


<b>School name</b>	NEWARK ACADEMY	
<b>Head of School</b>	INMA PENA	
<b>Address</b>	NEWARK ACADEMY, BALDERTON, NEWARK, NOTTS, NG24 3AL 	
<b>Telephone</b>	01636 615000 / 0774 084 5565	
<b>Date of assessment</b>	NOV.2023	
<b>Assessment carried out by</b>	Name DAVID CRAMPTON	Signature <i>David Crampton</i>
<b>Assisted by</b>	ATLAS - CITATION	
<b>Assisted by</b>	C.WHITEHEAD / D.WHITEHEAD	
<b>Date to be reviewed</b>	Annually or when circumstances / working areas & practices alter.	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS – ACTIONS	RESIDUAL RISK RATING	3X
<b>ACCESS/EGRESS</b>						
Pedestrian access to school	Slips, trips and falls	Pupils, staff, parents, visitors, contractors	<ul style="list-style-type: none"> <li>• Access and exit routes to school 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> </ul>		Low	
Paved areas	Slips, trips and falls	Pupils, staff parents, visitors, contractors	<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 good condition</li> <li>• Damaged areas should be fenced off in some way to keep people away</li> <li>• Ensure moss is removed from paved areas</li> </ul>		Low	
Vehicle access	Being hit by moving vehicles	Pupils, staff parents	<ul style="list-style-type: none"> <li>• Where appropriate install speed reduction measures (speed ramps, notices etc.)</li> <li>• Appropriate separation of pedestrians and traffic should be in place</li> <li>• Where appropriate lock gates to keep vehicles out</li> <li>• Speed limit signs where necessary</li> <li>• If pupils bring vehicles to school suitable control measures to be in place</li> </ul>		Low-Med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS – ACTIONS	RESIDUAL RISK RATING	3X
Steps	Slips, trips and falls	Pupils, staff parents	<ul style="list-style-type: none"> <li>• Handrails to be fitted on all steps</li> <li>• All stepped areas to be maintained in good condition</li> <li>• Ensure moss is removed from all steps</li> <li>• Highlight steps for visually impaired</li> </ul>		Low	
Emergency vehicle access	Contact with people, property, vehicles	Pupils, staff parents	<ul style="list-style-type: none"> <li>• Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.)</li> </ul>		Low	
Vehicle parking	Contact with people, property, vehicles	Pupils, staff parents	<ul style="list-style-type: none"> <li>• Parking bays should be clearly marked</li> <li>• Parking outside of marked bays to be actively discouraged</li> <li>• Suitable barriers should be considered to prevent vehicles coming into contact with pedestrians or buildings when close to parking areas</li> </ul>		Low	
Ice or snow	Slips, trips and falls	Pupils, staff parents	<ul style="list-style-type: none"> <li>• Heavy use pedestrian areas to be suitably salted and gritted</li> </ul>		Low	
Fallen leaves	Slips, trips and falls	Pupils, staff parents	<ul style="list-style-type: none"> <li>• Fallen leaves to be removed as necessary</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Accident reporting</b>						
	Legal requirement	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>All accidents to be recorded in the accident book</li> <li>All staff visitors or contractors suffering an accident to be recorded in the accident book</li> <li>Pupils taken to a doctor or hospital record in the accident book</li> <li>If pupil, visitor or member of public is taken to hospital from school contact H&amp;S team on 0115 977 3603 for guidance on notifying HSE</li> <li>Governors to review accident book to identify trends and initiate control measures</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Boiler rooms</b>						
	Explosion, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling	Caretaker contractors	<ul style="list-style-type: none"> <li>Boiler rooms to be kept locked when not in use</li> <li>Gas boiler rooms should be fitted with gas leak detectors</li> <li>Boiler room should not be used for general storage</li> <li>Fire control measures to be in place, and tested, with easy access to them, i.e. extinguishers, fire buckets</li> <li>Gas, oil, mains isolator switches to be clearly marked</li> <li>Housekeeping to be to a good standard at all times.</li> <li>Adequate ventilation to be maintained at all times</li> <li>Floor areas to remain clear of spills, grease, oil etc.</li> <li>Manual handling assessments for ash buckets etc. to be carried out</li> </ul>		Low-Med	
<b>Caretaking</b>						
Roof work	Falls from height	Caretaker, people below	<ul style="list-style-type: none"> <li>Site team to have received appropriate training in roof work and the use of guard rails or other method of fall arrester or safe working practice</li> <li>Area below to be roped off or guarded in some way</li> <li>Do not go on roof in high winds</li> <li>Never work at heights alone.</li> </ul>		Low-Med	

Cleaning chemicals	Splashes to skin or eyes, burns	Caretaker, cleaners, pupils, staff	<ul style="list-style-type: none"> <li>• Site team and all cleaning staff to be aware of COSHH assessments and inform cleaners of risks and control measures when using cleaning chemicals</li> <li>• Chemical store rooms to be locked when not in use</li> </ul>			
Ladders			<ul style="list-style-type: none"> <li>• Ensure proper training or instruction has been received by persons who use ladders, ensure correct footing, clear area below</li> <li>• Ladders to be maintained in good condition</li> <li>• If step ladders are used ensure there is no side loading on them.</li> <li>• Never work alone from a ladder.</li> </ul>			Low-Med
Lone working			<ul style="list-style-type: none"> <li>• Be aware of procedures to deal with threats of violence or aggression.</li> <li>• See Lone Worker doc.</li> </ul>			Low

<b>Class rooms</b>						
	Slips, trips, falls, electric shock, cuts	Pupils, staff	<ul style="list-style-type: none"> <li>• Floors to be in good condition to prevent slips, trips and falls</li> <li>• Extension leads should be avoided where possible. Daisy-Chaining of extension leads is not permitted at any time.</li> <li>• Do not allow cables to trail across walkways</li> <li>• Mains outlet sockets to be in good condition not damaged or cracked in any way</li> <li>• Replace damaged or broken glass in windows</li> <li>• Low level glass to be filmed or safety glass</li> <li>• Chairs and desks to be in good condition</li> <li>• Class sizes to be risk assessed</li> <li>• Spillage's cleaned up promptly</li> <li>• Class rooms on upper floors to have restricted window openings to prevent falls</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Cleaning</b>						
Window cleaning	Falls from heights	Window cleaner, people below	<ul style="list-style-type: none"> <li>Contract window cleaners should only be taken on when they can demonstrate a formal risk assessment has been carried out and the control measures identified.</li> </ul>		Low-Med	
Contract cleaners not employed by the academy	Slips, trips and falls, electric shock exposure to hazardous substances	Cleaners and staff	<ul style="list-style-type: none"> <li>Contract cleaners must ensure that portable electrical appliances used in the school have been electrically tested and labelled accordingly.</li> <li>All cupboards used for the storage of cleaning chemicals and electrical equipment should be locked when not in use.</li> <li>Storage areas should be maintained to a good standard of housekeeping at all times</li> <li>Personal protective clothing such as rubber gloves, goggles etc. should be available at all times.</li> <li>COSHH assessments and control measures for cleaning chemicals must be available.</li> </ul>		Low	



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Directly employed cleaners	Electric shock, slips, trips falls, exposure to hazardous substances	Cleaners, staff	<ul style="list-style-type: none"> <li>• The academy is to ensure that the portable electrical appliances used by the cleaners are subject to regular portable electrical appliance testing and labelled to show dates.</li> <li>• All cupboards used for the storage of cleaning chemicals and electrical equipment should be locked when not in use.</li> <li>• Storage areas should be maintained to a good standard of housekeeping at all times</li> <li>• Personal protective clothing such as rubber gloves, goggles etc. should be available at all times.</li> <li>• COSHH assessments and control measures for cleaning chemicals must be available.</li> <li>• The school is to ensure that cleaning staff receive appropriate training and information on the safe use and storage of cleaning chemicals.</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Contractors</b>						
General	Personal and property	Pupils, staff, visitors, contractors	<ul style="list-style-type: none"> <li>Contractors are required to comply with the academy safety policy</li> <li>Contractors are required to sign in and out as for all visitors</li> <li>The Head Teacher/ Business Manager or Site Manager to ask contractors, at a pre contract meeting, if they are going to create any hazards and how they are to control them.</li> <li>When contractors are to be used they must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any up front payment etc.</li> <li>Contractors to be properly supervised and monitored while on the school premises</li> <li>Contractors to be informed if there are any dangers they will encounter i.e. asbestos in the building</li> </ul>		Low-Med	
<b>Corridors</b>						
	Slips, trips and falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>Ensure floors remain in good condition</li> <li>Do not allow corridors to become blocked with bags, coats, equipment etc.</li> <li>Do not use corridors for storage</li> </ul>		Low	

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<b>Electricity</b>						
Portable appliances and fixed installation	Electric shock, burns, fire	Pupils, Staff, cleaners	<ul style="list-style-type: none"> <li>• All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Executive guidelines</li> <li>• A list of all of the portable electrical appliances should be drawn up and made available to the person testing</li> <li>• All electrical equipment to be visually checked before it is used each time</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person</li> <li>• No repairs are to be attempted by an unqualified person</li> <li>• All persons to be made aware of the added danger when cables or socket outlets are near sinks or water</li> <li>• Any equipment brought in by staff to have received the PAT test before use</li> </ul>		Low-Med	
Electric service cupboards/plant rooms	Fire, electric shock	Caretaker, pupils, staff	<ul style="list-style-type: none"> <li>• Electric plant rooms to be kept locked when not in use.</li> <li>• Plant rooms not to be used for general storage</li> <li>• Plant room doors to display appropriate safety notices i.e. Authorised personnel only, Main electrical supply, etc.</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Fire</b>						
Fire alarm indicator panel	People and property	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>Panel to be checked daily for normal operation, i.e. is the indicator light on?</li> <li>Any faults to be reported to the contractor immediately</li> <li>Records to be maintained</li> </ul>		Low	
Fire alarm and break glass points	People and property	Pupils, staff visitors	<ul style="list-style-type: none"> <li>The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract</li> <li>The site team to undertake a weekly test of the system by activating a different break glass point each time, with the key, and the findings recorded</li> <li>Any faults found to be reported immediately for corrective action and recorded</li> <li>Records to be maintained in the fire log book</li> </ul>		Low	
Smoke and heat detectors	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> <li>If fitted they are to be tested on a quarterly basis by a contractor</li> <li>Records to be maintained</li> </ul>		Low	
Fire signs	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> <li>Designated fire exit routes to be suitably signed with a pictogram and arrow, to comply with the latest regulations</li> <li>Sufficient fire signs to be in the public areas of the academy</li> </ul>		Low	

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Fire extinguishers, fire hoses	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> <li>• Fire extinguishers to be tested annually by contract or service agreement – Fire Control UK</li> <li>• All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them</li> <li>• Site team to visually check pressure gauges, where fitted, on a regular basis</li> <li>• Records to be maintained, normally on the side of the extinguisher</li> <li>• It is the duty of all members of staff to report a damaged or discharged extinguisher to the site manager</li> </ul>		Low	
Emergency lighting	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> <li>• Emergency lighting to be tested quarterly by a contractor under a service agreement</li> <li>• Site team to carry out a monthly test of the emergency lighting to ensure correct operation</li> <li>• Indicator lights, where fitted, to be checked weekly by a member of the site team.</li> <li>• Records to be maintained on shared drive</li> </ul>		Low	
Fire blankets	People and property	Pupils and staff	<ul style="list-style-type: none"> <li>• Fire blankets where provided should receive a visual inspection annually by the contractor</li> <li>• If used they should be checked, re-packed or replaced by the contractor</li> </ul>		Low	

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Internal fire doors and closer mechanisms	People and property	pupils, staff and visitors	<ul style="list-style-type: none"> <li>• Fire door closer mechanisms should be checked each school day by the Site team. If faulty or leaking oil they should be replaced as soon as possible.</li> <li>• If doors do not close correctly they should be repaired as soon as possible</li> <li>• Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround</li> <li>• Check door closers are not too stiff</li> <li>• Fire doors should not be propped open</li> <li>• Doors to open and close correctly and not be impeded in any way or stick open.</li> <li>• Expanding strips in fire doors to be in good condition</li> <li>• If a door requires rehangng this should be done by two members of the site team and never attempted alone.</li> </ul>		Low	
Electro-magnetic door closers	People and property	Pupils, staff visitors	<ul style="list-style-type: none"> <li>• Electromagnetic door closers are to be checked by the Site team regularly by operating the manual override button</li> <li>• When the fire alarm has been activated during a drill or false alarm Site team to check that all doors have been released and are closed. Investigate any door that did not close.</li> <li>• Doors to be released at night and weekends.</li> </ul>		Low	

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External fire doors	People and property	Pupils, staff visitors	<ul style="list-style-type: none"> <li>• Site team to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal school activities</li> <li>• Ensure fire doors are not locked or chained during school time</li> </ul>		Low	
Evacuating the school	Personal injury	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Regular fire drill to be in place, normally once per term</li> <li>• Try to have at least one drill per year in which one exit is notionally blocked off to simulate fire conditions</li> <li>• If there are any pupils with access/mobility problems ensure that someone is nominated to assist them during an evacuation</li> <li>• Ensure there is a method taking an effective roll call to account for everyone</li> <li>• Nominate fire monitors to “sweep” the building to ensure that it is empty</li> <li>• Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service.</li> </ul>		Low	
External fire stairs	Slips, trips, falls	Pupils, staff	<ul style="list-style-type: none"> <li>• External fire escapes should have suitable hand rails, non slip steps, and external lighting</li> <li>• External stairs to be checked regularly by Site team</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3 X
<b>First aid</b>						
First aiders	Injury treatment	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school based on risk assessment.</li> <li>• Sufficient first aiders to provide cover for holidays, illness etc.</li> <li>• Sufficient cover to provide first aid on school trips etc. based on risk assessment</li> <li>• All staff are to be aware of how to summon first aid assistance</li> <li>• List of first aiders to be displayed in prominent positions</li> <li>• Provide refresher training before expiry dates of first aider's certificates</li> </ul>		Low	
First aid kits	Injury treatment	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• There should be sufficient first aid kits in the academy at strategic places.</li> <li>• The kits are to be regularly checked to ensure they remain adequately stocked</li> <li>• There must be no illegal items in first aid kits i.e. Aspirin, Paracetamol etc.</li> </ul>		Low	



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<b>Gas</b>						
Gas appliance servicing, maintenance	Explosion, carbon monoxide poisoning	Pupils, staff	<ul style="list-style-type: none"> <li>All gas appliances to be tested annually for safety by GAS SAFE gas fitter</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> </ul>		Low-Med	
Internal gas meter rooms	Explosion, leaks	Pupils, staff	<ul style="list-style-type: none"> <li>Gas meter rooms to be secured at all times when not in use</li> <li>Gas meter rooms to have adequate ventilation at all times</li> <li>Gas meter rooms to be “no smoking” areas</li> <li>Not to be used for general storage</li> </ul>		Low	
External gas meter rooms	Explosion, leaks	Pupils, Staff	<ul style="list-style-type: none"> <li>Room to be locked when not in use</li> <li>Room not to be used for general storage</li> </ul>		Low	
<b>Glass</b>						
	Cuts, splinters	Pupils, staff	<ul style="list-style-type: none"> <li>Low level glass to be safety glass or treated with safety film</li> <li>Damaged glass to be replaced as soon as possible</li> <li>If glass is not treated or safety glass installed, a survey is required to determine what glass needs to be upgraded</li> </ul>		Low	

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<b>Grounds maintenance</b>						
Sheds	Slips, trips, falls, falling items, fire	Pupils, staff	<ul style="list-style-type: none"> <li>Sheds to be kept locked when not in use</li> <li>Shed to be kept tidy</li> <li>Keep storage of hazardous/flammable items to a minimum, petrol, paint, chemicals etc.</li> </ul>		Low	
Outside furniture / canopies	Collapse, splinters, cuts	Pupils, staff	<ul style="list-style-type: none"> <li>Outside furniture/canopies to be inspected regularly and subject to annual maintenance</li> </ul>		Low	
Flower tubs/hanging baskets	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>Tubs to be safely positioned to prevent people falling over them. Baskets to be hung where no one can bang their head.</li> </ul>		Low	
Decking	Slips, trip, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>Bridges and platforms to be regularly inspected and maintained</li> <li>Suitable hand rails and guard rails to be fitted</li> <li>If used after dark adequate lighting should be provided</li> </ul>		Low-Med	
Grassed areas	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>Playing fields and grassed areas to be inspected regularly by the site team to ensure they remain in a safe condition, no holes, sharps etc.</li> <li>P E Teachers to check before use</li> </ul>		Low	
Manhole covers, stop cocks etc.	Slips, trips Falls	Pupils, Staff, visitors	<ul style="list-style-type: none"> <li>Site team to visually check covers to ensure they remain in a safe condition, fence off if causing hazard</li> </ul>		Low	

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Spraying of chemicals	Inhalation, chemical absorption through skin	Site team, ground staff, pupils staff	<ul style="list-style-type: none"> <li>• Chemical spraying not to be carried out if spray could reach pupils or in windy weather</li> <li>• Spraying only to be undertaken by trained, competent persons – NCC</li> <li>• COSHH assessments to have been completed for chemicals used and control measures rigorously followed</li> </ul>		Low-Med	
Landscape maintenance	Cuts, lacerations, amputations	Site team, ground staff	<ul style="list-style-type: none"> <li>• Landscape maintenance machinery to only be used by competent and authorised personnel</li> <li>• Machinery to be securely stored when not in use</li> <li>• No machinery to be left unattended when out of storage</li> <li>• Adequate personal protective equipment to be available, and used, when operating machinery</li> <li>• Appropriate access equipment to be used for access to high hedges, ladders etc.</li> <li>• If using 240-volt electrical equipment a Residual Current Device must be used. If extension leads are used they must be heavy-duty outdoor types. Preferably use 110v equipment</li> <li>• Burning of landscape waste only to be undertaken on proper brazier</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> </ul>		Low-Med	

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<b>Gym</b>						
Equipment	Slips, trips, falls, equipment falling on people	Pupils, staff	<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 pupils 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>• Floor to be in good condition</li> <li>• Staff to be competent in erecting equipment</li> <li>• Equipment to be checked annually by competent person, normally a specialist contractor</li> <li>• Staff to be competent in supervising the activities carried out in the gym</li> </ul>		Low-Med	
<b>Theatre Hall</b>						
	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• All exits to remain clear</li> <li>• Floor to be in good condition</li> <li>• Chairs to be suitably stacked when not in use or removed to store room</li> <li>• Tower scaffold to be used for changing ceiling lights. Only trained PASMA cert holders to authorise and oversee scaffold use.</li> </ul>		Low	

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<b>Hazardous substances, flammables, cleaning materials</b>	Fire, explosion, spillage, inhaling fumes, absorption via skin	Pupils, staff, cleaners	<ul style="list-style-type: none"> <li>• Hazardous substances, those with a warning on the container, to be stored in a secure, well ventilated store which is locked when not in use</li> <li>• Do not store them in gas or electricity cupboards</li> <li>• Fire extinguisher to be in place if required</li> <li>• COSHH assessments to be carried out and control measures in place</li> <li>• Staff to be informed of COSHH control measures</li> </ul>		Low-Med	
<b>Incinerators</b>						
	Burns	Site team, pupils	<ul style="list-style-type: none"> <li>• Currently we do not use an incinerator bin.</li> </ul>		Low	

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<b>Kitchen/Cookery</b>						
	Personal hygiene measures	Kitchen staff, pupils, staff	<ul style="list-style-type: none"> <li>• All staff who handle food must be supervised and instructed in food hygiene to a level appropriate to their job.</li> <li>• Always wash hands before handling food</li> <li>• Kitchen staff to inform their supervisor of any medical condition they may have</li> <li>• Appropriate first aid kits to be available</li> <li>• All accidents to be recorded in accident book in kitchen</li> <li>• Kitchen to be clean and in good repair</li> <li>• Adequate welfare facilities to be available and separate and clean</li> <li>• Kitchen staff to wear proper uniform and footwear</li> <li>• Kitchen staff are not permitted to work alone</li> </ul>		Low	
Ventilation	Heat stress	Kitchen staff	<ul style="list-style-type: none"> <li>• There must be sufficient ventilation</li> <li>• Ventilation systems to be regularly cleaned and working efficiently</li> <li>• Fly screens to be fitted to opening windows and doors</li> </ul>		Low	
Lighting	Slips, trips, falls	Kitchen staff	<ul style="list-style-type: none"> <li>• The kitchen must have adequate natural or artificial lighting</li> <li>• Lighting covers or diffuser units should be regularly removed and cleaned</li> </ul>		Low	

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Welfare facilities	Personal hygiene	Kitchen staff	<ul style="list-style-type: none"> <li>• Adequate changing facilities to be provided</li> <li>Area to be maintained on clean and tidy condition</li> </ul>		Low	
Food preparation	Hygiene	Kitchen staff, pupils staff	<ul style="list-style-type: none"> <li>• All surfaces that come into contact with food must be well maintained and easily cleaned</li> <li>• Cleaning programmes to be in place including arrangements for deep clean at times</li> </ul>		Low	
Food storage	Hygiene	All	<ul style="list-style-type: none"> <li>• Fruit and Veg to be stored away from other foods in cool area with adequate ventilation</li> <li>• Dry foods to be stored in cool, dry, well ventilated rooms</li> <li>• Food should not be stored on the floor but on suitable racking</li> <li>• Frozen foods should be put in the freezer as soon as they are delivered</li> <li>• Frozen foods to be date marked to facilitate correct rotation</li> <li>• Freezer temperatures to be taken and recorded twice per day, at least.</li> <li>• Perishables to be stored in the fridge</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Cleaning	Hygiene	All	<ul style="list-style-type: none"> <li>• COSHH assessments to be carried out for cleaning chemicals</li> <li>• Never mix cleaning materials</li> <li>• Use cleaning materials suitable for the job</li> <li>• Always store cleaning materials in the correct place away from food.</li> <li>• Never bring in chemicals from home.</li> </ul>		Low	
Waste storage and disposal	Hygiene	All	<ul style="list-style-type: none"> <li>• Suitable storage and waste disposal arrangements to be in place for waste food products and refuse</li> <li>• Waste food is to be disposed of in easy to clean containers with self closing lid</li> <li>• Waste food not to be left in the kitchen overnight</li> <li>• Always wash hands after handling waste</li> <li>• waste storage areas to washed down and cleaned regularly using disinfectant as required</li> <li>• Ensure lids remain in place on waste bins</li> <li>• Suitable arrangements to be in place for the removal of waste food</li> </ul>		Low	
Pest control	Hygiene	All	<ul style="list-style-type: none"> <li>• Pest control measures to be in place where appropriate – Notts Pest Control Ltd</li> <li>• Inspect dried foods regularly</li> <li>• Look for signs of droppings and damage to packets</li> </ul>		Low	



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Gas	Explosion	Kitchen staff	<ul style="list-style-type: none"> <li>• Gas cut off valves to be clearly labelled</li> <li>• Access to the valves is to remain clear at all times</li> <li>• All staff to be aware of where the valve is and received instruction in its operation</li> <li>• All fire extinguishers to remain free of obstruction</li> <li>• Never leave kitchen unattended when food is cooking</li> </ul>		Low-Med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Ladders - stepladders</b>						
	Falls from height	Caretaker, staff	<ul style="list-style-type: none"> <li>Ladders and step ladders should only be used by people trained or instructed in how to use them</li> <li>Ladders and stepladders to be regularly inspected and maintained</li> <li>Working at heights and working from ladders is a two person activity.</li> </ul>		Low-Med	
<b>Lessons</b>						
General	Slips, Trips, falls, chemical splashes. cuts	Pupils, staff	<ul style="list-style-type: none"> <li>Where lessons involve any degree of risk then the teacher must be competent to undertake that activity. i.e. teachers instructing on PE must be suitably qualified to control the risks, science to be taught by suitably qualified teachers etc.</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3 X
<b>Library</b>						
	Slips, trips, falls, falls from height	Pupils, staff	<ul style="list-style-type: none"> <li>• Tall book cases to be secured to walls.</li> <li>• Free standing bookcases 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>• Adequate access to be available for high shelving, stepladders, etc.</li> <li>• Flooring to be in good condition.</li> </ul>		Low	
<b>Manual handling of pupils</b>						
	Back injury, personal injury	Staff, pupils	<ul style="list-style-type: none"> <li>• Where the academy has disabled children there must be a full assessment carried out by a competent person</li> <li>• Where pupils have to be assisted to move, or assisted from wheelchairs the staff assisting them must be suitably trained</li> <li>• Suitable areas should be available for disabled pupils, i.e. changing facilities</li> </ul>		Med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Manual handling of inanimate objects</b>						
	Back injury, personal injury	Staff, caretaker	<ul style="list-style-type: none"> <li>• Manual handling assessments to be conducted for handling tasks</li> <li>• People who may be at risk are to have completed suitable training</li> </ul>		Low-Med	
<b>Office</b>						
Office or admin area	Eye strain, RSI, muscular difficulties  Slips, trips and falls	school admin staff	<ul style="list-style-type: none"> <li>• Ensure academy admin staff can request a DSE assessment form and action on any deficiencies taken by academy management</li> <li>• School admin staff to receive training in correct set up of computer equipment</li> <li>• Ensure a good standard of cable management is observed</li> <li>• do not allow cables to trail across walkways, use rubber protecting strips</li> <li>• do not leave filing cabinet or desk draws open</li> <li>• New filing cabinets to be filled from the bottom up to prevent them becoming unstable</li> <li>• Open only one draw at a time</li> <li>• Cabinets which allow more than one draw to be opened at a time to be fixed to the wall</li> <li>• Floor to be free from tripping hazards, torn carpets etc.</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Off site visits</b>						
	Slips, trips, falls, personal injury	Staff, pupils, volunteers	<ul style="list-style-type: none"> <li>• LEA guidelines to be followed for off site visits</li> <li>• Arrangements to be checked by Head of School</li> <li>• Qualifications of any activity providers to be checked</li> <li>• When using minibuses seat belts to be fitted and used</li> <li>• Minibus drivers to be suitably qualified and licensed to academy requirements.</li> <li>• First aid cover to be provided</li> <li>• First aid kit to be taken on visit</li> <li>• List of contact names and addresses to be taken on visit</li> </ul>		Low-Med	
<b>Paths/walkways</b>						
	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Paths and walkways to remain in good condition and not be breaking up which makes it slippery</li> <li>• There should not be any holes in the surface</li> <li>• Damaged areas to be fenced off with suitable barrier</li> <li>• If moss or fallen leaves are a problem they should be removed regularly</li> <li>• In icy conditions surface may need gritting or be placed out of bounds</li> </ul>		Low-Med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Safety training</b>						
	Personal safety	Pupils, staff	<ul style="list-style-type: none"> <li>• New staff to receive safety training during induction training, to include fire safety arrangements, first aid arrangements etc.</li> <li>• Staff to receive adequate training to carry out health and safety duties, i.e. be trained to carry out risk assessments, be trained to carry out fire risk assessments</li> </ul>		Low	
<b>Staff room</b>						
	Slips, trips, falls, scalds, hygiene	Staff	<ul style="list-style-type: none"> <li>• Attention to be paid to good housekeeping in the staff room</li> <li>• Kettles and boilers to be electrically tested</li> <li>• Kettles and boilers to be placed in a safe position to avoid burns and scalds</li> <li>• Fridge's to be regularly defrosted and out of date food removed</li> <li>• Tall bookcases to be secured to walls</li> <li>• Floors and carpets to be in good condition</li> <li>• Furniture, chairs etc. to be in reasonable condition</li> <li>• All electrical items should carry a current PAT Test label.</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Stairs</b>						
	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Stairs to be in good condition, damaged noses to be repaired, there should be no loose treads</li> <li>• Stairs to have sufficient lighting</li> <li>• There should be no loose carpets or mats on stairs or landings</li> <li>• Hand rails to be provided, in good condition and secure</li> <li>• Fire doors at top and bottom of stairs to remain closed and not wedged open unless electromagnetic closers are fitted</li> <li>• There must be nothing stored under stairs</li> </ul>		Low	
<b>Store rooms</b>						
	Slips, trips, falls, falling items	Staff	<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>• Kick-stools or step ladders to be available where high shelving is in place, any chairs to be removed</li> <li>• The store room to have suitable lighting – energy saving bulbs should be used</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-Med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Temperature</b>						
	Cold, heat stress	Pupils, staff	<ul style="list-style-type: none"> <li>• School boilers to be capable of maintaining suitable temperature in school</li> <li>• Sufficient means of ventilation to be available in hot weather</li> <li>• If hot pipes or radiators can cause contact burns they should be guarded</li> <li>• If hot water in taps can cause scalding they should be fitted with anti-scald valves</li> </ul>		Low	
<b>Toilets</b>						
	Hygiene, slips, trips, falls, trapped persons	Pupils, Staff	<ul style="list-style-type: none"> <li>• Toilet areas to be maintained in good condition</li> <li>• Toilet areas to be maintained in hygienic condition</li> <li>• Anti-scald valves to be fitted where necessary</li> <li>• Spillage's on floors to be mopped up as soon as possible</li> <li>• Soap and drying system/towels to be available</li> <li>• Where doors have a locking device it must have an override system to release trapped persons</li> <li>• Where toilets are adapted for disabled use they should have suitable hand rails</li> <li>• Sanitary disposal system in place where necessary</li> </ul>		Low	



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Violence</b>						
	personal injury	Staff, pupils	<ul style="list-style-type: none"> <li>• Staff to be aware of how to deal with violence or aggression from or between pupils</li> <li>• Staff to be aware of how to deal with violence or aggression from parents or public</li> <li>• Systems to be in place to deal with intruders</li> </ul>		Low	
<b>Waste</b>						
	Slips, trips, falls, hygiene	Staff, pupils	<ul style="list-style-type: none"> <li>• Adequate systems to be in place to remove normal waste</li> <li>• Adequate systems to be in place to remove clinical waste if necessary</li> <li>• External bin areas to be kept clean, well ventilated and free from pests</li> <li>• Bin areas to be washed down on a regular basis and disinfected if necessary</li> <li>• rubbish should not be allowed to accumulate in bin areas</li> <li>• Bins should be fitted with lids</li> <li>• Bin areas are not to be used for other storage</li> </ul>		Low	
<b>Water systems, tanks, taps and shower outlets</b>						
	Bacterial infection	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Water management and inspection routines to be in place in accordance with COSHH, where necessary – Second Element Ltd</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Wheelchairs</b>						
	Personal injury	Pupils, staff	<ul style="list-style-type: none"> <li>• Where wheelchairs are used by any pupils there should be adequate access and ramps provided where necessary. Consider access to classrooms etc. Consider wheelchairs moving in upstairs areas especially across the top or stairs</li> <li>• Where staff have to assist pupils in and out of wheelchairs they must have received adequate training</li> <li>• If any hoists are used they must be tested annually by a competent person and staff suitably trained in their use</li> <li>• Suitable storage facilities should be available</li> </ul>		Low-Med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Lessons						
Art						
	Adhesives, glazes, chemicals, Vapours, hygiene	Pupils, staff	<ul style="list-style-type: none"> <li>• COSHH assessments carried out by head of dept and control measures put in place</li> <li>• Staff informed of COSHH/CLEAPSS control measures</li> <li>• All corrosive and toxic chemicals, including ceramic glazes, kept in secure stores under lock and key.</li> <li>• All materials are properly labelled and appropriate warnings are included in the labelling.</li> <li>• Regular and thorough washing of hands to avoid toxic hazards.</li> <li>• Substances only used in controlled conditions with adequate ventilation.</li> <li>• Spray booths permanently vented outside.</li> <li>• Clay dust kept to a minimum by damping down. Wiped with damp cloth, not swept up.</li> </ul>		Low-med	
	Knives, cutting tools	Pupils, staff	<ul style="list-style-type: none"> <li>• The use of cutting tools is properly controlled, with good instruction in safe use.</li> <li>• All scalpels etc locked away when not in use.</li> </ul>		Low-med	
	Kilns, heat, manual handling	Pupils, staff	<ul style="list-style-type: none"> <li>• Kilns in a separate room or fenced off.</li> <li>• Good ventilation</li> <li>• Safe working methods for loading/unloading</li> <li>• Safe operating procedures</li> </ul>		Low-med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
	Machinery, electricity	Pupils, staff	<ul style="list-style-type: none"> <li>• All ceramics machinery maintained and where moving parts create a hazard, guards are fitted.</li> <li>• Machines only used by trained personnel.</li> <li>• Electric pottery wheels properly earthed and fitted with sealed unit waterproof switches.</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> <li>• Zone markings on floor around machines.</li> <li>• Long hair tied back to prevent entanglement.</li> <li>• Portable mains electrical appliances to be regularly tested and maintained.</li> </ul>		Low-med	
	Screen printing	Pupils, staff	<ul style="list-style-type: none"> <li>• Only carried in controlled conditions with adequate ventilation.</li> <li>• COSHH assessments carried out and control measures in place.</li> <li>• Safe working procedures.</li> <li>• Personal protective equipment.</li> </ul>		Low-med	
	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Floors to be in good condition to prevent slips, trips and falls</li> <li>• Class sizes to be risk assessed.</li> <li>• Good housekeeping to be maintained at all times</li> <li>• Spillages on floors to be mopped up as soon as possible</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Lessons						
Drama						
	Slips, trips, falls	Pupils, staff	<ul style="list-style-type: none"> <li>• Suitable lighting to be available</li> <li>• Do not allow trailing leads across walkways or stage</li> <li>• Flooring to be in good condition</li> </ul>		Low	
	Working at heights	Pupils, staff	<ul style="list-style-type: none"> <li>• All erection work to be supervised by a competent person</li> <li>• Minimise the storage of equipment/ materials on scaffolds</li> <li>• On scaffolds or platforms make sure there are no loose objects and that tools are secured</li> <li>• Design scaffolds to prevent falling by use of safety rails and toe boards</li> <li>• Create an exclusion zone beneath areas where work is being undertaken</li> <li>• Provide people passing below work area with safety helmets to protect from falling objects</li> <li>• Prevent unauthorised access to the scaffold or platform</li> <li>• Materials should never be deliberately dropped from a scaffold but passed down, with a rope if necessary</li> <li>• Clearly mark areas where work is being undertaken above with safety signs warning others of danger</li> <li>• Scaffolds should not be overloaded, and load</li> </ul>		Low - med	

			<p>should be evenly spread</p> <ul style="list-style-type: none"> <li>• Ladders should be in good condition and regularly examined for faults</li> <li>• Ladders should be secured to prevent slipping, usually by tying at the top</li> <li>• Access ladders should extend approximately 1m above the working platform</li> <li>• The top platform of a stepladder should not be used for working from unless it is specially designed with hand rails</li> </ul>		
	Rigging lights, electric shock, falling objects	Pupils, staff	<ul style="list-style-type: none"> <li>• Check for damage to lights and cables</li> <li>• Lights to be tested annually by competent person</li> <li>• Portable electrical appliances to be tested annually by competent person</li> <li>• Use ropes to hoist lights, never manhandle them up a ladder or scaffold</li> <li>• Lights should be clamped to rails and secured with chains</li> <li>• Power to remain off when plugging in and out lights</li> <li>• Pupils to be supervised when rigging lights</li> <li>• Keep cables to shortest possible length</li> </ul>		Low - med
	Performance	pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Ensure all fire exits are clear</li> <li>• No combustible materials under seating</li> <li>• All curtains made from fire resistant material</li> <li>• Emergency lighting tested by competent person</li> <li>• Emergency exit signs clear</li> <li>• Front of house announcements to be made</li> </ul>		Low - med
	Use of props, stage	Pupils, staff	<ul style="list-style-type: none"> <li>• All props, scenery and stage equipment should be stored safely when not in use</li> </ul>		Low - med

	equipment		<ul style="list-style-type: none"> <li>• Only pupils who have been trained should use equipment etc.</li> <li>• Manual handling assessments to be conducted for handling tasks</li> <li>• People who may be at risk to have completed suitable training</li> <li>• All ropes, stage blocks, props etc. to be checked for damage before use</li> </ul>			
	Electric shock, exposure to hazardous substances	Pupils, staff	<ul style="list-style-type: none"> <li>• Ensure that portable electrical appliances such as smoke machines are subject to regular PAT testing, and labelled to show dates</li> <li>• All cupboards used for storage of chemicals to be locked when not in use</li> <li>• Storage areas to maintained to a good standard of housekeeping at all times</li> <li>• personal protective clothing to be available when required</li> <li>• COSHH/CLEAPSS info and control measures for chemicals, if used, must be available</li> </ul>			Low - med

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Lessons						
Technology						
	Adhesives, glazes, chemicals, Vapours, dust, hygiene	Pupils, staff	<ul style="list-style-type: none"> <li>• COSHH assessments carried out by head of dept and control measures in place</li> <li>• Staff informed of COSHH control measures</li> <li>• All corrosive and toxic chemicals kept in secure stores under lock and key.</li> <li>• All materials are properly labelled and appropriate warnings are included in the labelling.</li> <li>• Regular and thorough washing of hands to avoid toxic hazards.</li> <li>• Substances only used in controlled conditions with adequate ventilation.</li> <li>• Spray booths permanently vented outside.</li> <li>• Local exhaust ventilation inspected and maintained.</li> <li>• Personal protective equipment.</li> </ul>		Low-med	
	Brazing, silver soldering, fumes,	Pupils, staff	<ul style="list-style-type: none"> <li>• Only carried in controlled conditions with adequate ventilation.</li> <li>• Personal protective equipment.</li> <li>• Thorough washing of hands after to avoid toxic hazards.</li> </ul>		Low-med	
	Soft soldering, fumes	Pupils, staff	<ul style="list-style-type: none"> <li>• Only carried in controlled conditions with adequate ventilation.</li> <li>• Personal protective equipment.</li> </ul>		Low-med	



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
	Casting, irritant sand, fumes, molten metal, explosion	Pupils, staff	<ul style="list-style-type: none"> <li>Local exhaust ventilation.</li> <li>Barrier creams.</li> <li>Safe working practices, dry crucibles etc.</li> <li>Thorough washing of hands after to avoid toxic hazards.</li> </ul>		Low-med	
	Forge work	Pupils, staff	<ul style="list-style-type: none"> <li>Local exhaust ventilation.</li> <li>Personal protective equipment.</li> </ul>		Low-med	
	Welding	Pupils, staff	<ul style="list-style-type: none"> <li>Good general ventilation.</li> <li>Painted surfaces stripped prior to welding.</li> <li>Personal protective equipment</li> <li>Good stable storage of cylinders.</li> </ul>		Low-med	
	Bandsaw, circular saw	Staff	<ul style="list-style-type: none"> <li>Machines only used by trained staff.</li> <li>Training records maintained.</li> <li>Separate isolator for machines.</li> <li>Clearly marked stop buttons.</li> <li>Machine lights in working order.</li> <li>Safe working procedures posted on each machine.</li> <li>Personal protective equipment.</li> <li>Correct guards fitted.</li> <li>Long hair tied back.</li> <li>Loose clothing removed or secured.</li> <li>Flooring in good condition.</li> <li>Work area marked around machine</li> <li>COSHH assessments undertaken of materials to be sawn.</li> </ul>		Low	

			<ul style="list-style-type: none"> <li>• Waste materials disposed of safely</li> <li>• Local exhaust ventilation.</li> <li>• Correct positioning of riving knife and crown guard.</li> <li>• Use of push stick.</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> </ul>		
	Grinding, dust, entanglement flying material	Pupils, staff	<ul style="list-style-type: none"> <li>• Machines only used by trained staff.</li> <li>• Training records maintained.</li> <li>• Abrasive wheels only changed and dressed by competent person holding a valid certificate.</li> <li>• Tool rests set at correct position.</li> <li>• Safe working practices.</li> <li>• Correct guards fitted.</li> <li>• Wheels of the correct speed rating for the machine used.</li> <li>• Correct storage, handling, marking and checking for damage in place.</li> <li>• Correct wheel used for type of material.</li> <li>• Personal eye protection.</li> <li>• Long hair tied back.</li> <li>• Loose clothing removed or secured.</li> <li>• Flooring in good condition.</li> <li>• Work area marked around machine</li> <li>• Only one person at machine at any time.</li> <li>• COSHH assessments undertaken of materials to be used.</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> </ul>		Low-med
	Metal	Pupils, staff	<ul style="list-style-type: none"> <li>• Machines only used by competent/trained staff</li> </ul>		Low-med

	<p>machining, turning, milling, power sawing, drilling</p>		<p>and pupils under general supervision.</p> <ul style="list-style-type: none"> <li>• Training records maintained.</li> <li>• Staff to check cutting tools, speeds and mounting of tools and workpiece.</li> <li>• Separate isolator for machines.</li> <li>• Clearly marked stop buttons.</li> <li>• Machine lights in working order.</li> <li>• Safe working procedures posted on each machine.</li> <li>• Correct guards fitted.</li> <li>• Long hair tied back.</li> <li>• Loose clothing removed or secured.</li> <li>• Flooring in good condition.</li> <li>• Work area marked around machine</li> <li>• Only one person at machine at any time.</li> <li>• Waste materials disposed of safely.</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> </ul>		
	<p>Buffing machine</p>	<p>Pupils, staff</p>	<ul style="list-style-type: none"> <li>• Machines only used by trained staff and pupils under general supervision.</li> <li>• Training records maintained</li> <li>• Staff to check buffing mop and polish compound selected.</li> <li>• Separate isolator for machines.</li> <li>• Clearly marked stop buttons.</li> <li>• Safe working procedures posted on each machine.</li> <li>• Personal eye protection.</li> <li>• Spindles to be fitted with buffing wheels even when not in use.</li> </ul>		<p>Low-med</p>

			<ul style="list-style-type: none"> <li>• Personal eye protection.</li> <li>• Correct guards fitted.</li> <li>• Long hair tied back.</li> <li>• Loose clothing removed or secured.</li> <li>• Flooring in good condition.</li> <li>• Work area marked around machine</li> <li>• Only one person at machine at any time.</li> <li>• COSHH assessments undertaken of materials to be turned.</li> <li>• Machinery and equipment to be regularly serviced and maintained.</li> <li>• Thorough washing of hands after to avoid toxic hazards.</li> </ul>		
	Hand operated guillotine	Pupils, staff	<ul style="list-style-type: none"> <li>• All pupils trained in the safe use of machine.</li> <li>• Machine locked when not in use.</li> <li>• Only one person at machine at any time.</li> <li>• Sharp off-cuts placed safely in appropriate container for disposal.</li> <li>• Equipment to be regularly serviced and maintained.</li> <li>• Long hair tied back.</li> <li>• Loose clothing removed or secured.</li> </ul>		Low-med
	Wood turning	Pupils, staff	<ul style="list-style-type: none"> <li>• Machines only used by trained staff and pupils under general supervision.</li> <li>• Training records maintained.</li> <li>• Staff to check cutting tools, speeds and mounting of tools and workpiece.</li> <li>• Separate isolator for machines.</li> <li>• Clearly marked stop buttons.</li> <li>• Safe working procedures posted on each</li> </ul>		Low-med

			<p>machine.</p> <ul style="list-style-type: none"> <li>• Personal eye protection, where necessary</li> <li>• Correct guards fitted, where necessary</li> <li>• Long hair tied back.</li> <li>• Loose clothing removed or secured.</li> <li>• Flooring in good condition.</li> <li>• Work area marked around machine</li> <li>• Only one person at machine at any time.</li> <li>• COSHH assessments undertaken of materials to be turned.</li> <li>• Waste materials disposed of safely.</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> </ul>		
	Machine sanding	Pupils, staff	<ul style="list-style-type: none"> <li>• Machines only used by staff and pupils under supervision.</li> <li>• Staff to check machine set-up, gap between rest and disc or belt.</li> <li>• Table rest set at correct distance.</li> <li>• Separate isolator for machines.</li> <li>• Clearly marked stop buttons.</li> <li>• COSHH assessments undertaken of materials to be sanded.</li> <li>• Dust extraction used.</li> <li>• Safe working procedures posted on each machine.</li> <li>• Personal eye protection.</li> <li>• Correct guards fitted.</li> <li>• Long hair tied back.</li> <li>• Loose clothing removed or secured.</li> <li>• Flooring in good condition.</li> </ul>		Low-med

			<ul style="list-style-type: none"> <li>• Work area marked around machine</li> <li>• Only one person at machine at any time.</li> <li>• Machinery and equipment to be regularly serviced and maintained</li> </ul>			
	Vacuum forming, fumes, hot materials	Pupils, staff	<ul style="list-style-type: none"> <li>• Only carried in controlled conditions with adequate ventilation.</li> <li>• Personal eye protection.</li> <li>• Long hair tied back.</li> <li>• Heater elements protected to prevent hand contact.</li> <li>• Portable mains electrical appliances to be regularly tested and maintained.</li> </ul>			Low-med
	Printed circuit boards, corrosives	Pupils, staff	<ul style="list-style-type: none"> <li>• Only carried in controlled conditions with adequate ventilation.</li> <li>• Lids fitted to bubble tanks.</li> <li>• Bubble tanks in stable positions.</li> <li>• Weak solutions used.</li> <li>• Personal protective equipment.</li> <li>• COSHH assessments undertaken of materials to be used.</li> </ul>			Low-med
	Tools, cuts, electricity - burns shock	Pupils, staff	<ul style="list-style-type: none"> <li>• Pupils to be properly instructed in the safe use of all tools used and generally supervised.</li> <li>• Tools and equipment to be properly stored in such a way that it is obvious if any items are missing.</li> <li>• Portable mains electrical appliances to be regularly tested and maintained.</li> </ul>			Low-med
<b>Lessons</b>						
<b>Food Technology</b>						
	Food	Pupils, staff,	<ul style="list-style-type: none"> <li>• Staff qualified by training and experience in</li> </ul>			Low-med

	poisoning	visitors, public	<p>food hygiene matters.</p> <ul style="list-style-type: none"> <li>• Staff to hold Food Hygiene certificates.</li> <li>• Pupils receive training on food hygiene.</li> <li>• The use and control of certain foods to be monitored e.g. shellfish.</li> <li>• Good standards of personal hygiene.</li> <li>• Bacteria contamination reduced by ensuring food is not left at room temperature for too long prior to consumption.</li> <li>• Correct procedures for ensuring food is correctly cooked, stored and re-heated particularly if taken home.</li> <li>• Minimise cross contamination by careful selection of equipment, high levels of personal hygiene, kitchen cleaning, waste disposal, pest control and maintenance routines.</li> <li>• Working with high-risk foods is monitored.</li> </ul>		
	Preparation, cooking and storage of food	Pupils, staff	<ul style="list-style-type: none"> <li>• Regular and thorough washing of hands.</li> <li>• Cuts and abrasions covered with blue plasters.</li> <li>• Hair tied back.</li> <li>• Jewellery removed.</li> <li>• All work surfaces of food grade quality and thoroughly cleaned.</li> <li>• Chopping boards to be in good condition and a selection available to reduce cross contamination.</li> <li>• Safe working practices to minimise personal injury from handling hot items.</li> <li>• Heavy items stored in a way to minimise manual handling injuries.</li> </ul>		Low-med

			<ul style="list-style-type: none"> <li>• Portable mains electrical appliances to be regularly tested and maintained.</li> <li>• Machines guarded where applicable.</li> <li>• Pressure cookers subjected to regular inspection by a competent person.</li> <li>• All gas appliances to be tested annually for safety by GAS SAFE gas fitter</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>• Storage and use of sharp implements to be monitored.</li> <li>• Storage of food monitored for temperature and use by date.</li> </ul>			
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Lessons						
Textiles						
	Machine sewing, overlocking and ironing	Pupils, staff	<ul style="list-style-type: none"> <li>• All pupils trained in safe use of equipment.</li> <li>• All equipment checked by staff before use.</li> <li>• Avoid use of trailing cables.</li> <li>• Portable mains electrical appliances to be regularly tested and maintained.</li> <li>• Machines guarded where applicable.</li> <li>• Machines left in normal location wherever possible.</li> <li>• Avoid ironing in aisles and gangways.</li> <li>• Adequate lighting maintained for intricate work activities.</li> <li>• All machines subject to regular maintenance.</li> <li>• Long hair tied back.</li> <li>• Use and storage of sharp equipment to be monitored.</li> </ul>		Low-med	
	Working with textile materials	Pupils, staff	<ul style="list-style-type: none"> <li>• Wax kettles subject to portable appliance testing.</li> <li>• Wax kettles not to be left unattended for any long periods</li> <li>• All materials stored away from sources of ignition.</li> <li>• All flammable substances stored in appropriately labelled fire resistant cabinet.</li> <li>• Personal protective equipment used where required.</li> <li>• COSHH assessments carried as necessary.</li> <li>• Use of wax kettles strictly monitored.</li> </ul>		Low-med	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
Lessons						
Physical Education						
	Gymnastics, apparatus	Pupils, staff	<ul style="list-style-type: none"> <li>• PE teachers to be suitably qualified for the activities, e.g. trampoline qualification</li> <li>• Equipment to be tested on an annual basis by a competent person and checked for damage each time before use by teacher</li> <li>• Equipment to be stored safely</li> <li>• If equipment is stored in the gym it should not interfere with activities that take place</li> <li>• Pupils to be trained in correct moving and setting up of equipment</li> <li>• Staff to supervise set up of trampolines</li> <li>• Staff to check set up of equipment before use</li> <li>• LEA guidelines on correct use of mats to be adhered to</li> <li>• Spotters trained in what to look for</li> <li>• Floor surface checked prior to use</li> <li>• All jewellery to be removed</li> <li>• Lighting to be suitable</li> <li>• PE Staff are to be qualified first aiders</li> <li>• Suitable clothing and footwear to be used</li> <li>• Class size to be assessed for activities undertaken</li> <li>• Warm up activities to be suitable</li> <li>• Provisions made for supervision of pupils</li> </ul>		Low-med	

			<p>excused PE</p> <ul style="list-style-type: none"> <li>• Pupils with special educational needs given extra adult support where necessary</li> <li>• Pupils to be properly supervised at all times</li> <li>• First aid to be available</li> </ul>		
	Dance	Pupils	<ul style="list-style-type: none"> <li>• Floor surface checked before use and clear of obstructions</li> <li>• Floor surface suitable for use</li> <li>• If equipment is stored in the gym it should not interfere with the activities that are carried out</li> <li>• Suitable clothing footwear to be used</li> <li>• Class size to be assessed for the activity</li> <li>• Warm up activities to be suitable</li> </ul>		Low
	Invasion games	Pupils, staff	<ul style="list-style-type: none"> <li>• PE teachers to be suitably qualified for activities takes</li> <li>• Pupils reminded about safe play</li> <li>• Playing surfaces checked for safe condition</li> <li>• All jewellery to be removed</li> <li>• Lighting suitable where appropriate</li> <li>• Suitable clothing and footwear to be used</li> <li>• Appropriate protective items to be worn e.g. shin pads, mouth guards etc</li> <li>• Class sizes to be assessed for activities undertaken</li> <li>• Warm up activities to be suitable</li> <li>• Procedures in place to ensure protection of pupils and staff in extreme weather conditions</li> <li>• Pupils to be properly supervised at all times including changing etc</li> <li>• First aid to be available</li> </ul>		Low-med

	Athletics, running	Pupils	<ul style="list-style-type: none"> <li>• PE teachers to be suitable qualified for activities taken</li> <li>• Surfaces checked for safe condition</li> <li>• Warm up activities to be suitable</li> <li>• Procedures in place to ensure protection of pupils and staff in extreme weather conditions</li> <li>• Pupils to be properly supervised at all times including changing etc.</li> <li>• First aid to be available</li> <li>• Distances to be suitable for age and ability</li> <li>• Sufficient space to be available for stopping</li> <li>• Procedures to be available for running off site</li> <li>• Safe procedures for the use of spikes</li> <li>• Hurdles set at appropriate height</li> </ul>		Low -med	
	Athletics, jumping	Pupils	<ul style="list-style-type: none"> <li>• PE teachers to be qualified for activities taken</li> <li>• Surfaces checked for safe condition</li> <li>• Warm up activities to be suitable</li> <li>• Procedures in place for protection of pupils in extreme weather conditions</li> <li>• Correct techniques taught</li> <li>• Mats if used to be suitable and placed correctly</li> </ul>		Low-med	
	Athletics, throwing	Pupils, staff	<ul style="list-style-type: none"> <li>• PE teachers to be qualified for activities taken</li> <li>• Surfaces checked for safe condition</li> <li>• Warm up activities to be suitable</li> <li>• Procedure in place to ensure protection of pupils and staff in extreme weather conditions</li> <li>• Correct techniques taught</li> <li>• Throwing equipment matched to weight and size of individuals</li> <li>• Pupils trained in correct techniques of carrying,</li> </ul>		Low-med	

			throwing and retrieving equipment <ul style="list-style-type: none"> <li>• Throwing areas clearly marked</li> <li>• Procedures to prevent people crossing the throwing area</li> </ul>			
	Swimming	Pupils, staff	<ul style="list-style-type: none"> <li>• LEA guidelines EDC A2/98 (always check current legislation), strictly adhered to</li> <li>• Observers fully conversant with their duties</li> <li>• Instructors fully qualified</li> <li>• All staff and pupils familiar with pool accident and emergency procedures</li> <li>• Staff to wear appropriate safe footwear on the poolside</li> </ul>			Low
	Outdoor and adventurous activities	Pupils, staff	<ul style="list-style-type: none"> <li>• LEA guidelines for activities in UK and abroad strictly adhered to</li> <li>• Appropriate risk assessments and safety reports must be completed and approved by the Principal/Governors beforehand.</li> </ul>			Low-med

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Science</b>						
Animals	Infection, scratches, bites	Pupils, staff	<ul style="list-style-type: none"> <li>• Animals to be correctly caged</li> <li>• Animals kept in clean and healthy conditions</li> <li>• Staff to check for pupil allergies before bringing animals to the site</li> </ul>		Low	
Biological specimens	Infection, contaminatio n	Pupils, staff	<ul style="list-style-type: none"> <li>• Specimens to be kept in good condition and free from leaks</li> </ul>		Low	
Chemicals	Burns, poisoning, inhaling vapours, splashes in eyes, on skin	Pupils, staff	<ul style="list-style-type: none"> <li>• All chemicals recorded in stock register</li> <li>• All chemical stocks date stamped</li> <li>• All hazardous chemical locked away</li> <li>• Shelves securely fixed</li> <li>• Large bottle containers of acids etc. stored at low level</li> <li>• Flammable liquids properly stored in metal cabinets and no large quantities</li> <li>• Bottle carriers and cylinder trolleys provided and used</li> <li>• Incompatible chemicals stored away from each other</li> <li>• Immersion fluids topped up regularly</li> <li>• Short life chemicals checked for deterioration</li> <li>• Storage areas to be secure. Spill kits to be available</li> <li>• Waste disposal to be correctly managed</li> </ul>		Low -med	

Electrical safety	Electric shock, burns	Staff, pupils	<ul style="list-style-type: none"> <li>• Portable electrical appliances to be regularly tested and date marked</li> <li>• Sockets and switches to be safe and regularly inspected</li> <li>• Electrical supply cut off point to be clearly marked and available in each lab</li> <li>• Electrical sockets used for experiments to be fed via a Residual Current Device</li> </ul>		Low-med	
Equipment and apparatus	Cuts, burns	Staff, pupils	<ul style="list-style-type: none"> <li>• adequate storage to be available for equipment</li> <li>• Bunsen burners to be in good condition</li> <li>• Glassware to be free from damage</li> <li>• Pressure vessels to be tested annually by competent person</li> </ul>		Low	
Fire safety	Burns, smoke inhalation	Pupils, staff	<ul style="list-style-type: none"> <li>• Fire escape routes to be kept clear at all times</li> <li>• Adequate fire extinguishers to be available at all times</li> </ul>		Low	
First aid	Personal injury	Pupils, staff	<ul style="list-style-type: none"> <li>• All staff to be trained to basic first aid level</li> <li>• Adequate first aid kits to be available and suitably stocked with no creams, painkillers etc.</li> <li>• Eye wash facilities to be available</li> <li>• Staff to be trained in eyewash techniques</li> <li>• Accidents to be recorded in the accident book</li> </ul>		Low	
Floors	Slips, trips, falls	Pupils, staff	<ul style="list-style-type: none"> <li>• Floors to be in safe condition</li> <li>• Spills to be cleaned up as soon as possible</li> </ul>		Low	
Fume cupboards	Inhalation of fumes	Pupils, staff	<ul style="list-style-type: none"> <li>• Fume cupboards to be tested annually</li> <li>• Chemicals not to be stored in fume cupboards</li> </ul>		Low	

Hygiene	Burns from spills, contact with chemicals	Pupils, staff	<ul style="list-style-type: none"> <li>• Good washing facilities to be provided</li> <li>• Sinks to remain unblocked</li> <li>• Cloths to be available for washing down benches</li> </ul>		Low	
Ionising radiation	Radiation contamination	Pupils, staff	<ul style="list-style-type: none"> <li>• Radiation Protection Supervisor to be appointed and suitably qualified</li> <li>• Storage areas to be secure and adequately labelled</li> <li>• Record of sources to be maintained up to date</li> </ul>		Low	
Laboratory access	Tampering with equipment etc	Pupils, staff	<ul style="list-style-type: none"> <li>• Laboratories to be kept locked when not in use</li> <li>• Pupils not to be in labs without a teacher</li> <li>• If labs used for non-science subjects teachers using them to be briefed in hazards that may be encountered</li> <li>• Tables, chairs, benches and stools to be in safe condition</li> </ul>		Low-med	
Lighting	Slips, trips, falls	Pupils, staff	<ul style="list-style-type: none"> <li>• Adequate lighting to be available in all areas</li> <li>• Staff required to inform site maintenance team if lighting is faulty</li> </ul>		Low	
Microbiology	Infection	Pupils, staff	<ul style="list-style-type: none"> <li>• Procedures outlined in CLEAPSS to be followed in relation to levels of work, disinfecting of plates, incineration etc.</li> </ul>		Low	



Personal protective equipment	Splashes in eyes, contact with skin	Pupils, staff	<ul style="list-style-type: none"> <li>• Adequate provision of eye protection to be available in the lab</li> <li>• Use of eye protection to be enforced where activity calls for it</li> <li>• Other protective clothing to be used where necessary</li> <li>• Consider benefits of goggles versus protective glasses</li> <li>• Use screens where necessary when demonstrating</li> </ul>		Low	
Waste disposal	Contamination of drains etc	Site Team, contravention of local bye-laws	<ul style="list-style-type: none"> <li>• Waste products and chemicals disposed of safely. Note some local water bye-laws may not allow disposal by dilution as described in CLEAPSS. Check first.</li> <li>• Glass disposal bins to be provided</li> </ul>		Low	

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	3X
<b>Shared Sports Facility/Contact with the public during school hours</b>	Public in contact with pupils	Pupils	A member or members of staff must accompany pupils at all times when using the sport centre facilities. At no time should pupils be left alone with members of the public. We cannot avoid pupils being in the same areas as the public but we must ensure that any contact is kept to the bare minimum.		Low/Med	
<b>Avoidable hazards</b>	Trips, Slips etc	All	All staff are required to report any faults, damage or hazards they encounter immediately. Failure to do so could lead to a preventable accident occurring.		Low/Med	
<b>Portable electrical appliances</b>	Shocks/Fires	All	Staff and pupils are forbidden to bring and use electrical items to school without first having them PAT tested.		Low	

## Action plan

Hazard / Activity	Action needed to reduce risk to acceptable level	Action by Name	Target date	Cost implication		To Governors Date	Completed Date
				Yes	No		
Hygiene	All food waste bags to be tied before putting in bins	DJC	ONGOING		x		ONGOING
Unsafe Equipment	Keep clear obstructions from DT Prep	DJC/ERD	ONGOING		x		ONGOING
Hygiene	Additional flushing of the Science water header tank has been introduced since the last General Risk Assessment.	DJC	ONGOING		x		ONGOING
Medicines on site	See medicines policy						
Unsafe Equipment	PE Equipment removed and replaced/repair by GM Services	DJC/RBE	JAN.24	x			DEC 23

# EMERGENCY NUMBERS

ELECTRICAL – **0800 40 40 90**

GAS EMERGENCY - **0800 111 999**

SECURITY – AEGIS - **01636 679281**

WATER EMERGENCY - **0800 783 4444**