The Park Federation
ACADEMY TRUST

Risk Assessment Policy

Approved by	Carmen Nel		
Date	September 2026	**Next review due**	September 2028

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	20/09/2014	Draft for comment	Ann Probert
	01/10/2017	Reviewed	Ann Probert
	20/09/2019	Reviewed	Ann Probert
	01/09/2020	Final New template in line with RPA Guidance	Ann Probert
	21/06/2022	Reviewed	Ann Probert
	10/8/2026	Reviewed No significant changes	Carmen Nel

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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Introduction: Risk Assessment

The Law

The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act. The employer (The Park Federation Academy Trust) is responsible for health and safety, though tasks may be delegated to staff.

Employees also have a duty to look after their own and others' health and safety.
It is very rare for staff to be prosecuted under criminal law with regard to accidents involving children. Employers, staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

What does assessing and managing risks mean?

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

The Academy will always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. The academy has taken the approach that sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork. Some activities, especially those happening away from academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Principals ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment

However, it is recommended that the academy need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities have been considered when agreeing the school's general health and safety policy and procedures.
This risk assessment is based on the following principles as advised by the HSE.

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

A scale is then allocated based on numerical values depicting Low, Medium or High levels of risk.

Jas Sohal,
Chief Operating Officer

RISK ASSESSMENT FOR AFTER SCHOOL							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
LATE COLLECTION OF CHILD ABANDONED CHILD	Children	Appropriate adult: pupil supervision Children are not left unattended LATE COLLECTION OF A CHILD: After fifteen minutes ring the parent or carer to arrange collection. If there is no parental or career contact, speak with a member of the SLT. Continue to try and make contact with all contact numbers listed for the child or another sibling. SLT should be informed including the VP for inclusion. If after 5.30 p.m. the child still has not been collected then Child Services should be rung to alert them to the situation.	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR BEGINNING OF THE DAY							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights	Children	All children arrive into playground from 8.30 am. The first bell is rung at 8.45 am and the final morning bell at 8:55 am. Children will enter their classrooms from 8:45 am. Very few accidents or incidents occur at the start of the school day. Staff are present as the children arrive. As the playground is opened the academy ensures that First Aid trained staff are present. On wet days, the current arrangements are that the Site Team will open the school doors at 8.45 with all teachers informed to be able to receive the children in their classrooms Site Teams maintain safe walking routes to the academy.	1 1 1	2 2 2	2 2 2		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR BREAK TIMES							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights	Children	The children have break times between 10.30 am and 11:30 am. No children are allowed on to the playground unless there is adult supervision. There is a teacher in charge and adequate keyworkers on the playground during break times. All LLP/Teachers follow a rota with designated areas on the playground. First aid is supervised by our Welfare Officer. Any ball games are played on the ball court or field and not on the main playground. Pupil to adult ration is monitored continuously to ensure that there is adequate supervision at all times.	2 2 2	2 2 2	4 4 4		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR AFTER SCHOOL AND BREAKFAST CLUBS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights Food poisoning	Children	Breakfast Clubs The children enter from the reception area at 8:00am. They leave breakfast club at 8:45am and go straight to their classes. All children are marked in on a register Adult ratio is correct First aid including paediatric trained staff Any medical conditions and Allergies are noted Food surfaces will be cleaned throughout the session.	2 2 2 1	1 1 1 1	2 2 2 1		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR HOLIDAY CLUBS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights Contractors working on site with dangerous equipment	Children	Holiday Clubs These clubs run during the school holidays. Correct staff ratios All staff are first aid trained First Aid in the Workplace trained colleague on site. Behaviour expectations are the same as in school. Follow a separate risk assessment Agreement of usage must be agreed before the holidays due to essential contractors works Site team must be informed of the areas in use by children Strict control of children regarding leaving these agreed areas Continue Liaison with site team if any changes are required	2 2 1 1	1 1 1 2	2 2 1 3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR ASSEMBLIES AND PERFORMANCES							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Access to children	Children	For performances where parents attend. All parents enter via the reception area, no access to school. During performances, when children are on site, if parents need to access the toilet, they are escorted by a member of staff. No unattended children – MA staff to supervise. First Aid trained staff For larger events separate RA are completed.	1 1 1	1 1 1	1 1 1		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR IT ONLINE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Inappropriate sites being accessed	Children	Children will be given online safety training. All computer usage will be supervised. Server filters in place. Teachers to access websites prior to sharing with the children. Any issues will be reported to the Principal.	1	2	2		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR SEN							
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			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Injuries	Children Staff	Each individual children has a separate risk assessment Positive Handling Policy in place and to be followed Only Team Teach trained staff to restrain pupils.	2	2	4		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR CLASSROOMS AND CORRIDORS							
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			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Opening doors Scissors Paper cutter Chairs left out Passages and doorways blocked Coats and bags on floor Trailing wires Blocked door access Blocked fire routes Staple remover Decorations	Children Teachers Visitors	All Fire doors fitted with door closures to ensure slow, safe closing Safe storage of scissors - point down in container Children are NOT to use the paper cutter Children tuck chairs under table when not sitting on them. They are also reminded NOT to swing on chairs by Teachers All passage ways and fire exits to remain clear Coats and bags to be hung from pegs or kept in containers not left on floor All trailing wires to be covered or taped down. Children to be made aware of trailing wires on floor, (Site Team are kept informed of any hazards or risks so that they can treat) Minimised amount of movement in class around trailing wires etc. Hot drinks not allowed in class when children in attendance Automatic Fire Detection in place in corridors	2	2	4	Encourage children to look after their environment - picking up coats, bags etc. Discussion in assembly about the risks and safety implications of blocked areas, coats, bags etc. Staff to report any site issues, damage /Hazards using the Every system on their PC unless urgent when the site team should be contacted immediately	

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR WORK PLACEMENTS FOR PERSONS OVER 18 YEARS							
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			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Inappropriate contact with children	Children	All work placements have an individual risk assessment and are not left unsupervised around the school site. . Risk Assessment is provided by the sponsor of the placement. All attend a safeguarding induction on their first day.	1	1	1		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR HAZARDOUS WASTE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Contamination	Children Visitors Staff	Contractors employed to remove waste. They manage their own risk assessments. Companies have appropriate licences in place. Contractors who enter the site have had the necessary safeguarding checks and not left unsupervised unless they have an enhanced DBS	1	2	2		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR ANIMALS ON SITE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Bites Fleas Faeces Allergic reactions	Children Staff	Dogs are not allowed on site A separate school risk assessment will be carried out for any animals visiting the site to enhance the learning including school therapy dog. Separate risk assessment from any companies visiting the school with animals. Parents will be aware of the visit and asked for up to date medical information with regards to allergies. Any persons who show an allergic reaction but have no known allergies will be treated by trained medical staff.	1 1 2 1	2 1 1 2	2 1 2 2		

Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR STAFFROOMS							
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			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Burning from water heater	Staff	No children will enter the staffroom Water heater regularly maintained.	2	2	4		
Food poisoning		Problems will be reported to site team straight away.					
Electric shock	Staff	Signage on water heater explains that it is hot water.	1	1	1		
Hygiene	Staff	Staff know that food is stored at their own risk. Out of date food will be thrown away.	1	3	3		
	Staff	All electric items are PAT yearly.	1	1	1		
		Any problems with an electrical items will be reported to the site team and turned off.					
		All personal food items must be removed from fridges before holiday periods or they will be disposed of by the cleaners who will clean the Fridges					

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR SUMMER FAIRS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights Safeguarding Access to third party equipment	Children	Separate risk assessment carried out prior to any summer fairs. These will be kept with site team in the Risk Assessment file.	2 2 1 1	2 2 2 2	4 4 2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR COSHH							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Spillage of chemicals Inappropriate mixing of chemicals Children could come in to contact with chemicals	Staff	COSHH assessments are compiled for the site and overseen by the Estates Manager. The academy only uses substances that are specific for tasks and require no second substance to be mixed. The highest standards of safety regarding COSHH substances are implemented, e.g. locked room for cleaning fluids, managed by Site Team The Cleaners cupboards are under lock control. All deliveries are locked away immediately by the site team. No staff are allowed to store any chemical that is not used by the academy. The site team and cleaning staff are the only staff permitted to use cleaning chemicals. Bleach is to be used in ventilated areas to clean mops only. Weed killer is only used by the site team. Staff receive Toolbox talks.	1 1 1	2 2 2	2 2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR OFFICE STAFF (including DSE)							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Sitting and looking at screen for longer than 40 minutes RSI	Academy staff Principal Anyone who works for long periods on the computer	A "user" is someone who uses display screen equipment more or less continuously on most days, our users are the Admin staff The office environmental conditions, (space, lighting, heat, humidity) aim to be of high quality and achieved as far as is reasonably practicable. Risk Assessment: is deemed to be minimal in the use of DSE and workstations. KP has completed the DSE assessors course. Wires connecting the equipment are secured along the side and rear of the desk where the equipment is kept to eliminate any hazard from the trailing wires. Electrical equipment forming part of DSE is tested yearly by a competent Third Party. The Admin team are aware of the fact that they may exercise their entitlement to any eye examinations and that this may take place at least once every two years.	2 2	1 1	2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR ELECTRICAL SAFETY							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Electric shock Frayed wires Faulty equipment	All Academy Users	All Electrical equipment is professionally tested. All staff are aware that any electrical equipment which is considered unsafe is reported immediately to the Site Team and recorded on TES, with the equipment taken out of use. The equipment should not be used until repair has taken place. Recognized contractors are used for repairs. It is academy policy not to buy second hand electrical equipment. Staff are not permitted to bring any electrical equipment into the academy without prior permission of the Principal,. The equipment will be subject to PAT Testing. Fixed 5 yearly testing of the electrical intake takes place by a competent party. Floors are provided with rubber matting under Circuit breakers in electrical rooms	1 1 1	2 2 2	2 2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR FIRE SAFETY							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Poorly managed evacuations Staff not confident when a fire situation arises Prosecution – non-compliance with legislation	All Academy Users	Fire Drills are organized by the Principal and held termly. These are recorded in Every. Staff are Fire trained. All life safety systems are checked annually or as required by a competent third party. All walk ways and fire doors should not be obstructed and are monitored by staff. Visibility panels on fire doors are always kept clear, display on these is prohibited. Fire doors should not be wedged open, unless the room is occupied. All fire exits are clearly labelled. Fire drill procedures and escape routes are known to all staff. Visitors to the academy are aware of Emergency procedures. Designated Fire Wardens move into their assigned duties. Administration Staff ensure Registers are brought to the Assembly Point. Fire Risk Assessments are subject to annual review.	1 1 1	2 2 2	2 2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR SITE SECURITY							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Attacked by intruder Equipment stolen by an intruder	Academy users	All Staff are advised not to work alone; a minimum of two is the norm. On occasional circumstances, where lone working takes place a process will be in place where staff sign on and off duty. The Principal will exclude people from the premises if staff or pupils feel threatened. The Academy has zero tolerance towards Violence and Aggression against Employees Any such incidents must be logged and recorded in and immediately reported to a member of the SMT The Principal will inform the Academy Council via their meetings. CCTV and Security fencing is in place. All buildings have security systems linked to a monitoring centre.	1 2	2 2	2 4		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR SWIMMING							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Children injured whilst attending swimming Inappropriate behaviour by an adult	Children	Separate risk assessment carried out prior to any trips to the swimming pool. This will be kept in the Risk Assessment file with welfare officer. All providers have completed all the necessary safeguarding checks. Added to Single Central Record and letter kept in file confirming checks have been carried out. Children are always supervised by Montem staff	1 1	2 2	2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR PLAY EQUIPMENT							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Fall or slip from the equipment resulting in injury including cuts, bruises, head injury, broken limbs or bones.	Children	Children are able to use age appropriate equipment. There will be duty staff supervising the children on the external play equipment each play time within the rota system. Children may not use the play equipment when the weather conditions are excessively wet or damp from rain, mist, fog, ice or snow. Children and parents are informed by signs, newsletter and assembly that children are not to play on the equipment at the beginning or the end of the school day. The academy will not be liable for any accidents that occur during this time. The equipment is checked for rigidity and wear and tear by the Site Team and an external competent party on an annual basis. Trained staff will attend to any children who suffer minor injuries. Qualified staff are present when internal play equipment is used and they ensure the equipment is fit for purpose. .	2	2	4		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR MANUAL HANDLING							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damaging back, arms, legs Dropping equipment on toes	Children, staff, site team	Children are instructed how to lift P.E. equipment properly, never being allowed to lift it on their own, but sharing the load. Site team to receive manual handling training once every 5 years All Site staff receive annual talks on manual handling during the H&S instruction and are provided with PPE if required. This is overseen by the Principal. Teachers are advised not to wear open toe shoes at work – this is in line Posters to be applied to staff rooms reminding staff of the risk	2 2	2 2	2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR PHYSICAL RESTRAINT							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Child could hurt themselves Child could hurt someone else through their actions Staff could be hurt	Children Staff	The academy ensures appropriate staff are trained on "use of reasonable force" All staff are aware of the 'Use of Reasonable Force' Policy A serious incident form should be completed if physical restraint is used. A minimum of two members of staff are Team Teach trained in appropriate physical intervention and should be called to attend such situations Other children are removed to a safe area and away from the situation Parents of the child must be notified immediately	2	1	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR PLAYGROUND SAFETY							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Falls Trips Slips Fights	Children	Detailed plans are in place that depicts areas of the playground that are controlled by staff. These staff groups are made up of Teachers and support staff. Staff are trained on issues such as behaviour management. Some are given annual training on Child Protection, use of epi-pen and inhalers. They carry a "First Aid bag" with immediate resources, such as antiseptic wipes etc. All play fighting activities are prohibited. Children are reminded regularly about this. The site team conducts a daily check of the playgrounds and apparatus within it before school begins. Peer support helps manage behaviour. Play equipment is inspected by an independent party.	2 2 2 2	1 1 1 1	2 2 2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR VIOLENCE TO STAFF BY ADULTS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Violent or aggressive behaviour toward staff.	Staff	To ensure the safety of staff form violence the following procedures are followed: All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone. All staff are made aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the site, in an area near colleagues. All NQT's are reminded to have a senior colleague present when meeting with parents, in particular known potentially aggressive parents/carers. They also receive Conflict Training. CCTV in Place to prevent incidents along with signs.	2	1	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR VIOLENCE TO STAFF BY CHILDREN							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Violent or aggressive behaviour toward staff.	Staff	To ensure the safety of staff form violence the following procedures are followed: In the case of assault taking place, (or even where assault appeared imminent) the academy is aware of the traumatic effect it can have on the victim; In such circumstances a trusted colleague will be released to support and look after the victim, remaining on site, going to the hospital or police station or taking the member of staff home. Should a member of staff incur violence from a pupil then the staff member must inform the SMT as soon as possible. Summon assistance from a colleague, raising the alarm through child messenger. Ensure the safety of other children in the vicinity is not compromised by moving them away from the incident. The member of staff injured must seek care and attention from a qualified first aider on the staff. These are listed in all classrooms, the staffroom and the Office. All appropriate forms should be completed. The SLT must see these when complete. The parents of the child will be informed of their behaviour and the academy will take appropriate action seeking advice from professional agencies as necessary.	2	2	4	Staff to receive further specific training as required, subject to the needs of children with statements.	As and when it is required.

RISK ASSESSMENT FOR WORK RELATED STRESS/PRESSURE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Staff react negatively to situations Frequent Staff absence	Staff	***Stress is defined as "a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual's ability to cope."*** Staff who are showing signs of work related stress - high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. - will be referred to OH for support and professional advice. At academy level, support for employees include: oRe-examination of the workload with a view to making beneficial changes O Suggesting support from appointed Counsellors O Recommending consultations with their GP and directing the employee to the OH Physician We have Mental Health First Aiders who are on hand to support if a member of staff is in crisis	2	2	4		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR STATUTORY COMPLIANCE (e.g. lifts and general equipment)							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damage to reputation Injury to persons	Business Academy Users	Annual process in place to ensure that statutory compliance of life safety systems are in place. The Estates Manager is accountable for producing this document and providing this to the Academy Council as assurance.	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR GROUNDS (External areas, Pathways, Car Parks, Fencing, Vehicle movement) AND GROUNDS EQUIPMENT							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damage to reputation Injury to persons Moving plant and machinery running into/over/crushing Unauthorised passengers riding on machines and falling off Flying debris Poor maintenance Equip failing to stop damage to ground causing ruts/mud on paths which become slippery Cracks in the ground Trees or debris from trees on the ground Adverse weather conditions Manholes or manhole covers which may break or be missing Noise Injury or ill-health through improper use of equipment, contact with Infectious material from sharps, soil, plants, faeces, water etc.	Business Academy Users	Staff are subject to training. Staff are issued with PPE Equipment is subject to periodic maintenance Work is outsourced to a competent party where necessary. The individual's liability and competence is assessed. Where appropriate Tree inspections are conducted by competent Third Parties. The Premises Teams inspect the grounds on a daily basis. 5mph speed signs are in place and where appropriate speed humps are in place Staff parking is allowed on site along with visitors parking Paths to be salted as required during cold weather Paths to be cleared of snow if required	2	2	4		

Hep B, Tetanus, Weil's disease, Salmonella, Campylobacter, Hep A, toxicara etc. Skin cancer, Bites from stray wild animals causing cuts/disease/Violence/assault from members of the public							

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR WORKING AT HEIGHT							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Fall from height	Staff	Staff are subject to training. Staff are issued with PPE Equipment is subject to periodic maintenance Work is outsourced to a competent party where necessary. The individual's liability and competence is assessed. Annual instruction is given to all staff regarding step ladder use and also during Induction Site team receive high level ladder use training every 5 years by a qualified instructor Teachers are advised to use small steps and where displays are more than 2.5m from the floor, the Site Team will assist.	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR HOME VISITS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damage to reputation Injury to persons	Business Academy Staff	Staff will never carry out a home visit alone and will go in pairs. Any inappropriate conduct from parents will be reported to the Principal who will deal with it accordingly. Police will be called if needed.	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR TRIPS/TRANSPORTATION OF PUPILS/MINI BUS USE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damage to reputation Injury to persons	Business Academy Staff	Separate risk assessments will be carried out for each individual trip and kept with SLT and the risk assessment file in the office. Staff ensure that all coach operators have valid insurance and maintenance in place by way of contract. Drivers must have the correct licence and have had approved instruction and certification before driving the mini bus	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR HIV/AIDS AND BLOOD BORNE INFECTIONS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Spread of infection	First Aid staff Persons attending to an incident	All staff that handle bodily fluids receives First Aid and cleaning training. Medical records of conditions are held. They wear a pair of gloves when dealing with body fluid. A new pair of gloves are worn for each new person to prevent infection of others Used gloves, soiled dressing and swabs are disposed of separately in the refuse bag marked "Body Fluids" in accordance with training. Any staff or children who are bitten and the resulting injury breaks the skin will be recommended that they be taken to the A and E unit for advice and possibly post exposure immunization. Known information about the "biter" will be passed to the A and E unit. Trained First Aid team named on displayed notices in core rooms throughout the academy and in the Staffroom	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR MEDICAL CONDITIONS AND MEDICATION							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Inappropriate action leading to distress of pupil Inappropriate action leading to hospitalization of pupil	Children	All children with a medical condition will have a Health Care Plan that has been drawn up by the welfare team in conjunction with the parent or carer and any relevant medical or advisory personnel. The Health care plan will be checked annually for accuracy and photographs replaced as children get older. A copy of the Health Care Plan should be accessible and easily visible to staff. Training will be provided for the care of Children who require special care e.g. cystic fibrosis **Diabetic**: a list of diabetic children is kept by the welfare assistant. The team meets with first aiders to give advice on pupils. **Epilepsy**: as above with emphasis on a daily liaison at the parent's request. E.g. an immediate phone call to the parent at the slightest bump on the head. **Asthma**: all inhalers are kept in a cupboard for easy access, against the wall facing the door of the medical room. All inhalers are labeled with the name of the child and the dosage. **Anaphylaxis Reaction** Epi-pens are stored in Sick Bay areas, in classrooms, with photograph of children in the Dining Hall, in classrooms for emergency application. All staff trained annually in use of epi-pens. A list of all pupils who have asthma, epilepsy, allergies or	1	2	2		

		diabetes is kept. A Health care plan is completed for all relevant pupils. Welfare staff are trained in accordance with requirements					

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Manual Handling	Children	As soon as the expectant mother informs the academy, a risk assessment is carried out by our Welfare Officer. The RA is signed by all parties and revisited during the pregnancy. When a new mother returns to school and requires a space to express milk, facilities and arrangements for storage will be made.	1 1 1	2 2 2	2 2 2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR COMMUNICABLE DISEASES							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Spread of illness or disease	All users of the academy	These are detected as soon as possible, with the children being isolated. People are informed in the following order: The school nurse or the Health and Safety Executive, to seek advice, then the parents. Parents are asked to take the child to the doctor. Pupils should not return to the academy until the incubation period is complete. If symptoms re-appear all staff inform the Principal immediately. All staff, as part of academy procedures observe the above at regular opportunities e.g. children getting changed for PE, or during swimming.	2	2	4		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR SUN EXPOSURE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Burns Dehydration	Children	Parents advised to apply suncream before school. Children can bring in and apply their own during the day. Encourage sunhats and water in assemblies and newsletter. Shade provided by trees and sunshades. Break times and lunchtimes RA and shortened if needed. Children have free access to water. Air conditioning in installed in the main building. Any signs of dehydration and burns our welfare officer or trained members of staff will be sought and the relevant medical procedures followed.	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR SAFEGUARDING - (RECRUITMENT, CONFLICT TRAINING, PREVENT)							
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			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Compliance breach Damage to reputation	Staff	See Safeguarding and Child Protection Polices	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR ACCIDENT AND INVESTIGATION							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
NON COMPLIANCE WITH INSURER AND LIABILITY FOR PROSECUTION	ALL	Site team are trained to carry out investigations on site. Training is organised by the Estates Manager and is in line with IOSH and insurer requirements. Site team are trained to complete forms and provide RIDDOR F2508 details to the HSE	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR FIRST AID							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Injury to persons Negligence	All site users	Access to first aid is accessible at all times. Only a currently certificated first aider will attend to injuries. Appropriate paperwork will be filled in and sent home to parents. An ambulance will be called for severe injuries/illnesses. Parents will be asked to pick children up if an injury warrants it. Parents will be called if there is a head injury.	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR IN HOUSE CLEANING							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Chemical hazard to staff Slips Trips and Falls	All users of the academy	Please see Trust Cleaners' Handbook for detailed procedures and staff have undergone training	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR COOKING IN THE ACADEMY – INTERNAL AREAS AND EXTERNAL CATERING AREAS							
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			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Burns Cuts Food poisoning	Children	Main catering undertaken by external party. Adults to insert/take food from the oven and all use of the hob supervised Appropriate clothing worn and long hair tied back Children briefed on safe chopping/cutting techniques and appropriate equipment used. Regular cleaning of surfaces and equipment Regular hand washing Appliances safety checked regularly. Staff trained.	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR LOCAL WALKS/WORK							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Slips Trips Falls	Children Staff	See Educational Visits Policy.	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR KILNS USAGE							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Persons getting burnt	Children	Door is locked at all times. Only trained personnel will operate the kiln. Kiln will be serviced as and when required and this will be organised by site team.	1	2	2		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR BOILER ROOMS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Gas release Slips Trips and Falls Fire	Staff	We have access control in place Gas Safe contractors only allowed to access the system Gas auto lock off linked to the fire alarm system and the panic button located in the boiler room CO2 personal alarms in place Firefighting equipment in place	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR PREMISES WORK ROOMS/WORK SHOPS							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Equipment	Staff	Staff tools are subject to periodic inspections Equipment to receive annual maintenance as required Equipment rooms to be kept locked Door access in place Staff are trained in the use of low risk tools	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

RISK ASSESSMENT FOR LONE WORKING							
LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Staff member is assaulted Feels unwell	Premises staff Staff in remote areas	Staff are trained to lock up buildings and carry mobile phones with them For lone working a dedicated plan is put in place High fencing and CCTV in place	1	3	3		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health 1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)	**Severity** – if the hazard was to cause injury or ill health, determine the likely injury or illness type 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)	Risk Rating Definitions: **Risk – Probability x Severity** 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

Risk Assessments undertaken by:

Ann Probert
Principal
Date: 01/09/2020

Assured by:

Jas Sohal

Jas Sohal
Chief Operating Officer
Date: 01/09/2020

This risk assessment should be reviewed annually or earlier where an event or change in working practice necessitates it. The reviewed documented will be circulated to all staff.

Whole Academy Risk Assessment – Acknowledgment by Staff

Under the Health and Safety at Work Act, a copy of the Academy's Whole Academy Risk Assessment has been made available for you to read. The following is issued as guidance in respect of your applicable responsibilities.

You are requested and are expected to:

- adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- develop a personal concern for your own safety and that of others working alongside you
- be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- use the correct tools / utensils and equipment for the job
- avoid any improvisation which will entail unnecessary risk
- ensure personal protective equipment, where used, is kept in good condition
- report defects in the premises, tools / utensils and equipment
- report any personal accident or injury and see that it is recorded on an accident for of if minor in an accident book.
- report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it.

Signature
Name
(Block Capitals)
Position
Date

Please return to the Principal or designated person