style-type: none"> <li>• Parking bays clearly marked.</li> <li>• Disabled parking bays available</li> <li>• Parking outside of marked bays to be actively discouraged.</li> <li>• Staff are asked not to park in visitors allocated spaces</li> <li>• Each staff member is allocated a numbered space each academic year. Essential to park in allocated space.</li> </ul> | LOW |  | ✓ |
| Ice or Snow              | Students<br>Staff<br>Parents<br>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<br>Staff<br>Parents<br>Others | Slips, trips and falls                  | <ul style="list-style-type: none"> <li>• Fallen leaves to be removed as necessary where causing a slip hazard.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## ACCIDENTS

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk                     | Risk                 | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |           |
|-----------------------|--|----------------------|--|--------------------------------------|----------------------------|-----------|
| <b>Accidents</b>      |  |                      |  |                                      | <b>YES</b>                 | <b>NO</b> |
| Accident<br>reporting | Students<br>Staff<br>Parents<br>Others | Legal<br>requirement | <ul style="list-style-type: none"> <li>• All accidents must be recorded in the accident book</li> <li>• All serious incidents to staff, students, visitors or contractors to be recorded on the Trust accident 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 in the RIDDOR guidance</li> <li>• The Academy is responsible for RIDDOR</li> <li>• Review accident stats on a termly basis, to identify trends and initiate control measures.</li> </ul> | LOW                                  |                            | ✓         |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## AFTER ACADEMY CLUB

[Back to Index](#)

| Hazard/<br>Activity                   | Persons<br>at Risk | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------------------------|--------------------|---|---|--------------------------------------|----------------------------|----|
|                                       |                    |   |   |                                      | YES                        | NO |
| Parental<br>consent                   | Students<br>Staff  | No<br>information                             | <ul style="list-style-type: none"> <li>Parents have provided formal consent for their child to attend the after-Academy club.</li> <li>Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing Students, any unforeseen problems) and updates</li> </ul>   | LOW                                  |                            | ✓  |
| Security                              | Students<br>Staff  | Unauthorised<br>entry                         | <ul style="list-style-type: none"> <li>The means of access to the Academy is secured</li> <li>Access is restricted to unauthorised areas of the Academy premises.</li> <li>The club is adequately segregated from areas being used by cleaners/staff in the Academy.</li> <li>A daily register is kept of Students attending the Academy club.</li> </ul> | LOW                                  |                            | ✓  |
| Selection of<br>rooms for club<br>use | Students<br>Staff  | Unsuitable<br>room                            | <ul style="list-style-type: none"> <li>All rooms used by the before Academy club are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.</li> <li>Access is restricted to hazardous equipment/substances.</li> </ul>  | LOW                                  |                            | ✓  |
| Supervision                           | Students<br>Staff  | Lost Student<br>Harm to<br>Student            | <ul style="list-style-type: none"> <li>Supervision ratios are appropriate (taking into account staff absenteeism/holidays/sickness).</li> <li>All supervising staff have been Disclosure and Barring checked prior to employment.</li> </ul>  | LOW                                  |                            | ✓  |
| Use of<br>equipment                   | Students<br>Staff  | Breakages,<br>unfamiliar<br>with<br>equipment | <ul style="list-style-type: none"> <li>Staff received training/ instruction/information, as appropriate, in relation to the use of any equipment.</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |                |                             |  |     |  |   |
|---|----------------|-----------------------------|--|-----|--|---|
| Fire                                    | Students Staff | Trapped, Burns, Death       | <ul style="list-style-type: none"> <li>• The existing Academy fire risk assessment has been reviewed in respect to the club arrangements.</li> <li>• All staff are familiar with the fire evacuation procedures for the premises, fire assembly point, responsibility for contacting the emergency services, etc.</li> </ul>   | LOW |  | ✓ |
| First Aid/ Administration of Medication | Students Staff | Student falling ill, injury | <ul style="list-style-type: none"> <li>• There are adequate numbers of staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc.</li> <li>• Refresher training is provided every 3 years.</li> <li>• There are sufficient numbers of first aid kits available.</li> <li>• All staff are familiar with the Academy's accident reporting procedures.</li> <li>• There is a policy for the administration of medication and staff are familiar with the policy.</li> <li>• Parental consent must be obtained prior to medication being administered to Students.</li> <li>• Staff who administer medicines must have received appropriate training.</li> <li>• There is a robust system for recording, and reporting to parents, all medication administered.</li> </ul> | LOW |  | ✓ |
| Electrical equipment and appliances     | Students Staff | Electrocution, shock etc.   | <ul style="list-style-type: none"> <li>• Faulty or damaged electrical equipment is not used, visual checks before each use for soundness and equipment disposed of if faulty.</li> <li>• Electrical items are PAT tested.</li> <li>• Only equipment procured by the Academy is used.</li> <li>• Electrical installation is inspected every 5 years.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

| ART/CRAFT/DESIGN             |                    |                          |  |                                      |                            |    |
|------------------------------|--------------------|--------------------------|--|--------------------------------------|----------------------------|----|
|                              |                    |                          | <a href="#">Back to Index</a>  |                                      |                            |    |
| Hazard/<br>Activity          | Persons at<br>Risk | Risk                     | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
| Art/Craft<br>/Design         |                    |                          |  |                                      | YES                        | NO |
| Supervision /<br>class sizes | Students<br>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. (28 Maximum class size N303, N304 &amp; N305 22 in the 6<sup>th</sup> form studio)</li> <li>Health and Safety forms part of curriculum work and is detailed in Mid-term plans where needed.</li> </ul>   | LOW                                  |                            | ✓  |
| Use of<br>Equipment          | Students<br>Staff  | Injury                   | <ul style="list-style-type: none"> <li>All equipment is to be counted when handed out and is counted back in on returned at the end of the lesson.</li> <li>Higher risk equipment is to be stored in the staff office. (craft knives, blades, plaster, white sprits)</li> <li>MRE &amp; ELC will take the lead in operating the kiln.</li> <li>Kiln room should be clear of any equipment or paper before it is used.</li> <li>Kiln should be regularly serviced.</li> </ul>                               | MED                                  |                            | ✓  |
| Storage                      | Students<br>Staff  | Fire<br>Slip/trips/falls | <ul style="list-style-type: none"> <li>Both store room are to kept clean and tidy and do not present a manual handling or trip, slip or fall hazard.</li> <li>Heavy items are to be stored at a low level.</li> <li>Flammable liquids (paint, white spirit, etc kept to a minimum and must not exceed 50 litres) and are to be stored in the staff office.</li> <li>All highly flammable substances should be stored in suitably labelled, metal storage bin cupboard designed for the purpose.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
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|  |                   |   |   |     |  |   |
|--|-------------------|---|---|-----|--|---|
|  |                   |   | <ul style="list-style-type: none"> <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 immediately against electrical equipment</li> </ul>   |     |  |   |
| Substances including Paints, inks, varnishes etc | Students<br>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>Someone trained to carry out COSHH risk assessments.</li> <li>Staff and students are made aware of 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. (Health &amp; Safety demonstration are addressed within lessons)</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<br>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<br>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> <li>Spilt clay slip is not allowed to dry out, i.e. dry dust</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|               |                   |                      |  |     |  |   |
|---------------|-------------------|----------------------|--|-----|--|---|
|               |                   |                      | avoided.<br><ul style="list-style-type: none"> <li>• All equipment to 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 at the end of the Academy day by the cleaning staff.</li> </ul>   |     |  |   |
| Sharp blades  | Students<br>Staff | Cuts                 | <ul style="list-style-type: none"> <li>• Safety blades used where possible</li> <li>• Controlled storage and allocation of craft knives, etc. to be stored in the Art office and to be counted in and out when used.</li> </ul>  | LOW |  | ✓ |
| Electricity / | Students<br>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> <li>• Batik pots to be check and left to cool after use before storing away.</li> </ul> | LOW |  | ✓ |
| First Aid     | Students          | Injury<br>Ill Health | <ul style="list-style-type: none"> <li>• At least one first aid kit in the art/design department to be sorted in the art office.</li> <li>• Contents regularly checked.</li> </ul> Mains tap water or 900ml (3 x 300ml) eye wash bottles or sterile tube / mains water supply available  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## ASSEMBLIES, CONCERTS

[Back to Index](#)

| Hazard/<br>Activity         | Persons at<br>Risk           | Risk                         | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|-----------------------------|------------------------------|------------------------------|--|--------------------------------------|----------------------------|----|
|                             |                              |                              |  |                                      | YES                        | NO |
| Visual Display<br>Equipment | Students<br>Staff<br>Others  | Slips/Falls                  | <ul style="list-style-type: none"> <li>Equipment to be placed on a secure trolley or table.</li> <li>Equipment to be placed in a suitable location so as not to cause obstruction.</li> <li>If cables cross open spaces, then an appropriate cable bridge should be used.</li> </ul>   | LOW                                  |                            | ✓  |
| Fire                        | Students<br>Staff<br>Others  | Burns<br>Smoke<br>Inhalation | <ul style="list-style-type: none"> <li>Ensure a fire risk assessment has been undertaken.</li> <li>Ensure appropriate firefighting equipment is provided and maintained.</li> <li>Adhere to maximum people limit</li> <li>Arrange the seating so as to ensure that clear gangways are maintained at all times.</li> <li>All emergency exits must be clearly marked and unobstructed at all times.</li> <li>No emergency exit shall be locked or obstructed.</li> </ul> | LOW                                  |                            | ✓  |
| Students<br>misbehaving     | Students<br>Staff<br>Others  | Injury                       | <ul style="list-style-type: none"> <li>Students misbehaving to be dealt with in accordance with the Academies procedures and policies and guidance on behaviour management.</li> </ul>   | LOW                                  |                            | ✓  |
| Slips and Trips             | Students<br>Staff, Others    | Injuries                     | <ul style="list-style-type: none"> <li>Ensure good housekeeping and keep gangways clear of obstructions.</li> </ul>  | LOW                                  |                            | ✓  |
| Concerts for<br>Parents     | Students<br>Staff<br>Parents | Fire<br>Smoke<br>inhalation  | <ul style="list-style-type: none"> <li>Parents are informed the building is no smoking and no vaping permitted</li> <li>The maximum number of people only permitted</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                               |                 |  |     |  |   |
|--|-------------------------------|-----------------|--|-----|--|---|
|  |                               |                 | <ul style="list-style-type: none"> <li>Parents are responsible for the safety of any siblings they bring to the Academy to watch performances</li> </ul>             |     |  |   |
| Refreshments –<br>Hot and cold<br>drinks | Parents<br>Students<br>Others | Spills<br>Burns | <ul style="list-style-type: none"> <li>Any spills will be cleaned up as soon as notified or a sign will be placed by spill until spill can be cleaned up.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## BBV (Blood Borne Viruses)

[Back to Index](#)

| Hazard/<br>Activity       | Persons at<br>Risk | Risk                     | Control measures in use  | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|---------------------------|--------------------|--------------------------|--|--------------------------------------|----------------------------|----|
|                           |                    |                          |  |                                      | YES                        | NO |
| Incidents involving blood | First Aiders Staff | Contamination            | <ul style="list-style-type: none"> <li>• All First Aiders to follow current advice and guidelines when involved in incidents regarding blood.</li> <li>• Disposable gloves to be worn at all times</li> <li>• Normal cleaning methods using detergent and hot water to clear up any spillages on the floor surface.</li> <li>• Soiled waste should be disposed of using normal waste disposal procedures.</li> </ul> | LOW                                  |                            | ✓  |
| Exchange of bodily fluids | Person with a BBV  | Contamination            | <ul style="list-style-type: none"> <li>• Inform the Operations Manager or nominated person who will then assess the need for expert medical advice.</li> </ul>   | LOW                                  |                            | ✓  |
| Following procedures      | All Staff          | Not following procedures | <ul style="list-style-type: none"> <li>• The Headteacher is responsible for ensuring all staff are aware of the procedures to be followed for good hygiene and infection control.</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## BODILY FLUIDS

[Back to Index](#)

| Hazard/<br>Activity           | Persons at<br>Risk          | Risk                                  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|-------------------------------|-----------------------------|---------------------------------------|--|--------------------------------------|----------------------------|----|
|                               |                             |                                       |  |                                      | YES                        | NO |
| <b>Bodily Fluids</b>          |                             |                                       |  |                                      |                            |    |
| Contact with<br>bodily fluids | Students<br>Staff<br>Others | Contamination<br>Infection<br>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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## COMPUTERS

[Back to Index](#)

| Hazard/<br>Activity                      | Persons at<br>Risk | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|--|---|--------------------------------------|----------------------------|----|
| Computer<br>Suites                       |                    |  |   |                                      | YES                        | NO |
| Computers,<br>Desks,<br>Leads,<br>Chairs | Staff<br>Students  | Back injury<br>to staff, eye<br>strain to<br>Students,<br>trips from<br>cables | <ul style="list-style-type: none"> <li>• These 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.</li> <li>• For staff:</li> <li>• Try to use suitable seating when assisting students at computers. A stool with wheels often allows this, as in the classroom.</li> <li>• For Students and staff:</li> <li>• Try to have height adjustable seating for students 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 by pulling on cables.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <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>• Students 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> <li>• Students made aware of acceptability user policy (for students)</li> <li>• Filtering system used by ICT technicians</li> <li>• Banned websites updated daily</li> <li>• Classroom-based monitoring system of all workstations</li> </ul> |  |  |  |
|--|--|--|--|--|--|--|



## CONSULTATION WITH PARENTS

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk          | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|-----------------------------|---|---|--------------------------------------|----------------------------|----|
|   |                             |   |   |                                      | YES                        | NO |
| Consultation with<br>parents on a<br>formal, planned<br>basis or ad-hoc | Students<br>Staff<br>Others | Assault<br>Aggressive<br>Behaviour<br>Abuse | <ul style="list-style-type: none"> <li>Where possible, arrangements for consulting with parents should be made in advance. This would allow an appropriate venue to be arranged and another member of staff to be informed of the meeting.</li> <li>There are appropriate rooms for staff to meet parents.</li> <li>If a meeting takes place on an informal basis, then efforts should be made to inform another member of staff.</li> <li>Avoid using isolated areas of the premises for meetings. An area or room that is close to other occupied rooms is preferable.</li> <li>Ideally rooms should have an alternative means of exit. Where this is not possible, avoid situations where the parent is placed between the member of staff and the door.</li> <li>Information on parents who have a tendency towards violent behaviour must be given to members of staff.</li> <li>Precautions to avoid the risk of injury from assault must be taken when consulting parents known to have been violent in the past. This may involve another member of staff being in attendance or close by to offer assistance.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

## DESIGN & TECHNOLOGY

[Back to Index](#)

| Hazard/<br>Activity                           | Persons<br>at Risk            | Risk  | Control measures in use  | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|---|-------------------------------|---|--|--------------------------------------|----------------------------|----|
| Design &<br>Technology                        |                               |   |  |                                      | YES                        | NO |
| Workshop<br>general<br>environment            | Students<br>Staff<br>Visitors | Slips, trips,<br>headaches, eye<br>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 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> | LOW                                  |                            | ✓  |
| Ties, loose<br>clothing and<br>long hair etc. | Machine<br>operators          | Entanglement in<br>moving parts of<br>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>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>   | LOW                                  |                            | ✓  |
| Lack of<br>supervision                        | Students<br>Staff<br>Visitors | Minor and major<br>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>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                |  |  |  |     |  |   |
|--------------------------------|--|--|--|-----|--|---|
| Students with Behaviour Issues | Students Staff Visitors                    | Minor and major injuries                 | <ul style="list-style-type: none"> <li>Students with behaviour issues will be taught in smaller groups or additional supervision will be put in place, especially when working with machinery.</li> <li>If Student's behaviour disrupts the class and a safety issue is apparent, the Student will be taken out of class and taught theory with another member of staff present.</li> </ul>  | LOW |  | ✓ |
| Students with disabilities     | Students Staff Visitors                    | Minor and major injuries                 | <ul style="list-style-type: none"> <li>Where possible all Students will be encouraged to participate in using machinery.</li> <li>If the machinery is deemed unsuitable for use and no adjustments can be made the staff member will arrange for alternative activities for those Students.</li> </ul>   | LOW |  | ✓ |
| 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>   | LOW |  | ✓ |
| 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> | MED |  | ✓ |
| 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. (contact A block)</li> <li>A first aid kit is available and kept fully stocked by a</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |  |  |   |     |  |   |
|---|--|--|---|-----|--|---|
|   |  |  | <p>responsible person.</p> <ul style="list-style-type: none"> <li>An eye wash facility is available.</li> </ul>   |     |  |   |
| Fire  | Students<br>Staff<br>Visitors          | Burns,<br>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 firefighting equipment provided, i.e. fire blanket, CO2 extinguisher etc.</li> <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> | MED |  | ✓ |
| Electrical equipment / Extension leads                    | Students<br>Staff<br>Visitors          | Electrocution,<br>Shock, Burns,<br>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 at a safe distance from sinks.</li> </ul>                                 | MED |  | ✓ |
| Flammable liquids e.g. some paints / adhesives / solvents | Students<br>Staff,<br>Visitors<br>etc. | Fire, explosion<br>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 premises.</li> <li>Well ventilated areas are used when flammables are in use.</li> </ul>   | MED |  | ✓ |
| Hazardous substances                                      | Students,<br>Staff,<br>Visitors etc    | Fire, Diseases,<br>Injection,<br>Inhalation,<br>absorption | <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 available)</li> </ul>  | MED |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                         |   |  |  |     |  |   |
|-------------------------|---|--|--|-----|--|---|
| Noise                   | Staff<br>Students                       | Hearing impairment,<br>deafness,<br>tinnitus | <ul style="list-style-type: none"> <li>• Suitable secure storage arrangements are in place.</li> <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>  | LOW |  | ✓ |
| Machinery and Equipment | Staff<br>Students                       | Entanglement,<br>Injection,<br>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 they are secure.</li> <li>• Specific risk assessments and safe systems of work are in place for individual machines / equipment via the Academies CLEAPPS subscription.</li> </ul> | MED |  | ✓ |
| Dust                    | Staff and<br>Students in<br>vicinity of | Respiratory problems                         | <ul style="list-style-type: none"> <li>• On machines where it is known there will be lots of wood dust, then Local Exhaust Ventilation (LEV) is in place to limit any exposure to the operator and others</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                   |  |  |  |  |  |
|--|-------------------|--|--|--|--|--|
|  | wood<br>machinery |  | <p>in the vicinity.</p> <ul style="list-style-type: none"> <li>• The LEV is serviced at regular intervals by a competent contractor or person.</li> <li>• A regular cleaning regime is in place and all users clean any excess dust after each use.</li> </ul> |  |  |  |
|--|-------------------|--|--|--|--|--|

## DRAMA

[Back to Index](#)

| Hazard/<br>Activity            | Persons at<br>Risk                      | Risk                  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------|---|-----------------------|--|--------------------------------------|----------------------------|----|
| Drama & Public<br>Performances |   |                       |  |                                      | YES                        | NO |
| Drama area                     | Students<br>Staff<br>Visitors<br>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 possibly 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> | LOW                                  |                            | ✓  |
| Electrical<br>equipment        | Students<br>Staff<br>Visitors<br>Others | Electrocution<br>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 breakages or damaged items to site staff.</li> </ul>   | LOW                                  |                            | ✓  |
| Props                          | Students<br>Staff<br>Visitors<br>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 equipment and keep a regular check on items that are to be used by teachers and students.</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                 |   |                                 |  |     |  |   |
|-----------------|---|---------------------------------|--|-----|--|---|
| Manual Handling | Students<br>Staff                       | Injuries<br>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> | LOW |  | ✓ |
| Fire Exits      | Students<br>Staff<br>Visitors<br>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>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## ELECTRICAL EQUIPMENT

[Back to Index](#)

| Hazard/<br>Activity  | Persons at<br>Risk                          | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|---|---|--|--------------------------------------|----------------------------|----|
| Electrical<br>Equipment  |   |   |  |                                      | YES                        | NO |
| Use of<br>electrical<br>equipment  | Site Staff<br>Staff<br>Students<br>Visitors | Electrical<br>shock<br>Burns<br>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<br>extension<br>leads<br>Trip hazard<br>Overloading<br>External use | Site Staff<br>Staff<br>Students<br>Visitors | Power leads<br>present a<br>tripping<br>hazard (cuts,<br>abrasions,<br>muscular | <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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                     |   |                                       |  |     |  |   |
|---------------------|---|---------------------------------------|--|-----|--|---|
|                     |   | skeletal and other physical injuries) | <ul style="list-style-type: none"> <li>metres) and rated high enough for the job.</li> <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> <li>Test RCD regularly to check that its mechanism is free and functioning.</li> </ul> |     |  |   |
| Defective Equipment | Site Staff<br>Staff<br>Students<br>Visitors | Electrical shock<br>Burns<br>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 Operations Manager</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## FINGERGUARDS AND FINGER TRAPS

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk | Risk   | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|--------------------|--|--|--------------------------------------|----------------------------|----|
|                     |                    |  |  |                                      | YES                        | NO |
| Doors and Gates     | Pupils             | Fingers trapped in doors – between the door and frame and within the gap created by the door hinge | <ul style="list-style-type: none"> <li>• Remove/minimise the need for pupils to gather near the doors.</li> <li>• Queues of pupils are in areas away from doors or where possible nearby doors are locked (apart from fire doors).</li> <li>• Displays, posters or notice boards are not placed directly next to/adjacent to doors.</li> <li>• Essential equipment is not positioned adjacent to or immediately behind doors e.g. a paper towel dispenser</li> <li>• Pupils are given briefings on the dangers of finger trapping.</li> <li>• Pupils are adequately supervised.</li> <li>• Doors and associated hardware are well maintained.</li> <li>• Door self-closure mechanisms are well maintained/adjusted to regulate the speed of closure.</li> <li>• Staff are aware of the hazard of door entrapments and are encouraged to be vigilant for and report defects, damage to finger guards and near misses.</li> <li>• The risk of finger trapping injuries is taken into account when replacing or refurbishing doors or in extensions or new builds.</li> <li>• Finger Guards have been fitted to the new doors by the contractor.</li> </ul> | <b>LOW</b>                           |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• Finger guards have been fitted following manufacturer's instructions and do not present an additional 'drawing in' or trapping hazard.</li> <li>• The need for finger guards has been assessed</li> <li>• Regular visual inspections are undertaken to check for damage or deterioration of guards. Any damage is reported immediately and remedied.</li> <li>• Fire doors and emergency exits are not compromised by the presence of finger guards.</li> <li>• Currently the Academy doesn't have any lettings that involve young children. Areas of concern would be considered should this change</li> <li>• Both Lichfield Road Gate and St Marks Road Gates are fitted with safety stops</li> <li>• Both Lichfield Road and St Marks Road pedestrian gates have magnetic stays when students have access so no pinch point issues.</li> <li>• Main Entrance Doors to Reception have covered hinges parent will supervise young children that are on site.</li> </ul> |  |  |  |
|--|--|--|--|--|--|--|

## FIRST AID ASSESSMENT

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk                                 | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|--|---|---|--------------------------------------|----------------------------|----|
| First Aid<br>Secondary  |  |   |   |                                      | YES                        | NO |
| Insufficient first aid materials or trained persons in an emergency | Staff<br>Students,<br>Contractors<br>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. Art &amp; Design &amp; Food 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 5 minutes.</li> <li>• The Academy has a sufficient amount of trained first aid personnel.</li> <li>• 6 First Aid at Work (3 day)</li> <li>• 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 areas and details who and where the first aid station and personnel can be located.</li> <li>• There is a medical room in the Academy</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 by reception staff for any serious injuries that are beyond the capabilities of the trained first aid persons.</li> <li>• All emergency medication will be available at all times especially for PE lessons.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

## FOOD TECHNOLOGY

[Back to Index](#)

| Hazard/<br>Activity                      | Persons at<br>Risk                          | Risk            | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |   |
|--|---|-----------------|--|--------------------------------------|----------------------------|---|
| <b>Food<br/>Technology<br/>Secondary</b> |   |                 |  |                                      |                            |   |
| Hot surfaces<br>liquids                  | Staff,<br>Students,<br>volunteer<br>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> | LOW                                  |                            | ✓ |
| Sharp<br>equipment                       | Staff,<br>Students,<br>volunteer<br>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>  | LOW                                  |                            | ✓ |
| Machinery                                | Staff,<br>Students,<br>volunteer<br>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>  | LOW                                  |                            | ✓ |
| Slippery floors                          | Staff,<br>Students,<br>volunteer<br>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>                             | LOW                                  |                            | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                    |   |                                   |   |     |  |   |
|------------------------------------|---|-----------------------------------|---|-----|--|---|
| Use of cookers<br>(Electric / gas) | Staff,<br>Students,<br>volunteer<br>helpers | Electric shock<br>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 kept 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> | LOW |  | ✓ |
|------------------------------------|---|-----------------------------------|---|-----|--|---|

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## GAS

[Back to Index](#)

| Hazard/<br>Activity                  | Persons at<br>Risk | Risk                                 | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------------|--------------------|--------------------------------------|--|--------------------------------------|----------------------------|----|
| Gas                                  |                    |                                      |  |                                      | YES                        | NO |
| Gas appliance servicing, maintenance | Students<br>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                                  |                            | ✓  |
| External gas meter rooms             | Students<br>Staff  | Explosions, leaks                    | <ul style="list-style-type: none"> <li>Box to be locked when not in use.</li> <li>Box not to be used for general storage.</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## GENERAL STORAGE

[Back to Index](#)

| Hazard/<br>Activity              | Persons at<br>Risk | Risk                              | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|----------------------------------|--------------------|-----------------------------------|--|--------------------------------------|----------------------------|----|
| General<br>Storage               |                    |                                   |  |                                      | YES                        | NO |
| Unsuitable<br>storage facilities | Students<br>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<br>height             | Students<br>Staff  | Falling<br>objects,<br>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                                  |                            | ✓  |
| Manual<br>handling<br>activities | Students<br>Staff  | Musculo-<br>skeletal<br>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                                  |                            | ✓  |
| Poor<br>housekeeping             | Students<br>Staff  | Slips, trips<br>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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                   |                   |  |  |     |  |   |
|-----------------------------------|-------------------|--|--|-----|--|---|
| Poor lighting                     | Students<br>Staff | Slips, trips<br>and falls              | <ul style="list-style-type: none"> <li>Suitable lighting provided.</li> </ul>  | LOW |  | ✓ |
| Unauthorised<br>access            | Students<br>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 ladders etc. are stored.</li> </ul>  | LOW |  | ✓ |
| Incompatible<br>items             | Students<br>Staff | Fire,<br>Explosion,<br>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<br>identification         | Students<br>Staff | Using wrong<br>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<br>rotation            | Students<br>Staff | Exceeding<br>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<br>unsuitable<br>areas | Students<br>Staff | Risk of<br>overheating,<br>fire, mould | <ul style="list-style-type: none"> <li>Storage avoided in electric switch gear/meter rooms and boiler rooms.</li> </ul>  | LOW |  | ✓ |
| Manual<br>handling<br>activities  | Students<br>Staff | Musculo-<br>skeletal<br>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 |  | ✓ |
| Poor<br>housekeeping              | Students<br>Staff | Slips, trips<br>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<br>Staff | Slips, trips<br>and falls              | <ul style="list-style-type: none"> <li>Suitable lighting provided.</li> </ul>  | LOW |  | ✓ |
| Unauthorised<br>access            | Students<br>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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                       |                   |                                  |  |     |  |   |
|---------------------------------------|-------------------|----------------------------------|--|-----|--|---|
|                                       |                   |                                  | ladders etc. are stored.   |     |  |   |
| Incompatible items                    | Students<br>Staff | Fire,<br>Explosion,<br>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<br>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<br>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<br>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<br>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<br>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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## HANDLING MONEY

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk                       | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|--|-------|--|--------------------------------------|----------------------------|----|
|                     |  |       |  |                                      | YES                        | NO |
| Handling<br>Money   | Theft<br>Loss of cash<br>Personal Injury | Staff | <ul style="list-style-type: none"> <li>• Encourage payment by other means where appropriate.</li> <li>• Ensure cash collections are receipted/reconciled</li> <li>• Ensure collection/counting/reconciliation of cash is carried out in a secure area away from public view (e.g. closed office environment).</li> <li>• Take money to secure area as soon as possible – DO NOT leave in storage other than secure safes.</li> <li>• Bank frequently to ensure smaller amounts of cash being carried.</li> <li>• Vary day, time, route, and personnel doing banking.</li> <li>• Use busy routes to travel</li> <li>• Identify means to keep cash bags out of sight in transit.</li> <li>• Use blue bags for banking to reduce processing times in bank</li> <li>• Do not put yourself at risk by resisting threat, concentrate on observation of attacker and call for assistance/police ASAP</li> </ul> | MED                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## HEATWAVE

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|-----------------------|--------------------|--|---|--------------------------------------|----------------------------|----|
|                       |                    |  |   |                                      | YES                        | NO |
| Ventilation           | Staff<br>Pupils    | Heat<br>exhaustion<br>Smoke/fire<br>spreading<br>Slamming<br>doors | <ul style="list-style-type: none"> <li>Keep rooms ventilated by opening windows, using fans and if installed, air conditioning.</li> <li>If opening doors, ensure appropriate door stops (wedges) are used and doors are closed when rooms are vacated.</li> <li>Final exit doors from classrooms etc. May require to be propped open, ensure these do not create an obstruction if having to vacate the classrooms in the event of an emergency (Please note these are final exit doors only and not fire doors)</li> <li>Ensure no wind tunnels are created (two doors open on either side of the room), which may cause slamming doors.</li> </ul> | LOW                                  |                            | ✓  |
| Indoor<br>activities  | Staff<br>Pupils    | Heat<br>exhaustion<br>Heat stroke<br>Dehydratio<br>n               | <ul style="list-style-type: none"> <li>Close curtains/blinds on windows which are facing the sun.</li> <li>Staff and pupils to wear light weight clothing/uniform.</li> <li>Water readily available and water bottles replenished as often as needed.</li> <li>Regular breaks and pupils reminded to drink.</li> </ul>  | LOW                                  |                            | ✓  |
| Outdoor<br>activities | Staff<br>Pupils    | Heat<br>exhaustion<br>Heat stroke<br>Dehydratio<br>n<br>Sunburn    | <ul style="list-style-type: none"> <li>Activities and events to take place before 11am and after 2:30pm when possible.</li> <li>Encourage pupils to use shaded areas during playtimes.</li> <li>Appropriate activities during PE are carried out, ensuring the pupils have plenty of water with them, are wearing appropriate clothing (that covers their</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                |                 |                                |   |     |  |   |
|----------------|-----------------|--------------------------------|---|-----|--|---|
|                |                 |                                | shoulders) and regular breaks are given. <ul style="list-style-type: none"> <li>• Ensure water bottles are fully replenished before going outside and are easily accessible.</li> <li>• Sunscreen has been applied before pupils start school and parents are regularly reminded to do this by newsletter and text.</li> <li>• Pupils to bring in sunhats and wear those during playtimes.</li> <li>• Staff to check metal/dark surfaces before being used by pupils and restrict play if they are too hot.</li> </ul>  |     |  |   |
| School uniform | Pupils          | Heat exhaustion<br>Heat stroke | <ul style="list-style-type: none"> <li>• Consider relaxing the uniform codes whilst experiencing extreme heat wave, i.e. removal of blazers and school ties.</li> </ul>   | LOW |  | ✓ |
| Severe heat    | Staff<br>Pupils | Heat exhaustion<br>Heat stroke | <ul style="list-style-type: none"> <li>• Staff to be aware of the signs of heat exhaustion: headaches, dizziness, confusion, loss of appetite, nausea, excessive sweating, pale clammy skin, cramps in limbs and stomach, and pupils becoming floppy and sleepy.</li> <li>• If someone is showing these symptoms:</li> <li>• Move them to a cool place.</li> <li>• Get them to lie down and raise their feet slightly.</li> <li>• Get them to drink plenty of water or rehydration drinks.</li> <li>• Cool their skin by using a spray or sponge with cool water. Use a fan, cold packs may also be used around the armpits and neck too (ensure these are in date and not left on the skin too long).</li> <li>• Ensure a member of staff stays with them until they feel better, this should take no longer than 30 minutes.</li> <li>• If their symptoms do not improve after 30 minutes, their temperature goes above 40°C, they lose consciousness or are unresponsive, call emergency services as this could signify they have heatstroke.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## HEPATITIS B

[Back to Index](#)

| Hazard/<br>Activity                                    | Persons at<br>Risk   | Risk              | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>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<br>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 by their medical practitioner.</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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## ICE & SNOW

[Back to Index](#)

| Hazard/<br>Activity | Persons<br>at Risk                      | Risk                                 | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|---|--------------------------------------|---|--------------------------------------|----------------------------|----|
| Ice & snow          |   |                                      |   |                                      | YES                        | NO |
| Icy<br>conditions   | Staff<br>Students<br>Visitors<br>Others | Slips/trips due<br>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>• Grit/salt will be applied manually with the use of a shovel and wheelbarrow or use of the mechanical equipment for the larger areas requiring gritting.</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 /Chair of Governors are clear that they make the decision whether to close the Academy if</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



|                                 |            |                              |  |      |   |   |
|---------------------------------|------------|------------------------------|--|------|---|---|
|                                 |            |                              | <p>the icy conditions are deemed too hazardous.</p> <ul style="list-style-type: none"> <li>Members of staff have been advised to wear “sensible” footwear.</li> </ul>  |      |   |   |
| Manual handling                 | Site Staff | Musculoskeletal disorders    | <ul style="list-style-type: none"> <li>The tractor is used which has a specifically designed snow clearing device fitted to the front</li> <li>This will be used to move the snow to a designated area and to keep the areas used by staff and students as clear as possible.</li> <li>Where snow has to be removed manually this will be done using shovels/spades and care will be taken not to try and move too much snow in one go.</li> <li>Correct PPE will be worn</li> </ul> | LOW  |   | ✓ |
| Use of the Tractor              | Site Staff | Overturning<br>Inexperienced | <ul style="list-style-type: none"> <li>Only competent site staff are permitted to use the tractor and trained in its use</li> <li>The tractor must not be used on the highway</li> <li>The tractor is to be visually inspected before each use and a more detailed inspection carried out on an annual basis.</li> <li>Do not use the tractor on embankments as there will be a risk of overturning.</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>  | HIGH | ✓ |   |
| 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  |   | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## ICT DEPARTMENT

[Back to Index](#)

| Hazard/<br>Activity                           | Persons at<br>Risk | Risk   | Control measures in use   | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|---|--------------------|--|---|--------------------------------------|----------------------------|----|
|   |                    |  |   |                                      | YES                        | NO |
| Slips & Trips<br>through use of<br>cables     | Staff<br>Students  | Cuts, bruises<br>through to<br>broken bones  | <ul style="list-style-type: none"> <li>Good housekeeping is practiced throughout the Academy</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 <i>not</i> 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   | Staff<br>Students  | Cuts, bruises<br>through to<br>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 within the ICT department.</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> </ul>   | LOW                                  |                            | ✓  |
| Computer<br>Suites<br>Desk<br>Chairs<br>Leads | Staff<br>Students  | Muscular<br>skeletal<br>disorders,<br>carpel tunnel<br>syndrome, eye<br>strain,<br>headaches<br>etc. | <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>Screens should be at arm's length from normal sitting</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                    |                   |                                      |  |     |  |   |
|------------------------------------|-------------------|--------------------------------------|--|-----|--|---|
|                                    |                   |                                      | <ul style="list-style-type: none"> <li>position.</li> <li>Suitable lighting to be provided in computer suites to prevent glare or reflection in the screen, which can cause eye strain. 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 by pulling on cables. 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>Students 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> <li>Filtering system used by ICT technicians Banned websites updated daily. Classroom-based monitoring system of all workstations</li> </ul> |     |  |   |
| Electrical Equipment & Electricity | Staff<br>Students | Shock, electrocution, burns and fire | <ul style="list-style-type: none"> <li>All portable electrical equipment is subjected to regular PAT testing. A pre-use visual check of the electrical equipment is carried out by staff and students prior to working on equipment</li> </ul>   | LOW |  | ✓ |
| Changing Toners                    | Staff             | Health effects                       | <ul style="list-style-type: none"> <li>The staff must follow the control measures as stated on the MSDS. No students permitted to change toners etc.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## ICT TECHNICIANS

[Back to Index](#)

| Hazard/<br>Activity                          | Persons at<br>Risk  | Risk               | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|---|--------------------|---|--------------------------------------|----------------------------|----|
|  |   |                    |   |                                      | YES                        | NO |
| Slips &<br>Trips<br>through use<br>of cables | Cuts, bruises<br>through to<br>broken bones   | ICT<br>technicians | <ul style="list-style-type: none"> <li>• Good housekeeping is practiced throughout the Academy</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  | Cuts, bruises<br>through to<br>broken bones   | As above           | <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 within the ICT department.</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 awareness training for ICT staff who use access equipment regularly.</li> <li>• When working at height there are always 2 persons available.</li> </ul> | LOW                                  |                            | ✓  |
| Display<br>Screen<br>Equipment               | Muscular<br>skeletal<br>disorders,<br>carpel tunnel<br>syndrome, eye<br>strain,<br>headaches etc. | As above           | <ul style="list-style-type: none"> <li>• ICT technicians are competent in using and installing hardware on computer systems</li> <li>• Adjustable (height and back) chairs are provided for ICT technicians where necessary.</li> <li>• A DSE self -assessment has been carried out by the ICT technicians if he is using the equipment for more than an hour a day, continuously and the findings actioned. The self -assessment is reviewed annually or when circumstances/equipment changes.</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                                      |          |   |     |  |   |
|--|--------------------------------------|----------|---|-----|--|---|
|  |                                      |          | <ul style="list-style-type: none"> <li>A named technician has received training to be the Academies DSE assessor.</li> </ul>  |     |  |   |
| Electrical Equipment & Electricity                       | Shock, electrocution, burns and fire | As above | <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 ICT technicians prior to working on equipment</li> <li>ICT Technicians have received training in the safe use of electrical equipment</li> </ul>  | LOW |  | ✓ |
| Sensitive Information                                    | Confidential files leaked            | As above | <ul style="list-style-type: none"> <li>The ICT technicians have been informed of the requirement for confidentiality of Academy files</li> <li>The ICT technicians are aware of Academy policies &amp; procedures</li> <li>No Academy information is to be taken off the Academy site without the prior agreement with the Headteacher</li> <li>All redundant computers must have their hard disks wiped before disposal</li> </ul>   | LOW |  | ✓ |
| Manual Handling  | Musculoskeletal disorders            | As above | <ul style="list-style-type: none"> <li>The ICT technicians are aware of ensuring they manual handle items correctly and to ask for help or assistance if required</li> <li>A truck/trolley is available for them to use if required</li> <li>Manual Handling awareness training received</li> </ul>   | LOW |  | ✓ |
| Cleaning /repairing/ installing projectors in classrooms | Musculoskeletal disorders            | As above | <ul style="list-style-type: none"> <li>The classroom will be required to be empty prior to starting the works (unless an emergency)</li> <li>There are always 2 people present when working at height</li> <li>ICT have their own ladders for working at height</li> <li>ICT staff always carry radios in case of issues and emergencies</li> <li>If working behind a door, the door will always be locked whilst the work is taking place.</li> <li>Projectors in the Academy hall will be changed by</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |  |          |   |     |  |   |
|--|--|----------|---|-----|--|---|
|  |  |          | Interserve and they will carry out their own risk assessments   |     |  |   |
| Working behind doors   | Falls                                    | As above | <ul style="list-style-type: none"> <li>When having to work behind doors the ICT staff will lock the doors to reduce the risk of accidental collisions.</li> </ul>   | LOW |  | ✓ |
| Moving equipment on upper floors to lower floors or vice versa | Back injuries<br>Falls<br>Slips<br>Trips | As above | <ul style="list-style-type: none"> <li>All ICT technicians have been trained in manual handling awareness</li> <li>Technicians will wear suitable clothing and closed shoes with toe protection</li> <li>Where possible the lifts will be used at all times</li> <li>If lift is broken the equipment must come down in batches and regular rest breaks.</li> <li>Trolleys will be used where always possible; if trolleys cannot be used technicians must split the load and only carry what they are safely capable of carrying.</li> <li>They should adhere to the manual handling guidance regarding weight of equipment.</li> </ul> | LOW |  | ✓ |
| Moving Printers  | Musculoskeletal disorders                | As above | <ul style="list-style-type: none"> <li>When moving printers, the load should be split i.e. removal of some toners to reduce the weight.</li> </ul>  | LOW |  | ✓ |
| Moving computer bases  | Musculoskeletal disorders                | As above | <ul style="list-style-type: none"> <li>Only 2 computer bases to be moved by hand and they must be put on top of each other and held close to the body</li> <li>Where possible use of a trolley to reduce the risk of injury.</li> </ul>   | LOW |  | ✓ |
| Disposables  | Musculoskeletal disorders                | As above | <ul style="list-style-type: none"> <li>Items which require disposal the ICT technicians will ask for as much assistance as possible from all staff.</li> <li>Items should be stored at waist height to avoid bending.</li> </ul>  | LOW |  | ✓ |
| Recycling box  | Musculoskeletal disorders                | As above | <ul style="list-style-type: none"> <li>The recycling box should not be over filled, if it is full two persons will be required to lift it up</li> <li>If half full one person may manage it but they must assess the load in the first instance</li> </ul>  | LOW |  | ✓ |
| Changing   | Health effects                           | As above | <ul style="list-style-type: none"> <li>The ICT technicians must follow the control measures</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|        |  |  |   |  |  |  |
|--------|--|--|---|--|--|--|
| Toners |  |  | as stated on the MSDS <ul style="list-style-type: none"> <li>• All ICT staff should receive COSHH training.</li> <li>• A specialist hoover will be used when changing toners</li> </ul> |  |  |  |
|--------|--|--|---|--|--|--|

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
Reviewed by: Tracey Carsley – Elite Safety in Education  
Next Review: 1<sup>st</sup> April 2024

## INFECTIOUS DISEASES

[Back to Index](#)

| Hazard/<br>Activity                        | Persons<br>at Risk          | Risk                      | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|-----------------------------|---------------------------|--|--------------------------------------|----------------------------|----|
|  |                             |                           |  |                                      | YES                        | NO |
| Awareness of<br>policies and<br>procedures | Staff<br>Students<br>Others | Inadequate<br>information | <ul style="list-style-type: none"> <li>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</li> <li>All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ DfE</li> <li>➤ NHS</li> <li>➤ Department for Health and Social Care</li> <li>➤ PHE</li> </ul> </li> <li>Staff are made aware of the school's infection control procedures</li> </ul> | MED                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



## INTERACTIVE WHITE BOARD

[Back to Index](#)

| Hazard/<br>Activity        | Persons at<br>Risk            | Risk              | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|----------------------------|-------------------------------|-------------------|--|--------------------------------------|----------------------------|----|
| Interactive<br>White Board |                               |                   |  |                                      | YES                        | NO |
| Projector<br>beam          | Students<br>Staff<br>Visitors | Damage to<br>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 whiteboards to remind all users of the safety</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                    |          |                     |   |     |  |   |
|--------------------|----------|---------------------|---|-----|--|---|
|                    |          |                     | precautions to be followed when using the equipment. <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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## INTRUDERS IN ACADEMY

[Back to Index](#)

| Hazard/<br>Activity                             | Persons at<br>Risk            | Risk     | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |           |
|---|-------------------------------|----------|--|--------------------------------------|----------------------------|-----------|
| <b>Intruders</b>                                |                               |          |  |                                      | <b>YES</b>                 | <b>NO</b> |
| Unknown<br>persons in<br>the Academy<br>grounds | Students<br>Staff<br>Visitors | Violence | <ul style="list-style-type: none"> <li>• If intruders are found to be on the Academy grounds or within the Academy and refuse to leave or are displaying acts of violence, then lock down procedures must be implemented immediately.</li> <li>• The emergency services to be called immediately.</li> <li>• All staff must be aware of the lockdown procedures and the action to take.</li> </ul> | MED                                  |                            | ✓         |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## LABORATORIES

[Back to Index](#)

| Hazard/<br>Activity            | Persons<br>at Risk | Risk                                     | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------|--------------------|--|--|--------------------------------------|----------------------------|----|
|                                |                    |  |  |                                      | YES                        | NO |
| <b>Use of<br/>Laboratories</b> |                    |  |  |                                      |                            |    |
| Inappropriate<br>practices     | Students           | Not following<br>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, 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<br>Staff  | Contamination<br>Health                  | <ul style="list-style-type: none"> <li>Teaching areas are kept reasonably warm e.g. normally at least 16°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 to keep the room clean and tidy.</li> <li>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<br>staff and<br>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</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                             |   |  |     |   |   |
|--|-----------------------------|---|--|-----|---|---|
|  |                             |   | <p>carried out for new employees.</p> <ul style="list-style-type: none"> <li>Rules for conduct clearly explained to Students.</li> </ul>   |     |   |   |
| 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> <li>Group size appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability, aptitude and special education needs of Students.</li> </ul> | LOW |   | ✓ |
| Equipment                              | Students<br>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<br>Staff           | Fire<br>Electrocution<br>Slips<br>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<br>Staff<br>Others | Explosion,<br>Inhalation<br>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> </ul>   | MED | ✓ |   |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                |                             |                                  |  |     |  |   |
|----------------|-----------------------------|----------------------------------|--|-----|--|---|
|                |                             |                                  | <ul style="list-style-type: none"> <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>  |     |  |   |
| Fume Cupboards | Students<br>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<br>Staff<br>Others | Burns<br>Smoke<br>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<br>Staff           | Lack of<br>medical<br>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 arrangements to summon a 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<br>Staff           | Biological                       | <ul style="list-style-type: none"> <li>• Arrangements in place to ensure good hygiene practice, including the provision of hand washing</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|            |                             |                           |   |     |  |   |
|------------|-----------------------------|---------------------------|---|-----|--|---|
|            |                             |                           | facilities, soap / paper towels, etc.   |     |  |   |
| Emergency  | Students<br>Staff<br>Others | Academy<br>evacuation     | <ul style="list-style-type: none"> <li>All emergency procedures are in place.</li> </ul>  | LOW |  | ✓ |
| Glassware  | Students<br>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> <li>They have a glass bin in each prep room</li> <li>They have a small lidded but sealed tub that they can drop any broken glass into in each lab</li> <li>The procedure if glass is broken is to call a technician and it is immediately cleaned up and removed from the lab.</li> <li>They use the tub to clean up and then remove and dispose of in the Glass bin in the prep room.</li> </ul> | LOW |  | ✓ |
| Sharps     | Students<br>Staff           | Cuts<br>Germs<br>Diseases | <ul style="list-style-type: none"> <li>There are instructions 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. celebration tub with lid.</li> <li>Sharps are counted in and out.</li> <li>Glass bins in prep rooms</li> </ul>  | LOW |  | ✓ |
| Spillages  | Students<br>Staff           | Slips,<br>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 |  | ✓ |
| Waste      | Students<br>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                    | Risk to health            | <ul style="list-style-type: none"> <li>Any hazardous substances in use which require a</li> </ul>   | MED |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |                             |  |  |     |  |   |
|---|-----------------------------|--|--|-----|--|---|
|   | Staff                       |  | <p>specific assessment under the COSHH regulations are kept in the COSHH folder online.</p> <ul style="list-style-type: none"> <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 labelled.</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> |     |  |   |
| Storing / handling Substances including Paints, inks, varnishes etc | Students<br>Staff           | Toxic, cause allergic reactions, be irritants or react with other substances | <ul style="list-style-type: none"> <li>• Inventory of chemicals used within the Academy in place.</li> <li>• Chemicals used must be suitable and safe for the age of Students</li> <li>• Glues etc must be locked away after use</li> <li>• Students must wash hands after use</li> </ul>  | LOW |  | ✓ |
| Security  | Students<br>Staff<br>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> </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 |  | ✓ |
| 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, vapours, etc.</li> <li>• Suitable arrangements for the storage of PPE in</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



|   |                |                     |   |     |  |   |
|---|----------------|---------------------|---|-----|--|---|
|   |                |                     | place. <ul style="list-style-type: none"> <li>• Lab coats are cotton rich type to minimise the risk of burning.</li> </ul>  |     |  |   |
| Radiation Sources<br>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>  | MED |  | ✓ |
| 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 |  | ✓ |
| Defective flooring<br>Spillages<br>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 |  | ✓ |
| 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>  | MED |  | ✓ |
| 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,</li> </ul>  | MED |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  |  | <p>they are instructed and made familiar with safe practices.</p> <ul style="list-style-type: none"> <li>• Training is arranged as required.</li> <li>• Some staff are trained in the use of firefighting equipment.</li> </ul> |  |  |  |
|--|--|--|---|--|--|--|

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## LESSONS

[Back to Index](#)

| Hazard/<br>Activity | Persons<br>at Risk | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|--------------------|---|---|--------------------------------------|----------------------------|----|
| Lessons             |                    |   | Where appropriate students will receive suitable induction process.   |                                      | YES                        | NO |
| General             | Students<br>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<br>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<br>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                                  |                            | ✓  |
| 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</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                        |                   |  |   |     |  |   |
|------------------------|-------------------|--|---|-----|--|---|
|                        |                   |  | <p>person, normally by a company under contract, and checked each time before use by the PE teacher.</p> <ul style="list-style-type: none"> <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>   |     |  |   |
| Library                | Students<br>Staff | Back injury,<br>personal<br>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,<br>falls, falling<br>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 |  | ✓ |
| General<br>Environment | Students<br>Staff | Fatigue                                  | <ul style="list-style-type: none"> <li>• Ensure adequate lighting.</li> <li>• Ensure classroom temperature appropriate. Appropriate clothing to be worn. Sensible footwear to be worn (not sandals, high heels etc.)</li> <li>• Each student to have adequate workspace.</li> </ul>   | LOW |  | ✓ |
| Electricity            | Students<br>Staff | Electrocution<br>Trips, Falls            | <ul style="list-style-type: none"> <li>• All mains powered portable electrical appliances to be in good working order and tested for electrical safety.</li> <li>• Leads should be visually examined for damage before using. Damaged electrical leads must not be used. Equipment must be removed from service and repaired before re-use.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                     |                   |                              |   |     |  |   |
|---------------------|-------------------|------------------------------|---|-----|--|---|
|                     |                   |                              | <ul style="list-style-type: none"> <li>• Avoid trailing leads around edges of furniture or equipment that may cause damage. When transporting equipment, take care not to damage the lead.</li> <li>• Mains leads etc. not to be permitted to trail across walkways, near heated surfaces etc.</li> <li>• Each item of electrical equipment to have its own 240-volt socket. All 240-volt outlets to be connected via an ELCB or equivalent.</li> </ul> |     |  |   |
| Manual Handling     | Students<br>Staff | Injury<br>Strains            | <ul style="list-style-type: none"> <li>• Where moving equipment may involve risk to students (e.g. moving music equipment), an assessment must be undertaken to establish a safe working procedure for lifting and carrying.</li> </ul>   | LOW |  | ✓ |
| Slip/Trip/<br>Falls | Students<br>Staff | Injury                       | <ul style="list-style-type: none"> <li>• Keep all gangways clear of obstructions.</li> <li>• Floors to be maintained in good, clean condition, without missing tiles, rips in linoleum etc.</li> <li>• Trailing leads not permitted to cross travel areas etc. Materials to be stacked safely out of travel areas.</li> <li>• Keep floors and gangways dry and free from slip hazards. Clear up any spillage's immediately.</li> </ul>                  | LOW |  | ✓ |
| Fire                | Students<br>Staff | Burns<br>Smoke<br>Inhalation | <ul style="list-style-type: none"> <li>• Fire escape routes and exits to be kept clear of obstructions at all times and clearly marked with approved signs.</li> <li>• Fire extinguishers and alarm points to be kept clear of obstruction at all times.</li> <li>• Students to be instructed in emergency evacuation procedure.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## LETTINGS

[Back to Index](#)

| Hazard/<br>Activity   | Persons<br>at Risk                                    | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## LONE WORKING IN ACADEMY

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk  | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|---------------------|--|---|--------------------------------------|----------------------------|----|
| Lone<br>Working   |                     |  |   |                                      | YES                        | NO |
| Lone<br>working -<br>working in<br>Academy<br>alone in<br>isolated<br>locations | Staff<br>Colleagues | Accident<br>injury,<br>delayed<br>assistance<br>in<br>emergency<br>Physical<br>assault<br>verbal<br>abuse<br>Cuts<br>abrasions,<br>muscular<br>skeletal and<br>other<br>physical<br>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>Operations Manager has means of communication in the event of an emergency.</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>Where teaching staff may work until late, they must inform the Operations Manager. Ensure they do not put themselves or others at risk.</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 are 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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## LONE WORKING OFFSITE

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|--------------------|---|--|--------------------------------------|----------------------------|----|
|   |                    |   |  |                                      | YES                        | NO |
| <b>Lone Working</b>   |                    |   |  |                                      |                            |    |
| Lone working<br>working offsite<br>alone<br>Home visits<br>etc. | Staff member       | Accident<br>injury,<br>Delayed<br>assistance<br>in<br>emergency<br>Physical<br>assault<br>verbal<br>abuse | <ul style="list-style-type: none"> <li>For home visits background information on the family is gathered beforehand, and a specific risk assessment conducted where necessary.</li> <li>If it is deemed as high risk, a visit will be arranged in school instead (if the meeting room is required, this is to be booked through reception).</li> <li>All visits will be undertaken in pairs.</li> <li>All staff to be familiar with lone working procedures.</li> <li>Safe words are in place if required.</li> <li>Mobile phone available charged and switched on.</li> <li>Agreed schedule – times and location of visits to be known.</li> <li>Staff own experience and training in recognising signs of aggression and avoiding/de-escalating this.</li> <li>When working offsite, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return.</li> <li>Regular supervision and arrangements for debrief/ feedback from staff.</li> <li>Visits will be during school hours and coordinated by the Headteacher.</li> <li>Any dogs to be in an alternative room when visits take place, if needed.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## MANUAL HANDLING

[Back to Index](#)

| Hazard/<br>Activity  | Persons at<br>Risk  | Risk                            | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|---------------------|---------------------------------|--|--------------------------------------|----------------------------|----|
|  |                     |                                 |  |                                      | YES                        | NO |
| <b>Manual Handling</b>                                       |                     |                                 |  |                                      |                            |    |
| Manual handling of persons                                   | Students<br>Staff   | Back injury,<br>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<br>Site Staff | Back injury,<br>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                                  |                            | ✓  |
| Lifting heavy loads such as desks, tables & sports equipment | Site Staff          | Back Injuries<br>Strains        | <ul style="list-style-type: none"> <li>Always ensure there are at least 2 people available to lift or move these items. If uncertain about the weight, test very carefully before committing to a lift.</li> </ul>   | LOW                                  |                            | ✓  |
| Stooping and   | All Staff           | Back Injuries                   | <ul style="list-style-type: none"> <li>Never stoop or pick up heavy or awkward items from a</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |                              |   |   |     |  |   |
|---|------------------------------|---|---|-----|--|---|
| lifting any load, heavy or not  |                              | Muscle Strain                                       | seated position or by twisting and lifting.   |     |  |   |
| Lifting and carrying items with sharp edges   | Site Staff Technician        | Cuts and Abrasions                                  | <ul style="list-style-type: none"> <li>Check the item to be lifted for splinters, sharp edges etc. Wear a pair of suitable protective gloves where required.</li> </ul>   | LOW |  | ✓ |
| Storing awkward items above head height or in awkward places                              | Site Staff Technician        | Injuries from dropping items, Loss of Balance Falls | <ul style="list-style-type: none"> <li>Install wherever possible shelving where the top shelf is normally situated at head height. Restrict and control storage of any heavy items on shelving above head height. Provide a suitable and safe means of accessing any high shelf</li> </ul>  | LOW |  | ✓ |
| Transporting heavy or large loads such as tables, desks and sports equipment, empty boxes | Teaching Staff<br>Site Staff | Back Injuries<br>Slips Trips<br>Falls poor vision   | <ul style="list-style-type: none"> <li>Provide mechanical equipment to assist in transporting equipment wherever possible, such as sack trucks, pallet trucks.</li> <li>Break down any large boxes into smaller parts wherever possible before transporting. If this is not possible, always use an additional person to guide those transporting the load</li> </ul>   | LOW |  | ✓ |
| Carrying items up and down stairs using both hands  | All Staff                    | Loss of Balance<br>Falls<br>Injury                  | <ul style="list-style-type: none"> <li>Plan any operation that involves carrying items up and down stairs.</li> <li>Use lifting and supporting aids whenever possible or contract out to professional movers.</li> <li>Always avoid lesson change-overtimes/break times when corridors will be at their busiest.</li> <li>Avoid manual handling wherever possible.</li> <li>Use the services of professional contractors wherever feasible</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## MEALTIMES

[Back to Index](#)

| Hazard/<br>Activity                           | Persons at<br>Risk | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|--------------------|--|---|--------------------------------------|----------------------------|----|
|   |                    |  |   |                                      | YES                        | NO |
| Serving Meals                                 | Students<br>Staff  | Slips<br>Misbehaviour                                  | <ul style="list-style-type: none"> <li>Mealtimes staff will serve food to students and staff the food is cooked and served in the Main Hall, RGS or Loakal for Sixth Form and Staff</li> <li>All students sit in Main Hall or RGS</li> <li>Staff clean up after and any spillages.</li> </ul> | LOW                                  |                            | ✓  |
| Food dropped on floor and spillages of liquid | Students           | Slips  | <ul style="list-style-type: none"> <li>During mealtimes lunchtime supervisors, will remove/clean up any food and drink spilled on the floor.</li> <li>Wet floor signs erected as and when required</li> </ul>   | LOW                                  |                            | ✓  |
| Slips and trips                               | Students<br>Staff  | Injury   | <ul style="list-style-type: none"> <li>If floor is wet, display wet floor sign</li> <li>Avoid using the room if the floor is still wet</li> <li>Care to be taken when walking in the room if flooring is wet.</li> </ul>  | LOW                                  |                            | ✓  |
| Moving tables and chairs                      | Staff              | Manual Handling<br>Injuries                            | <ul style="list-style-type: none"> <li>Staff are trained in handling Sico seating systems.</li> <li>If moving items with no equipment staff must only move items to their own ability and not cut corners.</li> </ul>   | LOW                                  |                            | ✓  |
| Servery                                       | Staff<br>Students  | Burns or scalds from hot food or contact with servery. | <ul style="list-style-type: none"> <li>Serving protectors are used.</li> <li>Students are supervised.</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## MEDICATION

[Back to Index](#)

| Hazard/<br>Activity  | Persons at<br>Risk | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|---|--|--------------------------------------|----------------------------|----|
| Medication   |                    |   |  |                                      | YES                        | NO |
| Wrong medication administered<br>Wrong dosage<br>Wrong Student | Students           | Sickness/<br>vomiting<br>Allergic reaction<br>Serious side effects<br>illness | <ul style="list-style-type: none"> <li>The only medication kept and administered within Academy are those prescribed specifically for a student at the request of the parent/carers and with the consent of the Headteacher.</li> <li>Records of administration of medicines will be kept by the first aider in the Academy office.</li> <li>No member of staff should administer any medicines unless a request form has been completed by the parent/carers.</li> <li>All medications kept in the Academy are securely stored in a dedicated area.</li> <li>Where students need to have access to emergency medication, i.e. asthma inhalers, adrenaline-pen etc., it will be kept by them.</li> <li>All specific training required by staff on the administration of medication is provided and refreshed on a 3-yearly basis.</li> <li>Students medical needs are catered for on educational visits and parent evenings</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
Reviewed by: Tracey Carsley – Elite Safety in Education  
Next Review: 1<sup>st</sup> April 2024

## MENOPAUSE RISK ASSESSMENT (GENERIC ONLY)

[Back to Index](#)

| Hazard/<br>Activity                        | Persons at<br>Risk | Risk                                 | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|--------------------------------------|--|--------------------------------------|----------------------------|----|
|  |                    |                                      |  |                                      | YES                        | NO |
| School Environment                         | Staff Member       | No reasonable adjustments            | <ul style="list-style-type: none"> <li>The school will support the member of staff with introducing reasonable adjustments to enable the person to work in a supportive environment and with suitable and sufficient control measures in place.</li> <li>Consider menopause policy to ensure all staff aware of school commitment</li> </ul>   | LOW                                  |                            | ✓  |
| Memory Loss<br>Stress<br>Sleep deprivation | Staff Member       | Workload not coping                  | <ul style="list-style-type: none"> <li>Workloads will be accessed where staff member is not coping due to complications of the menopause i.e. brain fog, dark thoughts</li> <li>Encourage staff member to talk through any fears</li> <li>Point to agencies which can assist</li> <li>Encourage to see GP for support and possible medication.</li> <li>Consider work which can be carried out at home.</li> </ul> | LOW                                  |                            | ✓  |
| Accessing welfare facilities               | Staff Member       | Limited access to welfare facilities | <ul style="list-style-type: none"> <li>Staff member will always have access to toilet facilities</li> <li>Water available for staff member</li> </ul>  | LOW                                  |                            | ✓  |
| Classroom / Lessons<br>Feeling hot         | Staff Member       | Disruption temperature control       | <ul style="list-style-type: none"> <li>Cover in class if having to access facilities (teaching assistant)</li> <li>Cover in office if having to access facilities</li> <li>A fan will be made available for member of staff if required</li> <li>Desk where possible moved closer to window for ventilation</li> </ul>   | LOW                                  |                            | ✓  |
| Time off for                               | Staff              | Disruption                           | <ul style="list-style-type: none"> <li>Where possible time off will be allowed for</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                              |              |          |  |     |  |   |
|------------------------------|--------------|----------|--|-----|--|---|
| appointments                 | Member       |          | appointments to GP or menopause clinic   |     |  |   |
| Unexpected and heavy periods | Staff Member | In class | <ul style="list-style-type: none"> <li>• Staff to look at keeping extra provisions at school in event of issues</li> <li>• School will supply sanitary wear in staff toilets</li> <li>• Showers available</li> <li>• Cover if need to go home to change</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## MINIBUS

[Back to Index](#)

| Hazard/<br>Activity  | Persons<br>at Risk    | Risk                             | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|----------------------|-----------------------|----------------------------------|---|--------------------------------------|----------------------------|----|
| Minibus              |                       |                                  |   |                                      | YES                        | NO |
| Safety Checks        | All Staff<br>Students | Unsafe vehicle                   | <ul style="list-style-type: none"> <li>The vehicle will be checked prior to use.</li> <li>The check will look at oil levels, water, tyres, horn, lights, windscreen washers/wipers</li> <li>The first aid box will be checked to ensure it contains all the first aid measures required</li> </ul>  | LOW                                  |                            | ✓  |
| Cleaning the minibus | All Staff             | Untidy vehicle<br>Dirty exterior | <ul style="list-style-type: none"> <li>The drivers will also be responsible to ensure they can see out of the windows and the mirrors are clean prior to leaving the Academy premises in the minibus.</li> </ul>  | LOW                                  |                            | ✓  |
| Fuelling the minibus | Staff                 | Running out of fuel              | <ul style="list-style-type: none"> <li>The minibus will be filled as and when required.</li> </ul>  | LOW                                  |                            | ✓  |
| Driving              | Driver                | Road Accident                    | <ul style="list-style-type: none"> <li>The drivers must have undertaken MIDAS training.</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>The driver's licence has been checked via the DVLA website. <a href="http://www.gov.uk/browse/driving/driving-licences">www.gov.uk/browse/driving/driving-licences</a></li> <li>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</li> <li>Roadside 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</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

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Next Review: 1<sup>st</sup> April 2024

|               |     |                                  |   |     |  |   |
|---------------|-----|----------------------------------|---|-----|--|---|
|               |     |                                  | public weighbridge.<br><ul style="list-style-type: none"> <li>Do not overload the combination of vehicle and trailer if in doubt check at a public weighbridge.</li> </ul>  |     |  |   |
| Road Accident | All | Injuries to passengers           | <ul style="list-style-type: none"> <li>Students 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>Students must not be allowed to move around the vehicle when it is in motion.</li> <li>Students must not distract the driver when the vehicle is in motion.</li> <li>Appropriate insurance in place.</li> <li>Staff supervision to ensure that this is complied with throughout the journey.</li> </ul>  | LOW |  | ✓ |
| 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 students to a safe location protected from oncoming traffic.</li> <li>When moving follow the Highway Code and use staff to supervise the students 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</li> <li>Co-operate with the emergency services and at least one member of staff accompanies an injured student to hospital. They remain there until parents or guardians arrive.</li> </ul> | LOW |  | ✓ |
| Mechanical    | All | Possible injury                  | <ul style="list-style-type: none"> <li>Get the group behind the side crash barrier as soon</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



|                                     |          |  |   |     |  |   |
|-------------------------------------|----------|--|---|-----|--|---|
| breakdown motorway                  |          | to Students, staff or driver                 | <ul style="list-style-type: none"> <li>as possible.</li> <li>Keep the students 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. Roadside Recovery.</li> </ul>   |     |  |   |
| Mechanical breakdown - normal roads | All      | Possible injury to Students, staff or driver | <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 students to avoid danger.</li> <li>Keep the students 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 | Student becomes ill or is injured            | <ul style="list-style-type: none"> <li>Students 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 student to hospital if necessary.</li> <li>Staff will remain there until parents/guardians arrive or the student 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 Academy so 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</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                  |         |                         |  |     |  |   |
|------------------|---------|-------------------------|--|-----|--|---|
|                  |         |                         | maintained.  |     |  |   |
| Lost Student     | Student | Young Person gets lost  | <ul style="list-style-type: none"> <li>Head count taken on a regular basis especially when students leave and re-board transport.</li> </ul>   | LOW |  | ✓ |
| Child Protection |         | Child protection issues | <ul style="list-style-type: none"> <li>Supervision of students at public toilets if used during the visit. The age and maturity of the students will have to be taken onto account.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## NEW & EXPECTANT MOTHERS (Generic Only)

[Back to Index](#)

| Hazard/<br>Activity           | Persons<br>at Risk | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|-------------------------------|--------------------|---|--|--------------------------------------|----------------------------|----|
| New &<br>Expectant<br>Mothers |                    |   |  |                                      | YES                        | NO |
| Working<br>environment        | Staff              | Tiredness when<br>having to walk<br>up stairs, lack of<br>ease of access<br>to welfare<br>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 /<br>aggression      | Staff              | Physical and<br>emotional injury<br>to the expectant<br>mother through<br>to birth defects /<br>miscarriage or<br>loss of the<br>unborn child | <ul style="list-style-type: none"> <li>Where there are known students who are aggressive / violent (e.g. some types of special needs), then the expectant mother does not work with those students 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<br>handling            | Staff              | Musculo-<br>skeletal<br>disorders for the<br>mother and<br>injury to the<br>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 not to attempt to handle excessive loads.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |       |  |  |     |  |   |
|---|-------|--|--|-----|--|---|
|   |       |  | <ul style="list-style-type: none"> <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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## NON-HAZARDOUS CHEMICALS

[Back to Index](#)

| Hazard/Activity                      | Persons at Risk     | Risk                   | Control Measures in use  | Residual risk rating<br>H / M / L | Further Action Required |    |
|--------------------------------------|---------------------|------------------------|--|-----------------------------------|-------------------------|----|
|                                      |                     |                        |  |                                   | YES                     | NO |
| Excessive use of chemical substances | Staff,<br>Students, | Accidental Consumption | <ul style="list-style-type: none"> <li>Care must still be taken when using non-hazardous chemicals.</li> <li>Always read the label and any specific instructions.</li> <li>Keep out of reach of students and store safely</li> <li>Chemicals used for playing i.e. shaving foam to be sprayed / dispensed by an adult only.</li> </ul> | LOW                               |                         | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## OFFICE EQUIPMENT

[Back to Index](#)

| Hazard/<br>Activity      | Persons at<br>Risk | Risk                         | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------|--------------------|------------------------------|--|--------------------------------------|----------------------------|----|
|                          |                    |                              |  |                                      | YES                        | NO |
| Trapping<br>Entanglement | All users          | Physical<br>Injury           | <ul style="list-style-type: none"> <li>Trapping points can be found on a number of items of equipment, including shredders and collators.</li> <li>Machines should be adequately guarded to prevent access to in-running nips.</li> <li>Machines with trapping points should be fitted with an emergency stop or reverse button that is within reach of the trapping point. These must be working correctly.</li> <li>Jewellery, ties and hair must be tied out of the way.</li> <li>Staff must receive training in the use of the equipment and be aware of the dangers.</li> </ul>   | LOW                                  |                            | ✓  |
| Ozone                    | All users          | Fume<br>inhalation           | <ul style="list-style-type: none"> <li>Photocopiers and laser printers produce small amounts of ozone when in use. Ozone is a poisonous gas that breaks down quickly in air. Risks are negligible if:</li> <li>Equipment is regularly serviced according to manufacturer's recommendations.</li> <li>Equipment which is heavily used is positioned in an area away from workstations, which have some form of ventilation e.g. an opening window or extractor fan.</li> <li>Printers located in offices should be positioned away from workstations and as close as possible to an opening window or extractor fan.</li> </ul> | LOW                                  |                            | ✓  |
| Fire Hazard              | All users          | Burns<br>Smoke<br>inhalation | <ul style="list-style-type: none"> <li>Administrative work within the Academy can involve the use of large amounts of paper and other combustible materials. Fire risks can be reduced by limiting the amount of combustible material, ensuring</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                       |           |                               |  |     |  |   |
|-----------------------|-----------|-------------------------------|--|-----|--|---|
|                       |           |                               | good housekeeping at all times and removing waste immediately.   |     |  |   |
| Electrical Hazards    | All users | Electrocution                 | <ul style="list-style-type: none"> <li>• All electrical equipment must be tested on a regular basis for electrical safety. Users should regularly check cables for visible damage.</li> <li>• Power circuits should be protected for earth leakage by residual current devices.</li> <li>• Power cables for electrical equipment must not be trailed across open floor spaces or gangways. If this is unavoidable then an appropriate cable bridge must be used.</li> <li>• Personnel must receive training in the use of each item of equipment.</li> <li>• The power to any machine must be isolated before gaining access to the interior of the machine. This will involve switching off at the mains and unplugging from the socket.</li> </ul> | LOW |  | ✓ |
| Hot surfaces          | All users | Burns                         | <ul style="list-style-type: none"> <li>• Instruction must be provided to all users. Hot parts are found on numerous items of equipment, especially photocopiers and binding machines. Hot surfaces should be clearly marked with warning signs.</li> </ul>   | LOW |  | ✓ |
| Ultraviolet Radiation | All users | Radiation                     | <ul style="list-style-type: none"> <li>• Photocopiers can emit low levels of ultraviolet radiation during the copying process. The copier lid should be kept closed when copying to prevent exposure.</li> <li>• Information posters displayed adjacent to all equipment.</li> <li>• Photocopier toners contain carbon black that is mildly toxic and may also contain impurities that are carcinogenic.</li> </ul>  | LOW |  | ✓ |
| Hazardous Substances  | All users | Skin irritation<br>Inhalation | <ul style="list-style-type: none"> <li>• Protective gloves should be worn when handling toner.</li> <li>• The toner must be approved under the Health and</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                         |           |      |  |     |  |   |
|-------------------------|-----------|------|--|-----|--|---|
|                         |           |      | <p>Safety Control system for substances.</p> <ul style="list-style-type: none"> <li>• Machines which use enclosed systems for replacement of toner are preferable.</li> <li>• Avoid practices which create dust clouds, take care not to inhale any dust.</li> <li>• Hands must be washed after handling toner. Practices that may promote the ingestion of toner must not be followed.</li> </ul> |     |  |   |
| Sharp Guillotine Blades | All users | Cuts | <ul style="list-style-type: none"> <li>• Ensure that guards are in place before use.</li> <li>• Ensure that equipment is maintained annually and in good working order.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## OFFICE RECEPTION AREAS

[Back to Index](#)

| Hazard/<br>Activity            | Persons at<br>Risk                           | Risk                               | Control measures in use   | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------|--|------------------------------------|---|--------------------------------------|----------------------------|----|
| Office<br>reception areas      |  |                                    |   |                                      | YES                        | NO |
| Fire                           | Staff<br>Visitors<br>Students<br>Contractors | Burns<br>Death<br>Smoke inhalation | <ul style="list-style-type: none"> <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<br>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>Do not use 2- into-1 or 3-into-1 adaptors</li> <li>Do not use more than one extension lead per socket. Do not plug extension leads into other extension leads. Do not plug any heating appliances, kettles, coffee makers fridges into extension leads</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<br>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                           | Staff  | Slips, Trips, Falls                | <ul style="list-style-type: none"> <li>Good housekeeping standards are maintained e.g.</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                  |                                   |                                      |  |     |  |   |
|----------------------------------|-----------------------------------|--------------------------------------|--|-----|--|---|
| housekeeping                     | Visitors<br>Public<br>Contractors |                                      | <p>safe access/ egress around the area to prevent slips, trips and falls.</p> <ul style="list-style-type: none"> <li>• Arrangements are in place to ensure that trailing leads do not pose a trip hazard (tied, cable tidies, beneath tables, along skirting boards etc).</li> </ul>   |     |  |   |
| Manual handling activities       | Staff<br>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<br>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> </ul>   | LOW |  | ✓ |
| Exposure to hazardous substances | Staff                             | Health effects                       | <ul style="list-style-type: none"> <li>• All Staff are aware of good practice in regard 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<br>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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|   |       |                    |   |     |  |   |
|---|-------|--------------------|---|-----|--|---|
|   |       |                    | <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 | Attacked 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 external and Internal</li> <li>• Door security 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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## ONE TO ONE TUITION

[Back to Index](#)

| Hazard/<br>Activity   | Persons<br>at Risk | Risk   | Control measures in use  | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|-----------------------|--------------------|--|--|--------------------------------------|----------------------------|----|
| One to One<br>Tuition |                    |  |  |                                      | YES                        | NO |
| One to One<br>Tuition | Staff              | Actual or<br>accusations of<br>Violence, verbal<br>& physical abuse<br>by one of the<br>parties, leading to<br>stress and upset<br>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 Academies, social worker, parents etc.).</li> <li>• Experienced and trained teaching staff will be used for students 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.</li> <li>• Items that could be used as weapons will be kept to a minimum and removed before the session starts.</li> <li>• Exclusion room will remain open if staff have issues with potential accusations from students</li> <li>• Telephone in place</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## OPENING AND CLOSING OF ACADEMY GATES

[Back to Index](#)

| Hazard/<br>Activity                               | Persons at<br>Risk             | Risk                   | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|--------------------------------|------------------------|--|--------------------------------------|----------------------------|----|
|   |                                |                        |  |                                      | YES                        | NO |
| Opening and<br>closing of gates<br>on the Academy | Staff,<br>Students,<br>parents | Entrapment<br>injuries | <ul style="list-style-type: none"> <li>When operating pedestrian or car park gates care must be taken at all times.</li> <li>It is imperative when opening and closing gates the person is not standing directly behind the gate.</li> <li>Vehicle access gates and pedestrian gates should only be manoeuvred by holding the end of the gate keeping feet clear from entrapment at the bottom and walk into position keeping a look out for other people movement in the area, when closing step through the opening before the gate is fully closed.</li> <li>Where possible pedestrian gates to remain open and locked in place (unless gates are operated automatically)</li> <li>If there is a risk of injury when operating gates, consider warning signs to be erected or a skirt to be fixed to the bottom of the gate.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## PARENTS EVENING

[Back to Index](#)

| Hazard/<br>Activity         | Persons at<br>Risk           | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|-----------------------------|------------------------------|--|---|--------------------------------------|----------------------------|----|
| Progress<br>Evening         |                              |  |   |                                      | YES                        | NO |
| Parents coming into Academy | Parents<br>Students<br>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> <li>SLT should be available throughout the event.</li> </ul> | LOW                                  |                            | ✓  |
| Staff alone with Parent/s   | Staff<br>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> <li>Academy hall used and classrooms</li> </ul>  | LOW                                  |                            | ✓  |
| Violence                    | Parents<br>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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

## PERFORMING ARTS / MUSIC DEPARTMENT

[Back to Index](#)

| Hazard/<br>Activity  | Persons<br>at Risk                      | Risk                  | Control measures in use  | Risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|---|-----------------------|--|-----------------------------|----------------------------|----|
|  |   |                       |  |                             | YES                        | NO |
| <b>Music/Performing Arts<br/>lessons<br/>Performances</b>                            |   |                       |  |                             |                            |    |
| Rick Gamble Studio   | Students                                | Physical<br>injury.   | <ul style="list-style-type: none"> <li>Before any lesson, rehearsal or concert, a member of staff should view the Rick Gamble Studio/school stage and carry out any appropriate safety checks.</li> <li>When used for rehearsals, pupils must wear appropriate clothing, footwear for the intended lesson.</li> <li>Any practical activity which involves physical interaction such as acting, or dance should be always supervised by a member of staff.</li> <li>Pupils must ensure they warm up effectively before any practical lessons which involve physical movement such as dancing or acting. Staff supervision.</li> </ul> | LOW                         |                            | ✓  |
| Electrical equipment<br>(RGS, control room,<br>classrooms and all<br>practice rooms) | Students<br>Staff<br>Visitors<br>Others | Electrocution<br>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). Ensure all extension leads are taped down appropriately. No daisy chaining of extension leads.</li> <li>Check light switches, lighting, wall sockets in rooms on a regular basis and report breakages or damaged items to site staff.</li> <li>Ensure all switches in the control room are switched off daily.</li> </ul>   | LOW                         |                            | ✓  |
| Props  | Students                                | Injuries              | <ul style="list-style-type: none"> <li>No pupil access to the prop cupboard without a</li> </ul>   | LOW                         |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                               |                               |                                 |  |     |  |   |
|-------------------------------|-------------------------------|---------------------------------|--|-----|--|---|
|                               | Staff                         |                                 | member of staff. <ul style="list-style-type: none"> <li>• All props to be returned safely to the prop cupboard after each lesson.</li> <li>• Props must be used sensibly and safely at all times.</li> </ul>   |     |  |   |
| Manual Handling of equipment. | Students<br>Staff             | Injuries<br>Misuse of equipment | <ul style="list-style-type: none"> <li>• Setting up of the staging blocks and use of the retractable seating should be carried out by site staff only.</li> <li>• Never allow students to stand on tables and chairs unsupervised.</li> <li>• Students should only use the staging blocks when supervised by a member of staff.</li> </ul> | LOW |  | ✓ |
| Fire Exits                    | Students<br>Staff<br>Visitors | 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> </ul>  | LOW |  | ✓ |
| Concerts/performances         | Students<br>Staff<br>Visitors | Announcements                   | <ul style="list-style-type: none"> <li>• Visitors should be informed of fire procedures prior to a performance commencing</li> <li>• Audience members should be made aware of the use of a fog machine or extreme lighting.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## PHYSICAL EDUCATION

[Back to Index](#)

| Hazard/<br>Activity        | Persons at<br>Risk | Risk                   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|----------------------------|--------------------|------------------------|---|--------------------------------------|----------------------------|----|
|                            |                    |                        | <b>All hirers will be required to complete the lettings agreement documentation prior to use of the facilities</b>  |                                      | YES                        | NO |
| <b>Outdoor Activities</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 Academy 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>• Teaching area is large enough for the activity to take place safely, with no overcrowding.</li> <li>• Allow sufficient space between participants to avoid collisions.</li> <li>• Particularly on throwing events groups should be</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                     |          |                           |   |     |  |   |
|---------------------|----------|---------------------------|---|-----|--|---|
|                     |          |                           | <p>evenly spaced out, and clear explanation given to the class about safety procedures and technique for the throw</p> <ul style="list-style-type: none"> <li>• All activities should be carried out in accordance with the AFPE guidelines</li> </ul> <p>Students are included in discussion about health and safety issues before, during and after the activity.</p>   |     |  |   |
| Academy Fields      | Students | Injury<br>Slips and Trips | <ul style="list-style-type: none"> <li>• Visual check prior to use if drainage issues stop activity or move to a drier area</li> <li>• Supervision of students at all times</li> <li>• Medication to be taken outside for students i.e inhalers</li> <li>• Check all jumping pits and remove litter.</li> </ul>   |     |  |   |
| Throwing Activities | Students | Physical Injury           | <ul style="list-style-type: none"> <li>• Provide the appropriate age related type, weight and dimensions of throwing implement.</li> <li>• Remind students that a dry grip on the throwing implement is essential.</li> <li>• All throwing implements need to be carried and retrieved at walking pace.</li> <li>• Throwing implements should be carried and retrieved singly using two hands (preventing mock throwing actions) with javelins upright and ends protected if possible. Multiple discuses may be carried in baskets provided the overall weight is not excessive).</li> <li>• Implements need to be placed on the ground, not dropped.</li> <li>• Javelins, when not in use, should be placed in carrying bag.</li> <li>• Ensure throwing lines and zones for lessons and competition are clearly identified.</li> <li>• Ensuring procedures for entering throwing zones,</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                    |          |                 |  |     |  |   |
|--------------------|----------|-----------------|--|-----|--|---|
|                    |          |                 | <p>in lessons and competition, are known and reinforced.</p> <ul style="list-style-type: none"> <li>• Left handed discus throwers should be positioned to the left hand side of the throwing group to minimise the likelihood of injury in the event of an early release.</li> <li>• Those waiting to perform need to stand well behind the throwing line or circle and focus on the thrower until told to move forward.</li> <li>• Throwers in group situations should throw sequentially and in a predetermined area.</li> <li>• Wide margins of error should be allowed for the release and direction of throws.</li> <li>• Staff and students need to check possible lines of flight are clear</li> <li>• Before staff allow throws to commence.</li> <li>• Throwers need to remain behind the throwing line until told to retrieve their implement.</li> <li>• In higher level competition and when students employ a turn technique in training or competition, safety nets and cages that meet UKA standards should be used.</li> </ul> |     |  |   |
| Jumping Activities | Students | Physical Injury | <ul style="list-style-type: none"> <li>• Students need to understand and be competent in basic feet to feet jumping before progressing to more advanced techniques.</li> <li>• Round bars are recommended for feet to body high jumps styles.</li> <li>• The uprights for flexi bars need to be secured so as not to collapse on jumpers.</li> <li>• Multi-unit high jump land beds should:<br/>Be large enough to extend beyond the uprights.<br/>Conform to UKA standards when used for competition</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |          |                 |   |     |  |   |
|--|----------|-----------------|---|-----|--|---|
|  |          |                 | <ul style="list-style-type: none"> <li>• Be dense and deep enough to prevent bottoming out.</li> <li>• Be fitted with a coverall to prevent athletes falling between the modules</li> <li>• Be inspected regularly.</li> <li>• Take off markers or zones should be used to indicate take off positions in the early stages of learning high jump to ensure the bar is negotiated at the midpoint and landing occurs in the centre of the sand pit or landing module.</li> <li>• Regularly dig and rake sand landing areas to avoid compacted sections.</li> <li>• Maintain sand levels to the top of the pit and level with the runway.</li> <li>• Check sand areas for fouling and dangerous objects.</li> <li>• Ensure take off boards are flush with the runway.</li> <li>• Digging and raking implements should be left stored at least 3m from the landing pit and with prongs and sharp edges into the ground.</li> <li>• Students should be taught how and when to dig and rake the pits.</li> </ul> |     |  |   |
| Games:<br>hockey,<br>football<br>basketball<br>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 Academy 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 problem has been identified.</li> <li>• Goal posts must be sufficiently assessed prior to moving and handling.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|   |          |                 |  |     |  |   |
|---|----------|-----------------|--|-----|--|---|
| Running   | Students | Physical Injury | <ul style="list-style-type: none"> <li>Where running activities take place off the Academy 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>Rugby</b>  |          |                 | •  |     |  |   |
| Incorrect / incomplete warm up                                    | Students | Injury          | <ul style="list-style-type: none"> <li>Advise students of adequate and appropriate warm up</li> </ul>  | LOW |  | ✓ |
| Tackling each other / using tackle bags                           | Students | Injury          | <ul style="list-style-type: none"> <li>Ensure that the correct technique is taught to all students and that the progressions are done safely and systematically.</li> <li>Scrums may be taught providing a suitable qualification is held. Other teachers should perform a scratch scrum (leaning but no pushing - uncontested)</li> </ul> | LOW |  | ✓ |
| Not wearing a gum shield  | Students | Injury          | <ul style="list-style-type: none"> <li>Gum shields will be recommended to parents in the uniform policy when it is sent to parents at the end of each academic year. The need for wearing of gum shields for rugby will also be listed on the academy website under pupil welfare / uniform.</li> </ul>                                    | LOW |  | ✓ |
| Conditions of rugby balls   | Students | Injury          | <ul style="list-style-type: none"> <li>Checking condition of the rugby balls - discard unsuitable balls - give verbal warning.</li> </ul>  | LOW |  | ✓ |
| Organisation of equipment, bibs, tackle bags, tag belts and cones | Students | Injury          | <ul style="list-style-type: none"> <li>Secure position of unused equipment away from playing areas and have any games/practices in a different area.</li> </ul>  | LOW |  | ✓ |
| Litter (inc food)   | Students | Injury          | <ul style="list-style-type: none"> <li>Pick up litter, do not work in the area with litter.</li> </ul>   | LOW |  | ✓ |
| Overly wet grass, snow, ice                                       | Students | Injury          | <ul style="list-style-type: none"> <li>Students to wear correct footwear (boots). Teacher to assess at time and adjust activity as</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                      |          |                            |  |     |  |   |
|--------------------------------------|----------|----------------------------|--|-----|--|---|
|                                      |          |                            | necessary. In severe conditions cancel activity.   |     |  |   |
| <b>Striking / fielding</b>           |          |                            | •  |     |  |   |
| Storing of equipment                 | Students | Inadequate or poor storage | <ul style="list-style-type: none"> <li>Personal protective equipment is used accordingly e.g pads and boxes – cricket</li> <li>Follow manual handling risk assessments for movement of equipment</li> <li>Portable nets/posts/stumps are stable when in use</li> <li>All equipment is checked that it is in good condition before use.</li> <li>Where possible competent person to assemble any equipment that may be used before Students start the activity and ensure it is safe for use (indoor nets)</li> <li>A visual inspection of all equipment e.g bats, balls is done before the activity starts</li> <li>Regular documented maintenance and inspection procedure for recognition of faults, defects, damage to equipment and records are kept.</li> <li>Regular documented visual checks of field, playgrounds, court areas.</li> </ul> | LOW |  | ✓ |
| Slips, trips and falls               | Students | Physical Injuries          | <ul style="list-style-type: none"> <li>Surface is even and maintained in a good condition, especially where bowling and batting takes place.</li> <li>If indoors, floor is dry to prevent slips, trips etc.</li> <li>Protection against synthetic surfaces is considered</li> <li>Academy field is reasonably level with no acute hollows, holes or bumps</li> </ul>   | LOW |  | ✓ |
| Collision with materials and objects | Students | Physical Injuries          | <ul style="list-style-type: none"> <li>Playing area is large enough for the activity to take place safely, with no overcrowding</li> <li>Nets should be sited and users in adjacent areas are not put at risk from balls hit from the nets.</li> </ul>   | LOW |  | ✓ |
| Hit by moving                        | Students | Physical                   | <ul style="list-style-type: none"> <li>Students are included in discussion about health</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |          |                   |   |     |  |   |
|---|----------|-------------------|---|-----|--|---|
| object  |          | Injuries          | and safety issues before, during and after the activity.  |     |  |   |
| Environmental conditions                              | Students | Injuries          | <ul style="list-style-type: none"> <li>Clothing and footwear is suitable to the activity, surface and weather conditions.</li> </ul>  | LOW |  | ✓ |
| Personal injury e.g strains, fractures, over exertion | Students | Physical Injuries | <ul style="list-style-type: none"> <li>Planning ensures that the activity is appropriate and safe for age, ability and previous experience of Students.</li> <li>Teachers refer to 'Safe Practice in Physical Education for guidance as part of the lesson planning</li> <li>Teachers will have read and be familiar with specific risk management decisions as stated in the 'Striking and Fielding games section with reference to specific activities especially cricket.</li> <li>Teachers refer to updated guidance from the national governing body of the sport.</li> <li>Activity is planned to ensure no severe or uneven physical stress or moving of joints beyond Students normal range</li> <li>First aid arrangements are in place</li> <li>An emergency plan is in place and staff made aware of procedures</li> <li>Long hair will be tied up to prevent entanglement</li> <li>Jewellery and other personal effects are removed by the Student</li> <li>Sweets or gum is not to be chewed during the activity</li> <li>Supervision of Students at all times</li> <li>Training for Students in the rules and disciplines of the activity is given.</li> <li>Accidents, minor injuries and near misses are recorded and monitored and sent to appropriate people</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |          |                                   |  |     |  |   |
|--|----------|-----------------------------------|--|-----|--|---|
| <b>Net/wall and racket games</b>                           |          |                                   | •  |     |  |   |
| Hit by flying object<br>Cones and nets<br>Playing surfaces | Students | Physical Injury<br>Slips<br>Trips | <ul style="list-style-type: none"> <li>• Appropriate footwear used at all times</li> <li>• All areas free from obstructions</li> <li>• Use of correct type of tennis/mini tennis ball depending on age and ability.</li> <li>• Participants to be spread out in sufficient space to play.</li> <li>• Teacher leading session to demonstrate correct/safe way of carrying out each drill/task.</li> <li>• Safe number of participants on each court area.</li> <li>• Participants to be well spaced out when waiting behind a player that is striking the ball</li> <li>• Relevant demonstrations by teachers to show safe techniques when using tennis racket.</li> <li>• Avoid crowded use of cones and markers in areas where players have to pass through</li> <li>• Use collapsible cones and flat throw down lines when marking areas and targets close to players</li> <li>• Avoid any fast movements exercises that bring the student close to the net/posts</li> <li>• Teacher to ensure a safe space is available when asking students to lap courts or change ends at speed.</li> <li>• Teachers to secure area of activity when setting up at start of session.</li> <li>• Plan activity that avoids students going near surrounding equipment.</li> <li>• Cone off areas where there are potential hazards.</li> <li>• Check activity area is clear of spillages/litter/hazards.</li> <li>• Use a different area for activity if surface is not safe.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



|                        |          |   |  |     |  |   |
|------------------------|----------|---|--|-----|--|---|
| Netball Courts         | Students | Not warmed up prior to game<br>Hit by Object<br>Collisions<br>Weather | <ul style="list-style-type: none"> <li>• Staff to lead warm-ups for a set number of weeks /lessons and then selected students could lead the warm ups once they know what to do.</li> <li>• Students should be made aware of the dangers of the ball, getting hit by the ball can cause damage to the hands (fingers), face, shins and or feet.</li> <li>• Students should be aware of their surroundings and should be made aware of the any hazards like the posts.</li> <li>• The posts should also be checked to make sure that they are secure and have the padding surrounding.</li> <li>• Check of the courts are done on a lesson by lesson basis. If there are stones on the courts they should be removed to minimise the risk of students falling over.</li> <li>• As the weather can change throughout the day, the teacher responsible for the lesson should check the courts to ensure they are safe to use.</li> <li>• Netball courts are not suitable for rugby where there is an inherent risk of falling forward when attempting to gather unpredictably low bouncing balls. Court surface can be quite abrasive and therefore not suitable for activities where the chance of toppling is increased.</li> </ul> |     |  |   |
| <b>Astro Turf Area</b> |          |   | •  |     |  |   |
| Astro Turf             | Students | Physical Injury<br>Slips Trips<br>Goal Posts<br>injury<br>Weather     | <ul style="list-style-type: none"> <li>• Teacher to ensure rigid teaching procedures are followed and high expectations of behaviour are evident throughout lesson using Academy's behaviour policy at all times</li> <li>• Ensure all students wear appropriate footwear for outdoor surfaces.</li> <li>• Visual inspection of area.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |                   |                   |  |     |  |   |
|---|-------------------|-------------------|--|-----|--|---|
|   |                   |                   | <ul style="list-style-type: none"> <li>• Remove Litter as required. Remove students from area and choose different area to play, contact DOL and record in maintenance folder in PE office</li> <li>• Regular inspection of area. Reporting procedure for any defects to DOL and recording in maintenance folder in PE office</li> <li>• Ensure goal posts are adequately secured</li> <li>• Staff to check surfaces prior to taking out group. If not safe to use an alternative wet weather programme will be issued.</li> <li>• Teachers of groups to ensure there is enough safe space between activities to reduce the risk of contact with an object of an adjacent activity</li> <li>• Teacher to plan lessons to ensure activity has enough space to ensure it can take place safely minimising the risk of collision and trips.</li> <li>• Ensure all students are escorted out to the fields and back into the changing rooms. A member of staff must be present with group at all times.</li> <li>• Ensure suitable footwear is worn and that if the weather has caused the surface to be slippery postpone the activity</li> </ul> |     |  |   |
| Slips trips and falls<br>Indoors and Outdoors | Students<br>Staff | Injury            | <ul style="list-style-type: none"> <li>• Surface is even and maintained in a good condition, check surface is not slippery</li> <li>• If indoors, floor is dry to prevent slips, trips etc.</li> <li>• Protection against synthetic surfaces is considered</li> <li>• Academy field is reasonably level with no acute hollows, holes or bumps, especially sand pit when doing the long jump</li> </ul>   | LOW |  | ✓ |
| Environmental Conditions                      | Students<br>Staff | Slips Trips Falls | <ul style="list-style-type: none"> <li>• Clothing and footwear is suitable to the activity, surface and weather conditions.</li> <li>• Condition, limit or abandon activities if the grass surface of the work area is wet.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                 |                   |   |  |     |  |   |
|-----------------|-------------------|---|--|-----|--|---|
|                 |                   |   | <ul style="list-style-type: none"> <li>• Check that the work areas for approach and release in throwing events, take off in jumping events and all running areas are stable, level, smooth and non slip.</li> </ul>  |     |  |   |
| Personal Injury | Students<br>Staff | Strains,<br>fractures, over<br>exertion | <ul style="list-style-type: none"> <li>• Planning ensures that the activity is appropriate and safe for age, ability and previous experience of Students.</li> <li>• Teachers refer to 'Safe Practice in Physical Education for guidance as part of the lesson planning</li> <li>• Teachers will have read and be familiar with specific risk management decisions as stated in the Athletics section with reference to specific activities especially throwing events</li> <li>• Teachers refer to updated guidance from the national governing body of the sport.</li> <li>• Activity is planned to ensure no severe or uneven physical stress or moving of joints beyond Students normal range</li> <li>• First aid arrangements are in place</li> <li>• An emergency plan is in place and staff made aware of procedures</li> <li>• Long hair will be tied up to prevent entanglement</li> <li>• Jewellery and other personal effects are removed by the Student</li> <li>• Sweets or gum is not to be chewed during the activity</li> <li>• Supervision of Students at all times</li> <li>• Training for Students in the rules and disciplines of the activity is given.</li> <li>• Accidents, minor injuries and near misses are recorded and monitored and sent to appropriate people.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                   |  |  |     |  |   |
|--|-------------------|--|--|-----|--|---|
| <b>Off Site Sporting Fixtures</b>              |                   |  | •  |     |  |   |
| Planning fixtures                              | Students<br>Staff | Permissions from Parents / carer   | <ul style="list-style-type: none"> <li>Letter sent out to parents/carers in Year 7 when selected for the Academy outlining the transport and/or procedures for fixtures.</li> <li>Letter to be sent out if the fixture is in Academy hours (i.e. missing lessons) or on a weekend outlining the transport and/or procedures for the fixture or tournament.</li> <li>Staff to use the Academy Trip Information register policy. Always print off register prior to the trip and hand register to Pastoral Leaders if in Academy day and to South Reception for after Academy fixtures.</li> </ul> | LOW |  | ✓ |
| <b>Use of Vehicles</b>                         |                   |  | •  |     |  |   |
| Vehicle use in transporting Students and Staff | Students<br>Staff | Breakdowns<br>Incidents<br>Reputable companies                                 | <ul style="list-style-type: none"> <li>Pre user checks made on mini bus prior to journey.</li> <li>Mobile phone available.</li> <li>Use reputable and established company.</li> <li>Staff to check business insurance.</li> <li>Recommended staff-student ratios are complied with.</li> <li>Staff are appropriately qualified and experienced to supervise travel.</li> <li>Child protection measures are fully implemented.</li> <li>Inexperienced staff to be accompanied.</li> </ul>   | LOW |  | ✓ |
| Prior to departure                             | Students<br>Staff | Parental/ carer knowledge of fixture, students left behind at Academy, Academy | <ul style="list-style-type: none"> <li>Publicise details (including estimated time of return)</li> <li>Procedure in place for late alteration of details</li> <li>Register taken before departure.</li> <li>Take a list of students on the trip.</li> <li>Copy of register left as agreed above.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|   |                   |  |  |     |  |   |
|---|-------------------|--|--|-----|--|---|
|   |                   | unaware of those involved.   |  |     |  |   |
| Journey to and from inter Academy fixture - | Students<br>Staff | Safety Issues<br>Competencies  | <ul style="list-style-type: none"> <li>• Competent drivers used.</li> <li>• Students not to distract the driver</li> <li>• Speed limits adhered to at all times</li> <li>• Route is planned in advance</li> <li>• All drivers should know the route</li> <li>• Avoid driving in convoy.</li> <li>• Regular breaks or two drivers used for longer journeys.</li> <li>• Plan route to allow sufficient breaks for toilet facilities.</li> <li>• Contingency plans to be in place to deal with travel sickness.</li> <li>• Seat belts are fitted and worn at all times whilst vehicle is moving</li> <li>• Students to be instructed to stay in seats until directed to move.</li> <li>• Where fitted, child lock devices should be activated</li> <li>• Window restrictors used.</li> <li>• This instruction given as part of code of conduct.</li> <li>• Instruction given not to open windows without permission.</li> </ul> | LOW |  | ✓ |
| Arrival at the venue -                      | Students          | Students disembarking in an exposed or potentially dangerous situation - risk of injury from other vehicles on roadside or in the car park | <ul style="list-style-type: none"> <li>• Adult to disembark first to direct students to an assembly point.</li> <li>• The same procedures should apply when preparing to leave the venue.</li> <li>• Minibus driver to establish a safe assembly point whilst securing minibus.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                   |   |  |     |  |   |
|--|-------------------|---|--|-----|--|---|
| Departing venue                        | Students          | Students left behind  | <ul style="list-style-type: none"> <li>Registration and head count before departure</li> <li>Repeat head count just prior to moving off.</li> </ul>  | LOW |  | ✓ |
| Disembarking and dismissal of students | Students          | Students dropped off along the route (parents may be unaware of this/students dropped off in unsafe location)<br>Parents/carers not being at Academy on arrival back (students left on Academy site unsupervised) | <ul style="list-style-type: none"> <li>No students to be dropped off on-route back to the Academy. All students to be returned to the Academy to be dismissed from there.</li> <li>Staff to stay with students until parents/carers arrives</li> <li>Use of Academy/mobile phone.</li> </ul>   | LOW |  | ✓ |
| <b>Equipment</b>                       |                   |   | •  |     |  |   |
| Equipment                              | Students<br>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>Sports Hall</b>                     |                   |   | •  |     |  |   |
| Improper                               | Students          | Slips, trips, falls   | <ul style="list-style-type: none"> <li>Ensure that equipment not in use is placed at the</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|   |                             |                                   |  |     |  |   |
|---|-----------------------------|-----------------------------------|--|-----|--|---|
| storage of PE equipment in court area during training | Staff                       |                                   | side of the court  |     |  |   |
| Building Faults                                       | Students<br>Staff           | Failure of structure and fittings | <ul style="list-style-type: none"> <li>• Ensure that no building defects such as poor lighting levels or faulty ceiling / wall.</li> <li>• Report to PDB and record in the maintenance logbook if there is concern regarding faulty lighting, slippery floors, defective equipment.</li> </ul>   | LOW |  | ✓ |
| Walls   | Students<br>Staff           | No safety padding on walls        | <ul style="list-style-type: none"> <li>• Caution all users to be careful of the hard walls around the hall. Control their speed when running.</li> </ul>   | LOW |  | ✓ |
| Emergency exits                                       | Students<br>Staff           | Fire                              | <ul style="list-style-type: none"> <li>• All exits to remain clear.</li> <li>• Ensure fire doors are closed in the Sports Hall. Ensure fire doors are not locked.</li> </ul>   | LOW |  | ✓ |
| Floor   | Students<br>Staff           | Slips, trips, falls<br>Collision  | <ul style="list-style-type: none"> <li>• Floors in a good condition and not slippery</li> <li>• Chairs to be suitably stacked when not in use or removed to storeroom.</li> <li>• Fire signs to remain in view when productions take place.</li> <li>• Condition of hall is regularly checked to ensure that floors are not slippery</li> <li>• Ensure premises are clutter free before start of game</li> <li>• Ensure unused equipment are not in the area of play to prevent players from tripping over them</li> <li>• Staff to introduce games progressively</li> </ul> | LOW |  | ✓ |
| Defective flooring                                    | Students<br>Staff<br>Others | Slips Trips<br>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<br>Staff           | 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</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|   |                             |                       |  |     |  |   |
|---|-----------------------------|-----------------------|--|-----|--|---|
|   | Others                      |                       | <p>windows, up to shoulder height in doors) either filmed or safety glazing.</p> <ul style="list-style-type: none"> <li>Impact resistant toughened glass or glazing protection provided where risk assessment indicates that it is required</li> </ul>   |     |  |   |
| Sports equipment<br>Pole/goal posts/<br>badminton posts | Students<br>Staff<br>Others | Collapse of equipment | <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> <li>Ensure poles are securely set up before start of game</li> <li>Visual inspection by staff before start of game</li> <li>Regular inspection by facilities staff to ensure that pole/posts are in good working conditions</li> </ul> | LOW |  | ✓ |
| Misuse of sports equipment                              | Students<br>Staff<br>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<br>Staff<br>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 |  | ✓ |
| Inappropriate footwear                                  | Students<br>Staff           | Slips, trips          | <ul style="list-style-type: none"> <li>Staff to warn students of the dangers of wearing inappropriate footwear.</li> <li>To brief students on appropriate footwear at the beginning of each half term and to issue regular reminders.</li> </ul>   | LOW |  | ✓ |
| Competence of instructors                               | Students<br>Staff<br>Others | Injury                | <ul style="list-style-type: none"> <li>PE staff have a relevant national governing body coaching qualification for the activities identified. (gymnastics, trampolining, swimming, rugby)</li> </ul>   | LOW |  | ✓ |
| <b>Auto Belay / Climbing</b>                            |                             |                       |  |     |  |   |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



|                      |           |   |   |     |  |   |
|----------------------|-----------|---|---|-----|--|---|
| Hazards / incidents  | All users | caused by group or individual behaviour | <ul style="list-style-type: none"> <li>• Adherence to lesson plans</li> <li>• Adherence to correct staff to learner ratio</li> <li>• Monitoring and management of group to ensure safety is not compromised</li> <li>• Remove all items from pockets e.g money, mobile phones that could fall out during the climb.</li> <li>• Yearly assessment of staff regarding correct usage of climbing equipment e.g harnesses, helmets, karabiners, climbing wall procedures</li> </ul>   | LOW |  | ✓ |
| Failure of equipment | All users | Injuries                                | <ul style="list-style-type: none"> <li>• Annual safety checks carried out – organised by the health and safety officer</li> <li>• Correct maintenance of equipment and lesson by lesson safety checks done by individual staff. Reports of any kind to be directed to the DOL, site and building manager and health and safety officer.</li> </ul>  | LOW |  | ✓ |
| Falls from equipment | All users | Injuries                                | <ul style="list-style-type: none"> <li>• Provision of harnesses and helmets</li> <li>• Instruction on correct use of and fitting of harnesses, karabiners and helmets by trained staff.</li> <li>• Checking of correct fitting of equipment by trained staff.</li> <li>• Attachment of climbers on and off of the automatic belays to be done by trained staff.</li> <li>• Carrying out of checks by trained staff of correct operation of auto belay according to the manufacturers recommendations, prior to use.</li> <li>• Instruction given to users of correct method to descend wall.</li> <li>• Continuous monitoring of climbers using the wall.</li> <li>• Yearly check of mechanisms of climbing wall and auto belays by external company.</li> <li>• Continuous daily risk assessment of activity environment, any issues reported to DOL, sites</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|                            |                     |   |   |     |  |   |
|----------------------------|---------------------|---|---|-----|--|---|
|                            |                     |   | and buildings manager and health and safety officer.  |     |  |   |
| People waiting to climb    | All users           | Injuries resulting from climbers falling on people    | <ul style="list-style-type: none"> <li>Supervision of climbing wall landing area.</li> <li>Students waiting to climb or watching to wait in the designated waiting area.</li> </ul>   | LOW |  | ✓ |
| Loose handholds            | All users           | Falls   | <ul style="list-style-type: none"> <li>Handholds checked and tightened where necessary prior to climbing wall use.</li> </ul>   | LOW |  | ✓ |
| Suspension injuries        | All users           | Injuries caused by loose jewellery                    | <ul style="list-style-type: none"> <li>Checks to ensure all students have removed jewellery.</li> </ul>   | LOW |  | ✓ |
| unsupervised use or access | All users           | Injuries  | <ul style="list-style-type: none"> <li>Restrict access to wall by replacing the safety mats after each lesson.</li> <li>Gymnasium store to be locked after each lesson to prevent access to harnesses, helmets etc.</li> </ul>  | LOW |  | ✓ |
| <b>Fitness Suite</b>       |                     |   | <ul style="list-style-type: none"> <li></li> </ul>  |     |  |   |
| Force equipment            | All users and staff | Physical injury. Misuse.                              | <ul style="list-style-type: none"> <li>Comprehensive induction.</li> <li>Instruction charts on all machines.</li> <li>Documented maintenance checks.</li> <li>Periodical service.</li> <li>Supervision</li> <li>Students informed not to lift beyond their capabilities.</li> <li>First aiders available</li> </ul>   | LOW |  | ✓ |
| Upright bikes              | All users and staff | Physical injury. Trailing cables. Blocking fire exits | <ul style="list-style-type: none"> <li>Comprehensive induction.</li> <li>Instruction charts on all machines.</li> <li>Documented maintenance checks.</li> <li>Periodical service.</li> <li>PAT Tested.</li> <li>All cables to be stored under the machines or taped down with high visibility tape.</li> <li>Placed away from all entrances, exits and</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|   |                     |                                 |   |     |  |   |
|---|---------------------|---------------------------------|---|-----|--|---|
|   |                     |                                 | walkways. <ul style="list-style-type: none"> <li>• Students encouraged to correct poor technique.</li> <li>• First aiders available</li> </ul>  |     |  |   |
| Punch bags and pads                     | All users and staff | Physical injury. Misuse.        | <ul style="list-style-type: none"> <li>• Comprehensive induction by staff on correct technique.</li> <li>• Documented maintenance checks.</li> <li>• Periodical service.</li> <li>• Supervision</li> <li>• First aiders available.</li> </ul>   | LOW |  | ✓ |
| Dumb-bells, kettle bells & free weights | All users and staff | Pulled muscles Trips            | <ul style="list-style-type: none"> <li>• All students to complete an induction. No free weights are allowed to be used by Students on summer camp.</li> <li>• Teach 2 second up 3 second down rule on fixed resistance equipment</li> <li>• Ensure the student can handle the weight.</li> <li>• Simple training/lifting weights – demonstration and close supervision.</li> <li>• Work with support of a partner.</li> <li>• Students informed not to lift weights beyond their capabilities</li> <li>• Students informed to store correctly when not in use</li> <li>• Do not leave weights lying around gym</li> <li>• First aiders available</li> </ul> | LOW |  | ✓ |
| Olympic Bar                             | All users and staff | Pulled muscles Injuries to back | <ul style="list-style-type: none"> <li>• Staff must supervise the lifting of the Olympic bar at all times.</li> <li>• There must be other people in the room when using the bar.</li> <li>• No overloading of weights</li> <li>• First aiders available</li> </ul>  | LOW |  | ✓ |
| Cross Trainers                          | All users and staff |                                 | <ul style="list-style-type: none"> <li>• Cross trainers must be used in a controlled manner and both feet must be flat and not lifted at all during</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
Reviewed by: Tracey Carsley – Elite Safety in Education  
Next Review: 1<sup>st</sup> April 2024

|            |                     |  |   |     |  |   |
|------------|---------------------|--|---|-----|--|---|
|            |                     |  | <p>use. A slow controlled pace must be used by all Students at all times</p> <ul style="list-style-type: none"> <li>• Instruction charts on all machines.</li> <li>• Documented maintenance checks.</li> <li>• Periodical service.</li> <li>• PAT Tested.</li> <li>• All cables to be stored under the machines or taped down with high visibility tape.</li> <li>• Placed away from all entrances, exits and walkways.</li> <li>• Students encouraged to correct poor technique.</li> <li>• First aiders available</li> <li>• Safety Instructions visible on walls/machines</li> <li>• Hand rails to be used with treadmill, emergency stop button or equivalent. Cross trainers must have stopped before Students get off.</li> <li>• Close supervision by teaching staff.</li> </ul> |     |  |   |
| Treadmills | All users and staff |  | <ul style="list-style-type: none"> <li>• All students to complete an induction before using equipment.</li> <li>• Demonstration of pre and post muscular stretches, warm up and cool down on the cardiovascular machines.</li> <li>• Treadmills must only be used when not moving and the pace must be fully controlled by Students, they must attach emergency cord to themselves when it is in use. This must be reinforced at the start of each session. (Updated 25<sup>th</sup> January 2022)</li> <li>• Instruction charts on all machines.</li> <li>• Documented maintenance checks.</li> <li>• Periodical service.</li> <li>• PAT Tested.</li> <li>• All cables to be stored under the machines or</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
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Next Review: 1<sup>st</sup> April 2024

|                |                     |                         |   |     |  |   |
|----------------|---------------------|-------------------------|---|-----|--|---|
|                |                     |                         | taped down with high visibility tape. <ul style="list-style-type: none"> <li>Placed away from all entrances, exits and walkways.</li> <li>Students encouraged to correct poor technique.</li> <li>First aiders available</li> <li>Safety Instructions visible on walls/machines</li> <li>Handrails not to be used with treadmill.</li> <li>Emergency stop button or equivalent to be used. Cross trainers must have stopped before Students get off.</li> <li>Close supervision by teaching staff.</li> </ul>   |     |  |   |
| Rowers         | All users and staff | Pulled Muscles Injuries | <ul style="list-style-type: none"> <li>Students must be shown how to use the machine correctly.</li> <li>Instruction charts on all machines.</li> <li>Documented maintenance checks.</li> <li>Periodical service.</li> <li>PAT Tested.</li> <li>All cables to be stored under the machines or taped down with high visibility tape.</li> <li>Staff and students encouraged to correct poor technique.</li> <li>Rowers- Ensure Students have straight back when rowing and resistance is not too high.</li> <li>Placed away from all entrances, exits and walkways.</li> <li>First aiders available</li> </ul> | LOW |  | ✓ |
| Small Stepper  | All users and staff | Slips Trips Falls       | <ul style="list-style-type: none"> <li>The stepper is a free-standing stepper and must be used on a non-slip floor.</li> <li>Stepper to be checked regularly.</li> <li>First aiders available</li> </ul>  | LOW |  | ✓ |
| Slippery floor | All users           | Slips Trips             | <ul style="list-style-type: none"> <li>Ensure floor is clean at start of each lesson.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|   |                             |  |  |     |  |   |
|---|-----------------------------|--|--|-----|--|---|
|   |                             | Falls  |  |     |  |   |
| Inappropriate footwear                                  | All users                   |  | <ul style="list-style-type: none"> <li>Staff to warn students of the dangers of wearing inappropriate footwear.</li> <li>To brief students on appropriate footwear at the beginning of each half term and to issue regular reminders.</li> </ul>   | LOW |  | ✓ |
| Overcrowding  | All users                   | leading to accidental trips and dropping weights | <ul style="list-style-type: none"> <li>Limited number of students in fitness suite, no bare feet / adequate footwear worn.</li> </ul>  | LOW |  | ✓ |
| Misbehaviour of students and not following instructions | All users                   | Injury   | <ul style="list-style-type: none"> <li>Teacher to ensure rigid teaching procedures are followed and high expectations of behaviour are evident throughout lesson using Academy's behaviour policy at all times.</li> </ul>   | LOW |  | ✓ |
| Qualified staff   | All users                   | Injuries   | <ul style="list-style-type: none"> <li>Only staff with appropriate gym qualifications can supervise and instruct Students in fitness suite during the summer camp.</li> </ul>  | LOW |  | ✓ |
| Students Health and Abilities                           | Students<br>Staff<br>Others | Ill Health Incidents                             | <ul style="list-style-type: none"> <li>Students medication if relevant will be taken outside for lessons (asthma inhalers) or the emergency inhaler will be taken outside</li> <li>Staff will be competent in dealing with medical issues</li> </ul>   | LOW |  | ✓ |
| Students wearing jewellery                              | Students                    | Incidents  | <ul style="list-style-type: none"> <li>Students are not permitted to wear jewellery, this includes earrings, necklaces, bracelets, watches etc.</li> <li>Staff are not permitted to take Students earrings out, this must be carried out by Parents only.</li> <li>Religious jewellery may be worn if permission from Headteacher but this must be suitably covered i.e. tape and sweatband (this doesn't include earrings)</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## RECREATION TIME

[Back to Index](#)

| Hazard/<br>Activity  | Persons<br>at Risk | Risk                                       | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|--|--|--------------------------------------|----------------------------|----|
|  |                    |  |  |                                      | YES                        | NO |
| <b>Recreation</b>  |                    |  |  |                                      |                            |    |
| 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 Lead Caretaker and site staff to ensure that access routes are maintained in a good condition.</li> <li>Hazard reporting procedure in place using HiTask app.</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                                  |                            | ✓  |
| Recreation Area  | Students           | Absconding                                 | <ul style="list-style-type: none"> <li>The recreation area is next to the car park and this is fenced off.</li> <li>A pedestrian gate which is access controlled is in place.</li> <li>Students will have seating areas available.</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           | 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>   | MED                                  |                            | ✓  |
| 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> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |                 |                                   |  |     |  |   |
|--|-----------------|-----------------------------------|--|-----|--|---|
|  |                 |                                   | <ul style="list-style-type: none"> <li>Safe working procedures including personal protective clothing, if necessary, when clearing playgrounds.</li> </ul>   |     |  |   |
| Animals wandering onto site            | Students, Staff | Infection, Attacked               | <ul style="list-style-type: none"> <li>Check site for faeces, remove and dispose of safely.</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 should be 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           | Physical assault                  | <ul style="list-style-type: none"> <li>Staff should be aware of person's who appear to be trespassing in the Academy</li> <li>Site staff/estates manager 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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## SCIENCE TECHNICIANS

[Back to Index](#)

| Hazard/<br>Activity  | Persons at<br>Risk | Risk                     | Control measures in use   | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|--------------------------|---|--------------------------------------|----------------------------|----|
| Science  |                    |                          |   |                                      | YES                        | NO |
| <b>Handling chemicals</b><br>Preparing solutions<br>Dealing with spills<br>Transporting                | Technician         | Spills<br>Trips<br>Slips | <ul style="list-style-type: none"> <li>CLEAPSS guidance followed (Hazcards, 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 Academy hours where possible.</li> <li>Immediate cleaning up of any spillage.</li> <li>All chemicals are counted out and back in again.</li> </ul> | MED                                  |                            | ✓  |
| <b>Storage areas</b><br>Access to potentially hazardous equipment/materials<br>Incompatible substances | Technician         | Fire<br>Explosion        | <ul style="list-style-type: none"> <li>Hazardous substances to be stored according to guidance in CLEAPSS Laboratory handbook and on hazcards.</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><br>Not secured, poorly installed.<br>Facilities too high<br>Poorly              | 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> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|  |            |                                   |  |     |  |   |
|--|------------|-----------------------------------|--|-----|--|---|
| stacked/overloaded<br>Access equipment<br>(steps/step stools)<br>not readily available<br>Injury |            |                                   | <ul style="list-style-type: none"> <li>• Restricted access to students.</li> <li>• Provision of access equipment nearby or in place.</li> <li>• Controlled limits of items stored.</li> <li>• Appropriate steps, kickstools 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><br>Electrical or hand<br>tools not being<br>checked                       | Technician | Lack of<br>training<br>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> <li>• All equipment is counted out and back in again.</li> </ul>  | LOW |  | ✓ |
| <b>Clearing and washing up</b><br>Control of glassware   | Technician | Cuts<br>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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
Reviewed by: Tracey Carsley – Elite Safety in Education  
Next Review: 1<sup>st</sup> April 2024

|  |            |                                |  |     |  |   |
|--|------------|--------------------------------|--|-----|--|---|
| <b>Manual handling</b><br>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> <li>• Training given in correct lifting techniques.</li> <li>• Mechanical lifting aids available (bottle carriers, trolleys etc.</li> </ul>   | LOW |  | ✓ |
| Lone working   | 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 concentrated acids etc.</li> </ul>  | LOW |  | ✓ |
| Slips, trips and falls   | 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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## SLIPPING ON WET FLOORS

[Back to index](#)

| Hazard/<br>Activity | Persons at<br>Risk                           | Risk     | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |           |
|---------------------|--|----------|---|--------------------------------------|----------------------------|-----------|
| <b>Wet floors</b>   |  |          |   |                                      | <b>YES</b>                 | <b>NO</b> |
| Floors becoming wet | Staff<br>Students<br>Visitors<br>Contractors | Slipping | <ul style="list-style-type: none"> <li>The floors should be checked on a regular basis to ensure they are as dry as so far is reasonably practicable</li> <li>If the floors do become wet especially when there is heavy periods of student traffic they should be dry mopped as soon as possible</li> <li>A sign should be displayed to inform others of wet floor</li> <li>Students should be reminded of the dangers of wet floors and encouraged to dry their hands thoroughly.</li> <li>Students/staff should also be encouraged to wipe their feet if they have been outside and it is cold/damp/raining to reduce residue on their shoes.</li> </ul> | LOW                                  |                            | ✓         |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## SLIPS TRIPS AND FALLS

[Back to index](#)

| Hazard/<br>Activity            | Persons at<br>Risk                            | Risk                               | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------|---|------------------------------------|--|--------------------------------------|----------------------------|----|
|                                |   |                                    |  |                                      | YES                        | NO |
| Defective<br>flooring          | Staff<br>Student's<br>Visitors<br>Contractors | Damaged<br>carpets,<br>floor tiles | <ul style="list-style-type: none"> <li>Floor surfaces maintained in good condition.</li> <li>Visual inspections carried out daily by staff.</li> <li>Staff report defects.</li> <li>Prompt maintenance/repair of defects.</li> </ul>   | LOW                                  |                            | ✓  |
| Liquid<br>spillages            | Staff<br>Student's<br>Visitors<br>Contractors | Floors<br>becoming<br>wet          | <ul style="list-style-type: none"> <li>Reporting procedure for identified spillages.</li> <li>The floors should be checked on a regular basis to ensure they are as dry as so far as is reasonably practicable</li> <li>If the floors do become wet especially when there is heavy periods of Student traffic (lunch breaks etc.) they should be dry mopped as soon as possible</li> <li>A sign should be displayed to inform others of wet floor</li> <li>Student's should be reminded of the dangers of wet floors and encouraged to dry their hands thoroughly.</li> <li>Students/staff should also be encouraged to wipe their feet if they have been outside and it is cold/damp/raining to reduce residue on their shoes.</li> </ul> | LOW                                  |                            | ✓  |
| Trailing<br>electric<br>cables | Staff<br>Student's<br>Visitors<br>Contractors | Trips                              | <ul style="list-style-type: none"> <li>To use wall sockets.</li> <li>Avoid use of extension leads whenever possible.</li> <li>Use cable covers where cables are trip hazards.</li> <li>Provide cable ties and covers.</li> </ul>   | LOW                                  |                            | ✓  |
| Adverse<br>Weather             | Staff<br>Student's<br>Visitors<br>Contractors | Slips                              | <ul style="list-style-type: none"> <li>Staff must ensure they are wearing the correct footwear for the weather conditions</li> <li>Pedestrian paths will be gritted/salted in icy conditions.</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• Staff, Students and Visitors are encouraged to wipe their feet prior to entering Academy.</li> <li>• Where possible mats will be used to soak up any residue water.</li> </ul> |  |  |  |
|--|--|--|---|--|--|--|

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## STAFF ROOM

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|--------------------|---|---|--------------------------------------|----------------------------|----|
|                     |                    |   |   |                                      | YES                        | NO |
| Staff Room          | Staff              | Electrical<br>Items<br><br>Hot Cold<br>Refreshments<br><br>Security | <ul style="list-style-type: none"> <li>• All electrical items to be tested and inspected on a regular basis.</li> <li>• Electrical equipment to be used as per manufacturer's instructions</li> <li>• Care to be taken when heating food and drink</li> <li>• The staff room should be secured at all times.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## STORAGE

[Back to Index](#)

| Hazard/<br>Activity                    | Persons<br>at Risk | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|--|---|--------------------------------------|----------------------------|----|
|  |                    |  |   |                                      | YES                        | NO |
| <b>Storage</b>                         |                    |  |   |                                      |                            |    |
| Cleaner/Site<br>Staff storage<br>areas | Students<br>Staff  | Access to<br>potentially<br>hazardous<br>equipment/<br>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<br>substances                | Students<br>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<br>Staff  | Not secured,<br>poorly installed.<br>Sited too high<br>/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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



|                       |                   |  |   |     |  |   |
|-----------------------|-------------------|--|---|-----|--|---|
|                       |                   |  | <ul style="list-style-type: none"> <li>Controlled limits of items stored.</li> </ul>  |     |  |   |
| Reaching high shelves | Students<br>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<br>Staff | Fire<br>Tripping<br>Struck by falling object | <ul style="list-style-type: none"> <li>Rubbish is regularly removed.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## STRESS

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk | Risk                           | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|--------------------|--------------------------------|--|--------------------------------------|----------------------------|----|
|                     |                    |                                |  |                                      | YES                        | NO |
| Stress              |                    |                                |  |                                      |                            |    |
| Stress              | Staff              | Short and long term sick leave | <ul style="list-style-type: none"> <li>• All staff to be 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 should have 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 should monitor stress levels within the Academy</li> <li>• Continuing PMI's in place for all staff</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## SUN PROTECTION

[Back to Index](#)

| Hazard/<br>Activity   | Persons<br>at Risk | Risk                | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|-----------------------|--------------------|---------------------|--|--------------------------------------|----------------------------|----|
|                       |                    |                     |  |                                      | YES                        | NO |
| <b>Sun Protection</b> |                    |                     |  |                                      |                            |    |
| 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 should be 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             | <ul style="list-style-type: none"> <li>Shade structures provide long/short-term shade.</li> <li>Organised activities make use of the shade available.</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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## TEMPORARY DISABILITIES (Crutches)

[Back to Index](#)

| Hazard/<br>Activity                                      | Persons at<br>Risk   | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--|---|--|--------------------------------------|----------------------------|----|
|  |  |   |  |                                      | YES                        | NO |
| Fitness to be<br>at Work /<br>Academy and<br>Individuals | Staff /<br>Students with<br>Crutches   | Fall leading<br>to<br>bruising or<br>bump<br>to head or<br>break or<br>further<br>damage to<br>injury                 | <ul style="list-style-type: none"> <li>• Clearance is required from medical practitioner as to the fitness of the student/ member of staff to be at Academy/ work</li> <li>• Initial training should be given by provider i.e. hospital, doctors surgery –on safe use of crutches</li> <li>• If the student/ member of staff is not competent on crutches, then additional support should be provided by the provider</li> <li>• Once competent, the student/ member of staff will be requested to move at a slow speed and not to attempt to travel faster than is safe</li> <li>• Consideration will be given to the capability of the member of staff to carry out supervisory duties</li> <li>• Members of staff can request to have their duty area changed if they feel the duty area is too crowded.</li> <li>• A request can be made to be removed from the duty rota</li> </ul> | LOW                                  |                            | ✓  |
| Access/<br>Egress  | Staff /<br>Students with<br>Crutches<br>Staff /<br>Students with<br>Crutches | Slips, Trips,<br>Sprains,<br>Breaks<br>Delay in<br>Evacuation<br>Time<br>Sprains,<br>Breaks<br>Delay in<br>Evacuation | <ul style="list-style-type: none"> <li>• Good housekeeping is maintained, within the Academy building, to keep access and egress clear of obstructions</li> <li>• Defect reporting procedures are in place</li> <li>• Discussion takes place with the student/ member of staff to arrange possible changes of arrival and departure time if required</li> <li>• Checks are made by the Site Support Assistant to check travel distance to fire exits to ensure that the</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                    |                                |   |   |     |  |   |
|------------------------------------|--------------------------------|---|---|-----|--|---|
|                                    |                                | Time Slips Trips, Falls                 | <p>student/member of staff can leave the Academy building within allocated time</p> <ul style="list-style-type: none"> <li>• If unable to get to the normal muster point on the Academy field, then the individual will be required to report to the disabled muster point at the rear of success</li> <li>• Muster point at the rear.</li> </ul>   |     |  |   |
| Storage of crutches                | Staff / Students with Crutches | Trip injuries, further damage to injury | <ul style="list-style-type: none"> <li>• Crutches are required to be stowed correctly i.e. placed securely from passageways so as not to become a risk to others, but within easy reach of individual</li> </ul>  | LOW |  | ✓ |
| Stairs                             | Staff / Students with Crutches | Falls leading to breaks                 | <ul style="list-style-type: none"> <li>• The individual with crutches is tested on their ability to travel up downstairs before allowed doing so alone.</li> </ul>  | LOW |  | ✓ |
| Offices and Passageways            | Staff /Student with Crutches   | Falls, trips                            | <ul style="list-style-type: none"> <li>• Colleagues / other students reminded not to block or restrict passageways &amp; corridors even on a temporary basis</li> <li>• Checks are made to ensure floors are dry and good housekeeping is in place</li> <li>• All spillages are reported to site staff and attended to straight away</li> </ul>   | LOW |  | ✓ |
| Job Role or Lessons to be attended | Staff /Student with Crutches   | To Avoid Above Injuries                 | <ul style="list-style-type: none"> <li>• Any changes to job role may require new safe system of work to be agreed</li> <li>• Regular meeting with line manager to monitor changes as recover progress</li> <li>• Student - Alternative arrangements are made for breaks and PE &amp; other lessons which are not appropriate for a person on crutches due to their nature or location.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## TOILETS

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|--------------------|---|---|--------------------------------------|----------------------------|----|
|                     |                    |   |   |                                      | YES                        | NO |
| Toilets             |                    |   |   |                                      |                            |    |
| Toilets             | Students<br>Staff  | Hygiene,<br>slips, trips,<br>falls,<br>trapped<br>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 handrails 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                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## UPPER FLOORS / STAIRS / LIFTS

[Back to Index](#)

| Hazard/<br>Activity | Persons<br>at Risk            | Risk  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|-------------------------------|---|---|--------------------------------------|----------------------------|----|
|                     |                               |   |   |                                      | YES                        | NO |
| Use of stairs       | Students<br>Staff<br>Visitors | Falling<br>downstairs                         | <ul style="list-style-type: none"> <li>The stairs must be kept clear at all times</li> <li>Where possible students should walk in the same direction when going up or down the stairs</li> <li>If items are dropped on the stairs these must be picked up immediately</li> <li>Stair area to be adequately lit.</li> </ul>  | LOW                                  |                            | ✓  |
| Upper Floors        | Students<br>Staff<br>Visitors | Congestion<br>Items stored in<br>the corridor | <ul style="list-style-type: none"> <li>The upper floors especially corridors must be kept as sterile as possible and not obstructed by tables and chairs</li> <li>Wheelchair access required at all times</li> </ul>  | LOW                                  |                            | ✓  |
| Lift                | Students<br>Staff<br>Visitors | Breaking down<br>Fire                         | <ul style="list-style-type: none"> <li>The lift must only be used by persons with mobility issues and not for general use</li> <li>The lift key must be obtained from the Academy office</li> <li>Students who are not mature enough to use the lift on their own must always have a member of staff with them at all times</li> <li>The lift alarm must be checked on a regular basis and the lift tested and inspected every 6 months by a competent contractor/ insurance company.</li> <li>The lift must never be used in the event of a fire.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## VEHICLE PEDESTRIAN INTERFACE

[Back to Index](#)

| Hazard/<br>Activity                  | Persons at<br>Risk                      | Risk      | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------------|---|-----------|--|--------------------------------------|----------------------------|----|
| Vehicle<br>Pedestrian<br>Interface   |   |           |  |                                      | YES                        | NO |
| Vehicles<br>colliding with<br>people | Students<br>Staff<br>Visitors<br>Others | Collision | <ul style="list-style-type: none"> <li>• All staff are aware of pedestrians crossing the road</li> <li>• Staff reduce speed limit when driving in/out of Academy.</li> <li>• Delivery vehicles coming into the Academy are requested to park on the street unless instructed otherwise.</li> <li>• Adequate security lighting on car park area.</li> <li>• There must be separation of vehicles and pedestrians at all times</li> <li>• Speed restrictions in place</li> </ul> | MED                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024



## VIOLENCE & AGGRESSION

[Back to Index](#)

| Hazard/<br>Activity   | Persons at<br>Risk   | Risk                       | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|--|----------------------------|---|--------------------------------------|----------------------------|----|
|   |  |                            |   |                                      | YES                        | NO |
| <b>Violence &amp;<br/>Aggression</b>                                  |  |                            |   |                                      |                            |    |
| Violence  | Staff members from Students, parents or visitors.<br>Lunchtime supervisors, site services officer, other people who work on site | Verbal or physical Attacks | <ul style="list-style-type: none"> <li>• Appropriate training provided in anger management</li> <li>• Violent incident reports in operation</li> <li>• Communication system in place – telephones and two-way radios</li> <li>• Visitor signing-in and supervision in place</li> <li>• Monitoring in place</li> <li>• Mobile communication in place</li> <li>• Safe physical environment (including visibility, climate, colour choices)</li> <li>• Counselling services available if required (Employee Assistance Programme)</li> <li>• Students 'de-cluttered' at start of Academy</li> <li>• 'Re-do' sessions completed after Academy</li> <li>• Staff complete Physical Intervention Training</li> </ul> | LOW                                  |                            | ✓  |
| Dealing with violent students in a classroom (including SEN students) | Classroom-based staff  | Physical injury<br>Stress  | <ul style="list-style-type: none"> <li>• Programme of child protection training in place</li> <li>• Programme of behaviour management training in place</li> <li>• Comprehensive Behaviour Management Policy in place</li> <li>• Learning Coach/Assistant Learning Coach in lessons</li> <li>• Students have SEN statement where appropriate</li> <li>• Students have Individual Risk Assessment where appropriate</li> <li>• Counselling services available if required (Employee Assistance Programme)</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                    |           |                 |  |     |  |   |
|--------------------|-----------|-----------------|--|-----|--|---|
|                    |           |                 | <ul style="list-style-type: none"> <li>• Violent incident report forms completed – incidents investigated by member of SLT</li> <li>• 'Re-do' sessions completed after Academy</li> <li>• Pastoral support in place</li> </ul>   |     |  |   |
| Damage to property | All staff | Physical injury | <ul style="list-style-type: none"> <li>• Monitoring in place (CCTV)</li> <li>• Students supervised at break and lunch times</li> <li>• Staff call out duty rota in place</li> <li>• Doors locked</li> <li>• Viewing panels in doors</li> <li>• SIMS Alert available to all staff</li> <li>• Telephone in every classroom</li> <li>• Back to Academy meetings conducted following Fixed Term Exclusion – Parent/Carer must attend before Student re-integrated</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## VISITORS TO ACADEMY

[Back to Index](#)

| Hazard/<br>Activity            | Persons at<br>Risk | Risk                  | Control measures in use  | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------|--------------------|-----------------------|--|--------------------------------------|----------------------------|----|
|                                |                    |                       |  |                                      | YES                        | NO |
| Visitors entering the building | Staff<br>Visitors  | Not authorised        | <ul style="list-style-type: none"> <li>Access controlled pedestrian gate for visitors.</li> <li>When entering through the main Academy reception doors all visitors must sign in and wear the visitor's identification throughout their stay at the Academy.</li> <li>All visitors must hand their badge back in and sign out of the Academy using the same system</li> </ul>                                      | LOW                                  |                            | ✓  |
| Violence                       | Staff              | Staff being attacked  | <ul style="list-style-type: none"> <li>The reception staff will call for assistance if persons are showing violent behaviour</li> <li>A lockable room is available for reception staff</li> </ul>  | LOW                                  |                            | ✓  |
| Gaining entry into Academy     | Staff<br>Students  | Unauthorised access   | <ul style="list-style-type: none"> <li>The office staff will ask you to wait in the reception area until the person you are wishing to see has been contacted.</li> <li>Once the teacher or other staff member has identified you, they will allow access into the Academy</li> </ul>  | LOW                                  |                            | ✓  |
| DBS check for visitors         | Students           | Contact with students | <ul style="list-style-type: none"> <li>Visitors who will not be in direct contact with students will not require DBS checks</li> </ul>   | LOW                                  |                            | ✓  |
| DBS checks for volunteers      | Students           | Contact with students | <ul style="list-style-type: none"> <li>Checks are required only for those who have regular and unsupervised access to students and young people. Under the terms of the Protection of Freedoms Act 2012 where a volunteer is being adequately supervised, they are not considered to be working in regulated activity however often they do this, and the Academy does not need to request a DBS check.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                 |          |                       |  |     |  |   |
|---------------------------------|----------|-----------------------|--|-----|--|---|
|                                 |          |                       | <ul style="list-style-type: none"> <li>For the purposes of an Ofsted inspection, Academies (and colleges) should be able to explain the rationale for those who have been checked and those who have not. The key criterion for checking volunteers is regular unsupervised contact with students.</li> </ul>  |     |  |   |
| DBS checks for visiting staff   | Students | Contact with students | <ul style="list-style-type: none"> <li>Visiting staff who do <b>not</b> have unsupervised regular access to students and young people – such as initial teacher education mentors and tutors – <b>are not eligible for a DBS check</b>. The normal risk assessment that applies to all visitors is sufficient. For visiting staff who <b>do</b> have unsupervised regular access to students and young people – such as educational psychologists, social workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their 'providing' organisation (for example, the supply agency, the university, primary care Trust, local authority and so on) should request the check. It is sufficient, for the Academies to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (<b>it is not necessary to specify a named individual</b>) – and to confirm the identity of these visitors. <b>It is not necessary (or practicable) to require a date for such checks unless the providing organisation supplies a list of named individual supply staff. Written confirmation may be in the form of a public statement on the agency website, as is the case with Ofsted.</b></li> </ul> | LOW |  | ✓ |
| DBS checks for contracted staff | Students | Contact with students | <ul style="list-style-type: none"> <li>Contracted staff that come into regular contact with students and young people – such as cleaning, caretaking and kitchen staff – should be included</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                     |          |                       |   |     |  |   |
|---------------------|----------|-----------------------|---|-----|--|---|
|                     |          |                       | <p>on the single central record; as in the case of agency supply staff, written assurances from the providing organisation – for example, the local authority – or copies of contracts referring to staff who have access to students are sufficient proof that the relevant checks have been undertaken. This requirement is usually included in the contract that Academies, colleges and/or local authorities will have set up. Academies and colleges are not entitled to repeat these checks. Therefore a letter or copy of a contract that states that an agency or contractor has carried out all appropriate checks, including DBS checks, is sufficient. Where an organisation has provided a link to their website where they explain their position regarding DBS and employment checks (as Ofsted does)</p> |     |  |   |
| DBS part time staff | Students | Contact with students | <ul style="list-style-type: none"> <li>Part-time staff may use the same DBS check for two or more posts as long as they are at a similar level and the Academy has satisfied itself about their veracity and appropriateness. This might include, for example, a teacher employed part time for planning, preparation and assessment (PPA) or supply cover in one Academy and as a classroom assistant in another.</li> </ul>   | LOW |  | ✓ |
| DBS Police Officers | Students | Contact with students | <ul style="list-style-type: none"> <li>Police officers and staff who are visiting Academies in their professional capacity are only required to produce some form of endorsement of their status and their identity. Their official warrant card or identity card showing the appropriate photographic evidence would be quite sufficient in these circumstances.</li> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
Reviewed by: Tracey Carsley – Elite Safety in Education  
Next Review: 1<sup>st</sup> April 2024

## WHEELCHAIRS

[Back to Index](#)

| Hazard/<br>Activity  | Persons at<br>Risk | Risk               | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|----------------------|--------------------|--------------------|--|--------------------------------------|----------------------------|----|
| Wheelchairs          |                    |                    |  |                                      | YES                        | NO |
| Wheelchair<br>Use in | Students<br>Staff  | Personal<br>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>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> <li>PEEPS must be put in place.</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## WORK AT HEIGHT /DISPLAYS

[Back to Index](#)

| Hazard/<br>Activity                                 | Persons at<br>Risk  | Risk   | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---|---|--|--|--------------------------------------|----------------------------|----|
|   |   |  |  |                                      | YES                        | NO |
| <b>Work at<br/>Height/<br/>Displays</b>             |   |  |  |                                      |                            |    |
| Putting up<br>displays in<br>classrooms<br>corridor | All staff<br>involved in<br>setting up<br>display.<br>Any person in<br>vicinity | Wrong<br>equipment<br>(tables/chairs<br>give way)<br>Ladder being<br>used falls<br>Display is<br>dropped whilst<br>being erected | <ul style="list-style-type: none"> <li>• Restrict displays to head height where possible</li> <li>• Ensure room layout enables easy access to displays</li> <li>• Displays are prepared as far as possible before putting them up</li> <li>• Staff are instructed not to use inappropriate equipment for working at height</li> <li>• Safe equipment is provided and checked before use</li> <li>• Staff are instructed to request assistance from Site Support Assistant if required</li> <li>• Staff are encouraged to wear appropriate footwear (i.e. no high heels none slip soles)</li> </ul> | LOW                                  |                            | ✓  |
| Reaching<br>items stored<br>above head<br>height    | All staff   | Head injury<br>Collapsing<br>shelf<br>Use of wrong<br>equipment  | <ul style="list-style-type: none"> <li>• Where possible provide shelving that does not go above head height</li> <li>• Encourage staff to store heavier items at a lower level</li> <li>• Loose items should not be stored at height</li> <li>• Correct equipment provided</li> <li>• Staff are instructed to request assistance from Site Support Assistant</li> <li>• Train people in safe use of equipment</li> </ul>   | LOW                                  |                            | ✓  |
| Opening<br>and closing<br>windows                   | Any person in<br>vicinity   | Person falling<br>from height<br>Student falling<br>from<br>unprotected  | <ul style="list-style-type: none"> <li>• Window restrictors fitted</li> <li>• Step ladder to be purchased for opening windows or purchase a window pole.</li> <li>• Regular conditions survey of all windows carried out</li> <li>• Faulty/hazardous windows replaced if possible or</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                         |  |   |  |     |  |   |
|-------------------------|--|---|--|-----|--|---|
|                         |  | <p>window</p> <p>Poorly maintained window falls from frame</p>  | <p>secured in a closed position whilst awaiting repair</p> <ul style="list-style-type: none"> <li>• Reporting of concern process in place and actively encouraged</li> <li>• Students to be supervised in classrooms at all times</li> </ul>   |     |  |   |
| Caretaking duties       | Site staff<br>Visitors                     | <p>Fall from ladder not secured at footing/placed on uneven ground</p> <p>Fall from flat roof</p> <p>Fall through roof joists</p> <p>Equipment being used drops from height</p> <p>Ladder rung breaks</p> | <ul style="list-style-type: none"> <li>• Risk assessment to be carried out before carrying out any work at height</li> <li>• Staff instructed to use correct equipment</li> <li>• Equipment inspections carried out regularly</li> <li>• Visual inspection of equipment carried out before commencement of task</li> <li>• Check for environmental hazards e.g. cable, uneven surfaces</li> <li>• Weather condition to be taken into account for any outside work</li> <li>• Suitable equipment will be hired if deemed necessary</li> <li>• Access equipment usage restricted to competent staff</li> <li>• Ground level area cordoned off where appropriate</li> <li>• Two people made available for working at height jobs if appropriate</li> <li>• Site Support Assistant aware of site-specific risks</li> <li>• Appropriate footwear is worn</li> <li>• Equipment is secured appropriately leaving both hands free for climbing</li> <li>• Only battery powered tools used at height</li> </ul> | LOW |  | ✓ |
| Faulty access equipment | Staff members who use the access equipment | <p>Person falling from height</p> <p>Student falling from unprotected window</p>  | <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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



|                              |  |        |   |     |  |   |
|------------------------------|--|--------|---|-----|--|---|
| Extreme weather conditions   | Staff member using the equipment           | Injury | <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 | Injury | <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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## YOUNG PERSON'S RISK ASSESSMENT

[Back to Index](#)

| Hazard/<br>Activity               | Persons<br>at Risk | Risk                      | Control measures in use   | Residual<br>risk rating<br>H / M / L | Further Action<br>Required |    |
|-----------------------------------|--------------------|---------------------------|---|--------------------------------------|----------------------------|----|
| Young Person's<br>risk assessment |                    |                           |   |                                      | YES                        | NO |
| Chemicals<br>substances           | Young<br>Person    | Burns and<br>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<br>person    | Slipping and<br>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<br>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<br>person    | Lack of<br>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<br>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<br>person    | Burns                     | <ul style="list-style-type: none"> <li>The young person will receive instruction on the Academies fire procedures.</li> </ul>   | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

## LUNCHTIME SUPERVISORS

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk   | Risk   | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|----------------------|--|---|--------------------------------------|----------------------------|----|
|                     |                      |  |   |                                      | YES                        | NO |
| Slips and 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>• Lunchtime supervisors will clean or assist in cleaning any spills which occur over the lunchtime period.</li> <li>• Wet floor signs will be erected if floor remains wet.</li> <li>• The use of extension leads/reels are kept to minimum.</li> <li>• Appropriate and sensible footwear is worn when working outside (e.g. flat sole covered heel and toe).</li> <li>• Any defects found with flooring/playground etc., are reported via the Academies defect reporting procedure</li> </ul> | /LOW                                 |                            | ✓  |
| Aggression          | As above             | Fear, cuts, bruises etc.   | <ul style="list-style-type: none"> <li>• Poster displayed prominently informing visiting persons of the policy to prosecute and persons who are violent towards Academy staff.</li> <li>• Students who have known behaviour issues are known to lunchtime staff All incidents of aggression are recorded on the appropriate form.</li> <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>• Employee Assistance Programme is available for all staff who are victims (or witnesses) to violence and</li> </ul>           | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                     |          |  |  |     |  |   |
|---------------------|----------|--|--|-----|--|---|
|                     |          |  | aggression if they require confidential counselling.   |     |  |   |
| Fire                | As above | Burns, smoke inhalation, death             | <ul style="list-style-type: none"> <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 |  | ✓ |
| Meal Times          | As above | Slips Trips Manual Handling                | <ul style="list-style-type: none"> <li>See specific mealtimes risk assessment</li> </ul>   | LOW |  | ✓ |
| Work related stress | As above | 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>A stress audit questionnaire has been carried out at the Academy and the findings carried out.</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> <li>Employee Assistance Programme is available for all staff members at the Academy who want to discuss work or personal related issues with a qualified and confidential counsellor.</li> </ul> | LOW |  | ✓ |
| Supervision         | As above | Incidents                                  | <ul style="list-style-type: none"> <li>Lunchtime Supervisors must ensure they are standing in positions across the playground and not in a group.</li> <li>All areas of the playground to be covered or seen from their standing point.</li> </ul>   | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## OFFICE STAFF

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk           | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|---------------------|------------------------------|---|--|--------------------------------------|----------------------------|----|
| Office Staff        |                              |   |  |                                      | YES                        | NO |
| Fire                | Admin and<br>reception staff | Burns, smoke<br>inhalation &<br>death       | <ul style="list-style-type: none"> <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</li> <li>All staff will receive fire awareness training at regular intervals.</li> </ul>   | LOW                                  |                            | ✓  |
| Slips & trips       | As above                     | Cuts, bruises<br>through to<br>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. Extension reels must be fully unwound.</li> <li>No multi plug adapters are permitted</li> <li>All cables are secreted beneath desks and adjacent to walls and <b>not</b> trailing across traffic routes.</li> </ul> | LOW                                  |                            | ✓  |
| Falls               | As above                     | Cuts, bruises<br>through to<br>broken bones | <ul style="list-style-type: none"> <li>All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> <li>A visual inspection is carried out termly and recorded.</li> <li>Working at height training course available for identified staff.</li> <li>Staff who regularly use access equipment must wear appropriate clothing and footwear.</li> <li>A separate/specific risk assessment is carried out for activities that involve working at height.</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |          |  |  |     |  |   |
|--|----------|--|--|-----|--|---|
| Display Screen Equipment (DSE)                             | As above | Muscular skeletal disorders, carpal tunnel syndrome, eye strain, headaches etc | <ul style="list-style-type: none"> <li>All users of DSE must be aware of how to set their workstation up (if not ask for help)</li> <li>Adjustable (height and back) chairs 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> <li>Eye tests will be available to staff who are identified as DSE users.</li> <li>Regular breaks to be taken away from the workstation to avoid eye strain.</li> </ul> | LOW |  | ✓ |
| Electricity & electrical equipment                         | As above | 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> </ul>   | LOW |  | ✓ |
| Use of photo copiers, printers, guillotines, shredders etc | As above | Shock, electrocution, burns and fire Entrapment                                | <ul style="list-style-type: none"> <li>Only competent staff must use the office equipment</li> <li>Care to be taken when using the shredding machine, long hair, clothes, scarfs to be kept away from the blades (drawing in)</li> <li>All guillotines to have guards fitted</li> <li>Paper jams must be dealt with and not left to others, if can't unjam then switch off and call for assistance.</li> <li>Inks to be changed by competent adults only.</li> </ul>   | LOW |  | ✓ |
| Aggression   | As above | Fear, cuts, bruises etc  | <ul style="list-style-type: none"> <li>Poster displayed prominently informing visiting persons of the policy to prosecute and persons who are violent towards Academy staff.</li> <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> </ul>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

|                     |          |  |  |     |  |   |
|---------------------|----------|--|--|-----|--|---|
|                     |          |  | <ul style="list-style-type: none"> <li>• Conflict resolution training 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>  |     |  |   |
| Work related Stress | As above | Ill health, leading to prolonged absence / 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 are feeling they are becoming “overworked”.</li> <li>• Stress awareness training available for those identified as at risk, or for staff members who feel it would be beneficial.</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## SENIOR LEADERSHIP TEAM

[Back to Index](#)

| Hazard/<br>Activity                      | Persons at<br>Risk | Risk  | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--|--------------------|---|--|--------------------------------------|----------------------------|----|
| SMT/SLT                                  |                    |   |  |                                      | YES                        | NO |
| Slips & Trips                            | SMT / SLT          | Cuts, bruises<br>through to<br>broken bones | <ul style="list-style-type: none"> <li>• Good housekeeping is practiced throughout the Academy and individual offices</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 and reel extension leads to be fully unwound.</li> <li>• All cables are secreted beneath desks and adjacent to walls and <b>not</b> trailing across traffic routes.</li> </ul> | LOW                                  |                            | ✓  |
| Falls                                    | As above           | Cuts, bruises<br>through to<br>broken bones | <ul style="list-style-type: none"> <li>• All items that are regularly accessed should be 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) to be 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<br>Equipment &<br>Electricity | As above           | Shock,<br>electrocution,<br>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</li> </ul>  | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024



|                          |          |  |   |     |  |   |
|--------------------------|----------|--|---|-----|--|---|
|                          |          |  | electrical equipment  |     |  |   |
| Display Screen Equipment | As above | Muscular skeletal disorders, carpal tunnel syndrome, eye strain, headaches etc | <ul style="list-style-type: none"> <li>All users of DSE aware of how to set their workstation up. If need assistance, ask a member of staff or IT.</li> <li>Adjustable chairs are provided.</li> <li>A DSE self - assessment must be carried out by each user and the findings actioned. The self - assessment is reviewed regularly or when circumstances/equipment changes.</li> <li>If identified as a DSE user, the person is entitled to a free eyesight test (paid by the Academy)</li> </ul>   | LOW |  | ✓ |
| Aggression               | As above | Fear, cuts, bruises etc  | <ul style="list-style-type: none"> <li>Poster displayed prominently informing visiting persons of the policy to prosecute and persons who are violent towards Academy staff.</li> <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 available for all front-line staff or those who have regular face to face interaction with parents / members of the public / students.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> </ul> | LOW |  | ✓ |
| Fire                     | As above | Burns, smoke inhalation, death   | <ul style="list-style-type: none"> <li>The fire procedure is shown to the staff 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 receive fire awareness training at regular intervals.</li> </ul>  | LOW |  | ✓ |
| Work Related Stress      | As above | Ill health leading to absence or breakdown                                     | <ul style="list-style-type: none"> <li>All staff 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>  | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>where managers can be approached when staff are feeling stressed.</p> <ul style="list-style-type: none"> <li>• Stress awareness training is available for those at risk.</li> </ul> |  |  |  |
|--|--|--|--|--|--|--|

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## TEACHERS

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk | Risk                                  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>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 and around the Academy site</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 tasks to be carried out</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/step ladder) is readily available.</li> <li>• All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> <li>• Teachers who access equipment regularly wear suitable clothing and footwear</li> <li>• Teachers who do not feel competent and have not used access equipment before must have training prior to using a ladder/step ladder/ kick stool this training can be direct training or guidance notes</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |          |  |  |     |  |   |
|--|----------|--|--|-----|--|---|
|  |          |  | being read. <ul style="list-style-type: none"> <li>Do not use work at height equipment outside or on uneven surfaces. Site Staff only to access heights of more than six feet.</li> </ul>  |     |  |   |
| Display Screen Equipment (DSE)                             | As above | Muscular 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 for the user.</li> <li>Regular breaks to be taken away from the workstation to avoid eye strain.</li> </ul>   | LOW |  | ✓ |
| Use of photo copiers, printers, guillotines, shredders etc | As above | Shock, electrocution, burns and fire Entrapment                                | <ul style="list-style-type: none"> <li>Only competent staff must use the office equipment</li> <li>Care to be taken when using the shredding machine, long hair, clothes, scarfs to be kept away from the blades (drawing in)</li> <li>All guillotines to have guards fitted</li> <li>Paper jams must be dealt with and not left to others, if can't unjam then switch off and call for assistance.</li> <li>Inks to be changed by competent adults only.</li> </ul>   | LOW |  | ✓ |
| Aggression   | As above | Fear, cuts, bruises etc  | <ul style="list-style-type: none"> <li>Poster displayed prominently informing visiting persons of the policy to prosecute and persons who are violent towards Academy staff.</li> <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 available for all front-line staff or those who have regular face to face interaction with parents / members of the public / students.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> <li>Students who are aggressive or have behaviour</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                    |          |   |   |     |  |   |
|------------------------------------|----------|---|---|-----|--|---|
|                                    |          |   | issues must be identified to the SLT and they must be responsible for identifying strategies and controls.  |     |  |   |
| Work Related Stress                | As above | 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                               | As above | Burns, smoke inhalation, death              | <ul style="list-style-type: none"> <li>The fire procedure is shown to the staff 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 receive fire awareness training at regular intervals.</li> </ul>  | LOW |  | ✓ |
| Electrical Equipment & Electricity | As above | 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 |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023  
 Reviewed by: Tracey Carsley – Elite Safety in Education  
 Next Review: 1<sup>st</sup> April 2024

## TEACHING ASSISTANTS

[Back to Index](#)

| Hazard/<br>Activity | Persons at<br>Risk | Risk                                  | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>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 and around the Academy site</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 tasks to be carried out</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/step ladder) is readily available.</li> <li>• All access equipment is checked at regular intervals for defects and prior to each use by the user.</li> <li>• Teachers who access equipment regularly wear suitable clothing and footwear</li> <li>• Teachers who do not feel competent and have not used access equipment before must have training prior to using a ladder/step ladder/ kick stool this training can be direct training or guidance notes</li> </ul> | LOW                                  |                            | ✓  |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|  |          |  |  |     |  |   |
|--|----------|--|--|-----|--|---|
|  |          |  | being read. <ul style="list-style-type: none"> <li>Do not use work at height equipment outside or on uneven surfaces. Site Staff only to access heights of more than six feet.</li> </ul>  |     |  |   |
| Display Screen Equipment (DSE)                             | As above | Muscular 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 for the user.</li> <li>Regular breaks to be taken away from the workstation to avoid eye strain.</li> </ul>   | LOW |  | ✓ |
| Use of photo copiers, printers, guillotines, shredders etc | As above | Shock, electrocution, burns and fire Entrapment                                | <ul style="list-style-type: none"> <li>Only competent staff must use the office equipment</li> <li>Care to be taken when using the shredding machine, long hair, clothes, scarfs to be kept away from the blades (drawing in)</li> <li>All guillotines to have guards fitted</li> <li>Paper jams must be dealt with and not left to others, if can't unjam then switch off and call for assistance.</li> <li>Inks to be changed by competent adults only.</li> </ul>   | LOW |  | ✓ |
| Aggression   | As above | Fear, cuts, bruises etc  | <ul style="list-style-type: none"> <li>Poster displayed prominently informing visiting persons of the policy to prosecute and persons who are violent towards Academy staff.</li> <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 available for all front-line staff or those who have regular face to face interaction with parents / members of the public / students.</li> <li>All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.</li> <li>Students who are aggressive or have behaviour</li> </ul> | LOW |  | ✓ |

Risk Assessments Reviewed: 1<sup>st</sup> April 2023

Reviewed by: Tracey Carsley – Elite Safety in Education

Next Review: 1<sup>st</sup> April 2024

|                                    |          |   |   |     |  |   |
|------------------------------------|----------|---|---|-----|--|---|
|                                    |          |   | issues must be identified to the SLT and they must be responsible for identifying strategies and controls.  |     |  |   |
| Work Related Stress                | As above | 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                               | As above | Burns, smoke inhalation, death              | <ul style="list-style-type: none"> <li>The fire procedure is shown to the staff 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 receive fire awareness training at regular intervals.</li> </ul>  | LOW |  | ✓ |
| Electrical Equipment & Electricity | As above | 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 |  | ✓ |

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 Next Review: 1<sup>st</sup> April 2024