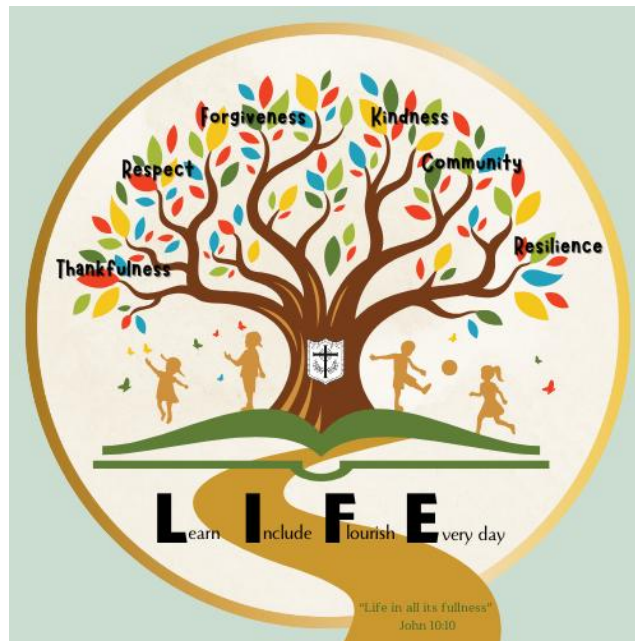


Cotgrave Church of England Primary School



RISK ASSESSMENTS

Reviewed

Summer 2009	Spring 2014	Spring 2020	Autumn 2024
Spring 2010	Spring 2015	Spring 2021	Autumn 2025
Spring 2011	Spring 2017	Spring 2022x2	
Autumn 2012	Spring 2018	Spring 2023	
Spring 2013	Spring 2019	Summer 2023	





Cotgrave Church of England Primary School Risk Assessment

Operations/Work Activities covered by this assessment:	SCHOOL RISK ASSESSMENT					
Site Address/Location:	Cotgrave, Nottingham. NG12 3HS			Department/Service/Team:	Cotgrave Church of England Primary	
Assessment Date:	05/09/2025			Lead Assessor:	John Barnett	
Authorised By:	Governing Body and Head Teacher					
Who Might Be Affected	Employee Y	Contractor Y	Visitor Y	Pupil Y	Client N. A.	Member of Public/Third Party Y
Note: A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
Insufficient information, instruction and training of employees and pupils.	Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk.	Employees receive induction training when joining the school which includes health and safety arrangements and emergency action. A record is maintained of the induction including name, content and date undertaken.				No Action Reqd
		An employee handbook is available which contains key information about the school and management arrangements.				No Action Reqd
		Employees have access to health and safety information relevant to their role including the findings of risk assessments.	L	L	L	No Action Reqd
		Employees have suitable and sufficient training, experience, and knowledge for their role and to ensure equipment / activities are conducted safely.				No Action Reqd
		A process to identify training needs is established e.g. outcomes of risk assessment.				No Action Reqd

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>A core competency training matrix has been completed which identifies specific training requirements for roles or individuals.</p> <p>Refresher training is managed and provided at regular intervals.</p> <p>Training records are maintained and available to view.</p> <p>Expectations of behaviour for pupils outlined within behaviour policy.</p> <p>Pupils informed of risks associated with activities they are involved in and how to stay safe.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Inadequate arrangements for communication, participation and consultation of health and safety hazards, control measures, roles / responsibilities, and other information.	Physical injury or ill-health from of insufficient communication or lack of awareness of roles and responsibilities. Failure of the health and safety management system implemented at all levels of the organisation.	<p>The Health and Safety Policy has been implemented and it identifies key roles and responsibilities. The H&S Policy is formally communicated to all employees annually.</p> <p>Key health and safety documentation, arrangements and processes are formally communicated to employees and a record is maintained.</p> <p>Health and safety is included as a standing agenda item during team meetings and minutes are maintained.</p> <p>Employees, trade union representatives and other interested parties (e.g. Governing Body, Academy Trust etc.) are consulted on health and safety matters relevant to their role.</p> <p>Employees are involved, participate, and engage with key health and safety functions and activities.</p> <p>Hazards are communicated to employees and other interested parties.</p> <p>Employees report hazards and defects. A record is maintained and prompt action taken to remedy.</p>	L	L	L	<p>Yes Updated Feb'2025</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Insufficient supervision of employees and pupils.	Physical injury or ill-health from inadequate supervision of pupils or lone working. Employees experiencing stress, physical injury, or ill-health from managing large groups and / or working alone. Pupils at greater risk of physical injury or ill-health from inappropriate behaviour, lack of experience and	<p>Arrangements are in place to ensure that pupils are always appropriately supervised.</p> <p>Access to high risk / employee only areas including laboratories / storage areas / classrooms is restricted when not in use and when supervision is not available.</p> <p>A risk assessment is undertaken to determine class sizes to ensure activities can be completed safely and with suitable support / supervision.</p>	L	L	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (Statutory Guidelines Used)</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
	knowledge of hazards / risk. Injuries may include cuts, bruising, bumps, and fractures.	<p>Off-site visits are risk assessed and sufficient supervision arrangements implemented.</p> <p>Consideration given to supervision of outside space during break and lunch times. Specific attention given to play equipment and the layout of outside space.</p> <p>Safeguarding policy in place and followed by all employees and other interested parties.</p> <p>Lone working arrangements are in place to support employees who may be working without direct or close supervision. Avoid lone working wherever possible. Where lone working cannot be avoided a specific risk assessment is completed.</p>				<p>No Action Reqd (Individually Risk Assessed)</p> <p>No Action Reqd</p> <p>No Action Reqd Updated Sept 2025</p> <p>No Action Reqd</p>
Inadequate provision of welfare facilities.	Physical injury due to hazards present within working environment. Injuries may include cuts, bruising, bumps, burns, and fractures. Ill-health due to stress, poor mental wellbeing, and poor hygiene practices.	<p>Adequate ventilation within school e.g. via windows or other openings. Mechanical ventilation considered where this cannot be achieved.</p> <p>Maintain a comfortable room temperature.</p> <p>Suitable hand washing facilities available. Facilities to include hot and cold or warm water, soap and means of drying e.g. paper towels or hand dryers.</p> <p>An adequate supply of high-quality drinking water is provided.</p> <p>Suitable and sufficient, readily accessible rest facilities are provided:</p> <ul style="list-style-type: none"> • Seats provided for employees to use during breaks • Facilities to prepare or obtain a hot drink • Suitable and sufficient facilities provided for employees to eat meals at work e.g. fridge / microwave • Suitable and clean surface to place food <p>Consideration given and support mechanisms in place to support employee wellbeing and stress. Further advice and support available from HR Business Partners.</p> <p>Suitable rest facilities provide for pregnant women and nursing mothers. A specific new and expectant employees risk assessments to be completed and suitable controls / support implemented.</p> <p>HSE Guidance for Workplace health, safety and welfare is available at: INDG244 Workplace health, safety and welfare: a short guide for managers (hse.gov.uk) HSE Guidance for Welfare at Work is available at: Welfare at work - Guidance for employers on welfare provisions (hse.gov.uk)</p>	M	M	M	<p>Yes</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (Staff Room available)</p> <p>No Action Reqd (Governor & Head driven)</p> <p>No Action Reqd (Individual Risk Assessments in place as necessary)</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
Insufficient / unsuitable plans and poor management of emergency situations.	Physical injury, ill-health with potentially fatal consequences if involved in an emergency.	School emergency / critical incident plan is in place which covers a variety of situations.	L	H	M	No Action Reqd Updated Sept 2025
		Business continuity plan in place to ensure continuation of service provision.				No Action Reqd
		School emergency / critical incident plan is communicated to interested parties and tested with employees / pupils where appropriate. A record maintained of tests including date, time, employees involved, and issues identified.				No Action Reqd
		Off-site evacuation location identified. Venue, access, and route arrangements in place where appropriate.				No Action Reqd
		Emergency contact details for employees and pupils available. Employees, parents / carers aware of their responsibility to notify of any changes to contact information, including home address, telephone number and emergency contact.				No Action Reqd
		Key contact information available for utilities for emergency situations e.g. gas, electricity, and water.				No Action Reqd
Inadequate or insufficient provision of first aid.	Injury or ill-health from inadequate first aid provision or incorrect first aid treatment.	A first aid needs assessment is completed, and suitable risk controls are implemented.	L	M	L	Yes
		Appointed and trained first aiders within the school. Care taken to ensure provision is available for high-risk areas / activities e.g. off-site visits, curriculum departments etc.				No Action Reqd
		Employees aware off emergency procedures and action to be taken whilst waiting for the first aider and method of contacting first aiders and emergency services. Notices displayed identifying contact details of first aiders.				No Action Reqd
		Employees are aware of method of contacting emergency services.				No Action Reqd
		First aid kits are suitably located around school, kept fully stocked and a checked regularly by a responsible person.				No Action Reqd
		Where need is identified within the risk assessment eye wash facilities are available, and employees have been trained to use them. Procedures are in place to report first aid treatment, accidents, incidents and near misses.				N.A.
		DfE Guidance for first aid in schools is available at: First aid in schools - GOV.UK (www.gov.uk)				No Action Reqd

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>DFE Guidance for paediatric first aid requirements available within the Early Years Foundation Safety (EYFS) Statutory Framework: Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)</p> <p>DFE Guidance for Automated External Defibrillators (AEDs) in Schools is available at: Automated external defibrillators (AEDs) in schools - GOV.UK (www.gov.uk)</p>				
Issue of incorrect medication and emergency procedures.	Individuals may experience ill-health from ingesting incorrect medication, incorrect dosage or if emergency medication is unavailable.	<p>Administration of medicines risk assessment is completed, and suitable risk controls implemented.</p> <p>The school medicines policy outlines the arrangements for managing medication in school and the expectations for parents / carers.</p> <p>Employees with a responsibility for administering medication have received suitable and sufficient information, instruction, and training.</p> <p>Qualified medical advice is available, and employees know how to access it.</p> <p>Where a child has an individual health care plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant employees are aware of emergency symptoms and procedures.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of harm from contact with infectious diseases and allergens.	Risk of ill-health from exposure to infectious diseases and allergens. Ill-health effects may include anaphylaxis, sickness / diarrhoea, skin reactions etc.	<p>Pupils have individual health care plans which outline support and procedures for managing care and avoiding exposure to allergens.</p> <p>Employees with specific health conditions / allergies have an individual risk assessment in place which outlines specific control measures to minimise risk.</p> <p>Suitable hand washing facilities available. Facilities to include hot and cold or warm water, soap and means of drying e.g. paper towels or hand dryers. Employees and pupils required to maintain good hand hygiene.</p> <p>Consider additional risks from off-site visits, external visitors, and non-routine activities e.g. food technology / food preparation.</p> <p>Consideration of outbreak of infectious disease in school within the emergency plan.</p> <p>Public health guidance is observed regarding infection control including exclusion table: Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)</p> <p>Further guidance relating to allergies is available at: Allergy guidance for schools - GOV.UK (www.gov.uk)</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (Individual risk assessment)</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
Risk of harm from contact with bodily fluids.	Risk of ill-health from exposure to infection from blood borne viruses (BBV) and other bodily fluids. May cause ill-health e.g. sickness / diarrhoea.	<p>Employees provided with information, instruction, and training about how to deal with and dispose of bodily fluids and limit the risks of exposure.</p> <p>Employees instructed to cover existing cuts / grazes with waterproof plaster or gloves.</p> <p>Employees required to maintain good hygiene including thoroughly washing and drying hands.</p> <p>Suitable equipment is available including hot water, soap / detergent, absorbent material, sterilising liquid, bucket, waste bags etc.</p> <p>Suitable personal protective equipment (PPE) is provided and worn for example disposable gloves and apron.</p> <p>Pupils have individual health care plans which outline support and procedures for managing care e.g. changing.</p> <p>COSHH assessments are in place for any hazardous substances and control measures have been implemented.</p> <p>Employees aware of action to take if contact with bodily fluids occurs e.g. wash area well with soap and water.</p> <p>A specific risk assessment is conducted for Hepatitis B where risk is deemed necessary.</p>	L	H	M	<p>No Action Reqd (Paediatric first aiders in place for early years) No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (Minimal substances on site)</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of harm from contact with sharp objects including needles, syringes, broken glass, or litter.	Physical injury from contact with sharp objects e.g. cuts and puncture wounds. Risk of ill-health from exposure to infection from blood borne viruses (BBV) e.g. Hepatitis B, Hepatitis C, HIV etc.	<p>Employees informed of procedure for dealing with discarded needles and syringes.</p> <p>Employees aware to report any discarded needles or other sharp objects.</p> <p>Employees aware on action to take in the event a sharps injury is sustained. HSE Sharps Injuries Guidance is available at: Heath and social care services - Sharps injuries (hse.gov.uk)</p> <p>Equipment is available to collect discarded needles / syringes e.g. litter pickers, tongs, shovels or dustpan and brush.</p> <p>Arrangements are in place for the disposal of sharps.</p> <p>Marked and secure containers placed close to areas where medical sharps are used. Instructions for employees on safe disposal of sharps is displayed in these areas.</p> <p>Litter bins around site. Pupils discouraged to drink from cans / glass on fields during break times.</p>	L	H	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>(A Primary school and discarding of needles internally unlikely. Third parties outside school perimeter a possible area.</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Arrangements in place to log incidents of sharps injury.</p> <p>Incidents where discarded needles / syringes are found on the premises are reported and if necessary, reported to the relevant authority.</p> <p>Suitable personal protective equipment (PPE) is provided and worn for example disposable gloves.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Unsuitable and poorly maintained environment.	Physical injury or ill-health due to hazards present within working environment. Injuries may include cuts, bruising, bumps, burns, and fractures. Risk of damage to property due to lack of maintenance and repairs.	<p>Maintain safe access and egress routes around site including paths, walkways, stairs, and ramps.</p> <p>Routine visual inspections of site and building.</p> <p>Maintenance regime implemented to ensure routine maintenance of school building, facilities, and equipment.</p> <p>Condition survey of building conducted routinely, and a record maintained. Action taken to remedy remedial actions identified.</p> <p>Employees to report hazards and concerns within their work area. Hazards and remedial action to be recorded.</p> <p>Sufficient lighting to enable people to work and move around the building safely.</p> <p>Waste bins provided and emptied regularly. External waste bins secured in outside compound.</p> <p>Cleaning regimes in place ensure the workplace is kept clean, including furniture, furnishings, fittings, floors, walls, and ceilings etc.</p> <p>Classroom layout considered to enable people to move around with ease. Ensure gangways between desks are kept clear.</p> <p>Permanent fixtures are in a good condition and securely fastened e.g. cupboards, display boards and shelving etc.</p> <p>Furniture is in good repair and suitable for the size of user e.g. adult or child.</p> <p>Openable windows and skylights must be capable of being opened, closed, or adjusted safely and when open not pose any undue risk to anyone (both inside and outside).</p>	L	M	L	<p>No Action Reqd (External road modification completed and one way pedestrian system)</p> <p>No Action Reqd</p> <p>No Action Reqd (Reviewed termly)</p> <p>Yes SNMAT Survey WIP</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Windows restrictors fitted to upper floor windows. Window restrictors checked routinely to ensure they remain in good working order.</p> <p>Windows, transparent or translucent surfaces in walls, partitions, doors, or gates to be made of safety material or protected against breakage. If there is a danger of people making contact it must be marked or incorporate features to make it apparent.</p> <p>Measures in place to protect from glare and heat from the sun e.g. blinds or curtains at windows.</p> <p>Doors and gates must be suitably constructed and fitted with safety devices if necessary.</p> <p>Doors and gates which swing both ways and doors on main traffic routes should have a transparent viewing panel.</p> <p>Hot surfaces e.g. radiators and pipes protected where necessary to prevent the risk of burns to vulnerable young people.</p> <p>HSE Guidance for Workplace health, safety and welfare is available at: INDG244 Workplace health, safety and welfare: a short guide for managers (hse.gov.uk)</p>				<p>No- follow up</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>Yes- installed radiator guards in EYFS</p>
Risk of fire and insufficient emergency procedures.	Fire / explosion risk which may cause severe physical injury, burns, smoke inhalation, property damage and potentially fatal consequences.	<p>School fire risk assessment completed by a competent fire risk assessor which outlines specific fire risk controls for the building.</p> <p>School emergency evacuation plan devised, communicated, and tested.</p> <p>Employees, pupils, and visitors aware of procedures to be taken in the event of discovering a fire / hearing the fire alarm.</p> <p>Fire protective measures e.g. emergency lighting, fire extinguishers, fire alarm etc. are maintained and inspected by competent persons. Records maintained within the fire logbook.</p> <p>Suitable firefighting equipment is provided, suitably positioned, and maintained e.g. fire blanket, fire extinguishers etc.</p> <p>Escape routes and exits are kept free from obstructions and checked routinely. A record is maintained within the fire logbook.</p> <p>Fire safety signage is displayed in suitable locations around school indicating fire evacuation routes, fire exits, and fire provisions e.g. call points, fire extinguishers etc. Fire action notices are displayed in prominent locations.</p>	L	H	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (Reviewed termly)</p> <p>No Action Reqd No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		Further guidance and information relating to asbestos is available on the HSE website at: HSE: Asbestos - health and safety in the workplace				
Risk of exposure to Legionella.	Risk of exposure to Legionella bacteria which may cause Legionnaire's Disease or Pontiac Fever.	<p>A suitable and sufficient Legionella risk assessment is completed by a competent contractor.</p> <p>Action is taken to investigate and resolve any remedial actions identified within the Legionella risk assessment.</p> <p>Maintenance of water system in accordance with regime outlined within Legionella risk assessment.</p> <p>Little used water outlets flushed on a weekly basis and a record maintained.</p> <p>All water outlets to be flushed during holiday periods on a weekly basis and a record maintained.</p> <p>Water temperatures to be monitored monthly and a record maintained. Action taken to investigate issues related to water temperatures.</p> <p>Individuals with a responsibility for managing Legionella receive an appropriate level of information, instruction, and training.</p> <p>The HSE Approved Code of Practice for the control of Legionella Bacteria in Water Systems is available at: Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8 (hse.gov.uk)</p> <p>Further guidance and information relating to Legionella is available on the HSE website at: HSE - Legionella and Legionnaires' disease</p>	L	H	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Unsuitable, poorly maintained, and incorrect use of equipment.	Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Injuries may include cuts, bruises, fractures, or entrapment.	<p>Equipment in school must be suitable for its intended use and health and safety considered as part of purchasing decisions. Care taken to consider, use, storage, manual handling, maintenance etc.</p> <p>Employees have suitable and sufficient training, experience, and knowledge for their role and to ensure equipment is used and maintained in a safe manner.</p> <p>Employees must not override any safety features.</p> <p>Equipment subject to regular and routine maintenance and safety checks in accordance with manufacturer's instructions. Documented evidence retained to evidence inspections / maintenance.</p> <p>Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>HSE Guidance for the Provision and Use of Work Equipment Regulations (PUWER) is available at: Provision and Use of Work Equipment Regulations 1998 (PUWER) - Work equipment and machinery (hse.gov.uk)</p> <p>Thorough examinations of lifting equipment and lifting accessories are conducted by a competent person at regular intervals. Equipment and accessories designed to lift people must be inspected at 6 monthly intervals. Documented evidence retained to evidence inspections.</p> <p>HSE Guidance for Lifting Operations and Lifting Equipment Regulations (LOLER) is available at: Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) - Work equipment and machinery (hse.gov.uk)</p> <p>Pressure equipment including pressure vessels associated with boilers must have a written scheme of examination which is approved for the equipment and specifies details of the examination.</p> <p>Thorough examinations of pressure equipment are conducted by a competent person at regular intervals in accordance with the written scheme. Documented evidence retained to evidence inspections.</p> <p>HSE Guidance for Pressure Systems is available at: Pressure systems at work: A brief guide to safety INDG261 (hse.gov.uk)</p> <p>Gas pipework, appliances and flues are regularly inspected and maintained by a Gas Safe Registered Engineer. Gas Safe Registered Engineer appointed to install any gas appliances. Documented evidence retained to evidence inspection.</p> <p>Rooms with gas appliances have adequate ventilation.</p> <p>HSE Guidance for Gas Safety is available at: Gas safety (hse.gov.uk)</p>				
Unsuitable, poorly maintained, and incorrect use of electrical equipment.	Physical injury from contact with electricity from damaged, poorly maintained, or incorrect use of electrical equipment. This may result in burn or electrocution which can potentially result in death.	<p>Fixed electrical wiring system inspected by a competent person at five yearly intervals. Action taken to remedy any defects highlighted as part of this inspection. Documented evidence retained to evidence inspection / maintenance.</p> <p>PAT testing undertaken for all portable electrical items or equipment at regular intervals by a competent person. Documented evidence retained to evidence inspections.</p> <p>Visual inspections of all plugs, cables, and sockets before use.</p> <p>Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.</p>	L	H	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>RCD sockets provided and tested regularly.</p> <p>Sockets and electrical equipment located at a safe distance from sinks.</p> <p>Equipment sited to avoid trailing cables. Avoid the use of extension leads.</p> <p>Work and maintenance on electrical equipment or the electrical system must be undertaken by a competent contractor.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of harm from unauthorised, unsupervised access to boiler house or plant room.	Physical injury or ill-health from unauthorised or unsupervised access to boiler house. Exposure to hazardous substances, contact with machinery and equipment, risk of scalds / burns or slips, trips or falls. Injuries may include cuts, bruising, bumps, and fractures.	<p>Boiler house / plant room kept secure and accessed only by authorised employees and contractors.</p> <p>Boiler house / plant room not used for storage of combustible, flammable or hazardous materials or substances.</p> <p>Sufficient lighting and ventilation within boiler house / plant room.</p> <p>Ensure safe access and egress to boiler house / plant room, specific consideration when accessing different levels.</p> <p>Avoid lone working. Inform others of entry and exit to boiler house / plant room.</p> <p>CO detection in boiler house / plant room where there is a risk of incomplete combustion or exposure e.g. wood pellet store, gas boiler. CO monitor tested routinely to ensure in good working order and emergency procedures in place.</p> <p>A specific risk assessment and is conducted for biomass boilers and the associated risks e.g. carbon monoxide, confined spaces etc.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>Yes</p> <p>N.A</p>
Risk of harm from powered gates, doors, and roller shutters.	Physical injury from crushing, sheering, dragging in, entrapment, uncontrolled collapse, or electrocution from inadequately designed, installed, or maintained powered gates or doors.	<p>Powered gates, doors and roller shutters risk assessment is completed, and suitable risk controls implemented.</p> <p>Power-operated doors and gates fitted with safety features to prevent people being stuck / trapped and where necessary have a readily identifiable and accessible control switch / device for emergency situations.</p> <p>Vertical opening doors (including those which are powered) to be fitted with safety features to prevent them falling, striking individuals and enable them to be held open.</p> <p>Regular maintenance and safety checks undertaken routinely in accordance with manufacturer / installer instructions. Documented evidence retained to evidence inspections / maintenance.</p>	L	M	L	<p>Yes</p> <p>Yes</p> <p>N.A.</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>If issues / defects are identified regarding the gates they are immediately taken out of use until all safety concerns are adequately addressed.</p> <p>Doors are assessed to determine if finger guards are required. Where finger guards are installed these are visually inspected and maintained. Action is taken to repair any defective guards.</p> <p>Visual inspections of doors undertaken to ensure they are in good condition, in good working order and do not present an additional hazard. Action taken to reduce the risk from doors that present a hazard.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of harm on playground or whilst using play equipment.	Physical injury or ill-health from inappropriate behaviour, poorly managed activities, slips/trips/falls, lack of maintenance and insufficient supervision. May result in cuts, bruises, and fractures.	<p>A visual inspection of play equipment and floor surfaces is conducted prior to use and routinely to ensure it is in a safe condition. Documented evidence retained to evidence inspections / maintenance.</p> <p>Play equipment inspected by a competent person annually. Action taken to remedy and defects highlighted as part of this inspection. Documented evidence retained to evidence inspections / maintenance.</p> <p>Any damage or hazards identified are reported and action taken to remedy. Defective, damaged, or unsafe equipment must be taken out of use (e.g. cordoned off) until repaired or replaced.</p> <p>Suitable surfacing beneath equipment to minimise impact from falls.</p> <p>Pupils are supervised whilst using the playground and play equipment. Unauthorised and unsupervised use of play equipment prevented e.g. before / after school.</p> <p>Play equipment is obtained from a reputable source and appropriate for the age group of pupils.</p> <p>Consideration given to weather conditions and increased risk of slips, trip and falls e.g. wet, snow, ice etc.</p> <p>Pedestrian walkways are maintained around play equipment.</p> <p>Suitable clothing and footwear to be worn by both employees and pupils.</p> <p>Sand and water play areas are located on anti-slip surfaces and away from pedestrian walkways.</p> <p>Further information relating to playground safety and standards is available via RoSPA: Advice and information - RoSPA</p>	L	M	L	<p>Class 4 boundary wall and play surface is deteriorating-monitoring needs to be done.</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
Inadequate tree maintenance and damaged trees posing risk of harm / damage.	Physical injury from falling trees or branches. Injuries may include cuts, bruising, fracture, and potential for fatality. Risk of property damage to school building, equipment, and neighbouring premises.	<p>A tree survey is conducted every 2 years by a competent person to assess the condition of trees on site. Remedial actions identified are investigated and action taken to resolve. Documented evidence retained to evidence inspections / maintenance.</p> <p>Visual inspections of trees conducted routinely, and action taken to report / remedy any areas of concern.</p> <p>Appoint competent contractor to undertake remedial works.</p> <p>Following storms or high winds check for damaged trees. Take action to make safe any areas where defects are identified.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Inadequate management and supervision of pond area.	Physical injury or ill-health from inappropriate behaviour, poorly managed activities, slips/trips/falls, lack of maintenance and insufficient supervision. May result in cuts, bruises, fractures and potentially a life-threatening situation e.g. drowning. This may result in a fatality.	<p>Unauthorised and unsupervised access to the pond area is prevented by suitable fencing and / or mesh / grill.</p> <p>Suitable and visible signage in place to indicate presence of pond and risks presented.</p> <p>The pond area can be safely accessed for learning / maintenance activities.</p> <p>A visual inspection of pond area including pond, fencing, grill/mesh, signage, walkways, and plants/trees is conducted routinely and prior to any learning / maintenance activities. Documented evidence retained to evidence inspections / maintenance.</p> <p>Any damage or hazards identified are reported and action taken to remedy. Activities will cease until area is made safe.</p> <p>Suitable clothing and footwear to be worn by both employees and pupils.</p> <p>Weather conditions assessed when conducting learning / maintenance activities.</p> <p>Consider lone working hazards and ensure a specific lone working risk assessment is completed and suitable controls implemented.</p> <p>Employees and pupils required to maintain good hygiene including thoroughly washing and drying hands.</p>	L	L	L	No ponds on school site

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Any open wounds e.g. cuts/scratches are covered with waterproof plasters.</p> <p>Where necessary personal protective equipment (PPE) is provided e.g. gloves.</p> <p>Employees aware of causes, preventative measures, and symptoms of Weil's Disease (where rats are present). Further information is available at: Weil's disease (leptospirosis) - RoSPA</p> <p>Guidance and resources relating to pond safety is available via CLEAPSS: P060 - Pond safety in primary schools (cleapss.org.uk)</p> <p>Further information relating to pond dipping is available via RoSPA: Pond dipping - RoSPA</p>				No ponds on school site
Incorrect, inappropriate, and unsupervised use of hand tools, knives, scalpels, cutting tools and sharps.	Physical injuries from inappropriate or unsupervised use of sharp and other tools / equipment. Injuries may include cuts, bruises, and puncture wounds. Involvement of equipment in violent situation could result in significant injury or fatality.	<p>The use of hand tools, knives, scalpels, and cutting tools is controlled and instructions are provided for safe use.</p> <p>Hand tools, knives, scalpels and cutting tools are counted in / out at the start and end of each lesson.</p> <p>All hand tools, knives, scalpels and cutting tools are stored securely when not in use and access to storage is restricted.</p> <p>Instructions are in place regarding the safe handling of glass equipment and dealing with breakages. A suitable container is readily available for the collection of broken glass.</p>	L	L	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (primary school sharp knives in the kitchen area)</p>
Contact with moving plant, equipment and / or vehicles.	Physical injury from contact with moving or reversing plant, equipment, or vehicles. Injuries may include cuts, bruises, fractures, or entrapment. Potential for fatality. Risk of property damage to vehicles and buildings.	<p>A specific risk assessment for the management of workplace transport and vehicle / pedestrian interaction has been completed and suitable controls implemented.</p> <p>Designated walkways and segregation between people and traffic routes. Suitable crossing points identified.</p> <p>Speed limits displayed and enforced where necessary.</p> <p>Controlled vehicle access to site e.g. gates and intercom.</p> <p>Avoid deliveries and use of other moving plant / equipment / vehicles during the start / end of the school day.</p> <p>Employees working in car park or around moving vehicles to wear hi-vis vest e.g. supporting bus duty.</p>	L	H	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Provide physical barriers e.g. bollards to prevent contact with the school building.</p> <p>Visitors to provide details of their vehicle registration when arriving on site.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No road access within the school areas, only front drive area with parking. Improved external road layout achieved with NCC to improve public access/egress.</p>
Inadequate planning and management of contractors and construction work.	Physical injury or ill-health from contact with hazards associated with the construction work or site, lack of client / contractor planning, communication, and inadequate implementation of control measures.	<p>Control of Contractors risk assessment is completed, and suitable risk controls implemented.</p> <p>Scope of work / project identified and agreed. Pre-site meetings held with contractor to identify scope of work.</p> <p>Roles and responsibilities as outlined in Construction (Design and Management) (CDM) Regulations understood and agreed as required. Guidance relating to the requirements of CDM is available at:</p> <ul style="list-style-type: none"> • Construction - Construction Design and Management Regulations 2015 (hse.gov.uk) • Construction (Design and Management) Regulations - CITB <p>Contractor induction procedures agreed. Formal site induction completed, and evidence maintained.</p> <p>Communication plan implemented and agreed between client and contractor(s).</p> <p>Emergency procedures agreed between client and contractor(s) prior to work commencing.</p>	L	H	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd (Governor has CDM training)</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Inadequate or unsuitable management of receiving deliveries on site.	Employees and contractors (e.g. delivery drivers) may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. Physical injury from contact with moving or reversing plant,	<p>Organise deliveries to avoid busy times of the day, ensuring employees are on site to accept the delivery.</p> <p>Wherever possible organise deliveries to be dropped close to the required location by the driver e.g. kitchen or main reception.</p> <p>Break down the load to ensure it is manageable to transport to the required location.</p> <p>Ensure deliveries to not impede emergency exit routes or create slip, trip, or fall hazards.</p>	L	M	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
	equipment, or vehicles. Injuries may include cuts, bruises, fractures, or entrapment. Potential for fatality. Risk of property damage to vehicles and buildings.	Workplace transport and vehicle risk assessment completed which outlines key control measures for traffic management on site.				No Action Reqd
Inadequate arrangements for waste disposal.	Ill-health from contact with hazardous waste resulting in transmission of infectious disease. Physical injury from contact with sharps, falls and musculoskeletal injury from contact with waste and handling. Risk of property damage from fire.	<p>Waste bins are stored within an external secure compound which minimises the risk of arson.</p> <p>Waste bins are located around school and are emptied regularly.</p> <p>Care is taken to ensure good housekeeping arrangements on site.</p> <p>Arrangements are in place for suitable disposal of specialist waste e.g. clinical waste, offensive waste, sanitary waste, sharps etc.</p> <p>Information, instruction, and training for safe manual handling techniques provided for employees.</p> <p>Shared lifting practices to be adopted where appropriate.</p> <p>Large or heavy items to be assessed before handling.</p>	L	L	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Insufficient and poorly maintained perimeter fencing and walls	Risk of physical injury from contact with fence including cuts and potential for de-gloving. Risk of harm from pupils absconding from site or access to site from intruders.	<p>Perimeter fences and walls are designed to prevent easy access to site and are well maintained.</p> <p>A visual inspection of perimeter fencing, and walls is conducted routinely to ensure it is secure and in a safe condition. Action taken to repair any defects identified.</p> <p>Site to divided into pupil-secure areas and insecure areas e.g. fields / playground separated from paths leading to main entrance.</p> <p>Where possible gates are kept locked between core occupancy hours e.g. 9am – 3pm.</p> <p>Emergency procedures in place for absconders and other safeguarding issues.</p> <p>Safeguarding policy in place and followed by all employees and other interested parties.</p> <p>Uniform policy in place which includes avoidance of wearing jewellery to minimise risk of injury should employees or pupils come into contact with fencing.</p>	L	M	M	<p>Class 4 boundary wall in need of replacing. Monitored.</p> <p>Yes- weekly</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
						No Action Reqd
Risk of harm due to inadequate security provisions and management of site.	Physical injury, ill-health, stress, and impact on mental health from involvement in a security issue or malicious activity. Potential for fatal consequences or severe injury.	Emergency plan is in place which considers site security risks and malicious activity for example intruders, bomb threats etc.				No Action Reqd
		Violence and aggression risk assessment is completed, and suitable risk controls implemented.				No Action Reqd
		Intruder alarm in place, maintained and serviced at routine intervals in accordance with insurance policies.				No Action Reqd
		Controlled pedestrian and vehicle access to limit unauthorised access to site and a secure reception.				No Action Reqd
		All visitors and contractors are directed to the main reception. Signing in procedures are in place outlining key information for site.				No Action Reqd
		Visitors and contractors are clearly identified e.g. lanyards, and appropriate supervision is provided. Employees to identify and challenge individuals who should not be on site.	L	M	M	No Action Reqd
		Procedures in place for dealing with aggressive third parties visiting site.				No Action Reqd
		Minimise undergrowth or screening which may make employees and others vulnerable to surprise attack.				No Action Reqd
		Outside lighting to illuminate shaded / dark areas e.g. car parks.				No Action Reqd
Risk of harm from violence and aggression from: <ul style="list-style-type: none"> Pupils towards employees. Pupils towards other pupils. Parents / carers and other third parties towards employees / pupils.	Physical injury, ill-health, stress, and impact on mental health from violent, aggressive, or threatening behaviour. Potential for fatal consequences or severe injury.	Violence and Aggression risk assessment is completed, and suitable risk controls implemented.				No Action Reqd
		Implement behaviour policies and processes to manage violent / aggressive behaviour. Policies / procedures communicated to all interested parties including employees, pupils, parents / carers etc.	M	M	M	No Action Reqd Staff training in holding techniques is required. SNMAT are persuing options.

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		Information, instruction, and training for employees on methods to diffuse violent or aggressive situations and how to deal with verbal abuse and threatening behaviour. Awareness of safeguarding lead and safeguarding processes. Reports / disclosures / concerns raised where required and in line with safeguarding policy.				No Action Reqd
Inadequate arrangements for managing lone working procedures / policy.	Physical injury, ill-health, stress, and impact on mental health from working alone without direct or close supervision.	Lone working to be avoided wherever possible. Where lone working cannot be avoided a risk assessment is completed, and suitable risk controls implemented. Formal procedures / policy in place relating to lone working activities. Formally communicate lone working procedures to all employees and maintain a record to evidence the communication. Include lone working arrangements within the induction process for new employees. Procedures for emergency communication in place both lone worker aware of who to contact in an emergency and employees aware of escalation procedure to follow.	M	M	M	No Action Reqd No Action Reqd No Action Reqd No Action Reqd No Action Reqd
Risk of harm from work at height activities.	Physical injury from contact with unsuitable or incorrect use of equipment. Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal.	Work at height to be avoided wherever possible. Where work at height cannot be avoided a risk assessment is completed, and suitable risk controls implemented. Any persons undertaking work at height including low-risk, short duration tasks (less than 30 mins) must receive information and instruction on how to use the equipment safely. Equipment is suitable, stable and of sufficient strength for the task. A visual inspection of equipment is completed before use and a formal record of routine inspections is completed, and a record maintained.	L	M	M	No Action Reqd No Action Reqd No Action Reqd No Action Reqd No Action Reqd
Inappropriate manual handling techniques.	Employees may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures.	Manual handling operations are avoided wherever possible. Formal risk assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling which consider TILE (task, individual, load and environment). Information, instruction, and training for safe manual handling techniques provided for employees.	L	M	M	No Action Reqd No Action Reqd No Action Reqd

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Shared lifting practices to be adopted where appropriate.</p> <p>Large or heavy items to be assessed before handling.</p> <p>Lifting and handling mechanical aids to be provided where necessary.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Incorrect, unsupervised, and poor management of hazardous substances.	Ill-health or injury from contact, inhalation, absorption, or ingestion of hazardous substances. Potential for fire and explosion associated with hazardous substances which may have fatal consequences and result in significant property damage.	<p>COSHH assessments are completed for all hazardous substances. Controls measures documented and implemented to minimise risk to employees and pupils.</p> <p>COSHH assessments, control measures and safe working procedures are communicated to employees, users, interested parties and where appropriate pupils.</p> <p>Material Safety Data Sheets (MSDS) are obtained for all hazardous products and a copy is held with the COSHH assessment.</p> <p>Employees have received suitable and sufficient information, instruction, and training for the safe use, storage, and management of hazardous substances.</p> <p>Procedures in place to control substances used and brought into school to ensure that controls are in place. Employees not to bring their own products into school without prior authorisation.</p> <p>Care is taken to use the safest product for the task.</p> <p>All hazardous substances are stored securely and safely which is not accessible to pupils. Items are labelled with appropriate warning symbols and arrangements are in place for stock rotation e.g. according to shelf life.</p> <p>Employees wash hands before and after use of hazardous substances. There is a provision of hand washing facilities, including soap, hot water, and paper towels.</p> <p>Where the risk assessment has identified a requirement for PPE, suitable PPE is provided at the point of use and it is maintained / cleaned regularly.</p> <p>Arrangements / procedures are in place for the safe disposal of hazardous substances in accordance with COSHH regulations.</p>	L	M	M	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>In Kitchen and Caretakers store</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Arrangements are in place to deal with emergency situations, including first aid, fire, spillages etc. and are communicated with interested parties.</p> <p>Ensure that suitable management arrangements are in place where cleaning provision is provided by a contracted service e.g. risk assessments, COSHH assessments, training etc.</p>				No Action Reqd
Risk of harm from slips, trips, and falls due to poorly maintained floor surfaces, poor housekeeping, and risk of falls on different levels.	Physical injury e.g. cuts, bruising and fractures from a slip, trip or fall.	<p>Floors are in a good condition and monitored regularly.</p> <p>Storage is available for personal belongings.</p> <p>Good housekeeping is maintained.</p> <p>Spillages on floors to be mopped up immediately. Cleaning regime is in place for classrooms.</p> <p>Avoid using extension cables and prevent trailing cables.</p> <p>Suitable and sufficient lighting in place both inside and outside the school building.</p> <p>Walkways and pedestrian routes kept clear from obstructions.</p> <p>Open sides of staircases to be fenced and handrails provided.</p> <p>Consideration given to weather conditions and increased risk of slips, trip and falls e.g. wet, snow, ice etc.</p> <p>Provide mats at key entrances / exits to minimise risk from wet floors. Ensure the mat itself does not pose a trip hazard.</p> <p>Employees and pupils to wear suitable footwear.</p> <p>Visually inspect outside walkways for disrepair e.g. potholes, uneven surfaces and remedy any defects.</p> <p>Indicate where there are changes to level e.g. steps, ramps.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of harm / injury from contact with people.	Physical injury from contact with other people whilst walking around site or during play. Injuries may include cuts, bruising, and fractures.	<p>Due courtesy of employees, pupils and visitors when moving around site.</p> <p>Encourage individuals to walk on the right-hand side of corridors and stairs.</p> <p>Walkways to be kept tidy and free from obstructions.</p> <p>Staggered break times based on numbers and age group of pupils.</p>	L	L	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Arrangements for the end of the school day to consider staggered entry / exit times and locations of entrances / exits.</p> <p>Pupils supervised during break / lunch times and when using play equipment.</p> <p>Expectations of behaviour for pupils outlined within behaviour policy.</p>				<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of harm from exposure to adverse weather.	Physical injury and ill-health from exposure to adverse weather. Injuries and ill-health may include hypothermia, sun burn, heat stroke. Physical injuries may occur from slips, trips, falls in icy conditions such as cuts, bruises, and fractures. Property may be damaged from adverse weather.	<p>Adverse weather events e.g. snow and flooding are covered within the school emergency plan and business continuity plan.</p> <p>Plans are in place for the closure of school (where necessary) due to adverse weather and closures are communicated to all interested parties.</p> <p>Where there is snow / ice consideration is given to gritting / clearing access / egress routes.</p> <p>Where hazardous areas are identified e.g. risk of slips, trips, falls, or damaged property ensure that area is cordoned off or signage displayed to inform interested parties of hazard.</p> <p>Following storms or high winds check for damage to property and trees. Take action to make safe any areas.</p> <p>Encourage pupils to wear suitable clothing for the weather e.g. coats, hats / gloves, caps etc.</p> <p>Drinking water is available in hot weather.</p> <p>Consider planting trees or installing shade structures to provide shade in outdoor areas. Seating and equipment moved to shaded areas.</p> <p>Organise outdoor activities outside the hottest parts of the day.</p> <p>Pupils encouraged to bring in their own sun cream and apply it themselves wherever possible.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p>
Risk of burns / scalds from contact with hot surfaces, equipment, and water.	Physical injury including burns and scalds from contact with hot surfaces or water.	<p>Avoid kettles within classroom areas. Facilities for making hot drinks available within staff room.</p> <p>Encourage the use of lidded cups for hot drinks.</p> <p>Reduce maximum output of heating system to minimise risk of burns from contact with hot pipework / radiators.</p>	L	M	L	<p>No Action Reqd</p> <p>No Action Reqd</p> <p>No Action Reqd</p> <p>Installed in EYFS 2024</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Install insulation or covers to pipework / radiators in areas where pupils may contact hot surfaces.</p> <p>Installation and maintenance of thermostatic mixing valves (TMVs) on water outlets to ensure safe water temperature.</p>				No Action Reqd
Specific curriculum areas, learning activities and tasks.	Physical injury and ill-health from poorly managed activities, lack of competence, insufficient supervision, and unmaintained equipment.	Specific risk assessments are completed for activities which pose a significant risk e.g. departmental curriculum subject area.				No Action Reqd
		Additional guidance, advice and resources are available from professional organisations e.g. CLEAPSS, AfPE etc.				No Action Reqd
		Employees engage, participate, and are consulted in the risk assessment process for specific tasks / activities e.g. practical lessons.				No Action Reqd
		Suitable and sufficient information, instruction and training provided to all those involved in the activity.	L	M	L	No Action Reqd
		Equipment used for these activities is suitably maintained in accordance with the manufacturer's instructions.				No Action Reqd
		Any hazardous substances used during activities are COSHH assessed, suitable and sufficient control measures implemented and communicated to those involved.				No Action Reqd
		Suitable and sufficient supervision is provided to ensure the activity can be conducted safely.				No Action Reqd
Inadequate management and planning of off-site educational visits.	Physical injury or ill-health from harm during off-site visits. Harm could occur associated with transport, participation with activities, contact with public, lack of first aid provision and supervision.	Specific off-site educational visits risk assessments are completed, and suitable risk controls implemented.				No Action Reqd
		The EVOLVE system is used to support the risk assessment and approval process for off-site visits.				No Action Reqd
		An Educational Visits Co-ordinator (EVC) has been appointed and receives information, instruction, and training for this role every 3 years.	L	H	M	No Action Reqd
		Arrangements are in place to ensure visits are suitably planned considering: <ul style="list-style-type: none"> • Transport • Route • Supervision and use of volunteers • First aid provision • Emergency procedures and contact information • Pre-visits of venues / locations 				No Action Reqd

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
Risk of harm from the use of Display Screen Equipment.	Individuals may experience musculoskeletal disorders from poor posture or incorrect set up of workstation. Injuries may also include eye strain, repetitive strain injuries, back pain, carpal tunnel syndrome etc.	Users of display screen equipment (DSE) are identified in school.	L	M	M	No Action Req'd
		DSE users to conduct a DSE assessment of their workstation routinely or when there are changes to the equipment, environment, task or individual.				No Action Req'd
		Action taken to remedy any issues highlighted as part of the DSE assessment.				No Action Req'd
		Workstations set up to consider ergonomics and age group of individuals using equipment.				No Action Req'd
		DSE users are advised to take regular breaks for example change task and postures.				No Action Req'd
		Consider additional risks relating to home-workers, mobile workers, and hot desking.				No Action Req'd
Risk of harm from use of reprographics equipment.	Physical injury such as cuts, bruising and fractures from contact with equipment, manual handling or slips, trips, and falls. Ill-health or injury from contact, inhalation, absorption, or ingestion of hazardous substances. Fire risk which may cause severe physical injury, burns, smoke inhalation, property damage and potentially fatal consequences.	Provide eye test for DSE users upon request.	L	L	L	No Action Req'd
		Further guidance relating to Display Screen Equipment is available at: Working safely with display screen equipment: Overview - HSE				No Action Req'd
		Photocopiers sited away at least 3 metres away from employees, in a dedicated sufficiently ventilated room.				No Action Req'd
		Risk assessment completed to minimise risk of exposure to ozone. determine if ventilation is suitable and sufficient. Consider repositioning photocopier, refrain from excessive periods of use or install mechanical extraction as additional control measures.				No Action Req'd
		Minimise risk of exposure to ultraviolet light by using the attached hinged lid. Avoid looking directly at light and where possible avoid photocopying large items.				No Action Req'd
		Toner handled with care. Gloves to be worn and dust release minimised. Store and handle in accordance with manufacturer's instructions.				No Action Req'd
		Minimise impact from exposure to noise by positioning away from employees and pupils.				No Action Req'd
		Suitable fire extinguishers sited within reprographics area in line with requirements of fire risk assessment.				No Action Req'd
Photocopiers to be switched off before attempting to remove any paper jams.	No Action Req'd					
Employees required to use photocopiers have received suitable and sufficient information, instruction, and training.	No Action Req'd					

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
		<p>Regular maintenance and safety checks undertaken routinely in accordance with manufacturer's instructions. Documented evidence retained to evidence inspections / maintenance.</p> <p>Further guidance relating to the use of photocopiers in schools is available at:Photocopiers in schools NEU</p>				No Action Req'd
Inadequate management arrangements for lettings and / or shared occupancy.	Third parties at risk from physical injury or ill-health. Potential for harm from inadequate supervision, lack of communication, contact with hazardous substance or equipment. Unfamiliar surroundings and emergency procedures.	<p>Individuals hiring the facility are fully aware of risks associated with the building, area and any equipment provided.</p> <p>Hirer has completed their own risk assessment for use of the facilities including any hazards brought to site.</p> <p>Hirer has adequate supervision arrangements in place or supervision provided by site.</p> <p>Local operating procedures and safety procedures formally communicated and followed.</p> <p>Hirers are informed of the emergency action plan and are familiar with procedures to be followed in the event of an emergency. Emergency contact details of both parties are shared.</p> <p>A formal letting agreement is in place and signed by both parties.</p>	L	L	L	Lettings Policy and agreement in place with sports club.
Risk of harm from events, visitors, and services.	Risk of harm will be dependent on the event in question. Risk of physical injury, ill-health and / or property damage.	<p>A specific risk assessment and event plan is conducted for school events.</p> <p>Where equipment or services are hired from third parties, they will be assessed prior to appointment in line with contractor procedures. This will include:</p> <ul style="list-style-type: none"> Professional qualifications / memberships checked References – considering work at educational establishments. Request declaration of any HSE enforcement action (including prosecutions. (HSE - Register of prosecutions and notices)). Evidence of insurance certificate. Evidence of risk assessments and method statements. <p>Emergency plans will be in place with additional consideration to any additional risks introduced by external parties.</p> <p>Contact Local District Authority for advice and where necessary approval process.</p>	L	M	M	No Action Req'd No Action Req'd No Action Req'd
Contact with animals The school environment can be a very busy, noisy and unpredictable place and therefore extremely stressful for the majority of dogs. Studies show that	Staff and children may be injured as a result of being bitten or scratched by school pets, stray animals on site and pets / animals brought onto site. Animals may also be injured or stressed as a result of aggressive	<p>Normal practice is to restrict animals on site – signage displayed to this effect/</p> <p>Children supervised when looking after any school pets.</p> <p>Children instructed by staff on suitable handling methods.</p>				No Action Req'd No Action Req'd No Action Req'd

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	
environmental and social stress lead to increased irritability in dogs, and that a dog bite is most likely to occur as a result of anxiety in the animal (Arhant et al, 2016).	behaviour / contact with staff / children.	No dogs are allowed on the school premises unless agreed by the Head Teacher for a specific educational or therapeutic purpose eg dogs brought into school with representatives of the Dogs Trust or therapy/assistance dogs.				No Action Reqd
		Therapy or assistance dogs may only be brought onto the school premises if the Head Teacher has been informed beforehand.				No Action Reqd
		Children to be escorted inside premise in the event of a stray animal on site.				No Action Reqd
		Animals kept a suitable distance away from children during "Show and Tell" events.				
		Agreed therapy or assistance dogs (Assistance Dogs are only from: Canine Partners/Dog AID/Dogs for the Disabled/ Guide Dogs/Hearing dogs for Deaf People/ Medical Detection Dogs/Support Dogs) will always be in the care of a responsible adult who will have received handling training (evidenced by the ID booklet from the Assistance Dogs UK member organisation) and has agreed to abide by the therapy or assistance dog responsibilities.				No Action Reqd
		Children are not left with agreed therapy or assistance dogs unsupervised.				No Action Reqd
		Agreed therapy or assistance dogs will always be on a lead whilst on the school premises and clearly identified by their branded jacket/lead/harness whenever on the premises.				No Action Reqd
		The trained handler, who knows the dog best, must ensure that as soon as the dog is indicating that it needs to be removed from a situation this is actioned. This responsibility should not be passed, even temporarily, to someone else.				No Action Reqd
		Pupils have been, and will continue to be, taught the impact of their actions (continually given through class time and PSHCE lessons, but also through specific assembly input in relation to having a therapy or assistance dog in school).				No Action Reqd
		Pupils will be taught what to do to prevent over stimulating or upsetting a visiting dog or therapy or assistance dog and how to remain calm around the dog.				No Action Reqd
Pupils and adults will be reminded not to touch a visiting or therapy or assistance dog's mouth, head or rear end and to step away from the dog if the dog attempts to jump up.	No Action Reqd					
Dogs will never go into areas where food preparation is taking place, including the school kitchen.	No Action Reqd					
The dog is covered by full public liability insurance (a copy of which should be provided to the school).	No Action Reqd					
Additional Notes						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required (YES) Action Required (No).
			Likelihood	Severity	Risk Rating	

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed/Action
1.9	Advise all staff that:- Any persons undertaking work at height including low-risk, short duration tasks (less than 30 mins) must receive information and instruction on how to use equipment safely.	Helen Pearson	07/03/2022	COMPLeted Sept 2025
1.10	Advise all staff that:- Formal risk assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling which consider TILE (task, individual, load and environment	Helen Pearson	07/03/2022	Completed Sept 2025
1.12	Audit COSHH register and chemical storage	J Barnett	21/02/2022	21/02/22 Inspect files ASAP
1.13	Advise all staff that :- Employees not to bring their own chemical products into school without prior authorisation	Helen Pearson	07/03/2022	January 2025 completed
1.14	Audit DSE register	J Barnett	21/02/2022	21/02/22 new template issued
1.15	Review site asbestos and update LAMP	J Barnett	21/02/2022	21/02/22 completed

Signature of Assessor: J Barnett (Governor)	Date: 05.09.2025
Signature of Person Authorising:	Date:

Potential Severity of Harm	Major	Medium	High	High
	Minor	Low	Medium	High
	Negligible	Low	Low	Medium
		Rare	Possible	Almost Certain
Likelihood of Harm Occurring				

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

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident								
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
07/03/2022	Review draft of updated RA, comment & revise as necessary	C Moxham			Click or tap to enter a date.			
08/03/2022	Table revised document for approval at FGB	C Moxham & J Barnett			Click or tap to enter a date.			
03/10/2024	Reviewed, changes to names, recognition of completed tasks.	J Barnett			Click or tap to enter a date.			
08/09/2025	Reviewed, recognition of completed and updated tasks.	H Pearson			Click or tap to enter a date.			

