



Health & Safety RISK ASSESSMENTS 2026 - 2027

The Risk Assessments contained in this folder were implemented on the 2nd May 2018 by Naomi Tooth & Lynette Holden-Gough
They will be reviewed on an annual basis unless changes occur e.g. change of building, personnel, Incidents.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature
Added New - Pond	Darryl Tooth	8 th March 2019	<i>Darryl Tooth</i>
All Risk Assessments Reviewed	Carl Evans	31 st March 2019	<i>Carl Evans</i>
Amended – First Aid, First Aid Assessment and School Kitchen	Darryl Tooth	6 th September 2019	<i>Darryl Tooth</i>
(BBV) Blood Borne Viruses, Cleaning Guttering, Infectious Diseases Covid-19, Mealtimes, Non-Hazardous Chemicals, Opening and Closing of School Gates, Slipping on Wet Floors, Teacher Demonstration Dissection of a Sheep's Heart added new.	Bryn Jones	30 th March 2020	<i>Bryn Jones</i>
First Aid, Lunchtime Supervisor, Mud Kitchen, Physical Education updated.	Bryn Jones	30 th March 2020	<i>Bryn Jones</i>
All Risk Assessments Reviewed	Bryn Jones	30 th March 2020	<i>Bryn Jones</i>
Added New – Painting and Decorating and Staff Room. Amended: Laptop Trolleys	Stuart Chadwick	30 th March 2021	<i>Stuart Chadwick</i>
All Risk Assessments Reviewed.	Stuart Chadwick	30 th March 2021	<i>Stuart Chadwick</i>
Added: Glue Guns; Menopause; Roof Work	Tracey Carsley	29 th March 2022	<i>Tracey Carsley</i>
Amended: Bouncy Castles; Infectious Diseases Covid-19; Lunchtime Supervisors; New & Expectant Mothers; Office Staff; Senior Management/Leadership Team; Teachers; Teaching Assistants	Tracey Carsley	29 th March 2022	<i>Tracey Carsley</i>
All Risk Assessments Reviewed	Tracey Carsley	1st April 2022	<i>Tracey Carsley</i>
Added New – Heatwave Amended – Staff Room	Rola Raad	1 st April 2023	<i>Rola Raad</i>

All Risk Assessments Reviewed	Rola Raad	1 st April 2023	<i>Rola Raad</i>
Amended – Bouncy Castles, P.E, Before and After School Club, Lettings, Fixed Outdoor Equipment combines with Play/recreation Area	Stuart Chadwick	1 st April 2024	<i>Stuart Chadwick</i>
All Risk Assessments Reviewed	Stuart Chadwick	1 st April 2024	<i>Stuart Chadwick</i>
Added New: Home Visits	Stuart Chadwick	1 st April 2025	<i>Stuart Chadwick</i>
Amended: Use of Work Equipment, Staff Room, Lettings, Medication, Forest School, Animal Man	Stuart Chadwick	1 st April 2025	<i>Stuart Chadwick</i>
All Risk Assessments Reviewed	Stuart Chadwick	1 st April 2025	<i>Stuart Chadwick</i>
Added New: Use of Reasonable Force Amended: Animals in School and Animal Handler, Before and After School Clubs, Bouncy Castles, Early Years, Forest School and Play/Recreation Areas	Andrea Adams	1 st April 2026	<i>Andrea Adams</i>
All Risk Assessments Reviewed	Andrea Adams	1 st April 2026	<i>Andrea Adams</i>

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

Risk Assessment Matrix

Risk Rating

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

Risk Based Control Plan

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
		.
High (H)	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (review within three months or shown in an action plan)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the danger, even with unlimited resources, work must not continue Seek further advice
Medium (M)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (review each year)	
Low (L)	No action is needed, and no documentary records need to be kept other than a record of the assessment and the outcome. No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.	

Strategic Significant Risk Register

Ref.	Identified Risk / Issue	Potential outcomes	Those at risk
1.	Slips, Trips and Falls	- Floor condition - Slopes and stairs - Wet floors - Trip hazards - Poor lighting	Employees, pupils and visitors.
2.	Fire	- Arson during and outside school hours. - Kitchen fires. - Fires caused by contractors/hot work - Fires during science/DT/Food technology	Employees, pupils and visitors.
3.	Asbestos	Exposure to asbestos fibres caused by: - Disrepair - Disturbance by contractors - Vandalism	Employees, pupils and visitors.
4.	Electricity	Electrocution caused by: - Faulty fixed wiring - Damaged/faulty portable appliances	Employees, pupils and visitors.
5.	Glazing	Injury caused by: - Collision with glazing - Old/fragile glazing - Windows opening onto footways	Employees, pupils and visitors.
6.	Legionella	Potential for Legionella in school's water systems	Employees, pupils and visitors (elderly may be at greater risk).
7.	School Roofs	Falls from/through: - Unprotected edges - Fragile materials (skylights)	Employees accessing school roof, unauthorised access by intruders, sub-contractors
8.	Doors	Trapping fingers in door hinges	Pupils especially in nursery/primary and special schools
9.	Kitchens and Dining Rooms	- Fire - Heat stress - Falls on slippery floors	Kitchen staff, and all others within school

Ref.	Identified Risk / Issue	Potential outcomes	Those at risk
10.	School Car Parks	Vehicles colliding with pedestrians	Employees, pupils and visitors
11.	Working at Height	Falls from height: • Displaying pupil's work • Routine maintenance • Roof access	Employees' working at height and those affected by falls/falling objects.
12.	Work-related Stress	Staff absence from school caused by effects of workplace stressors	Head Teachers, Teaching Staff
13.	Lone Working	• Lack of support / help if injured or ill • Greater risk of injury during higher risk activities e.g. working at height.	Senior Managers Site Manager
14.	Work-related Violence	Actual or perceived violence from pupils, parents, intruders either in school or on school business.	Lone workers (see above) School front office staff
15.	Manual Handling - Objects	Musculoskeletal injuries caused by: • Handling work equipment • Moving resources around school • Setting out rooms • Moving staging • Managing deliveries	Site Manager
16.	Manual Handling - People	Musculoskeletal injuries caused by: • Moving pupils with special needs	SENCO and Learning Support Assistants
17.	Chemicals	Cleaning Chemicals	Cleaning staff and others exposed to them
18.	Vehicles	Injury caused by road traffic accident	Drivers and passengers
19.	Display Screen Equipment	Injury/ill health caused by poorly designed work stations	Significant users of DSE
20.	Physical Education and organised games	Injuries caused by: • Falls from equipment • Projectiles • Contact/team sports	Employees, pupils and visitors.
21.	Food Technology	Injuries caused by: • Hot ovens • Cooking equipment • Portable appliances	Employees, pupils and visitors.

Ref.	Identified Risk / Issue	Potential outcomes	Those at risk
22.	Offsite Activities	Injuries caused during: • Sports events • Swimming lessons • Local trips • Adventure holidays • Road Traffic Accidents	Employees, pupils and visitors.
23.	First aid injuries/medical emergencies	Medical Emergency	Employees, pupils and visitors.
24.	Intruders in school	Unauthorised access onto school premises, in or out of school hours	Employees, pupils and visitors.
25.	Accidents on Offsite visits	Road traffic accidents, illness/injury to employees or pupils	Employees, pupils and visitors.
26.	Adverse Weather	Freezing conditions Excessive heat Flooding	Employees, pupils and visitors.
27.	Seasonal Events	Parents evenings, Summer fetes, Concerts	Employees, pupils and visitors.

You are required to read the following risk assessments and sign below to acknowledge the safe working practices required and adhere to the control measures implemented.

[illegible]

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[illegible]

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Job Roles:

[Lunchtime Supervisor](#)

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ACCESS/EGRESS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Pedestrian access to school	Pupils Staff Parents Visitors Contractors	Slips, trips and falls	- Access and exit routes to school should be maintained in a good condition. - Regular inspections should be made of all areas to ensure that they remain in good condition. - Any hazards, (potholes, uneven slabs, etc.) to be reported to the Site Manager or Head Teacher.	LOW		✓
Paved areas Accessible Access	Pupils Staff Parents Visitors Contractors	Slips, trips and falls	- All paved areas and paths should be maintained in a good condition. - Inspections should be made to ensure that the paved areas remain in a good condition. - Damaged areas should be fenced off in some way to keep people away. - Ensure moss is removed from paved areas. - The ramped area is kept clear at all times and suitable for wheelchair and pushchair access.	LOW		✓
Vehicle access	Pupils Staff Parents	Being hit by moving vehicles	- Appropriate speed reduction measures (speed ramps, notices etc.). - Walkways of separation of pedestrians and traffic in place in various areas. - The car park is electronically controlled. - The barrier is controlled via an intercom system connected to the school office. - Visitors must use the intercom and wait for the school office to grant permission and they will remotely open the gates. - Staff will be able to gain access via an access code.	LOW		✓

Risk Assessments Reviewed: 1st April 2026

Reviewed By: Andrea Adams – Elite Safety in Education

Next Review Date: 1st April 2027

			• When accessing buddies care to be taken as no separate walkway. • The access from the road shall be kept clear for emergency vehicles. • The access gate for pedestrians is separate to the main vehicle access point. • If an event is being held outside of normal school activities, the pedestrian gate will always remain open. • Speed limit signs where necessary. • Arrange for delivery vehicles to arrive and depart outside of busy pedestrian times.			
Emergency vehicle access	Pupils Staff Parents	Contact with people, property, vehicles	• Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.).	LOW		✓
Vehicle parking	Pupils Staff	Contact with people, property, vehicles	• Parking bays clearly marked or car parking available. • Parents not permitted to park in car park. • Limited spaces available outside the school. • Care to be taken parking in the road.	LOW		✓
Fallen leaves	Pupils Staff Parents	Slips, trips and falls	• Fallen leaves to be removed as necessary.	LOW		✓

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ACCIDENTS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Accident reporting	Pupils Staff Parents	Legal requirement	In accordance with the accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms. For significant incidents the witness of the incident will complete the accident form using the relevant paper form. The Senior Administrator will input the accident information on-line to the Local Authority. The Local Authority will be responsible for any RIDDOR requirements. • The local accident folder is located in the first aid room and are used to record all minor incidents to pupils. • Bumped heads are always recorded, and bumped head letters will go home with the child and parents informed. • School accident reports will be monitored for trends and a report made to the Governors, as necessary. • The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.	LOW		✓

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ANIMALS IN SCHOOL & ANIMAL HANDLER

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Animals that are not clean or carry disease/fleas etc.	Pupils Staff	Infection	- All persons who come into contact with the animals wash their hands thoroughly with warm water and soap after the session. - Pupils are encouraged not to put their hands in their mouths/to their eyes etc. after touching the animals. - All animals are regularly washed/cleaned by the owner and have regular checks by a suitably qualified vet.	LOW		✓
Animals that bite/scratch etc.	Pupils Staff	Cuts and infections	- The handler of the animals is experienced and will not use animals that are showing signs of aggression. - Pupils are informed of the correct behaviour (e.g. noise levels, not to “poke” or tease the animals, etc.), before animals are handed round for handling. - Pupils ignoring the rules will be excluded from the session.	LOW		✓
Animals	Pupils Staff	Allergies that lead to short term ill health	- Persons with known allergies to named animals are exempt from handling or getting exposed for long periods to that particular animal. - Disposable gloves or other personal protective equipment can be provided and worn by the person if required.	LOW		✓
Animal fouling	Pupils Staff	Infections	- All animals that are not caged/boxed are “house trained”. - The animal handler has a “spillage kit” with suitable cleaning and disinfectant materials should an “accident” occur whilst at the school.	LOW		✓

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Animals	Pupils Staff	Bites, scratches, infection	• Only keep suitable animals in school. • Ensure hands are washed before and after handling. • Keep animal house/cage clean and disinfect regularly. • Prevent contact between kept animals, and their food, and wild animals to avoid disease transmission. • If animals wander on floors or tables clean immediately after use. • Carefully wash all animal scratches or bites. If in any doubt about infection seek medical advice. • Consider carefully and record, what animals can be brought into school, by pupils, parents, demonstrators or anyone else. • Restrict animal movements if animal problems are prevalent, i.e. foot and mouth etc. comply with local guidance, and farm visits may need to be suspended.	LOW		✓
Aquatic animals	Pupils Staff	Not cleaned Not fed	• Fish tank to be cleaned out (if required) on a regular basis. • Fish to be fed correctly (feeding block in use). • Fish to be monitored for disease.	LOW		✓
Display – placement	Pupils Staff Animal handler	Blocked fire escape Trips, falls	• Display to be situated in a suitable area, not obscuring any fire escape and with adequate space. • If electricity is needed, ensure a socket is located near the display to avoid trailing cables or the need to use extension leads. • Cable covers used if necessary.	LOW		✓
Litigation	Pupils Staff Visitors	School not adequately covered	• The school will have sufficient public liability insurance.	LOW		✓

ART

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Supervision/ class sizes	Pupils Staff	Overcrowding	- Group size should be appropriate to the design and size of the room, take account of the nature of the task, the equipment, and the age, ability, aptitude and special education needs of pupils. - Health and Safety forms part of curriculum work where relevant.	LOW		✓
Use of equipment	Pupils Staff	Injury	- Ensure that all equipment handed out is returned at the end of the lesson. - Identify and records kept of any servicing, maintenance requirements for equipment. - Identify if there are any training or instruction needs for members of staff. - Identify who is authorised to use the equipment. - Identify the management system in place for preventing unauthorised use to ensure that it is removed from service. - Specify any personal protective equipment that users must wear.	LOW		✓
Storage	Pupils Staff	Fire Slip/trips/falls	- Equipment and substances stored appropriately and do not present a manual handling or trip, slip or fall hazard. - Heavy items stored at the appropriate level. - Flammable liquids (paint, white spirit, etc. kept to a minimum and must not exceed 50 litres). - All highly flammable substances should be stored in suitably labelled, lockable metal storage bin or cupboard designed for the purpose.	LOW		✓

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			Rags, cotton waste, polyurethane foam or similar materials should not be allowed to accumulate or be stored near naked flames, very hot objects or immediately against electrical equipment.			
Substances including paints, inks, varnishes etc.	Pupils Staff	May be toxic, cause allergic reactions, be irritants or react with other substances	- COSHH management system in place. - Someone trained to carry out COSHH risk assessments. - Inventory of chemicals used within the department in place, identifies the quantity stored, that material safety data sheets have been obtained, level of risk from the substance has been identified and if there is a requirement to undertake a specific COSHH risk assessment. - Any known hazards from substances and appropriate controls must be communicated to people who may be exposed to any risk, including teaching, cleaning staff and pupils. - Self-drying clay used only. - Only low hazard paints, glazes and inks used where possible. - Food should not be consumed or brought into work areas where chemicals are used.	LOW		✓
Use of Plaster of Paris	Pupils Staff	Heat generated when water added.	- No risk from thin layers, Plaster of Paris not to be used to make casts/encase parts of body. - Wash off any splashes. - Wear disposable gloves in event of prolonged contact. - Use safer alternatives if moulding body parts such as an alginate, a medically inert moulding compound used by dentists to make impressions of teeth. (Modroc is not recommended).	LOW		✓
Sharp blades	Pupils Staff	Cuts	- Safety blades used where possible. - Controlled storage and allocation of craft knives, etc.	LOW		✓
Electricity	Pupils	Electric shock	Electrical equipment subject to regular safety	LOW		✓

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	Staff		inspection and test ('PAT testing'). • Visual check prior to use.			
Use of clay	Pupils Staff	Inappropriate use	• Self-drying clay used only in school. • Hands are washed after use.	LOW		✓

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ASBESTOS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Asbestos Containing Materials	Pupils Staff Others	Accidental release of ACMs	- The asbestos survey is held in the switch room and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment. - The school's asbestos monitoring person/s will be the Site Manager and an LA approved contractor. - On an annual basis the contractor will inspect the remaining ACMs. - Refresher training is required 3 yearly. The school shall ensure: - The asbestos log is maintained and that any changes are acted upon. - All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work. - A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log. Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher. Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher and the	MED		✓

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			Local Authority, who will contact the relevant agencies. Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head Teacher.			
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ASSEMBLIES & CONCERTS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Presence of general public on site	Pupils Staff	General public entering pupil areas Over crowding	- Seating capacity of hall adhered to. - Security doors kept closed. - All pupils escorted by a member of staff. 200 people are allowed safely in school hall.	LOW		✓
Accidents	Pupils Staff Visitors	Trips Falls Collisions	- First aiders on site. - First aid boxes fully stocked.	LOW		✓
Security of building	Pupils Staff	Unauthorised entry in school	- Security doors kept closed. - All unauthorised persons will be challenged by staff.	LOW		✓
Electrical equipment	Pupils Staff Visitors	Electrocution Fire	- All equipment is visually checked prior to use. - Portable Appliance Testing carried out regularly. - Warning signs where applicable.	LOW		✓
Tables and chairs	Pupils Staff Visitors	Trips Falls	- Seating capacity of hall adhered to at all times. - Furniture checked for damage and removed. - Site Manager will move chairs safely as and when required.	LOW		✓
Raised stage	Pupils Staff	Falls Manual handling	- Stage is wooden block type and regular in-house inspections undertaken. - Children informed not to misbehave on stage and take care near edges of stage.	LOW		✓

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BATTERY OPERATED TOYS AND EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Battery	Pupils	Swallowing Burns	- All toys which contain small batteries must be checked on a regular basis to ensure they are not leaking. - All battery-operated toys and equipment must be secured i.e. there must be a screw compartment and regular checks carried out to ensure the screws are tight and in place. - In the event of a child swallowing a battery staff must call the emergency services immediately. Do Not give the child anything to drink or eat.	LOW		✓

(BBV) BLOOD BORNE VIRUSES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Incidents involving blood	First Aiders Staff	Contamination	• All First Aiders to follow current advice and guidelines when involved in incidents regarding blood. • Disposable gloves to be worn at all times. • Normal cleaning methods using detergent and hot water to clear up any spillages on the floor surface. • Soiled waste should be disposed of using normal waste disposal procedures.	LOW		✓
Exchange of bodily fluids	Person with a BBV	Contamination	• Inform the Head Teacher or nominated person who will then assess the need for expert medical advice.	LOW		✓
Following procedures	All Staff	Not following procedures	• The Head Teacher is responsible for ensuring all staff are aware of the procedures to be followed for good hygiene and infection control.	LOW		✓

BEFORE & AFTER SCHOOL CLUBS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Parental consent	Pupils	No information	- Parents have provided formal consent for their child to attend the before and after school club. - Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems).	LOW		✓
Security	Pupils Staff	Unauthorised entry	- The means of access to the before and after school club area is safely controlled. - The school clubs are run by Beecher Bear on the school site. - Access is restricted to the community entrance and day care entrance. - The area used by the before and after school club is adequately segregated from areas being used by cleaners/staff in school. - A daily register is kept of pupils attending the before and after school club. - Parents must collect and sign their child out of the club.	LOW		✓
Food	Pupils	Food allergies	- Food for the breakfast club is provided and will consist of bagels, cereal, toast and a selection of drinks. - Staff are aware of pupils with allergies.	LOW		✓
Selection of rooms for before and after school club use	Pupils Staff	Unsuitable room	- All rooms used by the before and after school club are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc. - Access is restricted to hazardous equipment/	LOW		✓

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			substances.			
Supervision	Pupils Staff	Lost Pupil Harm to Pupil	- Supervision ratios are appropriate (taking into account staff absenteeism/holidays/sickness). - All supervising staff have current disclosure and barring checks in place. - First aiders in place and paediatric first aiders for Early Years pupils attending.	LOW		✓
Information relating to pupils	Pupils Staff	Leading to behavioural problems, medical problems	- Suitable arrangements are in place for before and after school club staff to receive adequate information from parents relating to the pupils attending the club, i.e. pupil medical, dietary, behavioural or other special needs, i.e. allergies. - Forms are given out regularly.	LOW		✓
Fire	Pupils Staff	Trapped, Burns, Death	- The existing school fire risk assessment has been reviewed in respect to the before and after school club arrangements. - All before and after school club staff are familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.	LOW		✓
Activities	Pupils Staff Others	Slips, trips, falls Injuries Collisions	- Ensure appropriate clothing and footwear is worn by the pupils for the activities. - Appropriate space is available, well lit and clear of obstruction. - Any equipment used for the activities is in good condition. - Appropriate supervision is provided for the activity. - Activities are suitable for the age and ability of the pupils taking part. - Team games are carried out by pupils of the same age and ability.	LOW		✓
First Aid/	Pupils	Pupil falling ill,	There are adequate numbers of before and after	LOW		✓

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Administration of Medication	Staff	injury	school club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc.) • Outside agencies used are responsible for ensuring they hold relevant qualifications. • Refresher training is provided every 3 years. • There are sufficient numbers of first aid kits available. • All staff are familiar with the school's accident reporting procedures. • There is a policy for the administration of medication and staff are familiar with the policy. • Parental consent must be obtained prior to medication being administered to pupils. • Staff who administer medicines must have received appropriate training. • There is a robust system for recording, and reporting to parents, all medication administered.			
Collecting children from after school clubs	Pupils	Missing pupil	• Parents collecting children from after school club, the teacher will take the pupils to the parents. • Pupils signed in/out.	LOW		✓
Electrical equipment and appliances	Pupils Staff	Electrocution, shock etc	• Arrangements should be in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually. • There should be sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical. • Staff members should be aware to visually inspect portable electrical items for evidence of cable damage/crushing, plug damage, etc.	LOW		✓
Violence	Pupils Staff	Physical and emotional	• The school will not tolerate any abusive behaviour by pupils.	LOW		✓

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		abuse/hurt etc.	Pupils may be removed from the club if persistent poor behaviour continues			
Welfare facilities	Pupils Staff	Health risks	- Adequate toilet facilities should be available for pupils attending the club. - Depending on age, welfare facilities should be adequately supervised. - Hand washing facilities should be available made available.	LOW		✓
Control for hand hygiene	Pupils	Contamination to food	- Washroom facilities available close to the location of breakfast club. - Hand washing instructions located in all washroom areas. - Staff to wash hands in washbasin located in the kitchen before handling or serving food.	LOW		✓
Purchase	Pupils	Pupils	Food purchased from reputable supermarkets/suppliers.	LOW		✓
Cleaning work countertop surfaces	Pupils Staff	Bacteria Infections	- All work surfaces will be cleaned on a daily basis and after every meal preparation with a suitable food surfaces cleaning detergent. - A disposable cloth will be used to clean down surfaces.	LOW		✓
Cleaning fridges	Pupils Staff	Bacteria Infections	- The fridges will be checked on a weekly basis for any food which has reached its sell/use by date. - Fridges will be wiped down on the inside on a weekly basis and a more in depth clean carried out every half term. - Spilt food will be cleaned up immediately. - Suitable cleaning detergent will be used.	LOW		✓
Chilled food monitoring	Pupils Staff	Bacteria Infections	- The fridge temperatures are checked and recorded on a daily basis and must be 8°C or below. - If they are higher than 8°C all food kept within the fridge must be disposed of immediately and not used.	LOW		✓

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			- Regular checks carried out on stock and best before/use by dates. - Food sources coming close to these dates must be kept at front of fridge to be used first.			
Cleaning food cupboards	Pupils Staff	Bacteria Infections	- All food cupboards will be deep cleaned on a termly basis. - Stock rotation in place for best before/use by dates.	LOW		✓
Toasters	Pupils Staff	Fire Smoke	Toasters will have the crumb tray emptied on a regular basis.	LOW		✓
Microwave	Pupils Staff	Bacteria Infections	- The microwave will be used in accordance with instructions from manufacturer. - Food will be temperature checked prior to serving. - Microwave to be cleaned out after use using a suitable detergent.	LOW		✓
Crockery and utensils	Pupils Staff	Bacteria Infections	All crockery and utensils used will be cleaned with a suitable cleaning detergent after use and air dried or dried using a clean cloth.	LOW		✓
Food allergies	Pupils Staff	Allergic reactions	- All pupils with known food allergies will have their information displayed and what allergies they are known to have, and medical information. - Food served in the breakfast and after school club will be checked against their allergen content. - This will be displayed in the breakfast club.	LOW		✓
Food served	Pupils Staff	Allergies Bacteria	- All food served will be checked prior to use for use by/best before dates. - Pupils' information checked for allergies before serving - Hot food served must reach required temperature and this is carried out using a temperature probe.	LOW		✓
Cleaning floor surfaces	Pupils Staff	Bacteria	- Floor surfaces must be cleaned on a daily basis using a suitable cleaning detergent. - A designated mop for kitchen area only to be used.	LOW		✓
Pest control	Pupils	Bacteria	Signs of any pests are reported to the Site Manager	LOW		✓

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	Staff	Infections	immediately and pest control to be informed.			
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BODILY FLUIDS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Contact with bodily fluids	Pupils Staff	Contamination Infection Illness	• Staff are given instructions about basic hygiene measures e.g. thoroughly washing hands etc. • Staff are aware that they cover existing cuts and grazes before dealing with bodily fluids. • Staff are aware of the procedure for dealing with and disposal of bodily fluids and waste materials. • Suitable personal protective equipment is available i.e. disposable gloves/aprons. • Suitable equipment etc., is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, sterilising liquid, bucket, clinical waste bin/bags, first aid kit.	LOW		✓

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BOILER HOUSE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Poor plant/design	Site Manager	Trips, slips and falls	- Ensure any new equipment is suitable for its intended purpose and that it is installed correctly by a competent person who is a "GAS SAFE" registered contractor. - The boiler and associated heating system should be designed and manufactured from suitable materials. - Ensure the system can be operated safely e.g. without having to climb or struggle through gaps in pipework or structures.	LOW		✓
Unauthorised repairs	Site Manager	Serious injury	- No repairs/alterations should be carried out unless by a competent person ("GAS SAFE" registered) and the whole system is re-examined before allowing the system to be brought back into use. - Ensure suitable protective devices are fitted which cause shut down when the pressure, temperature or liquid or gas level exceed permissible limits. - Ensure protective devices have been adjusted to the correct settings by a competent "GAS SAFE" registered contractor.	LOW		✓
Faults	Site Manager	Unaware of malfunctions	- If warning devices are fitted, ensure they are noticeable, either by sight or sound. This may need to be by remote indication to a manned location i.e. reception or permanently manned office. - Ensure protective devices are kept in good working order at all times.	LOW		✓

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			• Ensure that where fitted, protective devices such as safety valves and bursting discs discharge to a safe place. • Ensure that, once set, protective devices cannot be altered except by an authorised person. • Ensure protective devices are always accessible and not obscured. • Ensure protective devices are not tampered with/ damaged/interfered with in any way. Any concerns should be reported immediately.			
Moving parts	Site Manager	Access to moving parts causing injury	• Special care is required where there are moving parts of pumps and motors. Belt drives to pump shafts and couplings should be enclosed by guards, and the guards kept in position. • Any missing guards should be reported and replaced.	LOW		✓
Maintenance Service	Site Manager	Breakdowns	• There should be a maintenance programme in place for the whole system. It should take into account the system and equipment age, its uses and environment and should be assessed by a competent "GAS SAFE" registered contractor. • Service should be provided at least annually by a Specialist Contractor. • Instruction booklet is followed. • Ensure staff awareness of emergency procedures. • Annual Inspection carried out. • All work should be carried out by a competent person ("GAS SAFE" registered).	LOW		✓
Defects	Site Manager	Explosion e.g. resulting from gas leaks or incomplete combustion or	• Tell-tale signs of problems are noted e.g. safety valves repeatedly discharging or leaking – this could be an indication that either the system is over pressurising or the safety valve is not working correctly. This must be reported, and arrangements	LOW		✓

		problems with ignition. Age and condition of equipment Defects in the plant Gas leaks	made for a competent “Gas Safe” registered contractor to investigate this and carry out any remedial measures necessary. • Signs of wear and corrosion are looked out for and reported immediately. • Any defects or shortcomings in plant or equipment should be reported immediately for attention. • Ensure protective devices are not tampered with/ damaged/interfered with in any way (if this is a problem ‘status valves’ or ‘switches’ may be fitted. • Any concerns should be reported immediately. • Once electrical isolation or gas shut off is used, either system should only be reconnected by a competent person.			
Ventilation	Site Manager	Build-up of gases	• Adequate ventilation is essential for the correct operation of combustion plant and there must be no interference or reduction of fixed ventilation in boiler rooms. • Care taken not to block ventilation from the outside or when any changes in building design or layout. • Adequate ventilation should be monitored.	LOW		✓
Fire	Site Manager	Incomplete combustion Overheating of room Fire Asphyxiation	• The risk of fire within boiler rooms is of major concern and it is essential that any risks are kept to a minimum by all persons. • All combustion equipment shall be maintained in good order and any leaks given prompt attention by reporting any defects immediately. • No combustible materials of any type are to be stored in boiler rooms. • Fire doors shall be maintained in good order and kept closed. • Adequate firefighting equipment shall be kept in the boiler rooms.	LOW		✓

			N.B. There is no special firefighting equipment intended to deal with fires in gas fired boiler rooms. If possible, the gas should be shut off at the isolating valve. CO₂ extinguishers are usually used, as they help to neutralise any gas leakage to below the explosive limit.			
Faulty electrics	Site Manager	Electric shocks Tampering with electrics	- No unofficial extensions of wiring or socket outlets should be carried out. - Any defects should be reported immediately. - Portable electrical equipment, their plugs and cables must be in good condition. - See separate risk assessment on portable electrical equipment. - Handheld inspection lamps shall operate at reduced voltage mains (240volt inspection lamps are not permissible within boiler rooms). - Electrical isolation should be easily accessed. - The installation should be bonded properly to avoid the risk of electric shock. - Once electrical isolation or gas shut off used, either system should only be reconnected by a competent person. - Signage provided.	LOW		✓
Asbestos	Site Manager Contractors	Ill health through ACMs	- A survey is carried out for the presence of asbestos. Unless proven to the contrary all lagging should be considered as containing asbestos. - Continue to monitor any asbestos in all boiler rooms in accordance with the Asbestos Regulations. - Notify appropriate agencies of any concerns or change in circumstances or damage to lagging immediately. - Notify Head Teacher immediately.	LOW		✓

			- It is of major importance to prevent damage to the outer protective cladding of lagging to prevent the release of fibres. - Persons should not stand on pipes or rest anything against lagged plant that may cause damage. - If inadvertent exposure to asbestos occurs contact the appropriate agencies for advice.			
Flooding	Site Manager	Many boiler rooms are subject to flooding and can cause slippery conditions	- Sump pumps installed to prevent flooding. - Sump pumps should be maintained in good order and problems of flooding reported immediately.	LOW		✓
Steps	Site Manager Contractors	Slips Trips Falls	- Care to be taken when accessing steps especially in icy conditions. - Correct footwear to be worn at all times.	LOW		✓
Access by unauthorised persons	Site Manager	Pupils gaining access resulting in accidents	- Locks are provided and the boiler room is kept locked at all times. - The type of lock should be of a variety that an individual cannot get locked in the boiler room in the event of an emergency, and that anyone trying to enter to help them can get access. - Strict key control is ensured.	LOW		✓
Working alone	Site Manager	An accident to someone lone working may have more serious consequences if there is no other person to give assistance or summon aid.	- Lone working should be avoided. Care should be taken in deciding when certain tasks should be undertaken and, in some cases, defer the task until assistance is available. - Mobile phones used. - The risk of slips and trips should be minimised. - The boiler room should not be used as a store for items or rubbish.	LOW		✓

Inappropriate work wear	Site Manager	Slips, entanglement	- Adequate PPE provided. - Stout footwear with slip resistant soles is provided by the services and should be worn.	LOW		✓
Communication	Site Manager	No communication in case of emergency	Any emergency contact phone numbers that may be needed should be displayed in the boiler room or stored on mobile phone.	LOW		✓
Access equipment	Site Manager	Many boiler rooms are below ground level, with access by a flight of steps and falls could occur	All access equipment e.g. ladders, steps etc. kept or used in boiler rooms must be maintained in a good condition. See risk assessment on work at height.	LOW		✓
Access to first aid	Site Manager	First aid/eye washing facilities.	Consideration should be given to provision of a separate first aid box and eye wash bottle station to the boiler room if isolated.	LOW		✓
Lack of knowledge/ training	Site Manager	See above where a lack of knowledge or training may contribute to an accident/injury	- There is a set of operating instructions for the boiler and control of the whole heating system including emergencies. - Appropriate staff have access to these instructions and are properly trained and instructed in the operation and use of the boiler and heating system to ensure safety. - Know the safe operating limits of the boiler and heating system. - Gas shut off valves and electrical isolation location must be known. - Training should be carried out if: - New staff are recruited before they are involved in operating the boiler. - The equipment or operation changes.	LOW		✓

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			The skills have not been used for a while and refresher training is required.			
Access to first aid	Site Manager	First aid/eye washing facilities.	Consideration should be given to provision of a separate first aid box and eye wash bottle station to the boiler room if isolated.	LOW		✓

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BOUNCY CASTLES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Lack of insurance	Visitors Pupils Staff	Claims	- The owner of the bouncy castle must provide written evidence that they have appropriate public liability insurance in place to cover any legal liability which may attach to them i.e. due to the defective state of the equipment or failure to erect the castle correctly etc. - The bouncy castle must not be used unless confirmation of public liability is obtained. - Also obtain a copy of their risk assessment and ensure they have safety certificates for their equipment.	LOW		✓
Equipment	Visitors Pupils Staff	Collapse Fire	- The device must be thoroughly examined by a competent person (contact supplier/manufacture) every 12 months in accordance with the code of practice at fairs. (If it has been issued with PIPA or ADIPS certificate, these can be checked online on the relevant websites and the bouncy castle should have a PIPA tag or some type of identification on it.) - The blower, inflatable and the electrical system should be examined, and a certificate issued. These should be checked before use. - The device should be inspected prior to the first use on any day following supplier/manufacture's instructions. Checks should include anchor points, anchor ropes, anchor stakes, moorings, wall to tower fixings, inflation tube, surfaces, blower and seams of bed, pressure should be sufficient to give	LOW		✓

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			reliable firm footing and complete a visual electrical check. • If any defects are noted, the device must not be used until necessary repairs are completed. • All thorough examinations and inspections should be properly recorded.			
Fire	Visitors Pupils Staff	Burns Asphyxiation	• A multi-purpose (powder) extinguisher is positioned in close proximity to the device. • Equipment must not be used in high winds. • The equipment must be sited on flat level ground. • All anchorage points must be used at all times. It must not be possible for the equipment to move around.	LOW		✓
Toppling	Visitors Pupils Staff	Injury	• The hirer/seller must provide an Amusement Device Inspection Procedures Scheme or PIPA Inflatable Play Inspection Certification, operator's manual, device risk assessment and method statement for operation of the facility on the premises.	LOW		✓
Unsafe use	Visitors Pupils Staff	Injury	• The method statement/safe system of work should be utilised to ensure that users are admitted in a controlled and safe manner. • All hard/sharp/dangerous objects such as footwear, buckles, pens, purses etc. are removed. Glasses are best removed. • No bouncing on the front apron of the castle. • No climbing or hanging on the outside walls. • No running from wall to wall should be permitted. • Children of a similar size should be on the apparatus at any one time. • No one taller than the height restrictions for the device should be allowed. • Age restrictions (minimum and maximum) in place. • Beginners should bounce only on their feet.	LOW		✓

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			• One to one assistance may be required for children who experience difficulties with their physical control. • No users shall be allowed to consume food or drink or chew gum on the device. • Keep users off the device when it is being inflated/deflated. • Deflate the device when not in use.			
Extreme heat	Visitors Pupils Staff	Burns	• If possible, site in the shade. • In times of extreme heat, carry out frequent checks of the inflatable's surface temperature. If found to be too hot, cease play.	LOW		✓
Incorrect usage	Visitors Pupils Staff	Injuries	• A perimeter fence must be erected 2 metres from closed sides and 4 metres from open sides to prevent unauthorised access to the device, or to accommodate inadvertent exit of the device. • The device must not be overloaded. The number and the maximum size of users that the structure can safely contain at any one time should be specified in the operations manual. • Equipment should not be used in wet weather. • Equipment will only be used in wind speeds of less than 24mph (38kmph) which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway).	LOW		✓
Lack of training	Visitors Pupils Staff	Incompetent person	• The attendant should be fully trained in how to: • Operate the device. • Safe entry/exit for users. • Safe methods of assembly/dismantling, where applicable. • How to make a daily check. • Safe anchoring of the inflatable. • Crowd control measures, and barriers. • Measures to be taken in the event of power failure.	LOW		✓

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			• Procedures for reporting accidents, defects or breakdowns. • Agree a minimum number of attendants to be present at all times to control access and egress. • In deciding how many attendants are required, the controller needs to consider matters such as the number of people using the device, the age of the users and the type of environment in which the inflatable is being used. • Attendants must be capable of exercising authority over users of the equipment and be familiar with the safe system of work. • Attendants should be aged 16 years or over. • Users should be removed if they display boisterous behaviour. • Attendants must constantly watch the activities on the equipment. • The front area must be kept clear of onlookers so that the attendant(s) always has clear visibility.			
Poor hygiene	Visitors Pupils Staff	Contamination	• Arrangements may be needed for the cleaning and sterilisation of the bouncing surface from time to time. When this occurs, the material should be thoroughly dry before activity recommences.	LOW		✓
Siting bouncy castle	Visitors Pupils Staff	Weather issues Surroundings	• Site bouncy castle in an area with plenty of space on every side, and ensure there are no overhanging trees, bins or walls nearby. • Site on clear, level ground. • Consider positioning in regards to the direction of the sun and wind. • Wind measurements should be taken at regular intervals, these should not exceed 24mph, if they do, the bouncy castle should be deflated. • If sited indoors, consider using sand bags attached	LOW		✓

			to the anchor points to prevent the inflatable from moving around.			
Power supply (if electric)	Visitors Pupils Staff	Trips, falls Electric shock	• Check with the supplier how the bouncy castle will be inflated and if by electricity consider this when siting inflatable, to ensure a supply is nearby. • Ensure extension lead is the correct length, if needed (do not plug one extension lead into another). • Ensure there are no trip hazards, cable covers may be required. • Consider using RCD if located outside.	LOW		✓

CARETAKING DUTIES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Cleaning chemicals	Site Manager, cleaners	Chemical splashes, fumes	- Site Manager to be aware of COSHH assessments. - Contracted cleaning staff are suitably qualified and competent in using cleaning chemicals.	LOW		✓
Roof work	Site Manager, people below	Falls from height, Hit by falling object	Site Manager will not be permitted on the roof. - If retrieving balls: - - Site Manager to be aware of safety measures. - Try to reach without going onto roof, use a stick etc. - Stay away from edges. - Beware of any skylights.	LOW		✓
Ladders	Site Manager, people below	Falls from height	- Ladders to be maintained in a good condition and periodically inspected. - Inspection to be recorded stating findings. - If stepladders are used, ensure there is no side loading on them, i.e. do not lean sideways. - Ensure proper training or instruction has been received by persons who use ladders, ensure correct footing, clear area below.	LOW		✓
Lone working	Site Manager	Personal injury, abuse	- Be aware of procedures to deal with threats of violence or aggression. - Lone working procedures to be in place – refer to school health and safety policy. - Do not undertake any hazardous tasks when working alone i.e. working at heights to change hall lights.	LOW		✓
Child Protection	Pupils	Abuse	Suitable procedures in place at the school to have Disclosure and Barring checks made on all people who have access to children.	LOW		✓

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			• Suitable supervision available at all times. • Incident reporting procedure to be available, actively encouraged and the procedure to be known by all staff.			
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CHICKS – INCUBATOR

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Incubator	Pupils Others	Heat Fire	- The incubator must be placed in a suitable position. - The bulbs will be very hot inside the incubator and pupils will be informed not to touch the bulbs or remove the lid.	LOW		✓
Electricity	Pupils Others	Electrocution	- Plugs must not be stretched and must be close to an electrical source. - The table will be sited next to the plug socket. - Care must be taken that the incubator is not turned off; a notice should be displayed to ensure this does not occur.	LOW		✓
Eggs	Pupils Others	Pupils touching	- Pupils will not be permitted to touch the eggs whilst in the incubator. - Pupils will look through the glass container only.	LOW		✓
Hatching	Pupils Others	Interfering with process	Once the eggs are starting to hatch the children or staff must not interfere with the process.	LOW		✓
Chicks	Pupils Others	Dead chicks	- The staff will check the chicks on a regular basis to ensure they are alive and well. - If a chick/s has died they should be removed as soon as possible. - Pupils must wash their hands before and after touching the chicks.	LOW		✓
Feeding chicks	Pupils Others	Over feeding	Staff must watch the pupils carefully if they are going to feed the chicks to ensure they do not over feed them. Chicks will go back to company.	LOW		✓

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CHRISTMAS FAYRE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Hall and classroom activities	Staff Pupils Visitors Volunteers	Security risk	• All classrooms and rooms not being used must be kept locked. • Sensitive and confidential information must be kept locked away at all times. • Staff must be aware at all times. • Staff must not be left in rooms on their own wherever possible. • Money should be collected at regular intervals and kept in a safe locked room. • Staff should have communication means in place.	LOW		✓
Stalls selling food and drinks	Staff Pupils Visitors Volunteers	Food poisoning Scalding	• The school should ensure all food being sold is low risk food only unless persons have the necessary qualifications e.g. food hygiene certificate and equipment. • Food should be covered to prevent unnecessary touching. • Cakes should be shop brought. • Hot drinks sold must be where possible sold with a lid or not filled to the top to prevent spilling over. • Area where drinks are sold should be out of the way of the other stalls where there may be heavy foot fall.	LOW		✓
Stalls selling non-perishable goods	Staff Pupils Visitors Volunteers	Broken items	• All items being sold must be clean and in working order if applicable. • Staff to check prior to selling i.e. toys. • Any alcohol won on raffle stalls must be collected by an adult and not given to children.	LOW		✓

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Manual handling of tables	Staff Volunteers	Manual handling injuries	• Staff should ensure tables are moved as part of a team and not on their own. • Lift with the legs and not the back. • Ensure no items are on the tables when lifting and carrying.	LOW		✓
Santa's Grotto	Pupils Visitors	Allegations	• Santa will be a volunteer or staff member. • Santa will have had a Disclosure and Barring check prior to appointment if necessary. • Santa will have a helper with them at all times (elf). • Santa will be friendly to all the children and parents. • Santa will ensure pretty lights will be in the grotto to look festive and ensure adequate lighting.	LOW		✓
Christmas Tree	Pupils Staff Visitors	Falling Fire	• The tree is positioned in the main entrance. • The tree will be secured to prevent toppling over. • Lights will be brought new. • Lights will be turned off at the end of the school day. • Fire retardant materials used on the tree. • Staff are permitted to have trees in the classroom but must ensure the above controls are followed.	LOW		✓

CLEANING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
General lifting and carrying	Site Manager Staff Pupils Visitors	Cuts/ abrasions, Musculo- skeletal and other physical injuries	• Specific manual handling assessment carried out for all one-off tasks presenting significant risk/for individuals with medical conditions etc. • Training given in correct lifting techniques by school and contractors. • Manual handling minimised as far as possible, broken down into smaller loads/assistance sought. • Appropriate footwear worn. • Mechanical lifting aids available (trolleys etc.) • Good housekeeping and workplace layout. • Heavy items stored at waist level. • Good housekeeping to be maintained. • Floor surfaces unobstructed and slip free.	LOW		✓
Cleaning using equipment	Site Manager Cleaners Staff Children Visitors	Cuts/ abrasions, Musculo- skeletal and other physical injuries	• Manual Handling Assessment carried out for use of equipment. • Training given in correct procedure for use of such equipment. • Any specific training/instruction requirements identified. • Cleaners receive training through contractors or school	LOW		✓
Use of electrical equipment	Site Manager Cleaners Staff Children Visitors	Electrical shock Burns Fire Power leads	• Pre-use check conducted by users. • Electrical equipment subject to regular safety inspection and test ('PAT' testing). • Trailing leads kept to a minimum. • Use extension leads and adaptors only where	LOW		✓

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		present a tripping hazard (Cuts/ abrasions, Musculo-skeletal and other physical injuries)	necessary. • Use nearest available socket to reduce need for extension leads. • Mains powered portable equipment to be protected by an RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place.			
Use of cleaning chemicals detergents	Cleaning staff Staff Children Visitors	Irritation Harm to eyes, nose and upper respiratory tract Skin sensitisation disorders	• Less hazardous chemicals used wherever possible. • Material Safety Data Sheet for substances obtained from supplier and guidance followed. • COSHH Assessment completed for all hazardous chemicals and control measures implemented. • Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in COSHH assessment. • Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible. • Immediate cleaning up of any spillage. • All containers clearly labelled. • Always read the labels before using Harmful Substances.	LOW		✓
Exposure to communicable diseases	Cleaning staff Staff Children Visitors	Disease/ infections	• Potentially hazardous waste e.g. vomit/bodily fluids must be disposed of correctly and surfaces properly disinfected. • Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces. • Such PPE is double bagged and disposed of appropriately after a single use. • Waste collections for clinical waste.	LOW		✓

			• Adequate provision for hand washing (soap hot water) readily available. • All wounds on exposed skin are suitably covered.			
Slips trips and falls	Cleaning staff Staff Children Visitors	Cuts abrasions, Musculo-skeletal and other physical injuries	• All spillages to be dealt with immediately. • Wet floor signs to be used when appropriate. • Dry mop floors after cleaning up initial spillage. • Appropriate footwear worn. • Pupils, visitors etc to be kept away from spill area during cleaning. • Adequate external lighting during working hours.	LOW		✓
Lone working working in school alone in isolated locations	Site Manager Cleaning staff Staff Children Visitors	Accident injury, Physical assault, Delayed assistance in emergency Cuts abrasions, Musculo-skeletal and other physical injuries	• Ensure there is adequate lighting. • If possible, follow different procedure daily. • On site security system, controlled access to building e.g. through coded doors etc. • Challenging unknown visitors where safe to do so. • Mobile phone carried. • Reduce time spent working alone so far as is reasonably practicable. • Notify manager of start time and when finished. Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height).	LOW		✓

CLEANING GUTTERING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Clearing gutters	Caretakers and persons clearing gutters	Falls whilst cleaning	- Alternative means of access and working platform has been considered but is inappropriate in this instance. - A ladder is considered the only viable means of access or work platform because the work is low risk and of short duration. - Where possible, access items remotely e.g. using pole/extendable rod. - Restrict frequency of task (e.g. to once a month). - Identify safe systems of work for completing this task and communicate to appropriate staff. - Environment to be clear of obstacles with even surface as base for access equipment. - Area checked for overhead hazards e.g. electrical cables. - Frequent documented checks of access equipment take place to confirm a safe working condition. - Procedures are in place for damaged access equipment to be removed immediately and further use prohibited. - Adequate and appropriate signs are in place to warn of the hazards. - Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises. - Works scheduled to take place when pupils not in school/area. - Access equipment is restricted to those who have	MED		✓

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			been trained in its safe use. • Appropriate training is given to staff on work at height. • Appropriate footwear to be worn so that a safe grip is maintained. • If on roof, Site Manager to maintain safe distance from roof edge. • Ladder or steps to be long/tall enough to stop necessity of overreaching. • Do not prop ladders against plastic guttering. • Caretakers aware of fragile roof areas and safe systems of work in place to access roof areas. • Waste disposed of appropriately. • Staff instructed only to use proper access equipment e.g. not to climb on bins and cabinets.			
Falling objects	Staff, pupils, contractors or visitors to the site	Incidents Injuries	• No heavy, bulky or unwieldy objects are carried when accessing work area. • Items are lifted using the appropriate equipment and the associated safe system of work. • Accompanying tools and equipment carried on person are stored in tool belts or secured appropriately. • Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises. • Adequate and appropriate signs are in place to warn of the hazards. • Works scheduled to take place.	LOW		✓
Weather	Caretakers and persons clearing gutters	High winds Falls	• Consider weather conditions before planning any external works.	LOW		✓

Medical issues	Caretakers and persons clearing gutters	Incidents	Where persons have pre-existing medical conditions or other factors which may affect their ability to undertake these tasks a separate risk assessment has been undertaken.	LOW		✓
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COMPUTERS PUPILS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Computers, desks, leads, chairs	Pupils	Eye strain Back strain	These suites are not normally covered by the Regulations as pupils are not employees and do not normally spend long periods at computers. Staff however may be with several groups and spend a long time bending down to low computers. The staff, therefore, are at the greatest risk from musculoskeletal injury. The following is best practice. For staff: - Try to use suitable seating when assisting pupils at computers. A stool with wheels often allows this, as in the classroom. For pupils and staff: - Screens should be at arm's length from normal sitting position. - Suitable lighting to be provided to prevent glare or reflection in the screen, which can cause eye strain. - Suitable blinds to prevent glare and reflection. - Adequate ventilation to prevent the build-up of heat or use flat screens to reduce heat emission. - Ensure all cables are tucked up away from feet, low risk of tripping, but higher risk of equipment damage by pulling on cables. - Ensure proper electrical supply to all computer equipment. - Excessive use of extension blocks to be avoided, i.e. do not "daisy chain". (Link one extension to the next.) - Correct installation by qualified electrician.	LOW		✓

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			• Ensure at least one computer workstation is adapted for wheelchair access if applicable. • Children may not be covered by the regulations and may not spend a long time on computers during lessons, but they may spend considerable amounts of time on them at home after school, or at weekends. Therefore, it is worth introducing pupils to the best seating arrangement and set up of the equipment to provide the most comfortable arrangement and prevent musculoskeletal problems.			
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CONTRACTORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Use of external companies/ contractors	Pupils Staff Visitors Contractors	Poor workmanship Poor practices	- Contractors thoroughly vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.) and be competent to undertake the tasks for which they are commissioned. - Risk assessments and method statements provided. - Appropriate public liability insurance in place (min. £5m indemnity). - Pre-contract meeting. - School monitors work of the contractors and have regular liaison meetings. - Construction, Design and Management Regulations (CDM Regulations) must be adhered to and for larger projects (over 30 days or 500 person days), are notifiable to the HSE. - The school will use LA clerk of works for various tasks or will vet contractors when employed directly ensuring the necessary paperwork is in place.	LOW		✓
Access egress	Pupils Staff Visitors Contractors	Blocked exit routes Unauthorised access Contact with children	- Designated access route to and from work area. - Access to construction areas. All staff advised during team briefing. - Pupils advised of hazards and risks during assembly. - Contractors to report to school staff if pupils breach area. - Ensure all debris is removed from walkways and disposed of safely. - Daily inspection to be carried out by contractors and school representative.	LOW		✓

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			• Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. • Contractors instructed not to engage in conversation with pupils. • Adequate supervision in the vicinity of the work area if contact is possible. • Agreed programme of work with school. • Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff (and school parents if necessary) may need to be informed.			
Vehicular access	Pupils Staff Visitors Contractors	Ineffective pedestrian vehicle segregation	• Restricted access, contractors advised accordingly. • Contractors' vehicles not permitted into school grounds at start of school, and at end of school day. • Pedestrian walkways maintained. • If vehicular access is required during school day, permission to be obtained from the Head Teacher and only with assistance of a bank's person.	LOW		✓
Asbestos	Pupils Staff Visitors Contractors	Ill health, Asbestosis	• Copy of asbestos survey, permission to work (PTW) and all related documentation retained on the school premises in the asbestos log. • Where invasive work is being carried out (i.e. work which involves the fabric of the building, pipe work or services) permission to work must be given. • Contractors must read and sign the asbestos permission to work log, prior to commencing the work.	LOW		✓
Electrical equipment and sockets	Pupils Staff Visitors Contractors	Using poorly maintained equipment Electrocution Fire Trailing	• Electrical tools and equipment subject to a portable appliance testing regime. • All portable electrical tools on site to be 110v or protected by RCD's. • All electrical equipment to be removed and/or stored appropriately at the end of each working day.	LOW		✓

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		cables- trips and falls	• Cable covers to be used. • Ensure good housekeeping is maintained. • Safe route to workplace has been agreed.			
Health and Safety Information	Pupils Staff Visitors Contractors	Incorrect practices	• Contractors made aware of school's emergency procedures including evacuation and first aid. • Exchange of Health and Safety Policies between school and contractors. • School provides all relevant information to enable contractors to control risks.	LOW		✓
Hazardous substances	Pupils Staff Visitors Contractors	Health problems Fire Burns Contamination	• Contractor to inform school of any hazardous substances brought onto the site. • Hazardous substances not left unattended. Clearly labelled and securely stored. • Contractor to ensure dust/fume production is minimised. • Appropriate PPE provided and worn by contractors. • Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE.	LOW		✓
Work at height	Pupils Staff Visitors Contractors	Falling objects Injury Unauthorised access	• Work area to be agreed between contractor and school. • Ladders adequately secured/removed at end of each working day. • Area below work to be securely fenced off with warning signs displayed. • Working platforms used to have toe boards and mesh panels to prevent falling objects. • Restricted access. • Pupils be reminded of hazards during assembly.	LOW		✓
Security	Pupils Staff Visitors Contractors	Unauthorised entry to premises Theft	• Badge system in place for contractors. • Contractors must sign in and out of the premises. • Principal contractor to record all contractors on site and advise Reception of all persons on site. • Adequate site security, fencing etc.	LOW		✓

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Noise	Pupils Staff Visitors Contractors	Deafness, Hard of hearing, Tinnitus	- Noise is kept to a minimum or agreed working times have been arranged for any noisy working activities. - If noise to affect neighbours, cooperation and communication has taken place.	LOW		✓
Stored materials	Pupils Staff Visitors Contractors	Fire risk Injury	- Materials stored on site to be kept to a minimum. - Storage only in agreed designated secure compound. - Access restricted to authorised persons. - Appropriate firefighting equipment is available and maintained for use.	LOW		✓
Waste material	Pupils Staff Visitors Contractors	Health risk Fire risk	- So far as is reasonably practicable, waste to be removed from the site daily or in secure skips. - Waste stored on site to be in a suitable container according to type of waste and in a secure area.	LOW		✓
Fire	Pupils Staff Visitors Contractors	Burns scalds Property damage/loss	- All staff and contractors advised of procedures and alternative routes during contract work. - Hot works permits used where applicable. - Combustible materials to be stored in agreed areas unless required for immediate use. - Appropriate fire extinguishers available. - Flammable liquids/compressed gases appropriately stored.	LOW		✓

CREATIVE PLAY INDOORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Creative Play						
Hot drinks	Children	Spillages Burns	- Be aware of where children are. - Use mugs with lids. - Clear spillage immediately.	LOW		✓
Cold drinks	Children	Glass Breaking Spillage	- Use plastic drinking vessel. - Clear away any spillages.	LOW		✓
Paper trolley	Children	Injuries Inappropriate use	- Educate children not to climb. - Position carefully. - Secure wheels.	LOW		✓
Malleable	Children	Choking hazard Allergies	- Supervision. - Educate children how to use safely. - Vigilance. - Refer to allergy list before making dough.	LOW		✓
Easel/drying rack	Children	Injuries Trapping fingers	- Set up correctly and assess regularly. - Supervision. - Educate children on appropriate use.	LOW		✓
Paint/glue	Children	Eating Spillage	- Safe for ingestion- child to rinse mouth. - Paint in suitable pots. - Spillages cleared immediately.	LOW		✓
Tools, brushes, scissors, stapler, hole punch	All	Stabbing Cutting Falling	- Educate children how to use tools. - Supervision. - Minimise number of tools- count out number of scissors.	LOW		✓
Sand	Children	Getting in eyes	Clear spillages immediately.	LOW		✓

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		and mouth Slipping	- Educate children how to use appropriately. - Supervision.			
Home Corner						
Lamp/fairy lights/ sockets and cables Rug	Children Staff	Electrocution Trip Slip	- Appropriate covers for sockets in place. - Lamp used suitable for age range. - Cables hidden. - Rugs removed if starting to curl.	LOW		✓
Jewellery	Children	Strangle Choking	- Adult to check resources. - Educate children on appropriate use.	LOW		✓
Role play equipment	Children	Improper use Throwing Stabbing	- Educate children on appropriate use. - No very sharp tools provided.	LOW		✓

CREATIVE PLAY OUTDOORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Building and Construction					YES	NO
Use of crates	Children	Falls Using them to climb over fences	- The crates must only be used in an area where there is soft surfacing. - Grass or soft play surfacing is required due to children climbing on the crates. - The crates must not be used by fencing or stored by fencing. - Where possible store crates in a container or store away from perimeter fencing. - Children must be supervised at all times when using the crates especially when stacking them. - They must not be stacked more than 3 high at any one time. - Crates to be checked before use for splits or missing pieces which could leave sharp edges. - Crates should be on a surface where they will not easily slip.	LOW		✓
Mats	Children	Slips Trips	- Care to be taken the mats will not slip on the surfaces and they do not start curling at the edges which could cause a trip hazard. - Mats must be stored flat and allow to dry before putting away.	LOW		✓
Use of string and ropes	Children	Injuries Inappropriate use	- Supervision at all times when using string and ropes. - Children must not use these to tie each other up. - Ropes and string must be removed when session has finished. - Rope should be used in conjunction with the tarpaulin.	LOW		✓

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Tarpaulin	Children	Inappropriate use	- The tarpaulin is to be used to make a den and not for children to run around with it not being able to see where they are going. - Supervision at all times.	LOW		✓
Den and Camping						
Den equipment	Children	Injuries	- The den equipment can be used on a hard surface as no climbing will be permitted for den making. - Children will use various resources to make a structure and place a cover over the top. - Children's play imagination will be used for various activities i.e. "Pretend camping". - All equipment used will be suitable for the age of the children and supervision in place. - All equipment will be checked for defects and any issues will be taken out of use.	LOW		✓
Water Collection						
Water hose	Children	Trips Slips Bacteria Drowning	- The water hose will be attached to the side of the wall to prevent children tripping over the hose pipe. - The hose would ideally be in an area where there is non-slip surfacing (if not possible children should have suitable footwear on). - Care should be taken when siting the hose that a drain is close by to avoid flooding issues. - If the hose is not used for longer than a week a flushing regime must be implemented. - As water can be poured into containers there is a risk of drowning. - Children must be closely supervised with any water activity.	LOW		✓
Tubes for water use	Children	Assembling pipes	- Care to be taken when children are using the drainage tubes that they don't accidentally knock other children when transporting them. - Children must not use them as pretend weapons.	LOW		✓

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Water	Children	Drowning	- Children to be watched at all times when playing with water. - There should always be one member of staff in close proximity of the activity.	LOW		✓
Water	Children	Children getting clothes soaked	The children must wear waterproof clothing and wellies when taking part in this activity.	LOW		✓
Accidents	Children	No first aid	- First aider at all times with the children. - First aid boxes available. - Phones available if required.	LOW		✓

EARLY YEARS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Internal play equipment	Children	Slips, trips, Injuries	- All equipment purchased/loaned to be checked to ensure they are safe for the ages and stages of children attending activity. - Layout of equipment to allow adult and children to move freely between activities. - All equipment checked regularly for cleanliness, state of repair etc. - All glues, paints etc. are non-toxic. - Supervision is constant during physical play. - Children taught how to use play equipment correctly. - Wet play supervised at all times.	LOW		✓
Outdoor play Play equipment Sandpits Sand in eyes/face etc.	Children	Slips, trips, falls, Minor injury Slips/trips. Contamination of sand	- Regular checks for defects and reporting of these in place. - Repairs undertaken where necessary. - Sandpit checked for unsafe items before play and covered after use. - Clean sand regularly (including area around sandpit). - Appropriate sand is being used. - Activities supervised at all times.	LOW		✓
Falls from climbing apparatus	Children	Major injury	- Restrict and control numbers on apparatus at one time. - Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height	LOW		✓

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			restriction). - Supervision of use required at all times. - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars). - Children to wear appropriate footwear. - Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (<i>not required for climbing equipment below 60cm</i>).			
Bullying	Staff	Stress, Physical injury	- An anti-bullying policy should be in place. - Adult supervisors should be familiar with the policy. - Training for supervisors in identification and prevention of bullying.	LOW		✓
Fighting Rough games	Children	Injury	- Supervisors aware of rules on appropriate behaviour. - Supervisors trained in how to deal with this type of situation. - Prohibit inappropriate games.	LOW		✓
Security Children absconding leaving grounds unobserved	Children	Unsupervised contact with adults Abduction, Assault, Child protection issues	- Procedures in place for the arrival and departure of children (including when children leave early). - Maintained, un-breached fencing (no holes or gaps). - Points of access onto the site minimised with clearly signed routes to the reception. - If possible, provide alternative routes for visitors which will bypass playing areas. - Gates closed/secured during outside activities. - Avoid children playing in areas out of sight of adults. - Areas identified as higher risk made “out of bounds”.	LOW		✓

Supervision	Children	Missing children	- Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of gates and where there are public footpaths through the grounds. - Identify any blind spots due to walls, trees, bushes, play equipment, etc. and eliminate/reduce problem by cutting back/down hedging etc.	LOW		✓
Inadequate response to accidents	Children	Serious injury	- Adequate numbers of supervision to account for emergency situations. - First aid kits located close by playing areas. - Trained first aiders present on the site and available at all times. - Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do.	LOW		✓
Weather	Children	Inclement weather	- Suitable outdoor clothing (sunhats/wet weather wear) to be worn. - Sunscreen to be applied by parents where applicable.	LOW		✓
Door hinges	Children	Finger traps	Finger trap devices fitted to vulnerable doors where it would be foreseeable for a child to trap their fingers.	MED		✓
Nursery kitchen	Children	Gaining access	The children are prevented from gaining entry into the nursery kitchen due to a gate fitted.	LOW		✓
Nursery kitchen equipment	Children	Electrical items	- The kitchen equipment such as the washing machine should never be left on unattended and should not be over filled. - The dishwasher must be used when no children present and all sharp knives and forks pointing downwards. - Washing tablets for washing machine and dishwasher must be kept locked up at all times and in high cupboards.	LOW		✓

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Food	Children	Chocking Allergies	• All known allergies known of children. • Supervision in place while children are eating.	LOW		✓
Nutrition 1-5 years			•			
Food and drink	Children	Nutrition	• Children will be encouraged to eat a balanced diet, of a wide variety of foods. • Snacks and meals will be planned which include food from the main four food groups. • The main four food groups are: fruit and vegetables, carbohydrates (i.e. pasta, rice etc.) dairy and proteins. • Children will eat together, at the same time in the same location to encourage good eating habits. • Food containing sugar, salt and saturated fat will be limited. • Guidance will be taken from the Early Years Foundation Stage nutrition guidance document regarding which foods that should be given often and others that should be limited. • Food is purchased from reputable supermarkets/ suppliers. • Food is within its sell by date and is removed when this date is reached/exceeded. • Water and milk will be offered to drink.	LOW		✓
Food shape and type	Children	Choking	• Staff trained to appropriate levels in food hygiene. • Food is cut into narrow batons, such as cheese, melon and apples. • Grapes, cherry tomatoes and strawberries are cut lengthways and into quarters. • Firm foods and foods with rounded shapes are avoided. • Sausages are avoided, but if offered, cut into thin strips and the skins are removed. • Bones are removed from meat and fish.	LOW		✓

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			• Popcorn, whole nuts and seeds will not be given to children under the age of five. • No hard sweets, marshmallows or jelly cubes will be given to children to eat or as part of play. • Children are seated upright and are alert whilst eating. • Good supervision in place. • Children are encouraged to chew properly. • Staff trained in paediatric first aid and this is refreshed every three years at least. • Stones and pips are removed from fruit before serving.			
Preparation	Children	Food poisoning	• Staff trained to appropriate levels in food hygiene. • Food is purchased from reputable supermarkets/ suppliers. • Food is stored appropriately, and fridges are regularly cleaned, checked, and issues quickly reported and addressed. (Fridge temperatures must be below 8°C.) • Food is prepared in a safe and hygienic environment. • Staff wash their hands before preparing food and children are taught good hygiene practises too. • Surfaces for preparing and eating food are washed with hot soapy water before snacks and meals are served. • Utensils are washed well with hot soapy water before and after use. • Tea towels, cloths and sponges are washed/replaced regularly. • Food is cooked until steaming hot and then left to cool sufficiently before being served. • Spillages are cleaned immediately, wherever they	LOW		✓

			occur.			
Special considerations	Children	Anaphylaxis Intolerance Against religious beliefs or principles i.e. vegetarianism Coeliac disease	- Information is gathered from parents/carers of any known allergies, religious beliefs or principles. - Staff are aware of children who have allergies or who need to avoid certain food stuffs. - Food provided is clearly labelled and this is checked before serving any food. - Children's information is checked for allergies etc. before serving. - Children are not allowed to share food. - Medication will be given to staff for pupils if applicable. - Medication will only be accepted if a medicines form has been completed by parents.	LOW		✓
Food brought in from home	Children	Nutrition Allergies Food poisoning	- Parents are provided with detailed expectations with regard to what snacks and meals are brought in from home, how they should be prepared and tips on storage. - Children are not allowed to share food. - Food brought in from home will be kept in a cool, dry place until it is eaten.	LOW		✓
Celebrations	Children	Issues occurring	Parents/carers are aware of the policy with regard to children bringing in food for the class on special occasions and this is adhered to.	LOW		✓
Nappy Changing/Toileting			•			
Nappy changing Toileting	Children Staff	Privacy Safeguarding Biological waste Hygiene	- If nappies need to be changed, this will be carried out in an appropriate location, away from stored food and serving. - Nappies will be changed in a location that has taken into consideration the child's privacy. - The area is kept clean and is cleaned after use. - A child is never left unattended whilst having their nappy changed.	LOW		✓

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			• Safeguarding will also be considered and nappies will not be changed in a closed room, if alone. • Staff must not be in a closed off room on their own, always leave door open. • Any soiled clothing will be removed and clean clothing put on. • Nappy changes are recorded and any issues will be reported to the Headteacher. • Changing bed in EYFS (pull down type from wall) • Only to be used for small children, heavier children to be changed on floor. • Nappies are put into a nappy bag and disposed of in designated bin/s. Soiled nappies are doubled bagged. • Appropriate PPE (gloves/aprons) available for staff. • Staff and children wash their hands thoroughly after nappies have been changed.			
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ELECTRICAL EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Use of electrical equipment	Site Manager Staff Children Visitors	Electrical shock Burns Fire	• Pre-use check conducted by users. • Electrical equipment subject to regular safety inspection and test ('PAT' testing). • All tested appliances to be labelled showing date tested/next test date. • Inventory of all portable electrical equipment kept and maintained by the school. • Fixed Installation testing (every 5 years min) and any remedial work actioned. • Records retained of these checks. • Recognised competent contractors used for repairs/ maintenance. • All electrical equipment brought on to the school by contractors must have been electrically tested. • Mains isolating switches must be clearly labelled and accessible. • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.	LOW		✓
Use of extension leads Trip hazard Overloading External use	Site Manager Staff Children Visitors	Power leads present a tripping hazard (Cuts/ abrasions, Musculo- skeletal and	• Careful location. • Sufficient outlets to support the range of equipment normally used. • Use extension leads and adaptors only where necessary. • Leads of suitable length (preferably no longer than 2	LOW		✓

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		other physical injuries)	metres) and rated high enough for the job. • Use of cable covers where cables are a trip hazard. • Use 1 adaptor per socket only, adaptors should not be plugged into adaptors. • Block adaptors should not be used. • RCD (Residual Current Device) used whenever equipment is used externally. • Test RCD regularly to check that its mechanism is free and functioning.			
Defective equipment	Site Manager Staff Children Visitors	Electrical shock Burns Fire	• Any unsafe electrical items removed from use to secure location until properly repaired/disposed of. • Visual inspections of electrical equipment prior to use. • No one must be permitted to bring their electrical equipment on to the premises unless that equipment has been electrically tested.	LOW		✓

FIRE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Fire alarm indicator panel	Pupils Staff Visitors	People and property	- Panel to be checked each working day for normal operation, i.e. is the indicator light on? - Any fault to be reported to the contractor immediately. - Records to be maintained.	LOW		✓
Fire alarm and break glass points	Pupils Staff Visitors	People and property, Burns, Smoke inhalation	- The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract. - The Site Manager to undertake a weekly test of the system by activating a different break glass point each time and the findings recorded. - Any faults found to be reported immediately for corrective action and recorded. - Records to be maintained in the fire logbook.	LOW		✓
Green door release boxes	Pupils Staff Visitors	People and property, Burns, Smoke inhalation	The door release boxes will be checked on a regular basis to ensure they are working correctly in the event of an emergency.	LOW		✓
Emergency lighting	Pupils Staff Visitors	People and property, Burns, Smoke inhalation	- The emergency lighting is checked monthly by the Site Manager and on an annual basis by a competent contractor. - Any issues found will be rectified as soon as possible.	LOW		✓
Smoke and heat detectors	Pupils Staff Visitors	People and property, Burns, Smoke	- If fitted, they are to be tested on a six-monthly basis by a contractor. - Records to be maintained.	LOW		✓

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Fire signs	Pupils Staff Visitors	People and property, Burns, Smoke inhalation	- Designated fire exit routes to be suitably signed with a pictogram and arrows to comply with the new regulations. - Sufficient fire signs to be in the public areas of the school, hall etc.	LOW		✓
Fire extinguishers	Pupils Staff Visitors	People and property	- Fire extinguishers to be tested annually by contract or service agreement. - All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them. - Records to be maintained, normally on the side of the extinguisher.	LOW		✓
Fire blankets	Pupils Staff	People and property	- Fire blankets where provided should receive a visual inspection annually by the contractor. - If used they should be checked, re-packed or replaced by the contractor.	LOW		✓
Internal fire doors and closer mechanisms	Pupils Staff Visitors	People and property	- Fire door closer mechanisms should be checked regularly by the Site Manager. If faulty or leaking oil they should be replaced as soon as possible. - If doors do not close correctly, they should be repaired as soon as possible. - Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround. - Check door closers are not too stiff for small children. - Fire doors should not be propped open. - Doors to open and close correctly and not be impeded in any way or stick open. - Expanding strips in fire doors to be in good condition.	LOW		✓
External fire doors	Pupils Staff Visitors	People and property	- Site Manager to check external fire doors regularly to ensure that they open correctly, if they are not in frequent use during normal school activities. - Ensure fire doors are not locked or chained during school time.	LOW		✓

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Evacuating the school	Pupils Staff Visitors	Personal injury	• Regular fire drills in place, normally once per term. • Try to have at least one drill per year in which one exit is “notionally” blocked off to simulate fire conditions. (Do not actually block or lock a fire exit.) • If there are any pupils with access/mobility problems, ensure that someone is nominated to assist them during an evacuation. • Effective roll calls to account for everyone. • Fire Marshals to “sweep” the building to ensure that it is empty. • Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service.	LOW		✓
Fire risk assessment	Pupils Staff Visitors	Burns, Smoke inhalation, Legal requirement	• A suitable fire risk assessment has been carried out– consider, alarms, sources of ignition, combustible materials, escape routes etc. (Legal requirement.)	LOW		✓
Waste products	Pupils Staff	Slips, trips, falls, Hygiene	• Adequate systems to be in place to remove normal waste. • Adequate systems to be in place to remove clinical waste where necessary i.e. yellow bag arrangements, sharps boxes etc. • External bin areas to be kept clean, well ventilated and free from pests. • Bin areas to be washed down on a regular basis and disinfected if necessary. • Rubbish should not be allowed to accumulate in bin areas. • Bin areas are not to be used for other storage. • Bins to be chained securely from buildings to prevent fire risk from vandalism or other means.	LOW		✓

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FIRST AID

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
First aiders	Pupils Staff Visitors	Injury treatment	• There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school. • Sufficient first aiders to provide cover for holidays, illness etc. • The school has a sufficient number of first aid trained staff. • The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents. • Sufficient cover to provide first aid on school trips etc. based on risk assessment. • All staff to be aware of how to summon first aid assistance. • List of first aiders displayed in prominent position. • Provide refresher training before expiry dates of first aider's certificates. (Certificates valid for three years.)	LOW		✓
First aid kits	Pupils Staff Visitors	Injury treatment	• There are sufficient first aid kits in the school. • The school has a first aid room and bed. • All staff to be aware of location of the first aid kits. • The kits are to be regularly checked to ensure they remain adequately stocked. • There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.	LOW		✓

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FIRST AID ASSESSMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Insufficient first aid materials or trained persons in an emergency	Staff Pupils, Contractors Visitors etc.	Injuries to persons are not treated and lead to infections, more serious injuries through to death	- There are no high-risk machines/equipment within the school that could lead to serious first aid injuries that require attention. - The response time for an ambulance/for persons to reach the hospital is estimated at 10 minutes. - The school has a sufficient number of first aid trained staff. - Regular refresher training is undertaken by the nominated first aid personnel to ensure competence/knowledge is up to date. - A first aid list is displayed prominently in the school and details who and where the first aid station and personnel can be located. - First aid provision is checked on a regular basis and any used stock is replenished. - A 999 call will be made for any serious injuries that are beyond the capabilities of the first aiders.	LOW		✓

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FOOD TECHNOLOGY

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Hot surfaces liquids	Staff, pupils, volunteer helpers	Burns, scalds	- Adequate supervision and safe working procedures in place. - Staff will use portable electric cookers. - Heat resistant gloves/cloths/aprons provided. - Ensure adequate space is available around the cooker at all times when handling hot items.	LOW		✓
Sharp equipment	Staff, pupils, volunteer helpers	Cuts	- Controlled storage and use of knives. - Knives are kept sharp as blunt knives can cause serious injuries. - Wash separately do not leave in sink.	LOW		✓
Slippery floors	Staff, pupils, volunteer helpers	Slips and trips	- No obstacles in walkways and regular cleaning of floors. - Spillages should be dealt with immediately. - Paper towels to be used on small areas of water-based contamination. - Ensure good housekeeping and that any food debris/spills are cleared up immediately.	LOW		✓
Use of portable cookers	Staff, pupils, volunteer helpers	Electric shock Fire, explosion	- Inspected before use and 'PAT' tested on a regular basis. - Ovens for food preparation not to be used for other purposes e.g. heating plastics. - Fire blanket kept in the area and staff should know how to use it. - Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes.	LOW		✓

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			• There should be no wall displays, pin boards etc in the close vicinity. • Staff will put the items in the oven for the pupils. • The cooker MUST be cool before moving and only move on a trolley. • Supervision in place at all times.			
Pupils' allergies	Pupils	Allergic reactions	• Staff must be aware of pupils who may suffer from allergic reactions to certain foods. • Medication available if required.	LOW		✓

FOREST SCHOOL AREA

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Litter/ Faeces	Pupils Staff	Cuts Infections	- The area has been risk assessed and daily Risk Assessment has taken place with debris removed. - Instruct children not to pick up any discarded needles or glass etc. - Daily Risk Assessment has been carried out and faeces removed. - Areas with high number of dog walkers avoided. - Hands to be washed if contact with dog or cat faeces.	LOW		✓
Pond on school premises	Pupils Trespassers	Drowning Falling into pond	- Pond is fenced off and secured. - Pupils have been informed of water safety.	LOW		✓
Fire Pit						
Lighting the fire	Children Staff	Burns	- Fire to be lit at arm's length. - No accelerant to be used. - Fire lighters ideally to be used. - Keep pupils away whilst lighting the fire. - Pupils to be informed of fire safety.	LOW		✓
Hot items	Children Staff	Burns	- All pupils will be seated when hot items are being passed around. - First aiders on site at all times. - Pupils informed of fire safety rules.	LOW		✓
Hot food	Children Staff	Burns from food	- Pupils will be reminded that the food will be hot and to allow it to cool before eating etc. - Pupils are informed of fire safety.	LOW		✓

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Fire pit	Children Staff	Areas setting alight	- The fire pit will be sited away from potential hazards. - Staff will check the area prior to lighting the fire pit. - Pupils informed of fire safety rules.	LOW		✓
Running	Children Staff	Falling into the fire	- Pupils are reminded to walk around the fire pit carefully and no running allowed. - Seating situated 2 metres away from the pit.	LOW		✓
Hidden logs, exposed roots, tree stumps or boulders Vegetation, mud	Pupils Staff	Slips, trips, falls due to uneven/slippery ground.	- Safety talk to be given at start of activity. - No running. - Participants put into groups when necessary for activities and supervised by an adult.	LOW		✓
Donated timber	Pupils Staff	Injuries Snags/tears	Ensure all timber and equipment is free of nails and other sharp fixings.	LOW		✓
Falling branches.	Pupils Staff	Head or other injury	- Cancel visits in excessive wind. - Site Manager walks checks on daily basis for damage and removes any overhanging branches.	LOW		✓
Animal faeces/ muddy/dirty hands/litter	Pupils	Infections, Disease	- Provide wet wipes. - Ensure hands are cleaned before lunch and at end of session.	LOW		✓
Insects, wasps, plants, and fungi.	Pupils Staff	Possible allergic reaction Poisoning Stings	- Staff identify known allergic reactions within group before visit. - Discuss poisonous plants and fungi – warn children not to eat anything or put fingers in mouth. - Everyone to wash hands before lunch. - Carry antiseptic wipes.	LOW		✓
Cuts etc. from animal faeces/mud/dirty hands/litter	Pupils	Infections, Disease	- Provision of First Aid. - Provide wet wipes. Ensure hand cleaning before lunch and at end of session.	LOW		✓
Poisoning, choking from	Pupils Staff	Possible allergic	Staff identify known allergic reactions within group before visit.	LOW		✓

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insects, wasps, plants, and fungi		reaction	- Discuss poisonous plants and fungi – warn children not to eat anything or put fingers in mouth. - Everyone to wash hands before lunch. - Carry antiseptic wipes.			
Asthma, diabetes, epilepsy etc.	Pupils Staff	Medical conditions.	Find out about known conditions before session and ensure medication is taken and available.	LOW		✓
Children missing	Pupils Staff	Lost children.	- Group stays together at all times. - Adult at front and back of group. - Count children regularly. - Forest school is within school ground and secured by fencing and locked gates.	LOW		✓
Weather	Pupils Staff	Sunstroke, sunburn, Hypothermia, cold - weather (hot, cold, wet)	- Ensure children wearing appropriate clothes for the weather. - Ensure children wearing sun cream, if required. - Check that children are warm enough.	LOW		✓
Unable to contact emergency services First Aid required Safety of participants jeopardised	Pupils Staff	Outdoor classroom setting: Accidents, injuries, and emergencies on site	- Adults to carry turned on, charged up mobile phones. - Network coverage checked. - Supervision ratios maintained. - Adults aware of nearest A&E and First Aid and Emergency, Accident and Injury Procedures and site access points. - First Aid Kit and Emergency Bag available.	LOW		✓
Litter Faeces	Pupils Staff	Cuts Infections	- The area has been risk assessed and daily risk assessment has taken place with any issues removed. - Instruct children not to pick up any discarded needles or glass etc. - Daily Risk Assessment has been carried out and faeces removed.	LOW		✓

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			• Areas with high number of dog walkers avoided. • Hands to be washed if contact with dog or cat faeces.			
Additional activities	Children Staff	Lopping, chopping, etc	• The forest school leaders will have their own risk assessments for the activities carried out.	LOW		✓

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GARDENING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Tools (e.g. spade, fork etc)	Pupils	Cuts, bruises, broken bones	- All pupils are given a “safety briefing” by a competent member of staff on how to use all the equipment safely in the gardening club and in gardening lessons. - Suitable footwear is worn by persons taking part in the gardening session. - All tools are visually checked by the teacher before being handed out to pupils and are subjected to regular maintenance (e.g. cleaning, sharpening etc). - Any defected tools are taken out of use and repaired/ replaced.	LOW		✓
Poisonous flowers/plants etc.	Pupils Staff	Irritation of skin and eyes etc.	- No plants that are irritants are in the garden area used by the pupils. - Gloves are worn when pruning/cutting/disposing of flowers and plants.	LOW		✓
Hazardous substances	Pupils Staff	Irritation of skin, eyes Fire	- Wherever possible, non COSHH substances are purchased and used. All substances that fall under the COSHH Regulations have a safety data sheet available and are stored securely. - PPE is available for all persons who use any COSHH substances.	LOW		✓
Animal fouling	Staff	Infections	Before activity takes place, a visual sweep of the area is made for animal fouling and this is removed and disposed of appropriately. Hands are washed immediately after contact with any animal fouling and after the lesson has ended.	LOW		✓

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GAS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Gas appliance servicing, maintenance	Pupils Staff	Explosion, Carbon monoxide poisoning	• All gas appliances to be tested annually for safety by a “Gas Safe” gas fitter. • Gas safety certificate to be held on file for each appliance. • Gas appliances to be regularly maintained. • None “Gas Safe” registered people are prohibited from carrying out any work on gas appliances.	LOW		✓
External gas meter rooms	Pupils Staff	Explosions, Leaks	• Room to be locked when not in use. • Room not to be used for general storage.	LOW		✓

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GENERAL STORAGE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Unsuitable storage facilities	Pupils Staff	Collapse	- Storage equipment suitable and of sufficient strength and stability. - The racking/shelving units are secured to the wall to prevent them tipping or collapsing. - Shelves are securely fixed to prevent tipping or collapse. - The shelves should not be overloaded and if there are any signs of bowing the shelves must be cleared of excess weight.	LOW		✓
Storage at height	Pupils Staff	Falling objects, Collapse	- Storage of items which cannot be reached from floor level should be avoided as far as reasonably practicable. - Suitable means of access should be readily available e.g. kick stools, stepladders etc. - Appropriate training must be given before working at height and only carried out by a competent person.	LOW		✓
Manual handling activities	Pupils Staff	Musculo- skeletal disorders	'Heavy' items stored should be around waist height (to reduce the risk of manual handling injuries). - Only staff who have been trained in correct manual handling techniques should lift items which are considered a risk.	LOW		✓
Poor housekeeping	Pupils Staff	Slips, trips and falls	- Floor areas must be kept free of obstructions to provide ready access to stored items and to prevent slips, trips and falls. - Redundant items are disposed of promptly and safely.	LOW		✓

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Poor lighting	Pupils Staff	Slips, trips and falls	Suitable lighting provided.	LOW		✓
Unauthorised access	Pupils Staff	Theft	- Storage areas kept locked to deny unauthorised access. - This is particularly important where chemicals and ladders etc. are stored.	LOW		✓
Incompatible items	Pupils Staff	Fire, Explosion, etc	Incompatible items are effectively segregated e.g. acids and alkalis should be kept well apart and liquids should not be stored above powders.	LOW		✓
Lack of identification	Pupils Staff	Using wrong substances	- All containers must be clearly labelled so that their contents are readily identified e.g. where substances have been diluted into other containers such as spray bottles. - COSHH assessments must be available.	LOW		✓
Poor stock rotation	Pupils Staff	Exceeding expiry dates	Stock is rotated where necessary e.g. to avoid shelf life expiry dates being exceeded.	LOW		✓
Storage in unsuitable areas	Pupils Staff	Risk of overheating, fire, mould	Storage avoided in electric switch gear/meter rooms and boiler rooms.	LOW		✓
Unstable filing cabinets	Pupils Staff	Toppling over	Filing cabinets fitted with anti-tilt mechanisms e.g. only one drawer can be opened at a time.	LOW		✓
Training, information and instruction	Pupils Staff	Incorrect procedures	Staff have been provided with appropriate information, instruction and training where applicable.	LOW		✓

GLUE GUNS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Supervision/ class sizes	Pupils Staff	Incidents	- Group size should be appropriate to the design and size of the room and take account of the nature of the task, the equipment, and the age, ability, aptitude and special education needs of pupils. - Health and safety forms part of curriculum work where relevant.	LOW		✓
Before switching on glue guns. Switching on glue guns	Staff	Blocked glue gun Not working correctly	- Check the nozzle is free from a build-up of glue prior to switching on. - Glue sticks to be added into gun prior to switching on. - Allow the hot glue gun to heat up to the required operating temperature prior to use.	LOW		✓
Use of hot and cold glue guns	Pupils Staff	Burns	- Under no circumstances are glue guns to be permitted to be used by pupils unsupervised. - Staff will control the use of glue guns at all times. - Only older/mature pupils will be permitted to use the hot glue guns under supervision only. - Only light pressure to be used when operating the glue gun. - Always place on stand when not being used. - Re-load the glue gun when the glue ceases to flow through the nozzle. - Only staff to remove excess glue from hot guns when in use. - Only use for half an hour at one time.	LOW		✓

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			After use switch off the power and store the glue gun in a secure locked area.			
Sticking items together with the glue gun	Pupils Staff	Burns	- Care to be taken not to touch the glue with bare hands. - Apply glue to the required surface do not overload. - Apply to one surface only and bring together immediately to form the bond. - Apply slight pressure.	LOW		✓
Electricity	Pupils Staff	Electric shock	- Electrical equipment subject to regular safety inspection and test ('PAT testing'). - Visual check prior to use.	LOW		✓

HEATWAVE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Ventilation	Staff Pupils	Heat exhaustion Smoke/fire spreading Slamming doors	- Keep rooms ventilated by opening windows, using fans and if installed, air conditioning. - If opening doors, ensure appropriate door stops (wedges) are used and doors are closed when rooms are vacated. - Final exit doors from classrooms etc. may require to be propped open, ensure these do not create an obstruction if having to vacate the classrooms in the event of an emergency. (Please note these are final exit doors only and not fire doors.) - Ensure no wind tunnels are created (two doors open on either side of the room), which may cause slamming doors.	LOW		✓
Indoor activities	Staff Pupils	Heat exhaustion Heat stroke Dehydration	- Close curtains/blinds on windows which are facing the sun. - Staff and pupils to wear light weight clothing/uniform. - Water readily available and water bottles replenished as often as needed. - Regular breaks and pupils reminded to drink.	LOW		✓
Outdoor activities	Staff Pupils	Heat exhaustion Heat stroke Dehydration Sunburn	- Activities and events to take place before 11am and after 2:30pm when possible. - Encourage pupils to use shaded areas during playtimes. - Appropriate activities during PE are carried out, ensuring the pupils have plenty of water with them, are wearing appropriate clothing (that covers their	LOW		✓

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			shoulders) and regular breaks are given. • Ensure water bottles are fully replenished before going outside and are easily accessible. • Sunscreen has been applied before pupils start school and parents are regularly reminded to do this by newsletter and text. • Pupils to bring in sunhats and wear those during playtimes. • Staff to check metal/dark surfaces before being used by pupils and restrict play if they are too hot.			
School uniform	Pupils	Heat exhaustion Heat stroke	• Consider relaxing the uniform codes whilst experiencing extreme heat wave, i.e. removal of blazers and school ties.	LOW		✓
Severe heat	Staff Pupils	Heat exhaustion Heat stroke	• Staff to be aware of the signs of heat exhaustion: headaches, dizziness, confusion, loss of appetite, nausea, excessive sweating, pale clammy skin, cramps in limbs and stomach, and pupils becoming floppy and sleepy. • If someone is showing these symptoms: • Move them to a cool place. • Get them to lie down and raise their feet slightly. • Get them to drink plenty of water or rehydration drinks. • Cool their skin by using a spray or sponge with cool water. Use a fan, cold packs may also be used around the armpits and neck too (ensure these are in date and not left on the skin too long). • Ensure a member of staff stays with them until they feel better, this should take no longer than 30 minutes. • If their symptoms do not improve after 30 minutes, their temperature goes above 40°C, they lose consciousness or are unresponsive, call emergency services as this could signify they have heatstroke.	LOW		✓

HEPATITIS B

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Pupils and staff who may carry Hepatitis B infection	Staff Pupils	Infection being spread to staff and others, through infected bodily fluids	• All staff follow the universal hand washing precautions. • Disposable gloves (vinyl 1 use) and disposable aprons are used every time when dealing with body fluids. • All open wounds are covered with a waterproof plaster (sealed on all edges). • All staff members have received basic infection control training. • Any pregnant staff members will be screened for the infection during the pregnancy by their medical professional. • If skin is punctured by another person and their body fluids (containing blood) are passed on, follow universal hand washing precautions and seek medical advice.	LOW		✓

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HOME VISITS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Potentially violent client or family members/ associates/ animals	Staff	Physical or verbal abuse Possible hostage situation.	• Employees consider if another means of communication e.g. telephone, letter, meeting at school can be used to remove the need for a home visit. • If home visit is felt to be required detailed information is gathered e.g. police, prior to the visit. • A judgement is made by the staff and manager, as to whether a home visit can take place and if yes. ➢ Does the visit need to be made with a police presence? ➢ Do two members of staff need to attend? ➢ Is personal protective equipment required? • Staff must ensure they are clear on the purpose and required outcomes of visit. • Employee monitoring procedure in place through the lone worker procedure and emergency contacts e.g. ➢ Management system in place for all staff who undertake lone working e.g. whiteboard, diary sheet, 'buddy system' automatic reporting-in system, etc. ➢ Emergency procedures if a member of staff fails to report back or call in at the agreed time. • Staff complete the emergency contact schedule and personal details. • Staff have the necessary professional training, qualifications and experience. • Staff have completed relevant training e.g. Personal	LOW		✓

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			Safety, Prevention of Violence at work etc. • Staff can be provided with a personal attack alarm if appropriate. • Staff have access to a mobile phone if appropriate. • Note: not always useful, particularly when under the threat of violence but can be used by school to call employees where there are concerns to check that they are safe.			
Potentially violent client or family members/ associates/ animals (continued)	Staff	Accident, injury, Threat to personal safety, Delayed assistance in emergency	• On arrival at a visit, employees take the following action. ➢ Quickly gain an awareness of surroundings in relation to parking and the property. ➢ Take minimal personal belongings into the home. ➢ Allow the householder to lead the way into the house. ➢ Assess the appearance of inhabitants e.g. under the influence of alcohol, drugs? ➢ Request that dogs or other animals are put in another room. ➢ Sit near the door and ensure that the exit is not obstructed. ➢ Plan an exit strategy. • In the event of an incident, staff must notify their line manager ASAP.	LOW		✓
Staff medical conditions, disabilities, pregnancy, personal arrangements	Staff	Ill health, emergency situation	• Pregnant women and those with a medical condition/disability which could lead to an emergency, are considered as high risk and specific risk assessments are undertaken if they are required to work alone. • Staff must ensure they contact the school to inform them of their whereabouts if going straight home from visit. • Residents are requested, in correspondence. not to smoke for a period prior to the visit.	LOW		✓

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Accident due to the vehicle being un-roadworthy	Staff	Serious/fatal injury	- All personal vehicles used for business have a valid MOT and are deemed to be roadworthy. - Employees are responsible for ensuring their vehicles are suitable for the journey/route being undertaken e.g. enough water/oil/fuel/correct tyre pressures etc.	LOW		✓
Accident due to inability or incompetence of driver	Staff	Serious/fatal injury	- Seat belts are worn on all journeys. - Driving licences, registration documents and insurance certificates are checked upon appointment to the organisation and at regular intervals afterwards i.e. annually. (A code will be required from the person to access the DVLA.) - Staff are made aware of the Safe Use of Mobile Phones. - Staff must observe speed limits at all times. - Staff are responsible for reporting any potential problems they have in driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight. - A portable first aid kit is supplied, if felt appropriate.	LOW		✓
Inability to summon help in an emergency e.g. incident, breakdown or accident	Staff	Anxiety, Lack of emergency assistance e.g. if unwell; Threat to personal safety	- Staff have use of a mobile phone (either personal or works), charged and with sufficient credit, to be used as a means of emergency contact. - Staff adhere to Booking In & Out Procedure to ensure colleagues are aware of other team members' whereabouts. - Staff keep a list of emergency contact numbers handy e.g. in their car, or on their mobile phone;	LOW		✓
Manual handling	Staff	Musculo-skeletal injuries, cuts & bruises, etc	- Care is taken to ensure that any loads to be carried to and from a vehicle are suitable for one person to handle if travelling alone. - Staff are aware of appropriate manual handling techniques for loading and unloading vehicles.	LOW		✓
Vehicle	Staff	Serious	Vehicle service schedules to be maintained.	LOW		✓

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breakdown		injury, Fatality	• Pre-journey checks (lights, petrol, oil, coolant, tyre pressure) to be carried out. • Use of booking in/out system; to ensure colleagues are aware of their whereabouts and time due back. • Staff have charged mobile phone with sufficient calling credit. • Details of recovery organisation to be to hand in the vehicle. Recovery to be called and office to be informed of situation. • If on a rural or town road, lock car doors and remain in car until recovery vehicle arrives. • If on motor way, switch off the engine and wait in a safe place away from the hard shoulder e.g. behind the barrier.			
Lack of concentration and dangerous driving due to stressful conditions e.g. late for appointment, getting lost	Staff	Serious injury, Fatality	• Staff plan their route before commencement of journey and allow ample time, so as not to bring about fatigue; giving consideration to weather conditions, traffic updates and, where long journeys are involved, to include time for breaks.	LOW		✓
Security of vehicle and possessions Theft/break in	Staff	Loss of property/ injury/anxiety	• Whilst not an essential requirement, car alarms are fitted on most cars. • Staff ensure, that wherever possible, they park their vehicle in a suitable and safe place e.g. well- lit and in a populated area. • Vehicles are kept locked at all times when unattended and personal belongings and valuables are not left in the vehicle. If this cannot be avoided, they should not be left on display but be locked in the boot of the vehicle.	LOW		✓

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Parking	Staff Colleagues	Unlit streets Dead end streets	• When arriving at destination always ensure car is parked facing the road out of the street. • Where possible park close to the property and under a streetlamp if possible. • Do not hold mobile phones or valuables in view of people. • Be aware of surroundings. • As soon as entered car ensure car doors are locked and window kept up until on the road.	LOW		✓
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ICE & SNOW

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Icy conditions	Staff Pupils Visitors Others	Slips/trips due to icy conditions	• A sufficient amount of salt/grit is available. It is replenished once used. • Weather forecasts are monitored for ice/snow conditions. • Salt or grit is applied to the pedestrian paths when icy conditions are expected using a wheelbarrow and shovel to spread salt/grit. • Other areas that require gritting have been identified on a risk basis. • Site Manager has been provided with suitable footwear and PPE for working in icy conditions. • Areas are identified such as steps or slopes that may not be safe even when cleared. These are closed and marked accordingly with cones/signs or hazard warning tape. • Where playgrounds remain excessively slippery due to snow or ice, a nominated person will make the decision to accommodate pupils indoors at break times. • If playgrounds remain in use, supervision levels should be revised. • All reasonable efforts should be made to ensure that the school remains open. however, the Head Teacher/ Chair of Governors are clear that they make the decision whether to close the school if the icy conditions are deemed too hazardous. • Members of staff have been advised to wear	LOW		✓

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			"sensible" footwear.			
Manual handling	Staff	Injuries	• Salt or grit is used. • Suitable spreaders have been provided.	LOW		✓
Effects of the cold	Site Manager	Hypothermia	• Inclement weather clothing and gloves have been provided to Site Manager who undertakes gritting.	LOW		✓
Vehicle traffic in the car park	Staff Pupils Others	Collisions	• High-visibility clothing provided to Site Manager who undertakes gritting.	LOW		✓
Snowball games	Pupils Staff	Injuries	• Pupils are permitted to throw snowballs with fresh snow only and in designated areas. • Pupils can make snow angels. • Pupils will be permitted to build snowmen. • Suitable clothing to be worn	LOW		✓

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INFECTIOUS DISEASES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	• All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ UK Health Security Agency (UKHSA) 'Health protection in schools and other childcare facilities' ➤ DfE and UKHSA (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: ➤ DfE ➤ NHS ➤ Department for Health and Social Care ➤ UKHSA • Staff are made aware of the school's infection control procedures.	MED		✓

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INTERACTIVE WHITEBOARD

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Projector beam	Pupils Staff Visitors	Damage to eyes	- Do not stand in front of projector beam; stand to the side when working with the class. - Encourage users to keep their backs to the projector beam when standing in it. - Ensure when entering the beam, teaching staff/pupils do not look towards the beam for more than a few seconds. - Before purchasing or using projectors, where the location of the projector requires a member of teaching staff to stand in front of the beam, consideration should be given to the use of a method of brightness reduction, such as neutral density filter or brightness adjustment facility. - Position a whiteboard so that all pupils can reach it without standing on anything, or that any step is secure, level and low. - Ensure leads are safely located and access restricted to the working area. - Ensure that projectors are located out of the sight line; this ensures that, when teaching staff look at the pupils, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling mounting rather than floor or table mounting a projector. - A health and safety notice to be posted adjacent to interactive whiteboards to remind all users of the safety precautions to be followed when using the	LOW		✓

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			equipment. • Training for staff. • Pupil supervision.			
Cleaning chemicals	Pupils	Accessing chemicals	• Whiteboard cleaner should be kept locked in cleaning cupboard and used when no pupils are present. • A COSHH assessment should be completed and staff informed of the correct use of substance. • Do not place combustible materials anywhere near the equipment.	LOW		✓

LAPTOP/IPADS TROLLEYS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Laptop/iPad trolley overturning, tipping	Pupils	Injury	- Pupils are informed they are not allowed to plug in the appliances. - The trolley is only allowed to be moved by pupils with permission from staff. - Laptops/iPads to be placed on the trolley in a neat manner. - The trolley must be kept in an area where it will not be accidentally knocked. - The trolley must be checked on a regular basis to ensure no maintenance requirements are required. - The trolley will be visually checked on regular intervals to ensure no overloading of iPads. - Trolleys will be kept in the staffroom and server room.	LOW		✓
Electricity	Pupils Staff	Fire Electric shock	- Ensure laptop trolley has Declaration of Conformity or CE marking. - The units must not be left charging overnight. - PAT Testing will be carried out on a regular basis and by a competent person. - Only staff plug the laptops in for charging. - Visual checks of leads, plug must be undertaken prior to use of laptops. - Only insert or remove 3-pin plug when the socket is switched off, a notice should be displayed to remind staff of this. - RCDs should be used. - Ensure there are no trailing cables around the trolley	LOW		✓

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			when moving it, to prevent damage.			
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LESSONS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
General	Pupils Staff	Slips, trips, falls, Chemical splashes, Cuts	- Where lessons involve any degree of risk then the teacher must be competent to take that activity. - Teachers instructing in P.E. must be suitably qualified etc. - Do not allow leads to trail across walkways. - Flooring to be in a good condition.	LOW		✓
Art	Pupils Staff	Fumes from adhesives, Cuts from knives	- Adhesives to be water based rather than solvent and be non-toxic. - Craft knives should only be used under supervision. - Glue guns should be used under supervision.	LOW		✓
Technology	Pupils Staff	Tools, scissors – cuts, Electricity – burns/shock	- Pupils to be properly instructed in the safe use of all tools used and be suitably supervised. - Tools and equipment to be properly stored. - Use only batteries for experiments never mains. - Portable mains electrical appliances to be regularly tested and maintained. - Portable electric appliances not to be used if 'PAT' test is out of date.	LOW		✓
P.E.	Pupils	Cuts, Bruises, Fractures, equipment	- P.E. teachers to be suitably qualified for subject and level being taught. - Equipment to be tested on an annual basis by a competent person, normally by a company under contract, and checked each time before use by the PE teacher. - Suitable clothing to be used. - Class size to be risk assessed for activities	LOW		✓

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			- undertaken. - First aid to be available.			
Library	Pupils Staff	Back injury, Personal injury	- Free standing bookcases to be filled from the bottom to prevent them becoming unstable. - Suitable lighting to be available. - Do not allow trailing leads from computers to cross walkways. - Adequate access to be available for high shelving i.e. stepladders, kick stools etc. - Flooring to be in a good condition.	LOW		✓
Storerooms	Staff	Slips, trips, falls, Falling items	- Good housekeeping to be maintained at all times. - Storage racking and bookcases etc. to be secured to wall. - Racking and shelving are not to be overloaded. - Kick stools or step ladders to be available where high shelving is in place. - Any chairs to be removed, to prevent teachers using them for access to high shelving and risking falls. - The storeroom to have suitable lighting. - Storerooms to be locked when not in use. - Heavy items to be stored on waist high shelving, with light items at the top and bottom.	LOW		✓
Temperature	Pupils Staff	Cold, Heat stress	- School boiler to be capable of maintaining suitable temperature in school. - Sufficient means of ventilation to be available in hot weather. - If hot pipes or radiators can cause contact burns, they should be guarded, particularly in nursery and primary areas. - If hot water in taps can cause scalding, they should be fitted with anti-scald valves, particularly in nursery and reception areas. - Put up notices over taps in staff rooms and staff	LOW		✓

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			toilet areas if water can cause scalding.			
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LETTINGS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Lettings						
Persons come onto site who are unfamiliar with the local procedures (e.g. fire, first aid etc.)	Persons using building outside of normal office hours	Cuts, bruises, Smoke inhalation, Burns, death	- Risk assessments for the area of the building to be used, are shared with the persons who are hiring. - Risk assessments are requested from the party who are hiring the building. - A contract is drawn up between the school and the other party that clearly indicates the health and safety responsibilities of each party (e.g. who is responsible for providing first aid provision, the accident reporting and recording procedure etc.). - The fire procedure is clearly displayed, and all emergency exits are checked to ensure they are open whilst the building is in use. Additionally, a fire evacuation drill will be practised with (long term) groups who hire the building. - Both parties have sufficient and suitable insurance policies in place (e.g. public liability where applicable for the hirer).	LOW		✓
Doors	Younger visitors	Finger trap injuries Amputation	- All doors to be assessed for finger traps that may be used by younger children during lettings. - Finger guards installed where required. - Groups hiring facilities are warned of the dangers of finger traps and are instructed to take preventative measures to ensure these do not occur.	LOW		✓
Security	Persons using building outside of	Intruders	- Regular checks carried out by school to ensure all doors and security measures are in place and operational. - Security system in place for entry to external doors	LOW		✓

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	normal office hours		where applicable. • Hirer to ensure there is a fully charged mobile phone for use in emergencies. • Hirer to have own risk assessments that are regularly reviewed. • Hirer not to give access to buildings to unknown visitors. • Hirer to have access to a two-way radio or mobile phone to get in contact with other staff members who may be using another area in the school. • Hirer to have access to lock immediate external doors/windows to prevent unauthorised access. <u>Doors that are lockable with internal thumb turns:</u> • CHECK IDENTITY OF PERSONS PRIOR TO OPENING DOORS			
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LONE WORKING IN SCHOOL

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Working in school alone in isolated locations	Staff Colleagues	Accident/ injury, Delayed assistance in emergency Physical assault/ verbal abuse Cuts/ abrasions, Musculo- skeletal and other physical injuries	• Only agreed risk tasks to be undertaken. • Avoid high risk activities (e.g. working at height). • Mobile phone available. • Notify Head Teacher of intention to work outside regular hours. • Reduce time spent working alone as far as is reasonably practicable. • Ensure a colleague, partner, friend etc. is aware you are working alone and who to contact in the event of overdue contact. • Notify staff on site of location/estimated duration of task if working on site remote from others. • Adequate security in place. • Access to site controlled e.g. through coded doors etc. • Use of visitor badges/signing in book. • Ensure all external doors/windows secured to prevent unauthorised access. • Do not allow access to unknown callers. • External lighting adequate. • Key holders should be strictly controlled, and numbers kept to a minimum.	LOW		✓

LONE WORKING OFFSITE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Lone working Working offsite alone Home visits etc.	Staff Colleagues	Accident/ injury, Delayed assistance in emergency Physical assault/ verbal abuse Cuts/ abrasions, Musculo- skeletal and other physical injuries	- Only agreed risk tasks to be undertaken. - For home visits background information on the family is gathered beforehand, a specific risk assessment conducted where necessary. - All first visits will be undertaken in pairs. - All staff to be familiar with lone working procedures. - Mobile phone available charged and switched on. - Agreed schedule –times and location of visits to be known. - Staff own experience and training in recognising signs of aggression and avoiding/de-escalating this. - Regular supervision and arrangements for debrief/feedback from staff.	LOW		✓

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LUNCH BREAKS/MORNING BREAKS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Playground equipment	Pupils	Injuries	- Regular checks for defects and reporting of issues with playground equipment. - Inspections of play equipment.	LOW		✓
Play items (e.g. skipping ropes, footballs etc.)	Pupils	Minor injury from contact, trips and falls	- Ensure items are used only for their intended purpose. - Games to be played in appropriate areas of the school.	LOW		✓
Bullying	Pupils	stress, physical injury	Training for supervisors in identification and prevention of bullying.	LOW		✓
Fighting	Pupils	Cuts/abrasion other physical injury	- Supervisors aware of school rules on appropriate behaviour. - Supervisors trained in how to deal with this type of situation.	LOW		✓
Rough games	Pupils	Cuts/abrasion other physical injury	Prohibit inappropriate games from the school.	LOW		✓
Security Unsupervised contact with adults Absconding pupils leaving the school grounds unobserved. See also security risk	Pupils	Abduction, Assault, Child protection issues	- Maintained, un-breached fencing (no holes or gaps). - Points of access onto the site for visitors minimised with clearly signed routes to the reception. - Where possible provide alternative routes for visitors which will bypass playing areas. - Gates closed/secured at break times. - Avoid pupils playing in areas out of sight of supervisors. - Areas of site identified as higher risk made “out of bounds”.	LOW		✓

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assessment.			Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of the gates and where there are public footpaths through the school grounds.			
Inadequate response to accidents	Pupils	Potentially more severe outcome from injury	- Morning and afternoon breaks school staff will supervise with at least 2 staff on duty across school site they will supervise between 90 -120 children. - Separate key stages 1 and 2. - Adequate numbers of supervision to account for emergency situations in place. - There are a minimum of 5 lunchtime supervisors on duty across the school site, increasing to 8 in September. - There is first aid cover from teaching staff. - First aid kits located close by in school buildings. - Trained first aiders present on the site and available during lunch and break times. - Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do.	MED		✓
Wet play times	Pupils	Supervision	- If, wet play and wet at dinner times, lunchtime supervisors will supervise children in classrooms. - If morning and afternoon breaks teaching staff supervise classrooms.	LOW		✓
Litter, glass	Pupils	Minor injuries, cuts abrasions	Inspection of the area and litter pick as required.	LOW		✓
Used needles	Pupils	Needle stick injury Blood borne viruses	Inspection of the area and litter pick (identify measures for preventing needle stick injuries).	LOW		✓
Dog faeces	Pupils	Infection, Toxocariasis	- Where possible prevent dog walking within the school grounds. - Provide signage at school entrance points.	LOW		✓

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			• Provide equipment so that faeces can be removed safely.			
Trees, poisonous or thorny plants	Pupils	Minor injury, Abrasion, Allergic reaction	• Grounds maintenance contract in place to identify any foreseeable risks from falling branches etc. • Identify any plants identified as being an irritant or a danger. Educate pupils.	LOW		✓

MANUAL HANDLING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Manual handling of persons	Pupils Staff	Back injury, Personal injury	- Where the school has disabled children there must be a manual handling assessment carried out by a competent person. - Where pupils have to be assisted to move, or assisted from wheelchairs, the staff assisting them must be suitably trained. - Where pupils need assistance in and out of wheelchairs, suitable hoists may need to be available. - If staff are required to use hoists, they must have received suitable training. - Suitable areas should be available for disabled pupils, i.e. changing facilities, toilet facilities. - Evac chair training should be conducted on a regular basis (at least annually or sooner if not used skills).	LOW		✓
Manual handling of inanimate objects	Staff Site Manager	Back injury, Personal injury	- Manual handling assessments to be conducted for handling tasks. People who may be at risk are to have completed suitable training. - Suitable mechanical aids to be available, i.e. trolleys.	LOW		✓

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MEALTIMES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Food dropped on floor	Staff Pupils	Slips	- During mealtimes lunchtime staff, or kitchen staff, will remove/clean up any food and drink spilled on the floor. - At end of lunch, lunchtime staff or kitchen staff removes food and any spillages of liquid from floor and spot mop.	LOW		✓
Spillages of liquid	Staff Pupils	Slips	- If floor is wet, display wet floor sign. - Avoid using the hall if the floor is still wet. - Care to be taken when walking in the hall if flooring is wet.	LOW		✓
Moving tables and chairs	Staff Pupils	Manual handling injuries	- Staff are trained in manual handling techniques. - Staff will use the equipment i.e. trolleys to move multiple tables and chairs. - If moving items with no equipment staff must only move items to their own ability and not cut corners. - Lunchtime staff to be aware of other equipment around them (especially if hall is used to store PE equipment). - Chairs must not be stacked or moved more than 8 high unless manual handling equipment specific to task states differently.	LOW		✓
Servery	Staff Pupils	Burns or scalds from hot food or contact with servery.	- Serving protectors are used. - Pupils are supervised. - Younger pupils are assisted with carrying their food.	LOW		✓

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MEDICATION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Wrong medication administered Wrong dosage Wrong pupil	Pupils	Sickness/ vomiting Allergic reaction Serious side effects/illness	- The school has a policy in place where medicines will not be administered unless they are prescribed use only and consent has been sought and recorded. - If medicines are administered, the following will be followed: - A log is kept of all medication administered. - Medicines to be provided in the original container/labelled with the name of the appropriate pupil. - Stored in a secure place in a locked cabinet (no medicines stored in first aid kits). Staff room and kitchen. - Pupils must not be given any medicines unless by written parental request. - All emergency medicines (asthma inhalers, adrenalin pens etc.) readily available and not locked away. - Any specific training required by staff on the administration of medication e.g. adrenalin pen will be provided by external agencies. - Pupils' medical needs are catered for on visits.	LOW		✓
Auto Injection Pens	Pupils	Administered wrongly	- Adrenaline pens stored in accessible locations. - Relevant staff trained to administer adrenaline pens. - Pupils who have a prescribed adrenaline pen are known by school staff. - If an additional adrenaline pen is required, this is	LOW		✓

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			administered into the alternative thigh.			
Controlled drugs	Pupils Staff	Theft Unauthorised access Hallucinations etc. Legal requirement	- Only named staff to have access/keys to controlled drugs. - Nothing else to be stored in the same place as controlled drugs. - An inventory to be kept of the number of controlled drugs held, at least weekly. - Administration to be witness by two people.	LOW		✓

MENOPAUSE (Generic Only)

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
School environment	Staff Member	No reasonable adjustments	- The school will support the member of staff with introducing reasonable adjustments to enable the person to work in a supportive environment and with suitable and sufficient control measures in place. - Consider menopause policy to ensure all staff aware of school commitment.	LOW		✓
Memory loss Stress Sleep deprivation	Staff Member	Workload not coping	- Workloads will be accessed where staff member is not coping due to complications of the menopause i.e. brain fog, dark thoughts. - Encourage staff member to talk through any fears. - Point to agencies which can assist. - Encourage to see GP for support and possible medication. - Consider work which can be carried out at home.	LOW		✓
Accessing welfare facilities	Staff Member	Limited access to welfare facilities	- Staff member will always have access to toilet facilities. - Water available for staff member.	LOW		✓
Classroom/ Lessons Feeling hot	Staff Member	Disruption temperature control	- Cover in class if having to access facilities (teaching assistant). - Cover in office if having to access facilities. - A fan will be made available for member of staff if required. - Desk where possible moved closer to window for ventilation.	LOW		✓
Time off for	Staff	Disruption	Where possible time off will be allowed for	LOW		✓

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appointments	Member		appointments to GP or menopause clinic.			
Unexpected and heavy periods	Staff Member	In class	• Staff to look at keeping extra provisions at school in event of issues. • School will supply sanitary wear in staff toilets. • Showers available. • Cover if need to go home to change.	LOW		✓

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MINIBUS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Driving	Staff Pupils	Crashing Incidents Breakdowns	• The drivers hold the relevant qualification for driving the minibus on their licence or has attended a competency test. • The driver has received training prior to using the minibus to transport pupils. • Current best practice is followed in respect of driving and rest hours. • Driving licences are checked annually via the Gov.UK website. • Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled. • Recovery service in place. • A specific risk assessment must be carried out for all journeys to determine the ratio of staff to pupils required. • The minibus is leased by the school and the leasing company will organise the service and MOT, tax etc. • Driver will check minibus prior to use. • Minibus will be kept on the school car park.	LOW		✓
Driving	Staff Pupils	Crashing Incidents Breakdowns	• Ensure roadworthiness of the vehicle, driver must check the vehicle prior to use. • Do not overload the vehicle if in doubt check at a public weighbridge.	LOW		✓

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Road accident	Staff Pupils	Serious injury Death	• Pupils sitting in seats with seat belts fastened at all times when the vehicle is in motion. • Exits must not be blocked with luggage or equipment. • Pupils must not be allowed to move around the vehicle when it is in motion. • Pupils must not distract the driver when the vehicle is in motion. • Staff supervision to ensure that this is complied with throughout the journey.	LOW		✓
Road accident	Pupils Staff	Serious injury Death	If the accident is not serious. • On normal road keep pupils safe by remaining on the transport if it is safe to do so. • If not move the young people to a safe location protected from oncoming traffic. • When moving follow the Highway Code and use staff to supervise the pupils to avoid danger. If the accident is serious • Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time. • Deal with casualties as best as you can until emergency help arrives. • Control communications with parents. • Contact school as soon as possible. • Co-operate with the emergency services and at least one member of staff accompanies an injured student to hospital. They remain there until parents or guardians arrive.	LOW		✓
Mechanical breakdown motorway	Pupils Staff	Collisions Injuries	• Get the group behind the crash barrier as soon as possible. • Keep the pupils in a safe position until either the problem is fixed, or replacement transport arrives.	LOW		✓

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			Check systems are in place to cover such circumstances i.e. Road recovery service.			
Illness – pupil	Pupils Staff	Time critical	- If appropriate drive to the nearest hospital with the casualty if not call emergency services. - Member of staff identified to accompany the injured or ill pupil to hospital if necessary. - Staff will remain there until parents/guardians arrive or the patient is released.	LOW		✓
Illness – staff	Pupils Staff	Time critical	- Supervision reorganised to take into account the member of staff now missing. - Contact made with establishment so that next of kin can be informed as soon as possible. - Plan B brought into play if supervision levels now prevent the original activities from taking place. - Additional/replacement member of staff to join the venture to maintain supervision levels. - Group return home early if supervision levels fall below the required standard for safety to be maintained.	LOW		✓
Lost pupil	Pupil missing	Time critical	Head count taken on a regular basis especially when pupils leave and re-board transport.	LOW		✓
Driving own vehicle	Pupils Staff	Driving on school business	- If staff drive on school business and not just commute, they must have business insurance on their insurance. - This is the staff's responsibility and not the schools.	LOW		✓

MUD KITCHEN

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Contact with soil	Children	Ingesting soil	- Provide hand washing provisions for during and after play establish hand washing routines. - Children encouraged to follow a no consumption routine in this area.	LOW		✓
Soil contamination	Children	Ingesting/ absorbing contaminated soil	- Soil should be checked for contaminants daily, before play. - Checking for contaminants is part of the daily inspection checklist. - Children encouraged to follow a no consumption routine in this area. - Not using manure or fertilizers on garden beds surrounding the digging patch. - Raise awareness on the signs of contamination to look out for.	LOW		✓
Washing up – utensils, pots, equipment	Staff	Accidental bump or knock with resources Injury from a sharp rusty resource	- Pots, utensils and equipment to be washed and dried or left to drain reasonably often to avoid rusting. - Utensils and equipment to be checked by staff to ensure in good condition and removed when not. - Store in sacks or baskets for drainage and aeration.	LOW		✓
Storage of utensils, pots, equipment	Children Staff	Manual handling, moving the baskets of pots, pans, utensils	- Raise awareness of manual handling with adults and children. - Ensure baskets are not overloaded. - Store on low shelves in shed or purpose-built storage boxes near the mud kitchen. - Use a trolley to transport heavy items.	LOW		✓

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			• Training in safe lifting/carrying procedures when appropriate.			
Water	Children Staff	Drowning Flooding during heavy, prolonged rain events	• Containers provided do not allow falling in. • Staff to supervise closely should paddling pools or large containers of water be offered. • Staff to monitor area during flooding/prolonged rain events and implement water safety policy.	LOW		✓
Water	Children	Stagnant water, Consumption/absorption of contaminants	• Water containers are emptied at the end of each session/day and not left to go stagnant. • Water containers are cleaned regularly and checked for foreign bodies, mould, algae. • Children encouraged to follow a no consumption routine in this area. • Children are made aware of the potential hazard of stagnant water and how to avoid this.	LOW		✓
Wet/dirty clothes and shoes	Children	Children get cold	• School provides class sets of puddle suits. • Children encouraged to keep a pair of boots at school. • Parents are aware children need to be provided with multiple changes of clothes through newsletters.	LOW		✓
Slippery surfaces	Children Staff	Serious injuries Cuts and abrasions Slips Trips Falls	• Suitable footwear to be worn by children and adults including staff and parent helpers (gumboots, shoes with non-slip soles or bare feet). • Provide area for changing shoes and putting on puddle suits. • Wet and muddy shoes to be removed before entering the building. • If area around digging patch and mud kitchen becomes too slippery, spread some mulch/soft fall – staff to monitor and decide when action is required.	LOW		✓
Slips, trips and falls	Children Staff	Serious injuries Cuts and	• Regular checks for defects and reporting of issues. • Children to be advised to be aware of uneven floor, tree roots, fallen sticks and pinecones.	LOW		✓

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		abrasions	- Area checked daily for hazards (such as a branch) and hazard removed. - Children are monitored by staff to ensure they are not standing on unstable or unsuitable equipment. - Staff to assess daily if weather means area cannot be accessed.			
Gravel/ pebbles Pieces of natural materials	Children	Choking	- Any children likely to explore by putting things in their mouth are identified. - Extra supervision for children with greater likelihood to put things in their mouth. - Children encouraged to follow a no consumption routine in this area. - All children made aware not to put small objects in their mouth.	LOW		✓
Use of plants and other foraged natural materials	Children	Ingesting or absorbing poisonous plants or fungi Allergies	- Raise awareness with children about possible risks in eating unknown plants or fungi. - Children are informed of the dangers of fungi and warned not to use in play. - Plants within play space are chosen in consultation with landscape architect. - Adults are aware of and remove hazardous plants likely to cause serious illness. - Children encouraged to follow a no consumption routine in this area. - Children encouraged to wash hands before touching their face.	LOW		✓

MUSIC LESSONS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Manual handling	Pupils Staff	Musculo- skeletal disorders	- Pupils must not lift equipment that is beyond their capabilities. - Large equipment should be transported on a trolley where possible.	LOW		✓
Injuries through over exuberance of pupils	Pupils Staff	Musculo- skeletal disorders	- There must be supervision of pupils using drumsticks or hammers. - Heavy musical instruments must be placed on a stable and firm stand or table.	LOW		✓
Noise	Pupils Staff	Deafness	- All significant noise sources within the school must be identified in line with the Control of Noise at Work Regulations 2005. - Where noise sources can be reduced through the implementation of simple control measures then this must be done. - All attempts must be made to reduce the noise at source or to use equipment that is less noisy, if it is reasonably practicable to do so. - Where noise sources are significant, then a noise reading must be taken, by a competent person, and that reading recorded. - Ensure that control measures do not cause additional hazards e.g. ensure alarms are audible in soundproof booths. - Each room/area in the school building must have acoustic conditions appropriate to its use.	LOW		✓

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Inadequate storage	Pupils Staff	Lack of space, Items falling	• Equipment must be reasonably accessible. • Pupils may take their instruments home.	LOW		✓
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NEW & EXPECTANT MOTHERS (Generic only)

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Working environment	Staff	Tiredness when having to walk upstairs, Lack of ease of access to welfare facilities	- The staff member works in a classroom which is based close to the toilets. - Suitable chair is made available for staff member to rest as and when they see fit. - All flooring in the immediate work area is level/even with no trailing cables/ripped carpets or other obvious tripping hazards etc.	LOW		✓
Violence/ aggression	Staff	Physical and emotional injury to the expectant mother through to birth defects/ miscarriage or loss of the unborn child	- Where there are known children, who are aggressive/ violent (e.g. some types of special needs), then the expectant mother does not work with those children for the period of the pregnancy. - Staff member will take a non-confrontational approach and will remove themselves from any aggressive incidents that may lead to violence at the earliest opportunity.	LOW		✓
Manual handling	Staff	Musculo-skeletal disorders for the mother and injury to the unborn child	- Manual handling risk assessments are available for all handling tasks where there is a risk of injury. - All relevant staff members have received manual handling training. - Employees whose job includes manual handling of loads and who feel that, due to pregnancy or a recent caesarean they are temporarily unable to carry out certain tasks, should always request assistance and not attempt to handle excessive loads. - Each staff member will carry out a “dynamic” (on the spot), risk assessment prior to any handling task and will not attempt to move loads beyond their	LOW		✓

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			capabilities.			
Movement and posture (including display screen equipment use)	Staff	Aches, pains	- Rest facilities are provided for pregnant and nursing mothers. - Staff members will review their own workstations periodically (seeking assistance from a DSE assessor) to take short-term measures (a footrest, a different chair) to solve short-term problems.	LOW		✓
Biological and chemical materials/ substances etc.	Staff	Poisonings, overpowering fumes or smells, diseases etc.	- Universal hand washing procedures are followed, and soap and hot water is made available at all times. - When there are known cases of certain diseases, then the staff member will be isolated/removed from areas where they may come into contact (e.g. visits to farms where there are sheep). - COSHH Assessments to be completed and COSHH data available on any harmful effects to pregnant/nursing mothers. - PPE to be supplied and available at all times.	LOW		✓
Emergency procedures	Staff	Early labour, unwell	- Workplace risk assessments and H&S arrangements. - Identification of medical provision within the workplace and nearest professional medical facilities.	LOW		✓

NON-HAZARDOUS CHEMICALS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Excessive use of chemical substances	Staff, Pupils	Accidental consumption	- Care must still be taken when using non-hazardous chemicals. - Always read the label and any specific instructions. - Keep out of reach of pupils and store safely. - Chemicals used for playing i.e. shaving foam to be sprayed/dispensed by an adult only.	LOW		✓

OFFICE RECEPTION AREAS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Fire	Staff Visitors Pupils Contractors	Burns Death Smoke inhalation	- See Fire Risk Assessment. - Staff are aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm (e.g. provision of fire evacuation procedure and fire action notices). - Suitable fire extinguishers are readily available e.g. water, foam and carbon dioxide.	LOW		✓
Use of electrical equipment	Staff	Electrocution	- There are a sufficient number of sockets provided. Where not, non-reel extension cables are used as a last resort. - Electrical equipment is visually checked on a regular basis for damage e.g. damage to electrical leads, plugs, sockets.	LOW		✓
Poor maintenance	Staff	Lack of resources	- Arrangements are in place to report defective plugs or cables. - All equipment undergone portable appliance testing ('PAT') is conducted by a competent person at a maximum of 2 yearly intervals.	LOW		✓
Poor housekeeping	Staff Visitors Public Contractors	Slips, trips, falls	- Good housekeeping standards are maintained e.g. safe access/egress around the area to prevent slips, trips and falls. - Arrangements are in place to ensure that trailing leads do not pose a trip hazard (tied, cable tidies, beneath tables, along skirting boards etc).	LOW		✓

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Manual handling activities	Staff Contractors	Musculoskeletal disorders	• Appropriate mechanical aids are available to transport boxes of paper etc. e.g. trolley/sack trucks. • Arrangements are in place for the handling of heavier loads e.g. furniture. Staff trained in manual handling techniques. • If the risk cannot be avoided, a more detailed assessment is required by the Manual Handling Operations Regulations.	LOW		✓
Use of display screen equipment	Staff	Musculoskeletal disorders WRULDS	• Where staff are defined as users, a self-assessment DSE will be conducted. • Where staff identified with problems/concerns, equipment will be provided to assist in their daily tasks. • DSE Assessments will be reviewed annually or before if any concerns. • All DSE Assessments will be reviewed by a competent person.	LOW		✓
Exposure to hazardous substances	Staff	Health effects	• All staff are aware of good practice in regard to substances. • Any substances covered by COSHH will have a COSHH Assessment. • If the substance is not covered by COSHH, it is stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet.	LOW		✓
Use of photocopier	Staff	Entrapment, Inhalation	• The area is adequately ventilated. • Arrangements are in place to ensure that trailing leads do not pose a trip hazard. • A designated person/s has been appointed to change the toner and attend to paper jams etc.	LOW		✓
Environment	Staff	Comfort factors	• Indoor workplaces are kept reasonably warm in winter (the minimum requirement is 16°C for	LOW		✓

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			employees). • Arrangements are in place to provide reasonable working conditions in summer e.g. windows can be opened, and fans are available. • There is adequate lighting. • There is a reasonable amount of space. • Appropriate storage is available. • No objects are to be stored on top of cupboards.			
Lone working	Staff	Attack Injury	• Staff who are required to work in the building alone e.g. out of office hours have been informed of the appropriate precautions to be taken e.g. means of communication.	LOW		✓
Provision of First Aid	Staff	Injuries	• Trained First Aiders available. • First Aid kit readily available.	LOW		✓
Security	Staff	Violence Intruders	• Office locked when not in use. • Visitor's book and badges for authorised visitors and contractors.	LOW		✓
Welfare facilities	Staff	Lack of resources	• Washing of hands facilities available. • Staff room available for breaks, etc. • Staff toilets.	LOW		✓
Lack of training, information and instruction	Staff	Injury Ill health	• Staff are aware of the above. procedures/ arrangements which are in place.	LOW		✓
Office equipment	Staff Pupils	Injuries	• Under NO circumstances are pupils permitted to use any of the equipment i.e. shredder, guillotine, photo copiers. • When using the shredder and guillotine clothing must be kept tucked in and out of the way.	LOW		✓

OPENING AND CLOSING OF SCHOOL GATES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Opening and closing of gates on the school	Staff Pupils Parents	Entrapment injuries	• When operating pedestrian or car park gates care must be taken at all times. • It is imperative when opening and closing gates the person is not standing directly behind the gate. • Vehicle access gates and pedestrian gates should only be manoeuvred by holding the end of the gate keeping feet clear from entrapment at the bottom and walk into position keeping a look out for other people movement in the area. • When closing step through the opening before the gate is fully closed. • Where possible pedestrian gates to remain open and locked in place (unless gates are operated automatically) • If there is a risk of injury when operating gates, consider warning signs to be erected or a skirt to be fixed to the bottom of the gate. • Ensure drop bolts are used when gates are in the open position. • Take extra care in high winds.	LOW		✓

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PAINTING & DECORATING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Debris/dust	Site Manager	Ill health	- Ensure suitable PPE is worn i.e. eye protection, gloves etc. - Appropriate protective equipment to be worn when at risk (dust mask, goggles). - Ventilation in place i.e. window open or drill and vacuum at same time.	LOW		✓
Cuts from cleaning surfaces	Site Manager	Infections	- Wear gloves when cleaning surface. - Cover cuts/open wounds. - Wash/wipe hands before eating, drinking, smoking and after work completed.	MED		✓
Slips/trips	Site Manager	Incidents	- Ensure good housekeeping at site. - Ensure clear working area at site if possible. - Ensure dustsheets, mats etc. cannot slip/slide underfoot.	LOW		✓
Working at height	Site Manager	Falls	If carrying out painting at height a risk assessment must be carried out on the duration and area requiring painting.	MED		✓
Exposure to asbestos fibres	Site Manager	Ill health	- Check register for content/location. - Inspections on site before commencing work. If asbestos is identified, or suspected, then suspend work and contact Head Teacher. - NOTE: only a licensed approved contractor can undertake removal of asbestos.	LOW		✓

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PARENTS EVENING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Parents coming into school	Parents Children Staff	Unaware of fire procedures	- Parents evening should be arranged so only selective areas of the school are in use, to enable staff and parents to evacuate safely if necessary. - Parents to be made aware of evacuation procedures (signs visible). - Open evenings will allow parents to walk around the whole of the school. - Sensitive rooms/information will be locked and stored away.	LOW		✓
Staff alone with parent/s	Staff Parent/s	Accusations	- Parents evening is conducted in the classrooms and hall with 2 staff in each classroom with doors left open. - SLT at times walking around the school. - No sensitive information will be left out while parents are looking at their child's work.	LOW		✓
Violence	Parents Staff	Physical Injury	Staff should be made aware of parents who are known to display threatening behaviour and systems put in place to minimise any violence.	LOW		✓
Theft	Staff	Sensitive or personal information taken from school	- All classrooms, staff room and offices should be kept locked if not in use. - The school should minimise the number of rooms used on parents evening.	LOW		✓
Trespassers	Parents Staff	Verbal and physical abuse	- Staff should be aware of person's who appear to be trespassing in the school. - Site Manager should be made aware of potential trespassers.	LOW		✓

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			Police should be called if the trespassers refuse to leave the school building.			
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PARENTS (Participation)

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Craft					YES	NO
Equipment	Pupils Staff Parents	Slips, trips, falls, Equipment falling on people	- Equipment to be stored safely. - Heavy equipment to be moved by staff. - Parents to remain observant and follow staff guidance. - Parents must not move any of the equipment unless staff are present.	LOW		✓
Hall						
Floor	Pupils Staff Parents	Slips, trips, falls	- All exits to remain clear. - Floors in a good condition. - Chairs to be suitably stacked when not in use or removed to storeroom. - Fire signs to remain in view when productions take place.	LOW		✓
Dance/PE						
Participation	Parents	Slips, trips, falls	- Parents are reminded to wear suitable clothing and footwear if participating in dance/PE activities with their child. - There must be sufficient space for the activity taking place. - All exits to remain clear at all times. - The area is to be kept free from trip hazards at all times.	LOW		✓

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PERSONAL PROTECTIVE EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
No PPE in place	Site Manager Staff	Injuries	- Activities which require Personal Protective Equipment will be supplied by the school free of charge. - Staff must inform the Head Teacher of any PPE which they will require. - Goggles will be kept clean and replaced when broken, scratched etc. - Gloves will be used when required. They must be suitable for the task at hand. - Shoes/boots must be suitable and sufficient for the task/activity. - Hi-Viz clothing will be kept clean and worn as and when required. - Hard hats – to be worn when there is a risk of falling or items falling when working. Hard hat must be replaced as stated inside the hat. - Where cleaning chemicals are used the appropriate PPE will be worn as required by the products information label or COSHH Data sheet.	LOW		✓
Inappropriate work wear	Staff	Slips and trips	- Stout footwear with slip resistant soles is provided and must be worn. These must have toe protectors in place. - To conform to: - EN ISO 20345:2004 - Safety Footwear - EN ISO 20346:2004 – Protective Footwear	LOW		✓
Slips	Staff	Injuries	It is advisable that staff wear appropriate – non slip	LOW		✓

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			footwear where there may be a risk of slipping i.e. wet floors, inclement weather. • To conform to: • EN ISO 20345:2004 - Safety Footwear • EN ISO 20346:2004 – Protective Footwear			
Painting and decorating	Staff	Debris and dust	• The Site Manager must wear appropriate gloves depending on the substance used. • Conform to BS EN 420. • Eye protection to be worn goggles or safety glasses. • Where there is a sufficient amount of dust a dust mask must be worn.	LOW		✓
Litter picking	Staff	Broken glass injuries	• Appropriate gloves must be worn when handling broken glass. • Conform to BS EN 388.	LOW		✓
Exposure to communicable diseases	Staff	Infections	• Disposable gloves to be worn at all times when dealing with bodily fluids. • Disposable aprons must be worn where there is a risk of splashing. • Cleaners must wear disposable gloves when cleaning school toilets. • Conform to BS EN 420	LOW		✓

PE ACTIVITIES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
PE equipment	Pupils Staff	Slips, trips, falls, Equipment falling on people	- Equipment to be stored safely. - Equipment to be moved from the store by staff. - If pupils move equipment, it should be under supervision. - If equipment is stored in the hall, it should not interfere with activities that are carried out in the hall. - Floor to be in good condition. - Staff to be competent in supervising the activities carried out in the hall or elsewhere. - All glass to be safety glass or treated with safety film.	LOW		✓
Wall bars Benches Mats	Pupils Staff	Not inspected No Supervision Injury	- Wall bars, benches and mats are inspected on an annual basis by a competent contractor and issues remedied. - Items checked by staff prior to use. - Pupils shown how to use the equipment and supervised at all times. - Flat mats only used when pupils are climbing the wall bars and not the crash mats.	LOW		✓
Floor	Pupils Staff	Slips, trips, falls	- All exits to remain clear. - Floor to be in a good condition. - Chairs to be suitably stacked when not in use or removed to store area. - Area to remain clear for PE sessions to prevent injury. - Fire signs to remain in view when productions take place. - Floor should be dry and clean prior to PE activities	LOW		✓

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			taking place.			
Defective flooring	Pupils Staff Others	Slips trips falls	- Condition of premises regularly checked. - Prompt maintenance of defects. - Floors regularly cleaned to reduce slip accidents.	LOW		✓
Broken glazing	Pupils Staff Others	Cuts	- All glazing in vulnerable areas (>250mm wide and up to waist height in internal walls/partitions and windows, up to shoulder height in doors) either filmed or safety glazing. - Impact resistant toughened glass or glazing protection provided where risk assessment indicates that it is required. - Broken glazing to be made safe immediately and pupils will not be permitted to do activities in bare feet. - Pumps/trainers to be worn always.	LOW		✓
Sports equipment storage area	Pupils Staff Others	Injury, dust, fire	- Equipment safely stacked. - Regular inspection of area. - Good housekeeping, area kept clean and tidy. - No over stacking of furniture.	LOW		✓
Misuse of sports equipment	Pupils Staff Others	Injury	- Adequate supervision by trained authorised staff. - Induction for users in correct method of using equipment. - First aid trained staff to deal with injuries and first aid kits available.	LOW		✓
Defective sports equipment	Pupils Staff Others	Injury	- Planned inspection and maintenance routine with testing where appropriate for type of equipment used. - Defective items removed from area or locked away where possible or marked clearly to indicate they should not be used.	LOW		✓
Competence of instructors	Pupils Staff Others	Injury to pupils	- Teachers and Sports Coaches for PE delivery have a relevant national governing body coaching qualification (if applicable) for the activities identified. - They are informed of the fire and emergency procedures for the school.	LOW		✓

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			- Pupils must have the correct PPE if taking part in contact games or sports considered to be high risk. - First Aiders available and First Aid kits.			
Staff involvement with pupils participating in PE and Games	Pupils Staff Others	Injury to pupils	- Staff participation with pupils in lessons or at lunchtime/breaks must not participate in a full game where physical contact will be made i.e. tackling (football) or hard objects being thrown or strike (rounders, cricket) due to height and weight and experience difference. - Take a limited role in a game to set up situations that enable the pupils to learn from the participation. - Adult involvement in activities such as tackling (other than static demonstrations) shooting with power and bowling or pitching with pace.	LOW		✓
Outdoors PE	Pupils Staff Others	Injury	- The staff member must check the weather conditions and ensure they are suitable for the games being played. - The area/ground to be checked for hazards i.e. fox excrement, glass etc. - All goal posts to be checked prior to use that they are stable and secured. - First aid to be taken on field always. - Asthma inhalers must be close by at all times.	LOW		✓
Games: football etc.	Pupils	Physical injury	- There is sufficient personal protective equipment. - Footwear and suitable clothing are supplied by the pupils' parents/guardians and the school ensures correct type for the activity e.g. tracksuits and long sleeved shirts. - AFPE guidelines adhered to at all times. - No jewellery to be worn and long hair should be tied back. - Netball and basketball posts will be weighted down to prevent toppling.	LOW		✓

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Pupils health and abilities	Pupils Staff Others	Ill health Incidents	- Pupils' medication if relevant will be taken outside for lessons (asthma inhalers) or the emergency inhaler will be taken outside. - Staff will be competent in dealing with medical issues.	LOW		✓
Pupils wearing jewellery	Pupils	Incidents	- Pupils are not permitted to wear jewellery, this includes earrings, necklaces, bracelets, watches etc. - Staff are not permitted to take pupils earrings out; this must be carried out by parents only. - Religious jewellery may be worn if permission from Head Teacher, but this must be suitably covered i.e. tape and sweatband (this doesn't include earrings)	LOW		✓
Contact with floor or object/ persons	Pupils Staff	Concussion	- Follow the guidance from UK Government – if in doubt sit them out. - No-one should return to competition, training or Physical Education (PE) lessons within 24 hours of a suspected concussion. Anyone with a suspected concussion should NOT drive a motor vehicle (e.g. car or motorcycle), ride a bicycle, operate machinery, or drink alcohol within 24 hours of a suspected concussion and commercial drivers (HGV etc.) should seek review by an appropriate Healthcare Professional before driving.	MED		✓

PLASTER OF PARIS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
			NEVER CAST FACES USING PLASTER			
Use of plaster on body parts Body casting with layered plaster	Pupils	Burns	- Always use a plastic bag or cling film over the limb being plastered (the bag can be fixed with a few strips of masking tape). - Always make sure the person can escape at every stage in case of emergencies.	LOW		✓
Unsupervised activity	Pupils	Burns	- The teacher will need all pupils to behave responsibly - otherwise the whole session should be aborted. No one should try to set their self or another person in liquid plaster or to make a cast that prevents the limb from being extracted at any stage of the process.	LOW		✓
Medical emergencies Supervision	Pupils	Burns	- Prior to starting any activity using the Plaster of Paris ensure all emergency equipment is available close by and there is a sufficient amount of supervision in place. - Staff MUST know how to deal with emergency situations.	LOW		✓
Use of equipment	Pupils Staff	Burns Slips trips	- Prior to starting activity staff must ensure they have access to all relevant equipment and PPE. - Phone, goggles, masks, gloves, disposable gloves, rubber overalls, wellingtons. Buckets – a good flexible, smooth bucket can be flexed clean once dry. Disposable plastic containers e.g. recycled flexible plastic food trays. Newspapers, water sprayer, towels, sponges. Plastic bags, swing bin liners, bin bags. Plaster, ModRoc or scrim, paint scraper, rubber spatula for scraping off wet plaster. Floor mop and	LOW		✓

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			bucket, nailbrushes, floor scrubbing brushes, plastic dustpan and brush, washing up brushes. Blunt nosed but strong scissors or snips, pad saw, masking tape, flexible rubber plaster mixing pots.			
Preparation for limb casting	Pupils	Burns	• Never cast faces with plaster. • All pupils and staff must wear gloves when handling plaster. • Pupils work in pairs, a model and a modeller – this can provide moral support as some may feel the process infringes their personal boundaries. • Use sheet plastic or bin bags to protect clothing do not place bags over the model's head. • Everyone working with plaster must always wear goggles to protect eyes. • Cut the sheeting (or ModRoc) in advance and allow a teacher or technician to mix the plaster (or water if using ModRoc) in a bucket – demonstrate the process if possible. • Never leave large quantities of plaster unattended. • Check models are positioned comfortably – they will have to keep still for about 10 minutes. • Teacher carries the bucket around to the pairs. • Teacher dips the sheet and makes the initial placement thus ensuring that all is safe and protected. • The teacher remains in charge of the bucket at all times – this enables setting to be anticipated and the bucket to be emptied of plaster before it sets. • Modellers get working – there is about 10 minutes until the set is complete so don't delay! • Models can be released once the plaster has set. • The fabric allows for a slight flexing of the edges, which may be repaired afterwards.	LOW		✓

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			Keep any remaining unused plaster or ModRoc dry and locked away. REMEMBER: NEVER ATTEMPT TO CAST A LIMB OR ANY BODY PART IN A CONTAINER OF WET PLASTER OF PARIS			
In the event of becoming trapped in setting plaster	Pupils	Burns Time critical	- Keep calm and keep the model calm – you need them to work with you. - Provide a buddy, explain what you are doing and give lots of reassurance. - Ask them to tell you if something hurts. - A calm model will have the easiest rescue. - If the plaster layer is thin, as advised, try to cut the plaster away with blunt nosed scissors. - If this does not work, you can try using a pad saw (or keyhole saw) to cut away the plaster by sliding the blade between plaster and skin and cutting from inside to outside. - Take care not to cause damage to the body part inside. - Using a hammer and chisel is not advised as it is almost certain to cause further damage unless very carefully controlled. - If cutting is not possible after a very short time, then call emergency services and say what has happened so that they may be able to bring suitable cutting equipment. - If possible, ask the class to vacate the classroom. Don't wait for the emergency services to come. Immerse the whole limb (and plaster container if appropriate) in copious amounts of cold water. Water may act as a coolant and possibly soften the plaster making it easier to remove. - Focus on keeping cold water running over the skin	MED		✓

			and plaster until emergency help arrives.			
Making plaster moulds	Pupils	Burns	• If making a 'mould' or impression of an object or body-part the safest, fastest, most accurate method is to use an alginate (a flexible compound sometimes used in dentistry). • Alternatively use a clay press mould. • Pour plaster into the mould to make the cast. • Use of Fine Casting Plaster will provide more detail. • Layer of no more than 5mm will suffice with two layers of plaster bandage or gauze used to secure and hold the plaster together.	LOW		✓
Cleanliness in the classroom	Pupils Staff	Slips trips	• It is essential to clear away carefully and thoroughly. • Plaster of Paris dust needs to be controlled as it is an irritant that can cause usually mild breathing difficulties. • Protect clothing, skin and hair with overalls, protect furniture and floor with newspaper and bin bags. • Never pour wet plaster down the sink as it will set and block the sink. Ensure that sinks are fitted with a plaster trap. • Even plaster used for washing equipment has particles that will settle so, pouring is best done with running water. • Check how Plaster of Paris will be cleared up safely. • Lightly spray the plaster and newspaper with water to help prevent plaster dust from spreading. • Try to gather up plastic containers and newspaper without shedding plaster fragments. Place all plaster fragments in a rubbish bag. Clean/scrape tables and floor. • Clean and dry soles of shoes. • Avoid getting plaster anywhere near clay or clay tools - metal will rust quickly with plaster and if Plaster of	LOW		✓

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			Paris is introduced into a clay body that is subsequently fired in a kiln, the clay explodes.			
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PLAY/RECREATION TIME/FIXED OUTDOOR PLAY EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Lack of supervision, Hard surfaces, Sharp/hard edges – low level walls	Pupils	Slips, trips and falls	- Regular inspections carried out by the Site Manager to ensure that access routes are maintained in a good condition. - Hazard reporting procedure in place. - Avoidance of sudden changes of level such as unnecessary steps. - Any moss, etc is removed from paved areas. - Fallen leaves to be removed as and when necessary.	LOW		✓
Plants/litter/ glass/needles	Pupils	Poisonous and thorny needle stick injuries, cuts	- Only plants recommended by competent person. - Litter regularly collected.	LOW		✓
Glazing	Pupils	Cuts	- Ensure glazing risk assessment is undertaken. - Any broken glazing is made safe and replaced/ repaired.	LOW		✓
Security of site insufficient	Pupils	Access by unauthorised persons	- Security risk assessment to be undertaken of the school site. - Appropriate security measures are in place e.g. closed/locked gates, high fencing restricted access to flat roofs. - Safe working procedures including personal protective clothing, if necessary, when clearing playgrounds.	LOW		✓
Animals wandering onto site	Pupils, Staff	Infection, Attack	Check site for faeces, remove and dispose of safely.	LOW		✓
Play tyres	Pupils	Slips	Regular inspection of the equipment and prompt	LOW		✓

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			repair. • Tyres not to be played on when wet. • Pupils are informed of rules when playing on tyres. • Restriction on the number of pupils at one time.			
Play equipment	Pupils	Slips trips falls	• The outdoor play equipment will only be in use when the weather conditions are suitable. • Staff will ensure only a limited number of persons on each play equipment. • Staff to report any incidents or broken equipment immediately. • There is a 3-tier inspection regime in place including an inspection by the Site Staff, a termly inspection by an Operational Inspector and an annual inspection carried out by a competent contractor. • Considered Best Practice that all annual inspections should be carried out by an independent RPII registered Annual Inspector of Play. • Where falls from equipment is a possibility, impact absorbent surface should be provided underneath.	LOW		✓
Damage to equipment – goalposts	Pupils	Collapse of equipment	• Regular inspection of the equipment and prompt repair. • Plastic goal posts used and inspected.	LOW		✓
Weather	Pupils	Rain, ice, snow, heat, wind	• Surface suitably salted and gritted in icy/snowy weather or taken out of use. • Shaded areas available in the heat.	LOW		✓
Fire	Pupils Staff	Inhalation, Fumes	• The school will incorporate a fire evacuation drill at break times.	LOW		✓
Splinters or protruding nails on wooden fence	Pupils	Impalement	• Inspection of fencing, etc.	LOW		✓
Wasps	Pupils	Insect bite/sting	• Monitoring environment for wasp nests.	LOW		✓
Loose/broken	Pupils	Slips, trips, falls	• Monitor and repair as soon as possible.	LOW		✓

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manhole covers			Any out of bounds areas clearly identified.			
Inadequate supervision	Pupils	Injured, missing pupil	- Sufficient supervision in place ensuring all areas and pupils are adequately supervised at all times. - First aid provision will be in place.	LOW		✓
Breaktimes Morning and afternoon	Pupils	Insufficient Supervision	- Adequate ratio of staff on duty. - Separate playgrounds.	LOW		✓
Ball games	Pupils	Broken windows	Windows facing onto playgrounds where ball games are played are made safe e.g., safety film, covered with protective mesh.	LOW		✓
Wet play	Pupils	Supervision	Pupils will be supervised by staff in classrooms.	LOW		✓
Equipment	Pupils	Wrong age groups using equipment.	Store safely equipment which has the potential to cause harm during lower levels of supervision.	LOW		✓
Manufacturer installation of equipment	Pupils Others	Not to standards	- The play equipment has been purchased and installed by a reputable manufacturer/supplier (e.g. member of API - Association of Play Industries) to EN1176 standard (if applicable). - The play equipment complies with relevant safety standards and is appropriate for the age groups intended.	LOW		✓
Lack of Inspection regime	Pupils	Incidents due to equipment failure	There is an inspection regime in place including an annual inspection by an LA approved contractor, a termly inspection carried out by an operational Inspector of Play and routine inspections carried out by the Site Manager and staff.	LOW		✓
Lack of supervision in school time	Pupils	Incidents	- Adequate supervision is provided, taking into account any pupils with special needs/behavioural problems/ requiring additional assistance, etc. - Staff supervising the use of the equipment are familiar with the procedures for use, i.e. maximum numbers permitted on each item of equipment, correct use of	LOW		✓

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			each piece of equipment, etc.			
Playground						
Playground surface	Pupils Staff	Slips, trips, falls Cuts	• Adult supervision. Utilise maximum use of space for play. • Discourage rough play. • Grass areas kept trim. • Appropriate footwear. • Playground surface to remain in a good condition and not breaking up which makes it slippery, i.e. loose grit on surface makes it seem as if surface is covered with ball bearings. • There should not be any holes in the surface. • Damaged areas to be fenced off with suitable barrier. • In icy conditions surface may need gritting or be placed out of bounds.	LOW		✓
Adventure play area	Pupils	Slips, trips, falls, cuts, Bruises, Head injury, Broken bones, Sprains	• Adult supervision at all times. • Restrict number of children using equipment. • Use of play area rota to be adhered to. • Appropriate footwear.	LOW		✓

POND IN NATURE AREA

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Water	Pupils, Staff Trespassers	Drowning, Infection	- Access to the pond in the wildlife area is restricted to prevent unauthorised access. - All unsupervised access is adequately prevented e.g. suitable fencing, barriers, mesh/grill cover etc. - Appropriate access is provided for pond dipping. - All appropriate signage is in place (e.g. Danger - no unaccompanied children). - Hand washing facilities are available and used after any interaction with the pond water. - Any open wounds/cuts are covered with a waterproof plaster, sealed at all edges.	LOW		✓
Cuts	As Above	Blood loss Infection	- There are appropriate first aid arrangements in place. - A visual sweep is undertaken to remove sharp objects (e.g. glass) on a regular basis. - Fencing and gate are in good condition and are smooth with no sharp edges to cause cuts/abrasions etc.	LOW		✓
Insects	As Above	Bites/stings	- When swarms of insects are in and around the pond, other activities are undertaken in a different area. - Appropriate first aid arrangements are in place (e.g. persons who are allergic to wasps have ready access to their adrenaline pen/medication etc. - Any nests will be treated by the appropriate pest control contractor and the area taken out of use until area is safe.	LOW		✓

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Contamination	As above	Infection/ Illness	Appropriate hygiene measures are followed e.g. cover cuts and abrasions; children instructed to wash hands after lesson.	LOW		✓
Slips/trips and falls	As above	Injuries to body	- There are no steep or slippery banks. - Low overhanging branches in the area are monitored and cut/lopped to prevent injury to pupils and staff. - Staff and pupils wear suitable footwear when in this area.	LOW		✓
Rats	As above	Weil's Disease	The appropriate pest control contractor will be called if signs of rats are evident. Staff are aware of the causes, preventative measures and symptoms of Weil's Disease (where rats are present).	LOW		✓
Lack of maintenance to pond area	As above	Injuries, property damage	- The area around the pond is subjected to regular grounds maintenance by competent person. - The Site Manager carries out minor repairs to defected fencing etc. as and when required/identified.	LOW		✓

PRAM SHELTER

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Opening in pram shelter	Children	Fingers trapped	- Children must be supervised at all times. - Pram shelter for the use of prams/pushchairs only.	LOW		✓
Climbing on pram shelter	Children	Falling	Parents/carers must supervise their children.	LOW		✓

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PREMISES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Defective flooring Slips trips falls	Staff Pupils Visitors Contractors	Cuts abrasions, musculoskeletal and other physical injuries. Fractures	- Condition of premises regularly checked. - Prompt maintenance of defects. - Adequate external lighting during working hours.	LOW		✓
Liquid spillages Slips, falls	Staff Pupils Visitors Contractors	Cuts abrasions, musculoskeletal and other physical injuries. Fractures	- Supervision in use of liquids in class. - All spillages to be dealt with immediately. - Wet floor signs to be used when appropriate. - Dry mop floors after cleaning up initial spillage. - Appropriate footwear worn. - Pupils, visitors etc to be kept away from spill area during cleaning.	LOW		✓
Items stored in corridor walkways – trips, falls, Fire risk – obstructed escape	Staff Pupils Visitors Contractors	Cuts abrasions, musculoskeletal and other physical injuries. Fractures	- Regular inspection. - Ensure bags and coats are not blocking corridors and walkways. - Designated storage areas.	LOW		✓
Trailing electrical cables	Staff Pupils Visitors Contractors	Cuts/abrasions, musculoskeletal and other physical injuries. Fractures	- Trailing leads kept to a minimum. - Sufficient outlets to support the range of equipment normally used. - Use extension leads and adaptors only where necessary. - Use of cable covers where cables are a trip hazard. - Use nearest available socket to reduce need for	LOW		✓

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			extension leads.			
Electrical equipment and sockets Electrocution Fire Electrical burns	Staff Pupils Visitors Contractors	Electrical shock Burns Fire	• Pre-use check conducted by users. • Electrical equipment subject to regular safety inspection and test ('PAT' testing). • All tested appliances to be labelled showing date tested/next test date. • Fixed Installation testing completed (5yearly min) and any remedial work actioned. • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place.	LOW		✓
Hot surfaces Hot water from taps	Staff Pupils Visitors Contractors	Burns/scalds shock	• Hot surfaces in kitchen/server protected and warning signs in place. • Thermostatic mixing valves fitted to all sinks to which special needs pupils have access. • Temperatures monitored (43°C max at outlets where vulnerable users have access).	LOW		✓
Open or broken windows Falls, cuts, injury	Staff Pupils Visitors Contractors	Cuts/ abrasions, musculoskeletal and other physical injuries Broken bones Significant head/multiple injuries	• Opening limiters fitted to windows above ground floor where risk of falling exists. • Where windows open onto playground areas barriers/controls in place to prevent pupils running into them. • All glazing in vulnerable areas (>250mm wide and up to waist height in internal walls/partitions and windows, up to shoulder height in doors) either filmed or safety glazing. • All such glazing to be appropriately marked/etched. • As replacement is necessary glazing to BS	LOW		✓

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			EN12600 used.			
Defective furniture/ equipment Injury	Staff Pupils Visitors Contractors	Cuts/abrasions, musculoskeletal and other physical injuries	- Furniture and fittings must be regularly inspected, and defects reported. - Staff aware of arrangements for above.	LOW		✓
Access/ egress trips, falls, Fire risk – obstructed escape Inadequate lighting of exit routes	Staff Pupils Visitors Contractors	Cuts/abrasions, musculoskeletal and other physical injuries Fire evacuation hindered/unsafe access/egress	- Adequate space, circulation routes and emergency exits. - Entrances and exits are clearly signed and well-lit and kept free from obstructions. - Arrangements in place to ensure access maintained in snowy/icy conditions. - All escape routes should be sufficiently lit for people to see their way-out safely. - Extent of emergency lighting reviewed considering all areas of school used outside of ambient daylight hours/without natural daylight. - Ensured that all escape routes are adequately lit in event of a power failure.	LOW		✓
Fire Property damage Smoke inhalation Physical injury Burns	Staff Pupils Visitors Contractors	Major injury Burns Property damage	- Detailed Fire Risk Assessment conducted and reviewed regularly. - Rubbish not allowed to accumulate. - Storage areas kept tidy. - Layout allows for unrestricted movement and safe circulation. - Staff familiar with evacuation procedure, location of nearest call point and extinguisher. - Fire exits checked daily for obstruction/ease of opening. - Fire alarm tested weekly; drills conducted termly. - Fire exits clearly marked and fire evacuation notices posted throughout site/in each classroom. - Fire doors checked regularly (self-closures operating, doors close freely etc.).	LOW		✓

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Service cupboards/ plant rooms Inappropriate use Fire Electric shock	Staff Pupils Visitors Contractors	Fire Major injury Property damage Electric shock	• All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. • Firefighting equipment, detection etc. in place.	LOW		✓
Inadequate lighting/other welfare facilities	Staff Pupils Visitors Contractors	Dissatisfaction/ stress Fatigue Headaches Eye strain	• Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are maintained in a clean state. • Hot water, soap and disposable paper towels provided. • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place.	LOW		✓
Poor water quality	Staff Pupils Visitors Contractors	Infection/ disease Coliforms, legionella etc.	• Legionella risk assessment conducted by competent person and Legionella logbook completed. • School identified little used outlets which are flushed regularly. • All taps run for several minutes after holiday periods. • Tanks/calorifier sterilisation conducted if required.	LOW		✓

ROLLER SHUTTER DOORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Unrestricted fall of shutter door	Members of staff	Cuts Abrasions Concussion Head injury	- Manufacturer's operating instructions are on site, known to appropriate staff and are being followed. - Appropriate servicing is carried out by a competent contractor at a frequency as determined by the manufacturer. - Minor maintenance requirements only (i.e. removal of dust and dirt) are conducted by competent employees as and when needed or as prescribed by manufacturer. - Inspection/servicing records for any repairs/ maintenance that has been carried out by anyone are held within a central file which is kept on site. - Regular checks on the roller shutter door and operating mechanism are undertaken by a suitably trained employee. - Any damage/vandalism/malfunction (i.e. difficulty in operation) is reported immediately to the Head Teacher. - Damaged doors are taken out of use if appropriate and an appropriately worded sign posted to warn others that it is not to be used.	LOW		✓
Manual lifting, pushing and pulling of roller shutter door and chain operating	Members of staff	Back injury Sprains Cuts	- Staff manually operating roller shutters have received initial and refresher manual handling training as appropriate. - Only trained staff to operate any roller shutter door. - Checks are made to ensure that no other person is in the direct area of the shutter door when being	LOW		✓

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mechanisms etc. Contact with moving parts of machinery (incl. track mechanism) Sharp shutter door edges (through damage or wear)			operated. • Staff required to operate roller shutter doors have received specific instruction/training for them to undertake the task safely. • The roller shutter door has a device such as a ratchet mechanism or counterbalance fitted to prevent it falling back.			
Failure to follow operating procedure	Members of staff	Cuts Abrasions Head injury Back injury	• Employees operating roller shutter doors are familiar with safe operating procedures. This includes: • Checking that the surrounding area is clear. • Employee closing the door has clear line of sight with the door being closed. • Always ensuring that any security bolts and locking pins have been removed before attempting to raise door. • When raising the door, it is extended fully (to the full height) and not left partially up so as to create a low surface. • Not standing directly beneath a roller shutter door when being operated.	LOW		✓

ROOF WORK

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Use of access equipment	Staff Site Staff	Falls from height	• Check work at height equipment is suitable and sufficient prior to use • Access equipment is restricted to those who have been trained in its safe use. • Appropriate training is given to staff on access equipment when working at height. • Consider use of other work at height equipment i.e. MEWP, scaffold etc. • Ladder or steps to be long/tall enough to stop necessity of overreaching. • Do not prop ladders against plastic guttering. • Carry out roof work in twos with a spotter/ foot the ladder or use of a ladder stay. • Access equipment to be used in good weather conditions only. • Appropriate footwear to be worn so that a safe grip is maintained.	MED		✓
Accessing roof	Staff Site Staff	Falls from height	• Only access roof if necessary. • Always inform others of working on the roof. • Work in pairs where possible. • Only carry out in good weather conditions. • Site staff to be aware of fragile roof areas, i.e. skylights and safe systems of work in place to access roof areas. • Care to be taken when stepping off the ladder on to the roof and when exiting the roof. • Maintain a safe distance from the edge of at least 2	MED		✓

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			metres if no fall arrest equipment available. - Consider use of mobile anchor system. - Never lean over the edge of the roof.			
Unprotected walkways (valley gutters)	Site Staff	Falls from height	Walking in valley gutters should be avoided unless absolutely necessary as they can often be slippery and the lead flashing can be easily damaged.	MED		✓
Asbestos	Site Staff	Contact with ACMs	Check the School's Asbestos Register before work commences.	MED		✓
Hot works	Site Staff	Fire	- No hot works to be carried out by site staff. - Contractors only to carry out work.	MED		✓
Retrieving balls	Site Staff	Falls	- Only retrieve balls from flat roofs and only if necessary. - Remove only in good weather conditions. - Remove termly where possible and encourage ball games to be played away from the building. - Where possible remove balls using a long pole or a fishing net and not access the roof. - Do not lean across on the ladder, reposition ladder when accessing other parts of the roof.	MED		✓
Trip hazards	Site Staff	Incident	- There can be many trip hazards on roofs due to the presence of services, plant, gantries and roof finishes. Site staff should always wear footwear which is appropriate to the task being undertaken and always pay attention to where they are walking. - Purpose made walkways should be used where provided.	MED		✓
Falling objects	Staff, pupils, contractors or visitors to the site	Incidents Injuries	- No heavy, bulky or unwieldy objects are carried when accessing work area. - Items are lifted using the appropriate equipment and the associated safe system of work. - Accompanying tools and equipment carried on person are stored in tool belts or secured appropriately. - Ground level area where access route is located is cordoned off to prevent contact with any persons who	LOW		✓

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			may be on the premises. • Adequate and appropriate signs are in place to warn of the hazards. • Works scheduled to take place. • Warning signs in place if required.			
Weather	Site Staff and persons clearing gutters	High winds Falls	• Consider weather conditions before planning any external works.	LOW		✓
Medical issues	Site Staff and persons clearing gutters	Incidents	• Where persons have pre-existing medical conditions or other factors which may affect their ability to undertake these tasks a separate risk assessment has been undertaken.	LOW		✓

SCHOOL DISCO

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Disco equipment	Pupils Staff	Noise Falling over	- The noise level of the disco must not exceed the recommended noise levels. - Pupils to be encouraged not to stand too close to speakers. - Pupils not to play around disco equipment. - Equipment to be away from the pupils where possible. - Any DJ used must be DBS checked.	LOW		✓
Overcrowding	Pupils Staff	Fire	- Hall capacity adhered to at all times. - Separate Key Stage discos.	LOW		✓
Extreme heat	Pupils Staff	Dehydration	- Pupils should be encouraged not to run around hall. - Pupils given refreshments throughout the disco activity.	LOW		✓
Security	Pupils Staff	Missing pupils Trespassers	- Ticket system in place and collected by parents/ guardians at end of disco. - Any other areas not being used should be closed off, without obstructing fire exits. - Fire exits to remain clear at all times. - Supervision of pupils at all times.	LOW		✓
Lack of First Aid	Pupils Staff	Injuries	- Sufficient first aid supervision in place. - Fully stocked first aid box.	LOW		✓

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SCHOOL KITCHEN

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Main school kitchen	Kitchen staff, Pupils Staff	Personal hygiene measures	• School kitchen is managed by SIPS. • All staff who handle food have been instructed in food hygiene to a level appropriate to their job. • Always wash hands before handling food. • Kitchen staff to inform their supervisor of any medical condition they may have. • Appropriate first aid kits are available. • All accidents are recorded in the accident book in the kitchen. • Kitchen to be clean and in good repair. • Adequate welfare facilities available, separate and clean. • Kitchen staff and equipment belong to SIPS. • School to organise testing and inspection of equipment. • Kitchen staff to wear correct uniform and footwear.	LOW		✓
Ventilation	Kitchen staff	Heat stress	• Ventilation systems to be regularly cleaned and working efficiently. • Fly screens to be fitted to opening windows and doors. • There must be sufficient ventilation.	LOW		✓
Lighting	Kitchen staff	Slips, trips, falls	• The kitchen has adequate natural or artificial lighting. • Lighting covers or diffuser units are regularly removed and cleaned.	LOW		✓

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Welfare facilities	Kitchen staff	Personal hygiene	• Adequate changing facilities provided. • Area to be maintained in a clean and tidy condition.	LOW		✓
Cooking equipment	Kitchen staff	Burn Electrocution Gas Entrapment	• Kitchen staff have been trained to use all equipment. • Electrical equipment is tested and inspected at regular intervals by contractor. • A “Gas Safe” contractor in place for all gas appliances. • All necessary equipment i.e. dough mixing machine must have adequate guarding. • First aid available. • All isolation valves known.	LOW		✓
Food preparation	Kitchen staff Pupils Staff	Food poisoning	• All surfaces that come into contact with food must be well maintained and easily cleaned. • Cleaning programmes are in place including arrangements for deep clean at times.	LOW		✓
Food preparation Food serving	Kitchen staff Pupils Staff	Food poisoning Burns	• All food should be prepared following hygiene procedures i.e. using different coloured chopping boards. • Care to be taken when serving food to pupils.	LOW		✓
Food storage	All	Food poisoning	• Fruit and vegetables are stored away from other foods in a cool area with adequate ventilation. • Dry foods are stored in cool, dry, well ventilated rooms. • Food should not be stored on the floor but on suitable racking. • Frozen foods will be put in the freezer as soon as they are delivered. • Frozen food will be date marked to facilitate correct rotation. • Freezer temperatures are taken and recorded twice per day, as a minimum. • Perishables are stored in the fridge.	LOW		✓

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Cleaning	All	Chemical splashes and burns, fumes, Food contamination	• COSHH assessments carried out for cleaning chemicals, by LA. • Never mix cleaning materials/chemicals. • Use of cleaning materials suitable for the job. • Use of suitable protective clothing when using cleaning chemicals.	LOW		✓
Waste, storage and disposal	All	Hygiene, attraction of vermin, pests etc.	• Suitable storage and waste disposal arrangements in place for waste food products and refuse. • Waste food will be disposed of in easy to clean containers with self-closing lids. • Waste food will not be left in the kitchen overnight. • Always wash hands after handling waste. • Waste storage areas are washed down and cleaned regularly using disinfectant as required. • Suitable arrangements are in place for waste bins. • Suitable arrangements are in place for the removal of waste food.	LOW		✓
Pest control	All	Hygiene	• Pest control measures in place where appropriate. • Inspect dried food regularly. • Look for signs of droppings and damage to packets. • Call in professional assistance if necessary.	LOW		✓
Cooked food	Pupils Staff	Uncooked food Salmonella poisoning	• All cooked food cooked to correct temperature. • Temperatures checked regularly. • Food is only kept warm for a set time.	LOW		✓

SCIENCE ANIMALS IN SCHOOL

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Animals in School					YES	NO
Bites, Scratches, Anaphylactic, Phobias, Animal food; Animal waste	Pupils Staff Cleaning Staff Waste collectors	Infection; allergies including reactions to nut containing animal foodstuffs	- Keep only suitable animals in school, e.g. mammals (Mongolian gerbils, Syrian hamsters, guinea pigs, rabbits, etc.), reptiles (leopard geckos, garter snakes, corn snakes and similar), amphibians (clawed toads, spawn of common frog or toad, etc.), fish (cold water or tropical) invertebrates (earthworms, slugs, woodlice, Great African land snails, land crabs, etc.). - Animals which can transmit diseases to humans e.g. mammals and birds caught in the wild should not be kept. - Poisonous snakes, leopards, monkeys and crocodiles are governed by the Dangerous Wild Animals Act and should not be brought into school. - Endangered species should not be brought into school. - Animals that are unsuitable to keep in a primary classroom e.g. exotic mammals, many lizards due to the need for UV light, birds, terrapins and bullfrog tadpoles. Animals that may infest, e.g. European or American species of cockroaches. - Any animals for which there is insufficient time, money or commitment to ensure their wellbeing should not be in school. - Obtain animals, particularly small mammals, from reputable suppliers. - Procedure in place to ensure any child known to be at risk of a nut related anaphylactic allergic reaction is	LOW		✓

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			not involved in caring for the animals due to risk of reaction with the foodstuffs (or other controls as deemed necessary by the school such as nut free food, provision of disposable gloves etc.) • Hygiene procedures are in place and pupils supervised to ensure that this is undertaken. • Encourage pupils not to bring mammals and birds found in the wild, dead or alive (often injured) into school. • For injured animals consult animal welfare organisations e.g. PDSA, RSPCA or a local vet. • Do not allow animals to wander unrestricted around the classroom. • First aider available. • Follow guidance issued by the RSPCA on the 'Animal Friendly Schools' to ensure compliance with the Animal Welfare Act and best practice.			
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SCIENCE CLASSROOM ACTIVITIES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Classroom Activities					YES	NO
Slips/trips, Blocked fire exits, Inappropriate use of equipment, Faulty equipment, Poor housekeeping, Sitting on low/small chairs for periods of time	Pupils Staff	Injuries	• Equipment counted “out” and “in”. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Equipment stored separately and out of reach of pupils. • Equipment visually inspected prior to use. • Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufacturer’s instructions for any equipment followed. • All scissors have rounded edges. • Hazards associated with compasses, sharp pointed pencils and paint brush ends are highlighted to pupils. • Pupils given clear instruction on how to handle and carry items/equipment around the classroom. • Electrical testing of all equipment is undertaken annually. • Supervision of pupils. • Fire exits kept clear at all times. • First aider available.	LOW		✓

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SCIENCE COOKING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Cooking					YES	NO
Slips/trips, Blocked fire exits, Inappropriate use of equipment, Faulty equipment, Poor housekeeping, Poor hygiene, Use of knives and kitchen equipment	Pupils Staff	Injuries Cuts Burns	• Pupils wear clean aprons which are kept specifically for working with food. • Hygiene procedures in place. • Tables are covered with clean, plastic sheet and clean with approved disinfecting substance. • Food preparation equipment is cleaned and dried before use. • Ovens for heating food are not used for any other purpose e.g. heating plastics. • Follow manufacturer's instructions for using and siting microwave ovens, ovens, etc. • Food is brought in on a daily basis. • Pupils with any allergies are identified. • Equipment counted "out" and "in". • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Equipment stored separately and out of reach of pupils. • Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Pupils given clear instruction on how to handle and	LOW		✓

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			carry items/equipment around the classroom. • Spillages cleaned up promptly. • Hygiene procedures are followed. • Electrical testing of all equipment is undertaken annually. • First aider available.			
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SCIENCE FORCES & MOTION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Forces & Motion					YES	NO
Using force and Motion, Various use of equipment	Pupils Staff	Hit by objects, Slips/trips, Inappropriate use of equipment, Poor housekeeping, Sharp edges, Swallowing small objects	• Keep eyes away from stretched materials. • Design activities so that eye protection is not needed. Use eye protection when this is not possible. • Equipment counted “out” and “in”. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Supervision of pupils. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Pupils given clear instruction on how to handle and carry items/equipment around the classroom. • When releasing objects from a height ensure that pupils are not putting themselves or others at risk. • Limit the size and load of any pulley system. • Place a box containing soft or waste material under any hanging load. The load itself should be as low as possible, as should swinging weights e.g. pendulum. • Check large constructions designed to support, carry or contain a child for strength and stability before use. • Safely dispose of structures that have been tested to destruction. • First Aid measures in place. • Fire exits kept clear at all times.	LOW		✓

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SCIENCE GLUES & PAINTS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Glues & Paints					YES	NO
Hazardous substances, Misuse of substances, inappropriate materials	Pupils Staff	Injuries Allergies Ingestion	• Avoid use of non-solvent based products where possible. • Ensure correct materials are used for adhesive. • Spray adhesives should not be used. • Use water-based paints and glues. • Individual COSHH assessments have been completed and followed when using these substances. • Use in well ventilated areas. • Close supervision and small groups of pupils e.g. no more than 3. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Manufacturer's instructions for any equipment followed. • Fire exits kept clear at all times. • First aider available.	LOW		✓

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SCIENCE HEATING & BURNING

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Heating & Burning					YES	NO
Slips/trips, Blocked fire exits, Inappropriate use of equipment, Faulty equipment, Poor housekeeping, Hazardous/ flammable substances, Hot temperatures	Pupils Staff	Swallowing small objects. Burns	• Equipment counted “out” and “in”. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Pupils given clear instruction on how to handle and carry items and equipment around the classroom. • Close supervision of pupils e.g. up to 6 pupils. • Candles, night lights, calorettes and small quantities of water are recommended sources of heat. • Do not use methylated spirit burners, oil stoves e.g. paraffin diesel including pressure stoves, gas burners, hot air paint strippers or solid fuels. • Do not use any solvent-based paints, adhesives or glues. • Small quantities of flammable substances used within the curriculum should have a COSHH assessment, be stored out of reach of pupils/children and in a fire-resistant cabinet. • Area around naked flames should be free from combustible materials. • Activities should take place over a large metal tray filled with sand and kept for this purpose.	LOW		✓

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SCIENCE OUTDOOR STUDIES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Outdoor Studies					YES	NO
Slips/trips, weather, Hazardous substances, Swallowing small objects, Poor hygiene procedures e.g. handling of soil, animals, etc., Inappropriate clothing or footwear, Water, Weil's disease (ponds)	Pupils Staff	Hazardous conditions Infections	- Individual risk assessments have been completed and implemented on animals, plants and micro-organisms. - Relevant safety briefing given at the beginning of each activity. - Equipment appropriate for the maturity, experience and special needs of any group. - Pupils taught how to carry and use garden tools safely. - Large garden forks or shears should not be used. - Washing hands, etc. after handling soil, etc. good hygiene procedures. - Appropriate clothing and footwear. - Ensure that clothing for the protection of the sun or cold is worn, e.g. hats in summer. - Check area for hazards before activity e.g. dog fouling, broken glass, etc. - Cover abrasions and cuts with waterproof dressings. - Do not allow unrestricted access to ponds, etc. - Avoid open water, which may be deep and dangerous. - Avoid pond dipping where access is steep or otherwise difficult. - Awareness of any potential diseases e.g. Weil's disease in ponds. - Use a small paintbrush to collect insects and mini beasts. - Good classroom management.	LOW		✓

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			• Supervision of pupils. • Guidance on Educational and Offsite Visits is followed where pupils are going offsite, and offsite activities risk assessment completed. • First Aider(s) available.			
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SCIENCE PLANTS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Plants					YES	NO
Slips/trips, Hazardous plants, Sharp edges, Swallowing small objects, Poor hygiene procedures	Pupils Staff	Allergies Eating plants	• Suitable plants used e.g. begonia, busy lizzie, coleus, fuchsia, geranium, mimosa pudica, mother of thousands, pelargonium, philodendron, piggyback plant, rubber plant, spider plant, Swiss cheese plant, tradescantia. • Hygiene procedures followed. • Pupils taught not to taste any part of a plant unless absolutely certain it is safe to do so. • Check whether seeds have been dressed, with pesticides. • Consider the need to wear gloves. • Consider the likelihood of contamination of soil samples. • Do not use any poisonous or irritant plants. • Be aware of any allergies. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Supervision of pupils. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Pupils given clear instruction on how to handle and carry items/equipment around the classroom. • Fire exits kept clear at all times. • First aider available.	LOW		✓

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SCIENCE TASTING & SMELLING FOODS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Tasting & Smelling Foods					YES	NO
Slips/trips, Allergic reactions, Food poisoning, Poor hygiene	Pupils Staff	Cross contamination of food Ill health	• Follow risk assessment for “cooking” and “heating and burning”. • Follow hygiene procedures. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Pupils given clear instruction on how to handle and carry items/equipment around the classroom. • Supervision of pupils. • Allow hot food and drink to cool sufficiently before tasting. • Awareness of pupils with food allergies and avoid using these foods. • Cover spices used for “sniff tests” with muslin. • Do not use hot oil or boiling sugar. • Store only small quantities of food in school using labelled, rodent-proof containers. • Store perishable foods in a clean refrigerator keeping cooked and raw food separate. • Store food correctly and take note of the ‘use by’ date. • Dispose of surplus food materials through the kitchen waste system.	LOW		✓

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SCIENCE TEACHER DEMONSTRATION DISSECTION OF A SHEEP'S HEART

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Pigs heart	Staff, Pupils	Cross Contamination Infections.	• CLEAPSS Risk Assessments followed and adapted in light of local conditions. • The sheep's heart will be food quality i.e. must have been passed as 'fit for human consumption' and will have been obtained from animals known to be healthy. • The sheep's heart will be bought from a reputable supplier i.e. supermarket/butcher. • The sheep's heart should be within the use by date. • The sheep's heart stored in a fridge normal storage for raw meats adhered to i.e. wrapped in a sealed food bag and in a sealed food container and stored at the bottom of the fridge away from other food products. • The sheep's heart stored in a fridge until just before the dissection.	LOW		✓
Before the Dissection						
Contact with Blood and raw meat products	Staff, Pupils	Cross Contamination Infections	• The dissector should use waterproof dressings to cover any cuts in the skin. • The dissector should wear protective clothing (such as a waterproof apron), so that their clothes do not become contaminated. • The lower arms should be bare, so that any splashes of animal material can be easily washed off. • Use a surface that is impervious to water (such as	LOW		✓

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			- a washing up bowl or plastic chopping board). - Any fluids produced during the dissection can be easily washed off. - A pervious surface (such as a wooden chopping board) can be used if it is covered in food-wrapping film, to stop fluids sinking in. - The table being used for the dissection should be protected with several layers of newspaper. - The newspaper can also be used to further protect a pervious surface from any fluids produced by the dissection. - The area around the table should also have newspaper in place to soak up any spillages or splashes. - Ensure that there is no hand to mouth transfer of animal materials, or the microbes they may contain.			
During the Dissection						
Dissection using sharp utensils	Staff, Pupils	Cuts Cross Contamination	- Follow the guidelines in the CLEAPSS primary documents on dissection. - Sharp kitchen scissors are suitable for cutting into the animal organs. - If the teacher considers that a knife is required, they must be careful so that no-one is cut during the dissection. - Whatever instruments are used, make sure that fingers are not in the path of the cutting edge. - Ensure that there is no hand to mouth transfer of animal materials, or the microbes they may contain - First Aid & First Aider available.	LOW		✓
After the dissection clearing away						
Contact with	Staff,	Cross	Anyone who has touched the animal material	LOW		✓

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Blood and raw meat products	Pupils	Contamination Infections.	must wash their hands thoroughly using bactericidal hand wash immediately after the dissection. • Ensure that there is no hand to mouth transfer of animal materials, or the microbes they may contain. • All surfaces, scissors or other instruments used for the dissection should be sterilized straight after use or thoroughly cleaned using hot soapy water, to remove all traces of animal material. • The table used for the dissection should be disinfected with a suitable cleaning product. • Any splashes of animal material on the protective apron should be washed off with soapy water.			
Disposal of sheep's heart	Pupils Staff Public	Cross contamination Infection	• Follow local authority guideline on the correct disposal method. • After the dissection, the animal materials should be wrapped in newspaper and a double layer of bin bags. • The bag should be placed in a bin that is handled directly by the refuse collectors, close to the time of collection. • The materials should be kept cool in a fridge or freezer until they are placed in the refuse bin.	LOW		✓

SCIENCE TOOLS & MATERIALS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Tools & Materials					YES	NO
Electricity, Slips/trips, Blocked fire exits, Inappropriate use of equipment, Faulty equipment, Poor housekeeping, Hazardous substances, Hot temperatures Sharp edges, Dusts, Swallowing small objects, Poor hygiene procedures e.g. sharing balloons.	Staff Pupils	Infections Cuts Burns	- Individual risk assessments have been completed and implemented on craft knives, saws, glue guns and glues/paints. Equipment counted “out” and “in”. - High powered equipment is not used e.g. drills or jigsaws. Avoid using wood chisels. - Pupils taught safe use of any equipment. - Relevant safety briefing given at the beginning of each activity. - Equipment appropriate for the maturity, experience and special needs of any group. - Good classroom management. - Equipment stored separately and out of reach of pupils. Supervision of pupils. - Equipment visually inspected prior to use. - Appropriate equipment purchased (bought from reputable educational supplier). - Donated equipment is not used. - Manufacturer’s instructions for any equipment followed. - Pupils given clear instruction on how to handle and carry items/equipment around the classroom. - Electrical testing of all equipment is undertaken annually. - Fire exits kept clear at all times. - First aider available.	LOW		✓

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SCIENCE USING ELECTRICITY

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Using Electricity					YES	NO
Electricity, Slips/trips, Blocked fire exits, Inappropriate use of equipment, Faulty equipment, Poor housekeeping, Use of batteries, Hazardous substances, Hot temperatures.	Pupils Staff	Burns Battery shocks	• Equipment counted “out” and “in”. • Pupils taught safe use of any equipment. • Relevant safety briefing given at the beginning of each activity. • Equipment appropriate for the maturity, experience and special needs of any group. • Good classroom management. • Equipment stored separately and out of reach of pupils. • Equipment visually inspected prior to use. • Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufacturer’s instructions for any equipment followed. • Pupils given clear instruction on how to handle and carry items/equipment around the classroom. • Electrical testing of all equipment is undertaken annually. • Dry batteries are used. • Alkaline batteries are used in KS2 only. • Old batteries are disposed of safely. • Small/tiny batteries e.g. watch batteries are not used. • Low voltage power supplies should be used by KS2 only. • Supervision of pupils.	LOW		✓

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			• Fire exits kept clear at all times. • First aider available.			
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SECURITY

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Security					YES	NO
Visitors gaining access to pupils without staff knowledge. Pupils leaving site	Pupils Staff	Abduction, assault, Child protection issues.	- Supervision levels appropriate. - Culture in which strangers are challenged. - Fencing min 2m high. All boundaries well defined and in good condition (no hole/gaps). - Clear signage for visitors to main entrance. - Visitors to ring bell to gain entry into reception area. - Air lock system in place. - Clearly defined route once on site. - Internal fencing assists in directing visitors and restricting uncontrolled/unintentional access around the site. - Number of entrance points to site reduced to minimum possible (ideally one). - Other pedestrian routes controlled and available only at beginning/end of school day. - Number of accessible external entrance doors minimised. - All visitors report to reception and sign in/out. - Visitors wear visible visitors' badge and escorted when on site if appropriate. - Restricted/controlled access to building staffed reception, keycode pads into main school. - CCTV internal and external.	LOW		✓
Intruders gaining access	General Public	Theft, Arson,	Exterior gates/doors kept locked when school not in use.	LOW		✓

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outside school hours	Site Manager	Malicious damage	• Windows fitted with locks where appropriate. • Members of the public prevented from entering unauthorised parts of the buildings during community or evening use. • Good relationship with community. • Adequate external/security lighting. • Inventory of both permanently and temporarily issued keys maintained. • All boundaries well defined. • Fencing min 2m high and in good condition. • Gates locked when school not in use. • Intruder alarm fitted and maintained. • Key codes on security doors/intruder alarm system regularly changed, including when a member of staff leaves. • Security company attend if alarms go off outside of school hours. Site Manager attends. • Attractive/valuable property security marked and secured during periods that the building is not in use. • Waste bins secured as far from buildings as possible (chained to fixed point/locked bin store).			
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SLIPPING ON WET FLOORS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Floors becoming wet	Staff Pupils Visitors Contractors	Slipping	- The floors should be checked on a regular basis to ensure they are as dry as so far is reasonably practicable. - If the floors do become wet especially when there are heavy periods of pupil traffic (lunch breaks etc.) they should be dry mopped as soon as possible. - A sign should be displayed to inform others of wet floor. - Pupils should be reminded of the dangers of wet floors and encouraged to dry their hands thoroughly. - Pupils/staff should also be encouraged to wipe their feet if they have been outside, and it is cold/damp/ raining to reduce residue on their shoes.	LOW		✓

SLIPS TRIPS AND FALLS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Defective flooring	Staff Pupils Visitors Contractors	Damaged carpets, floor tiles	- Floor surfaces maintained in good condition. - Visual inspections carried out daily by staff. - Staff report defects. - Prompt maintenance/repair of defects.	LOW		✓
Liquid spillages	Staff Pupils Visitors Contractors	Floors becoming wet	- Reporting procedure for identified spillages. - The floors should be checked on a regular basis to ensure they are as dry as so far as is reasonably practicable. - If the floors do become wet especially when there are heavy periods of pupil traffic (lunch breaks etc.) they should be dry mopped as soon as possible. - A sign should be displayed to inform others of wet floor. - Pupils should be reminded of the dangers of wet floors and encouraged to dry their hands thoroughly. - Pupils/staff should also be encouraged to wipe their feet if they have been outside, and it is cold/damp/ raining to reduce residue on their shoes.	LOW		✓
Trailing electric cables	Staff Pupils Visitors Contractors	Trips	- To use wall sockets. - Avoid use of extension leads whenever possible. - Use cable covers where cables are trip hazards. - Provide cable ties and covers.	LOW		✓
Adverse weather	Staff Pupils Visitors Contractors	Slips	- Staff must ensure they are wearing the correct footwear for the weather conditions. - Pedestrian paths will be gritted/salted in icy conditions.	LOW		✓

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			• Staff, pupils and visitors are encouraged to wipe their feet prior to entering school. • Where possible mats will be used to soak up any residue water.			
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SPORTS DAY

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Weather	Pupils	Sunburn Dehydration Rain Slipping	- The Head Teacher will assess the weather conditions on the day. - If it has rained or is raining the Head Teacher should consider postponing sports day if there is a risk of pupils slipping on the wet grass. - In warm/hot weather staff will ensure the pupils are appropriately covered. - Cold drinks will be available for all pupils taking part in sports day.	LOW		✓
Parents	Pupils Staff Other Parents	Behaviour Unauthorised access in school	- The school will ensure all rooms containing sensitive information will be locked. - Restricted access of the school. - Parents are directed to the school field. - Staff will be alert for any behaviour issues from parents and ask them to leave if necessary.	LOW		✓
Equipment	Pupils	Equipment failure	All equipment used is visually checked prior to use and where applicable checked by a competent contractor on an annual basis.	LOW		✓
Manual handling	Pupils Staff	Musculoskeletal disorders	- Chairs/benches are provided for parents and staff and pupils will carry out safely. - Staff to ensure pupils carry equipment correctly. - Use manual handling aids where appropriate.	LOW		✓
Games	Pupils	Ability abilities	- Games played for both key stages abilities. - Traditional games are played such as bean bag, running, egg and spoon etc.	LOW		✓

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STAFF ROOM

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Staff room	Staff	Electrical items Hot/cold refreshments Security	• All electrical items to be tested and inspected on a regular basis. • Electrical equipment to be used as per manufacturer's instructions. • Care to be taken when heating food and drink. • The staff room should be secured at all times.	LOW		✓
Fire	Staff Pupils	Burns Smoke inhalation Death	• Fire blanket available, in good condition, mounted to the wall, not obscured, close to appliances but not immediately above. • Ensure no articles are placed on the hob. • Regularly empty crumb tray of toaster. • Microwave to be kept clean and free of grease. • Ensure the last person to leave the staff room, closes (and locks) the door.	LOW		✓

STORAGE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Storage						
Cleaner/Site Manager storage areas	Pupils Staff	Access to potentially hazardous equipment/ materials	- Hazardous substances to be stored according to guidance in COSHH assessment and/or Material Safety Data Sheet provided by supplier. - Substances to be in original container with clear labels and hazard warnings – no decanting. - Restricted access. Store to be locked except when in use. - Switch rooms and boiler rooms kept clear of storage and locked when not in use.	LOW		✓
Falling objects	Pupils Staff	Not secured, poorly installed. Sited too high/ overloaded	- Shelving etc. properly installed, secure fixings in place. - Shelves not overloaded. - Storage to be organised with heavy objects at lower level. - Restricted access to pupils. - Provision of access equipment nearby or in place. - Controlled limits of items stored.	LOW		✓
Reaching high shelves	Pupils Staff	Falls, strains	- Appropriate steps, kick stools etc. provided to reach high shelves. - Store frequently used items at easily accessible locations. - Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries.	LOW		✓
Cleanliness, tidiness	Pupils Staff	Fire Tripping	- Rubbish is regularly removed. - Recycling bins provided and used.	LOW		✓

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		Struck by falling object				
Flammable substances	Pupils Staff	Fire, explosion	• Flammable substances to be stored in a purpose-made, lockable fire-resisting cabinet, and stored in outside shed. • Minimise amount stored and used. • Lids to be kept on containers. • No smoking or other sources of ignition permitted in areas where flammable vapours may be present. • Dispose of flammable waste including contaminated cloths etc. safely.	LOW		✓

STRESS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Stress	Staff	Short- and long-term sick leave	The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. The school will use the HSE Stress Indicator tool to identify any issues. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. • Regular Appraisals. • Performance reviews. • Open door policy of Head Teacher and SLT. • Mentoring of new staff. • Regular staff meeting. • Briefings.	LOW		✓

SUMMER FETES

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Security of school	Staff Pupils Visitors Volunteers	Vandalism of school Theft	- All doors must be locked which hold sensitive information or not being used for the fete. - Access should be for use of toilets and indoor activities only.	LOW		✓
Selling food	Staff Pupils Visitors Volunteers	Food poisoning	All food being sold by parents should be low risk foods only e.g. cakes and should be ideally covered to prevent people touching before purchase.	LOW		✓
Stalls	Staff Pupils Visitors Volunteers	Manual handling Tables toppling over	- Tables should be moved using a manual handling aid or a two-person lift using safe manual handling practices. - Tables should not be overloaded to prevent toppling over. - Raffle prizes of alcohol to be collected by parents/guardians only. - Alcohol prizes donated to the school must be brought in by parents/guardians and not given to pupils to bring in.	LOW		✓
Hot and cold drinks	Staff Pupils Visitors Volunteers	Burns Scalds Slips	- All drinks must be in suitable containers. - No alcoholic drinks sold at fetes (raffle prizes only).	LOW		✓
Money	Staff Volunteers Pupils	Theft or attempted theft of money	- Money should be collected in intervals to prevent large amounts of money being held with individual stalls. - All money collected should be done in pairs and taken to a secure area within the school to be counted and locked in the school safe until it can be banked.	LOW		✓

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Ice cream van	Staff Volunteers Pupils	Knocked over	The ice cream van will be parked within the grounds or the car park to reduce the risk of pupils running around outside.	LOW		✓
Bouncy castles	Staff Volunteers Pupils	Injury	- See Bouncy Castle risk assessment. - If using school bouncy castle inspection and testing required (see bouncy castle risk assessment).	LOW		✓
Activities – dancing Gym displays	Pupils	Injury Broken bones	- All activities have been practiced by the pupils. - Suitable clothing and footwear worn. - All equipment has been visually checked prior to activities commencing. - In the event of bad weather, the Head Teacher will decide if the activity will go ahead.	LOW		✓
Weather	Staff Volunteers Pupils	Fete unable to go ahead outside	- The Head Teacher will decide on the day if the weather will permit the school fete to commence outside. - If weather is likely to cause disruption the fete may be brought inside, but some of the attractions may not operate.	LOW		✓
BBQ						
Position of BBQ	Pupils Staff visitor's members of the public	Burns and scalds serious injury Explosions	- BBQ is sited in an area free of vehicle and pedestrian traffic with access limited to staff that man the equipment. - A suitable barrier is positioned around the BBQ to keep children and visitors etc away from hot surfaces. - A sheltered position is used to help eliminate wind and other natural elements from blowing across the BBQ causing food to spill and smoke/embers from blowing into people. - Only designated people fuel and light the BBQ following manufacturer's instructions on the packaging. - No accelerant (i.e. petrol, spirits to be used for the BBQs).	MED		✓

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			• If using a gas BBQ, the gas bottle must be kept out of direct sunlight and the gas valve checked by a competent person. • Ensure enough gas is in the bottle.			
No provision to fight fire	Pupils Staff visitor's members of the public	Burns and scalds serious injury Explosions	• An adequate fire extinguisher must be available, sited near BBQ. • Staff that work at the BBQ have fire training. • First Aid kits including burn kits to be available.	MED		✓
Persons manning the BBQ	Pupils Staff visitor's members of the public	Burns and scalds serious injury Explosions	• The BBQ must be in a position where it will not be knocked over. • To be used outdoors only. • Competent staff only to use. • Do not move the BBQ when hot or when gas is switched on. • Competent person will run the BBQ. • DO NOT allow raw meats to sit outside in the heat. • Cool boxes must be used to keep the meat cold. • Ensure food is cooked all the way through. • Fire -fighting equipment must be kept close by. • No children are allowed near or to operate the BBQ. • First aiders must be in post. • No accelerants to be used under any circumstances.	MED		✓
Equipment	Pupils Staff visitor's members of the public	Burns and scalds serious injury Explosions	• BBQ is subject to visual check prior to use. • BBQ is cleaned of and debris before use. • Gas bottle is safely positioned. • Ensure gas is connected correctly with no leaks prior to lighting the BBQ. • No glass equipment is used or stored at the BBQ service area. • All implements are thoroughly washed before and after the BBQ to ensure the risk of bacterial infection	MED		✓

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			is sufficiently controlled. Only designated people/cooks can use this equipment.			
Food safety	Pupils Staff visitor's members of the public	Food poisoning	- Food is thoroughly cooked before being served to people. - Only enough food which can be cooked at any one time is taken out of the cool bag or refrigerator. - Manufacturer's instructions are followed at all times when cooking. - If available, a refrigerator is used to store uncooked food. If not available a cool bag is used with ice to keep the food chilled. - Burgers, sausages and chicken must not be re-heated. - Salads and other perishables are stored in plastic sealable storage vessels when not being used.	MED		✓

SUN PROTECTION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Hot summer days	Pupils	Making up own rules	• Policy in place. • Teachers are informed as to the importance of sun protection. • Sun protection is actively promoted to pupils in other ways (e.g. assemblies, workshops, talks). • Sun protection is considered in off-site visit risk assessments. • Sunscreen provided.	LOW		✓
Midday sun	Pupils	Sunburn Sunstroke	• Shade structures provide long/short-term shade. • Seats and equipment are moved to shady areas. • Organised activities make use of the shade available.	LOW		✓
Timetabling	Pupils	Sunburn	• Outdoor activities and events are planned outside of 11am-2:30pm where possible. • Pupils asked to remain in shaded areas.	LOW		✓
Clothing	Pupils	Sunstroke	• Pupils are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged). • Pupils are allowed to wear UV protective sunglasses. • Teachers and assistants also wear suitable hats and clothing.	LOW		✓

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TOILETS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Toilets	Pupils Staff	Hygiene, Slips, trips, falls, Trapped persons	• Toilet areas to be maintained in a good condition. • Toilet areas to be maintained in a hygienic condition. • Anti-scald valves to be fitted where necessary. • Spillages on floors to be mopped up as soon as possible. • Soap and drying systems/towels to be available. • Where doors in pupils' toilets have a locking device, consider an override system to release trapped persons, i.e. can be opened from the outside. • Where toilets are adapted for disabled use, they should have suitable handrails and alarms. • Alarms to be tested periodically to test functionality and staff response. • Sanitary disposal system in place where necessary.	LOW		✓

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TWO-YEAR-OLD PROVISION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Play equipment	Children	Injuries	- The play equipment is suitable for the age of the children. - The play equipment is checked to ensure it is in good condition. - Any broken equipment is thrown away. - Children are supervised at all times.	LOW		✓
Supervision	Children	Missing children Injuries	- Adequate supervision in place for the number of children. - Staff are qualified and competent to look after children. - Safeguarding training received by staff.	LOW		✓
Inadequate First Aiders	Children	Injuries Incidents	- Staff are Paediatric First Aid trained. - A first aid box is kept on site. - Staff have phones to call for help.	LOW		✓
Allergies	Children	Allergic reactions	- Staff are aware of children who have allergies. - Food allergies are known. - Medication will be given to staff for children if applicable. - Medication will only be accepted if a medicines form has been completed by parents. - Medicines stored safely.	LOW		✓
Children's bottles and cups	Children	Infections	Bottles and other feeding equipment will be cleaned and sterilized where necessary.	LOW		✓
Cleaning chemicals	Children	Poisoning	- All cleaning equipment must be kept out of reach of children. - Non-hazardous cleaning chemicals to be used.	LOW		✓
Changing bed	Children	Falling off	Encourage children to use the steps to climb onto the	LOW		✓

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		bed	changing bed. • Never leave a child unattended on the changing bed. • Always wash hands after changing a child's nappy. • Report any issues to the Head Teacher immediately.			
Outside area	Children	Injuries	• Outside area to be checked daily by staff. • Remove any hazards immediately and report if necessary, to Head Teacher. • All play equipment must be suitable for age of children. • Supervision in place at all times.	LOW		✓
Kitchen area	Children	Burns Scalds Sharps	• Kitchen area to remain locked and closed at all times to prevent children accessing the kitchen area. • All food to be cut up especially fruit. • Children must be supervised whilst eating.	LOW		✓

USE OF ELECTRIC HAND GRINDER

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
			Please ensure that the user manual is read and fully understood before using the equipment.			
Electricity	Site Manager	Electrocution	• All portable electrical equipment is subject to regular PAT testing. • All operators competent in the use of the equipment. • All equipment is maintained and subject to regular checks as instructed in the manufacturer's guidelines. • A pre-use visual check of equipment is carried out by the user to ensure that there are no defects in the casing, switches and cabling. • Power supply to be disconnected (i.e. switched off and unplugged) and is safe. • A Residual Current Device (RCD) will be used if using outside. • Weather conditions considered before work takes place outside.	LOW		✓
Defective equipment	Site Manager	Personal injuries. Burns	• All portable electrical equipment is subject to regular PAT testing. • All operators competent in the use of the equipment. • All equipment is maintained and subject to regular checks as instructed in the manufacturer's guidelines. • A pre-use visual check of equipment is carried out by the user to ensure that there are no defects in the casing, switches and cabling. • Check that all guards (if fitted) are in place, secured, and working correctly before each use to reduce the	LOW		✓

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			risk of injury. • Ensure the grinding wheel is securely fitted and maintained. • Operator will ensure that there is plenty of room to move comfortably around the area being worked on. • All staff to follow manufacturer's instructions in the safe use of the equipment. • Use tools for purposes for which they were designed.			
Sharp object/ material	Site Manager	Injuries	• All portable electrical equipment is subject to regular PAT testing. • The changeable grinding wheel should be securely fitted to the machine and should only be used on materials specified by the manufacturer. • The grinding wheel should be inspected for damage prior to each use. • New grinding wheel to be kept in their holders until they are required. • Power supply to be disconnected (i.e. switched of and unplugged) and is safe. • Always wait for the equipment to cool and stop moving before attempting any maintenance or inspection.	LOW		✓
Contact with moving parts of machinery	Site Manager	Personal injuries	• A pre-use visual check of equipment is carried out by the user to ensure that there are no defects in the casing, starter mechanism. • Check that all guards (if fitted) are in place, secured, and working correctly before each use to reduce the risk of injury. • Power supply to be disconnected (i.e. switched off and unplugged) and is safe before attempting any adjustment or clearing of moving parts. • Always wait for the equipment to cool and stop	LOW		✓

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			moving before attempting any maintenance or inspection or changing of the grinding wheel.			
Entanglement	Site Manager	Injuries	• Make sure hair, loose clothing, rags and jewellery are kept clear of moving parts when in use. • Overalls can be used to restrict loose clothing. • Hair ties/hair nets can be used to secure long hair. • Make sure inappropriate jewellery and accessories (e.g. bracelets) are not worn when operating equipment.	LOW		✓
Fire	Site Manager	Burns	• All portable electrical equipment is subject to regular PAT testing. • Equipment will be checked for defects before each use to minimise the risk of possible faults.	LOW		✓
Slips, trips and falls	Site Manager	Personal injuries	• Work area is as flat as possible and clear of obstacles so that there is a clear working space. • Work area is dry and free from slippery surfaces and has sufficient light and ventilation. • Weather conditions considered before work takes place.	LOW		✓
Sight/noise/dust/vibration Flying debris	Site Manager	Serious injuries Personal injuries	• Appropriate eye protection must be worn whenever there is a risk of objects flying through the air. • Ear defenders and dust mask to be worn when using the equipment for prolonged periods. • Regular breaks to prevent fingers becoming numb. • Use of gloves to help limit the effects of vibration.	LOW		✓
Working in academy alone in isolated locations	Staff Colleagues	Accident/injury, Delayed assistance in emergency Physical assault/verbal abuse Cuts/abrasions,	• Only agreed risk tasks to be undertaken. • Avoid high risk activities (e.g. working at height). • Mobile phone available. • Notify Head Teacher of intention to work outside regular hours. • Reduce time spent working alone so far as is reasonably practicable. • Ensure a colleague, partner, friend etc. is aware you	LOW		✓

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		musculoskeletal and other physical injuries	are working alone and who to contact in the event of overdue contact. • Notify staff on site of location/estimated duration of task if working on site remote from others.			
Repetitive action/physical fatigue	Site Manager	Musculoskeletal disorders Personal injuries	• Regular breaks to avoid the risk of repetitive action/physical fatigue.	LOW		✓

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USE OF PETROL HEDGE TRIMMER

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
			Please ensure that the user manual is read and fully understood before using the equipment.			
Manual handling	Site Manager	Musculoskeletal disorders Personal injuries.	• All operators competent in the use of the equipment. • Use appropriate lifting and moving skills for moving equipment and machinery. • Workload to be assessed and regular breaks taken if considered excessive (5 minutes every hour). • All operatives to be trained in manual handling techniques. • All loads to be testing before attempting to lift and only loads within safe capacity to be lifted.	LOW		✓
Defective equipment	Site Manager	Personal injuries. Burns	• All operators competent in the use of the equipment. • All petrol equipment is maintained and subject to regular checks as instructed in the manufacturer's guidelines. • A pre-use visual check of petrol equipment is carried out by the user to ensure that there are no defects in the casing, starter mechanism. • Check that all guards are in place, secured, and working correctly before each use to reduce the risk of injury. • Ensure the blades are securely fitted and maintained lubricated if required. • Operator will ensure that there is plenty of room to move comfortably around the area being worked on. • All staff follow manufacturer's instructions in the safe use of petrol equipment. • Use tools for purposes for which they were	LOW		✓

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			designed.			
Contact with moving parts of machinery	Site Manager	Personal injuries	- A pre-use visual check of petrol equipment is carried out by the user to ensure that there are no defects in the casing, starter mechanism. - Check that all guards are in place, secured, and working correctly before each use to reduce the risk of injury. - Power supply to be disconnected (i.e. spark plug connector and petrol supply) and is safe before attempting any adjustment or clearing of moving parts. - Always wait for the equipment to cool and stop moving before attempting any maintenance or inspection.	LOW		✓
Fire	Site Manager	Burns	Equipment will be checked for defects before each use to minimise the risk of possible faults or fire.	LOW		✓
Slips, trips and falls	Site Manager	Personal injuries	- Work area is as flat as possible and clear obstacles so that there is a clear working space. - Work area is dry and free from slippery surfaces and has sufficient light and ventilation. - Weather conditions considered before work takes place.	LOW		✓
Sight/noise/dust/vibration Flying debris	Site Manager	Personal injuries	- Appropriate eye protection must be worn whenever there is a risk of objects flying through the air. - Ear defenders and dust masks worn when using the equipment. - Regular breaks to prevent fingers becoming numb. - Use of gloves to help limit the effects of vibration.	LOW		✓
Repetitive action/ physical fatigue	Site Manager	Musculoskeletal disorders Personal injuries.	Regular breaks to avoid the risk of repetitive action/physical fatigue.	LOW		✓
Filling up with	Site	Burns	All operators competent in the use of the equipment.	LOW		✓

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fuel	Manager	Personal injuries	• The fuel is a mixture of unleaded 95 petrol and mineral or semi – synthetic oil for air – cooled 2 stroke engines. • Only use “fresh” unleaded 95 petrol. • Only buy the quantity that you are likely to use within. • Only transport and store petrol in containers designed specifically for this purpose and which are approved and labelled as such. • Mix in the quantity of oil required for the volume of petrol to obtain the required mixture (refer to manufacturer’s technical characteristics). • Do not mix the two directly in the machine’s tank. Use an adapted container and carefully respect the mixture ratio as specified. • Always fill up with fuel while outdoors and never in an enclosed space, nor close to a flame or source of intense heat. • Do not smoke while filling up with fuel. • Do not unscrew the fuel cap when the motor is on or hot. • Slowly pour the fuel into the tank with the help of a filling nozzle or funnel. • Avoid spilling petrol and make sure that you do not overfill the tank, to avoid spillage. • Leave a few millimeters of space under the rim to allow the fuel to expand. • Put the fuel cap back on correctly. • If some petrol is spilled, do not start the engine, move the machine away from the area of spillage and carefully wipe the tool. • You should not try to start the machine until all petrol vapours have evaporated.			
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			• Close the fuel container and put it in appropriate place, protected from heat. • Visual inspection pre-use that fuel is not leaking. • If you suspect a petrol leak do not start the motor, drain the tank and get your machine checked by a qualified engineer.			
Storage of petrol	Site Manager All occupants	Fire Explosion	• Store fuel away from main building. • Do not store more petrol than is necessary. • Ensure store is secure. • Store in a suitable flammable container. • Ensure there is good ventilation. • Ensure there are no sources of ignition present nearby. • Ensure the container is stored in a stable location. • Display flammable signage on the store.	MED		✓

USE OF REASONABLE FORCE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Reasonable force	Pupils Staff	Injuries Litigation	- Physical contact with pupils is appropriate during administering first aid, guiding pupils, comforting, congratulating and demonstrating during music and PE lessons etc. - All staff may use reasonable force to prevent a pupil from causing injury to themselves or others, committing a criminal offence, damaging property or causing disorder among pupils at school. - Staff most likely to use reasonable force are adequately trained to ensure compliance with guidance and that correct techniques are employed. - Reasonable force will not be used as punishment. - Pupils will not be restrained in any way that may affect their breathing and/or circulation. - Staff will assess whether physical intervention is necessary and will use alternative strategies to manage the situation wherever possible. - If physical intervention is required, staff will ensure it is proportionate by taking into account the policy, whether other adults are present, the pupil's age, their SEN needs and other vulnerabilities. - Reasonable force will be recorded any time it is employed.	LOW		✓
Seclusion	Pupils Staff	Aggravating situation Emotional issues Injuries	- Seclusion will only be used in a non-disciplinary way and is different to disciplinary measures such as being removed from the classroom. - Seclusion will be used to prevent a pupil from leaving the premises and/or protect themselves or	LOW		✓

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		Litigation	others from harm. • The seclusion area will be safe and not threatening or intimidating. • As soon as the pupil has calmed down, and there is no immediate risk of harm, the pupil will be allowed to leave. • Any events leading to seclusion will be recorded.			
Searching pupils	Pupils Staff	Embarrassment Litigation	• The Head Teacher and authorised staff have power to search a pupil or their possessions, where staff believe the pupil may have prohibited items or they believe there is a risk that serious harm may be caused by something in their possession. • CCTV may be used to help decide whether a search is required. • Staff will seek the cooperation of the pupil before conducting a search. • Pupils will not be required to remove any clothing except outer clothing. • Staff conducting the search will be of the same sex as the pupil, unless in the time available, in accordance with the threat, it is impossible. • A search will only be carried out in the presence of a second member of staff, of the same sex as the pupil, wherever possible. • Reasonable force may be used to carry out the search, if the risk is imminent.	LOW		✓
SEN and other special needs	Pupils Staff	Lack of support and understanding	• Individual risk assessments and Behaviour Support Plans are in place, where required and are developed in conjunction with the pupil's parents/ carers wherever possible. • Through the individual risk assessments the school will seek to understand the reasons of the challenging behaviour of pupils so they can provide	LOW		✓

			adequate and appropriate support. - Plans will be reviewed regularly, especially after an event. - Staff who closely work with the individual pupils, know them well and aware of their trigger points. - Removing stimuli, considering body language, expressions and tone of voice and distraction will be among the strategies employed with SEN pupils.			
After interventions	Pupils Staff	Injuries requiring attention Stress and wellbeing	- A medical assessment and required treatment will be given to the pupil and/or staff member if injuries are sustained as soon as possible. - The school will monitor the pupil's and staff wellbeing after the event and provide additional support if required, i.e. conversation, counselling etc. - Any witnesses i.e. other pupils will also be provided with additional appropriate support where required. - The use of reasonable force, seclusion and searching are recorded and reported according to the relevant guidance provided by the DfE.	LOW		✓
Reporting	Pupils Staff	Incorrect procedures followed Recurrences	- Any event requiring the use of reasonable force, seclusion and/or a search will be recorded and reported as soon as possible after the episode. - Incidents will be evaluated/investigated as soon as possible after the event to ensure suitable strategies have been employed, to understand why intervention was required and if it had any impact on pupils and staff. - Reports will include the names of people involved, the circumstances of the pupil, i.e. SEN. - They will also include the time, date, location and a brief account of the incident, why force was used and any post-incident support provided. - Any event will be reported to parents/carers of the	LOW		✓

			pupil no later than the same day, unless staff believe it could result in serious harm to the pupil and then the incident will be reported to the LA where the pupil is normally resident.			
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USE OF SMALL POWER TOOLS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Electricity	Site Manager	Contact with electricity which could result in electrocution	- All equipment has undergone portable appliance testing ('PAT') by a 'competent' person e.g. electrician. - All equipment must be visually checked for damage prior to use e.g. damage to electrical leads, plugs, sockets. - Where necessary an RCD (Residual Current Device, commonly known as a circuit breaker) should be used where (a) equipment is used externally or (b) in wet work areas when equipment is used such as pressure washers or wet/dry vacuum cleaners. - If the user is working alone appropriate precautions must be taken e.g. means of communication.	LOW		✓
Power tools	Site Manager	Contact with moving parts or ejected material e.g. dusts etc.	- Suitable protective clothing is provided where required e.g. to protect the eyes, face, body, hearing and breathing. - Appropriate precautions should be taken in terms of the user not wearing loose clothing, tying back long hair, removal of jewellery and ties. - The machinery must be adequately guarded.	LOW		✓
Use of circular saw	Site Manager	Entanglement	- Make sure hair, loose clothing, rags and jewellery are kept clear of moving parts when in use. - Overalls can be used to restrict loose clothing. - Hair ties/hair nets can be used to secure long hair. - Make sure inappropriate jewellery and accessories (e.g. bracelets) are not worn when operating equipment. - Use clamps and trestles/bench where possible to	LOW		✓

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			secure material being cut. Keep hands clear of blades and moving parts at all times.			
Slips, trips and falls	Site Manager	Personal injuries	- Work area is as flat as possible and clear of obstacles so that there is a clear working space. - Work area is dry and free from slippery surfaces - Sufficient light and ventilation. - Weather conditions considered before work takes place.	LOW		✓
Sight/noise/dust/vibration Flying debris	Site Manager	Serious injuries Personal injuries	- Appropriate eye protection must be worn whenever using this equipment. - Ear defenders and dust mask to be worn when using the equipment for prolonged periods. - Regular breaks to prevent fingers becoming numb. - Use of gloves to help limit the effects of vibration.	LOW		✓
Location of power leads	Site Manager	Tripping	- All power leads should be moved to ensure that trailing leads do not pose a trip hazard. - When possible, battery powered tools should be used.	LOW		✓
Faulty equipment	Site Manager	Electrocution, Fire	Procedure in place for reporting damage/defects i.e. labelling and removing such equipment from use until it can be repaired or replaced.	LOW		✓
Lack of training, information and instruction	Site Manager	Incompetent persons using equipment	The users must be competent i.e. have been provided with the appropriate information, instruction and training.	LOW		✓
Working in academy alone in isolated locations	Staff Colleagues	Accident/injury, Delayed assistance in emergency Physical assault/verbal abuse	- Only agreed risk tasks to be undertaken. - Avoid high risk activities (e.g. working at height). - Mobile phone available. - Notify Head Teacher of intention to work outside regular hours. - Reduce time spent working alone so far as is reasonably practicable.	LOW		✓

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		Cuts/abrasions, musculoskeletal and other physical injuries	• Ensure a colleague, partner, friend etc. is aware you are working alone and who to contact in the event of overdue contact. • Notify staff on site of location/estimated duration of task if working on site remote from others.			
Security	Site Manager	Unauthorised use, Theft	• Adequate precautions have been taken to prevent unauthorised use of the equipment. • All equipment must be kept locked and secure at all times.	LOW		✓

USE OF WORK EQUIPMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Working equipment	Site Manager Contractors	Injury	• If there is a significant risk, then ensure that a work equipment risk assessment is carried out which will identify: • Any known significant risks. • Guards that need to be in place. • Servicing/inspection requirements. • Identify authorized users. • PPE in place. • Training/instruction required. • Is the equipment appropriate (being used for its intended purpose).	LOW		✓
Asbestos	Site Manager Colleagues Children Visitors	Ill health	• Check Site asbestos log information for location of asbestos containing material prior to undertaking any work which has the potential to disturb asbestos. Drilling, sanding, cutting, etc. • Permission to work to be completed for any work on fabric of the building.	LOW		✓
Lifting and carrying of heavy or awkward equipment	Site Manager Colleagues Children Visitors	Back injuries, sprain, strains	• Training given in correct lifting techniques. • Minimise manual handling. • Appropriate footwear worn.	LOW		✓
Use of electrical equipment	Site Manager Colleagues Children Visitors	Electrical shock Burns	• Ensure all connections are properly fixed and that the equipment has been 'PAT' tested. • Visual inspection pre-use. • A residual current device should be used in higher	LOW		✓

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			risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.			
Battery/charging units	Users Pupils Staff Others	Fire Explosion	• Ensure equipment is included in portable electrical equipment PAT testing. • All operators are competent in the use of the equipment. • All equipment is maintained and subject to regular checks as instructed in the manufacturer's guidelines. • A pre-use visual check of equipment is carried out by the user to ensure that there are no defects in the casing and battery pack (they haven't been crushed, cut or punctured). • Do not use a battery that has been dropped or is in poor condition. • Only use batteries and chargers designed for the tool being used. • Charge batteries during the day when premises are occupied, and regularly check them, to ensure they do not overheat. • Charge batteries on a level surface, made of non-combustible material. • Ensure the area around the charging unit is free of combustible materials/chemicals. • Consider charging in an area made of non-combustible materials 10m away from other buildings. • Switch off the tool before disconnecting the battery. • Battery to be disconnected and tool switched off, when not being used and before being stored. • Battery to be stored in an appropriate and safe	LOW		✓

			place.			
Filling up with fuel	Site Manager	Fire	• All operators are competent in the use of the equipment. • The fuel is a mixture of unleaded 95 petrol and mineral or semi-synthetic oil for air-cooled 2 stroke engines. • Only use “fresh” unleaded 95 petrol. • Only buy the quantity that you are likely to use. • Only transport and store petrol in containers designed specifically for this purpose and which are approved and labelled as such. • Mix in the quantity of oil required for the volume of petrol to obtain the required mixture (refer to manufacturer’s technical characteristics). • Do not mix the two directly in the machine’s tank. • Use an adapted container and carefully respect the mixture ratio as specified. • Always fill up with fuel while outdoors and never in an enclosed space, nor close to a flame or source of intense heat. • Do not smoke while filling up with fuel. • Do not unscrew the fuel cap when the motor is on or hot. • Slowly pour the fuel into the tank with the help of a filling nozzle or funnel. • Avoid spilling petrol and make sure that you do not overfill the tank, to avoid spillage. • Leave a few millimeters of space under the rim to allow the fuel to expand. • Put the fuel cap back on correctly. • If some petrol is spilled, do not start the engine, move the machine away from the area of spillage and carefully wipe the tool.	MED		✓

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			- You should not try to start the machine until all petrol vapours have evaporated. - Close the fuel container and put it in an appropriate place, protected from heat. - Visual inspection pre-use that fuel is not leaking. - If you suspect a petrol leak do not start the motor, drain the tank and get your machine checked by a qualified engineer.			
Storage of petrol	Site Manager All occupants	Fire Explosion	- Store fuel away from main building. - Do not store more petrol than is necessary. - Ensure store is secure. - Store in a suitable flammable container. - Ensure there is good ventilation. - Ensure there are no sources of ignition present nearby. - Ensure the container is stored in a stable location. - Display flammable signage on the store.	MED		✓
Lone working - working in school alone in isolated locations	Site Manager Colleagues	Incident Accident	- Only agreed risk tasks to be undertaken. - Avoid high risk activities (e.g. working at height). - Mobile phone carried. - Notify staff on site of location/estimated duration of task if working on site remote from others. - Reduce time spent working alone so far as is reasonably practicable. - Notify manager of start time and when finished.	LOW		✓
Working at height	Site Manager Colleagues	Falls	If work equipment is to be used whilst working at height, then a specific risk assessment will need to be carried out.	LOW		✓

VEHICLE PEDESTRIAN INTERFACE

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Vehicles colliding with people	Pupils Staff Visitors Others	Collision	• Appropriate speed reduction measures (speed ramps, notices etc.). • Walkways of separation of pedestrians and traffic in place in various areas. • The car park is electronically controlled. • The barrier is controlled via an intercom system connected to the school office. • Visitors must use the intercom and wait for the school office to grant permission and they will remotely open the gates. • Staff will be able to gain access via an access code. • When accessing buddies care to be taken as no separate walkway. • The access from the road shall be kept clear for emergency vehicles. • The access gate for pedestrians is separate to the main vehicle access point. • If an event is being held outside of normal school activities, the pedestrian gate will always remain open. • Speed limit signs where necessary. • Arrange for delivery vehicles to arrive and depart outside of busy pedestrian times.	LOW		✓

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VIOLENCE & AGGRESSION

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Violence	Staff members from pupils, parents or visitors. Lunchtime supervisors, Site Manager, other people who work on site	Verbal or physical attacks	• Staff members are encouraged to defuse situations which could escalate into a verbal and/or physical attack. • Training courses are available for identified staff members to attend. • When talking to parents or visitors, staff should always try and talk to them where other staff members are around. • Staff members are encouraged to take a non-confrontational approach when interacting with others. • Staff to ensure they have a place of escape and a way of summoning help. • Staff should try to refrain from having no escape route. • Panic buttons available in some rooms.	LOW		✓

VISITORS TO SCHOOL

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Visitors entering the building	Staff Visitors	Not authorised	- The reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors press the button and wait for door release to be activated by the office staff. - Visitors are able to wait in the foyer but prevented from going further into the school by a security system on the doors. These doors must not be propped open. - Visitors who are admitted into the school are asked to sign in and given a visitor's badge and ID must be shown and checked. - The school diary is used to inform the staff of planned visitors. - Children are reminded in assembly to tell their teacher if they see an unknown person without an ID badge wandering around the school premises.	LOW		✓
Gaining entry into school	Staff Pupils	Unauthorised access	- The office staff will ask you to wait in the reception area until the person you are wishing to see has been contacted. - Once the teacher or other staff member has identified you, they will allow access into the school.	LOW		✓
DBS check for visitors	Pupils	Contact with pupils	Visitors who will not be in direct contact with pupils will not require DBS checks.	LOW		✓
DBS checks for volunteers	Pupils	Contact with pupils	Checks are required only for those who have regular and unsupervised access to children and young people. Under the terms of the Protection of	LOW		✓

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			Freedoms Act 2012 where a volunteer is being adequately supervised, they are not considered to be working in regulated activity however often they do this, and the school does not need to request a DBS check. For the purposes of an Ofsted inspection, schools (and colleges) should be able to explain the rationale for those who have been checked and those who have not. The key criterion for checking volunteers is regular unsupervised contact with children.			
DBS checks for visiting staff	Pupils	Contact with pupils	Visiting staff who do not have unsupervised regular access to children and young people – such as initial teacher education mentors and tutors – are not eligible for a DBS check. The normal risk assessment that applies to all visitors is sufficient. For visiting staff who do have unsupervised regular access to children and young people – such as educational psychologists, social workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their 'providing' organisation (for example, the supply agency, the university, primary care trust, local authority and so on) should request the check. It is sufficient, for the schools to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors. It is not necessary (or practicable) to require a date for such checks unless the providing organisation supplies a list of named individual supply staff. Written confirmation may be in the form of a public statement on the agency website, as is the case	LOW		✓

			with Ofsted.			
DBS checks for contracted staff	Pupils	Contact with pupils	Contracted staff that come into regular contact with children and young people – such as cleaning, caretaking and kitchen staff – should be included on the single central record; as in the case of agency supply staff, written assurances from the providing organisation – for example, the local authority – or copies of contracts referring to staff who have access to children are sufficient proof that the relevant checks have been undertaken. This requirement is usually included in the contract that schools, colleges and/or local authorities will have set up. Schools and colleges are not entitled to repeat these checks. Therefore, a letter or copy of a contract that states that an agency or contractor has carried out all appropriate checks, including DBS checks, is sufficient. Where an organisation has provided a link to their website where they explain their position regarding DBS and employment checks (as Ofsted does)	LOW		✓
DBS Police Officers	Pupils	Insufficient clearance	Police officers and staff who are visiting schools in their professional capacity are only required to produce some form of endorsement of their status and their identity. Their official warrant card or identity card showing the appropriate photographic evidence would be quite sufficient in these circumstances.	LOW		✓

WATER SYSTEMS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Legionella Scalds	Pupils Staff Visitors	Bacterial infection Burns	- Water management and inspection routines to be in place in accordance with COSHH, where necessary, i.e. suitable water management risk assessment to be carried out by competent person. - Checks for legionella, by competent person/contractor, to be in place on a regular basis. - Temperature checks, in accordance with legionella management, to be undertaken and recorded on a regular basis in accordance with maintenance routine where appropriate. - Manage temperature at taps to prevent scalding. - TMVs inspected on an annual basis by competent person.	LOW		✓

WHEELCHAIRS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Wheelchair users	Pupils Staff	Personal injury	- Where wheelchairs are used by any pupils there should be adequate access and ramps provided where necessary. - Consider access to classrooms etc. - Where staff are required to assist pupils in and out of wheelchairs, they must have received adequate training. - If any hoists are used, they must be tested every six months by a competent person, normally your insurance company engineer. - Staff to be suitably trained in the use of hoists. - Suitable storage facilities should be available. - Ensure “safe havens” are designated on upper floors for wheelchair users and that the users are familiar with the arrangements as under the “fire” section. - Ensure wheelchair evacuation and “safe haven” arrangements are checked with the “Fire Safety Officer”.	LOW		✓

WORK AT HEIGHT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Working on ladders	Site Manager Staff	Falls	• Avoid working at height if possible. • Do not work alone, if not possible - always ensure a colleague is nearby and aware of your activity or tell partner where you will be working. • Carry a mobile phone in case you need to summon help. • Work in twos if there are items to be handed up or down. • Protect the bottom of ladders or towers from knocks by using signs and barriers. • Staff have been advised not to stand on tables. • Pregnant staff have been instructed not to use ladders, stepladders. • Ladder work. • Only use if there is no reasonable alternative or there is a low level of risk. • Store ladders correctly. • Check ladders visually before use. • Use long reach ladders for higher work. • Obtain assistance to carry, lift and position. • Use in locked position. • Use wide bottom braces where possible. • Ensure the ladder extends one meter above the landing place. • Set at the most stable angle – a slope of 4 units up, to 1 out at the base.	LOW		✓

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			- Secure the ladder by lashing at top or bottom, or by having a second person at the foot. - Have a second person foot the ladder if working above the tenth tread. - Use tool belt to hold tools.			
Unauthorised entry	Others	Falls	- Ensure pupils are aware of the hazards of entering building sites and climbing ladders/scaffold. - Move refuse bins away from walls which allow easy access to roofs.	LOW		✓

WORK AT HEIGHT/DISPLAYS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Lack of appropriate access equipment	Staff member and others in the area who are in the vicinity when the person falls.	Falls	- The school has purchased a number of kick stools and stepladders for staff members to use. - All equipment that has been purchased is of the industrial (EN131) standard. - All staff members have been instructed that they cannot stand on tables and chairs – disciplinary action will be taken against staff who are found to be using inappropriate equipment. - Staff members will all receive training in regard to work at height (putting up displays). - Staff to ask for assistance where required.	LOW		✓
Lack of awareness training for staff who use the access equipment	Staff member and persons in the vicinity should they fall	Falls	- All staff members to receive stepladder awareness training and be competent in carrying out the pre-use visual checks, through the HSE leaflet. - All staff members who use the equipment wear appropriate clothing and footwear.	LOW		✓
Falling objects from the stepladder	Pupils, staff members, visitors	Collision with falling objects	- The area around the stepladder will have a barrier or a person to act as “look out” to prevent persons walking near to the stepladder. - Most working at height activities take place when pupils are not at school. - A “tool belt” or “secure holder” is used if a number of items have to be taken up the stepladder.	LOW		✓
Lone working on access equipment	Person using the access equipment /	Falls	All staff members are made aware that they should not use access equipment whilst they are working on their own in the school.	LOW		✓

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	stepladder		All working at height activities (e.g. putting up displays), are planned in advance so that they are carried out when more than one person is on site.			
Faulty access equipment	Staff members who use the access equipment.	Falls	- Pre-use visual checks are carried out by all users of the equipment. - A formal (recorded) inspection of the equipment takes place each term. - All staff members are aware of the defect reporting procedure if they identify any damaged/unsafe equipment. The equipment is taken out of use until repaired or disposed of and replaced.	LOW		✓
Extreme weather conditions	Staff member using the equipment	Falls	Stepladders are not used outside when weather conditions can make their use dangerous (e.g. during heavy winds/rain, when there are thunder and lightning storms etc.).	LOW		✓
Manual handling of equipment	Back injuries, aches and pains to the user	Falls personal injury	- All staff members have received manual handling information/awareness training and will not handle items that are beyond their own capability. - All access equipment is stored in areas that are near to where they will be used.	LOW		✓

YOUNG PERSON'S RISK ASSESSMENT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Chemicals substances	Young Person	Burns and poisoning	- All young workers will receive adequate training before using any chemicals/substances. - PPE will be provided at all times. - Young persons will be asked before commencing work, of any known medical conditions before any cleaning work is undertaken. - Adequate training will be given, and a safe system of work.	LOW		✓
Cleaning	Young person	Slipping and allergies	Young person to be given training and sufficient information prior to any cleaning duties.	LOW		✓
Cold surfaces	Young person	Burns	Sufficient training and procedures would be applied in the event of a young person coming into contact with cold surfaces.	LOW		✓
Confined space	Young person	Lack of oxygen	Young person will not be permitted into undertaking any confined spaces work activities.	LOW		✓
Electricity	Young person	Shock	The young person will be informed to visually check any electrical item before use and report any faulty items to the head of department.	LOW		✓
Fire	Young person	Burns	The young person will receive instruction on the school's fire procedures.	LOW		✓

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Specific Job Roles

LUNCHTIME SUPERVISOR

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Slips and trips	Lunchtime Supervisor	Falling and causing injury ranging from cuts and bruises through to broken bones	• Good housekeeping is practiced throughout the school. • All spillages are cleaned up immediately and yellow cones used to warn others of wet floor areas. • Cleaning is carried out outside of school core hours when occupation is minimal. • The use of extension leads/reels are kept to minimum. • All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes. • Appropriate and sensible footwear is worn when working outside (e.g. flat sole covered heel and toe). • Any defects found with flooring/playground etc. are reported via the school's defect reporting procedure.	LOW		✓
Aggression	Lunchtime Supervisor	Fear, cuts, bruises etc.	• Poster displayed prominently informing visiting persons of the policy to prosecute any persons who are violent towards school staff. • There is a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. • All incidents of aggression are recorded on the appropriate form.	LOW		✓
Fire	Lunchtime Supervisor	Burns, Smoke inhalation, Death	• See fire risk assessment that has been carried out. • The fire procedure is shown to the staff member on the first day at work as part of the induction process. • Regular fire evacuation drills are practiced termly as	LOW		✓

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			a minimum. All staff members receive fire awareness training at regular intervals.			
Work related stress	Lunchtime Supervisor	Ill health leading to absence or breakdown	- All staff members receive regular formal supervision/ PDR reviews where workload etc. can be discussed. - A stress audit questionnaire has been carried out at the school and the findings carried out. - There is an open-door policy within the school where managers can be approached when staff members are feeling they are becoming “overworked”. - Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial. - Employee Assistance Programme is available for all staff members at the school who want to discuss work or personal related issues with a qualified and confidential counsellor.	LOW		✓
Supervision	As above	Incidents	- Lunchtime Supervisors must ensure they are standing in positions across the playground and not in a group. - All areas of the playground to be covered or seen from their standing point.	LOW		✓

OFFICE STAFF

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Fire	Admin and Reception Staff	Burns, Smoke inhalation and death	• See fire risk assessment that has been carried out. • The fire procedure is shown to the staff member on the first day at work as part of the induction process. • Regular fire evacuation drills are practiced termly as a minimum. • All staff members receive fire awareness training at regular intervals.	LOW		✓
Slips and trips	Admin and Reception Staff	Cuts, bruises through to broken bones	• Good housekeeping is practiced throughout the classroom. • All spillages are cleaned up immediately and yellow cones used to warn others of wet floor areas. • Cleaning is carried out outside of school core hours when occupation is minimal. • The use of extension leads/reels are kept to minimum. • All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes.	LOW		✓
Falls	Admin and Reception Staff	Cuts, bruises through to broken bones	• All items that are regularly accessed are stored at a height that all persons can reach without using access equipment. • Appropriate access equipment (e.g. kick stool/step ladder) is readily available and used. • All access equipment is checked at regular intervals for defects and prior to each use by the user. • A formal annual inspection is carried out and the equipment is labelled with date of inspection. • Working at height training course available for identified	LOW		✓

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			staff members. • Staff members who regularly use access equipment wear appropriate clothing and footwear. • A separate/specific risk assessment is carried out for activities that involve working at height.			
Display Screen Equipment (DSE)	Admin and Reception Staff	Musculo-skeletal disorders, Carpel tunnel syndrome, Eye strain, Headaches etc.	• All users of DSE have received training in the safe use and set up. • Adjustable (height and back) chairs are provided. • A DSE self-assessment has been carried out by each user and the findings actioned. The self-assessment is reviewed annually or when circumstances change (e.g. when new equipment is purchased).	LOW		✓
Electricity and electrical equipment	Admin and Reception Staff	Shock, electrocution, burns and fire	• The building is subjected to regular (5 yearly) fixed installation testing regime. • All portable electrical equipment is subjected to regular 'PAT' testing. • A pre-use visual check of the electrical equipment is carried out by the user. • All staff have received training in the safe use of electrical equipment.	LOW		✓
Aggression	Admin and Reception Staff	Fear, cuts, bruises etc.	• Poster displayed prominently informing visiting persons of the policy to prosecute and persons who are violent towards school staff. • The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. • All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.	LOW		✓
Work related stress	Admin and Reception Staff	Ill health, leading to prolonged absence/	• All staff members receive regular formal supervision/ PDR reviews where workload etc. can be discussed. • There is an open-door policy within the school where managers can be approached when staff members are	LOW		✓

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		breakdown	feeling they are becoming “overworked”. Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.			
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SENIOR MANAGEMENT/LEADERSHIP TEAM

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Slips and trips	SMT/SLT	Cuts, bruises through to broken bones	• Good housekeeping is practiced throughout the office. • All spillages are cleaned up immediately and yellow cones used to warn others of wet floor areas. • Cleaning is carried out outside of school core hours when occupation is minimal. • The use of extension leads/reels are kept to minimum. • All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes.	LOW		✓
Falls	SMT/SLT	Cuts, bruises through to broken bones	• All items that are regularly accessed are stored at a height that all persons can reach without using access equipment. • Appropriate access equipment (e.g. kick stool/step ladder) is readily available and used. • All access equipment is checked at regular intervals for defects and prior to each use by the user.	LOW		✓
Electrical equipment and electricity	SMT/SLT	Shock, electrocution, burns and fire	• The building is subjected to regular (5 yearly) fixed installation testing regime. • All portable electrical equipment is subjected to annual 'PAT' testing. • A pre-use visual check of the electrical equipment is carried out by the user. • All staff have received training in the safe use of electrical equipment.	LOW		✓
Display Screen Equipment	SMT/SLT	Musculo-skeletal disorders,	• All users of DSE have received training in the safe use and set up. • Adjustable chairs are provided.	LOW		✓

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		Carpel tunnel syndrome, Eye strain, Headaches etc.	- A DSE self-assessment has been carried out by each user and the findings actioned. - The self-assessment is reviewed annually or when circumstances/equipment changes.			
Aggression	SMT/SLT	Fear, cuts, bruises etc.	- Poster displayed prominently informing visiting persons of the policy to prosecute any persons who are violent towards school staff. - The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. - All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.	LOW		✓
Fire	SMT/SLT	Burns, Smoke inhalation, Death	- See fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum. - All staff members receive fire awareness training at regular intervals.	LOW		✓
Work related stress	SMT/SLT	Ill health leading to absence or breakdown	- All staff members receive regular formal supervision/ PDR reviews where workload etc can be discussed. - There is an open-door policy within the school where managers can be approached when staff members are feeling stressed. - Stress awareness training is available for those at risk.	LOW		✓

SITE MANAGER

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Litter picking	Site Manager Pupils Staff Visitors	Infections from needle stick injuries, cuts from broken glass etc	- Grabbers/litter picking sticks are available. - Safety gloves are provided and used. - Sharps box is used to dispose of any needles. - Broken glass is wrapped in strong paper/cardboard etc. and is clearly marked before disposal.	LOW		✓
Fire	Site Manager Pupils Staff Visitors	Burns, Smoke inhalation, Death	- See school's fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum. - All staff members receive fire awareness training at regular intervals.	LOW		✓
Electricity and electrical equipment	Site Manager Pupils Staff Visitors	Shock, electrocution, burns and fire	- The building is subjected to regular (5 yearly) fixed installation testing regime. - All portable electrical equipment is subjected to regular 'PAT' testing. - A pre-use visual check of the electrical equipment is carried out by the user. - All staff have received awareness training in the safe use of electrical equipment. - Hand tools are of the 110-volt variety or battery operated.	LOW		✓
Working at height (e.g. changing	Site Manager Pupils	Falling items cause injury to those	- See specific risk assessment for working at height. - The Site Manager has been trained and instructed in the safe use of the ladders and steps.	LOW		✓

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light bulbs, cleaning gutters, retrieving balls etc)	Staff Visitors	below/falling and causing injuries from cuts and bruises through to death	- When using the ladder, it is tied off at the top or a ladder stop is used at the bottom. - Ladders and step ladders are subjected to formal annual visual inspections. - All other persons working in the area are requested to vacate the immediate vicinity and area is cordoned off. - Any external work is only carried out if weather conditions are appropriate (e.g. no high winds, heavy rain, lightning etc.).			
Security call outs	Site Manager Pupils Staff Visitors	Verbal and physical assault from the intruder	- Linked to alarm company. - Site Manager has been issued with a mobile phone (or other method of communication), to call for assistance if required.	LOW		✓
Gritting pathways, car parks etc	Site Manager Pupils Staff Visitors	Slipping and falls leading to cuts, bruises through to broken bones including colds/flu due to low temperatures	- Sensible/practical footwear is worn by the Site Manager. - Gritting is carried out ahead of the Site Manager's route. - Where there are undulations in the area, gritting is carried out uphill, not downhill. - Site Manager will dress to suit the weather conditions (e.g. plenty of layers rather than one thick item of clothing). - Jackets, boots and gloves have/will be provided by the school for the Site Manager to carry out their duties during cold spells. - Exposure to extreme cold conditions is kept to a minimum and regular break are taken in a warm environment.	LOW		✓
Cleaning animal fouling	Site Manager Pupils Staff	Infections (e.g. Toxocariasis)	- Suitable rubber gloves have been provided by the school. - A collection trowel and container/plastic bag are provided and used.	LOW		✓

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	Visitors		Hands are washed thoroughly after fouling has been cleaned up.			
Moving furniture, equipment etc	Site Manager Pupils Staff Visitors	Aches, pains, strains, muscle injury through to broken bones	- Resources that need to be moved on a regular basis are bought in sizes that are manageable. - A trolley/sack truck is available to assist with handling tasks. - Site Manager will receive manual handling training. - Manual handling risk assessments are carried out for all items that have to be moved (e.g. pushed/pulled/lifted etc.) where there is a significant risk of injury. - Where needed, more than one person will assist in the handling task.	LOW		✓
Buffing, cleaning and polishing of floors	Site Manager Pupils Staff Visitors	Electrocution, Tripping over wires, Back injuries through to Hand Arm Vibration Syndrome (HAVS)	- Site Manager will/has received full training in how to use the machine safely. - The machine is Portable Appliance Tested ('PAT') on a regular basis and serviced/maintained annually as a minimum. - All wires and cables are visually inspected before each use. - Task is only carried out when the area is not in use (e.g. outside of the school day). - Warning signs are erected where there are wet floors. - If symptoms of HAVS are noted (e.g. numbness of fingers/white fingers etc.), then medical attention is sought and reported to the school.	LOW		✓
Use of COSHH chemicals and materials	Site Manager Pupils Staff Visitors	Irritation to skin and eyes, Respiratory problems, Burns, Blindness through to	- All staff members who use COSHH materials have received training in their safe use. - COSHH risk assessments/Product Data Sheets are available for all materials used and have been shared with the staff concerned. - COSHH materials are never mixed together. - When diluting a COSHH substance, the substance is always added to the water rather than the other way	LOW		✓

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		death	around. All COSHH materials are stored in a secure place (e.g. locked cupboard or storeroom) away from unauthorised persons.			
Erecting shelving, whiteboards etc.	Site Manager Pupils Staff Visitors	Shock, electrocution, through to death from use of electrical equipment and exposure to asbestos fibres	- Areas that are suspected to contain asbestos are not disturbed by drilling with power tools etc. - An asbestos management survey has been carried out and the information in the report has been read and understood by the Site Manager. - Electrical equipment has been 'PAT' tested by a competent person at regular intervals. - A wooden baton is fixed to the wall with a product such as "No-nails" and left to cure for 24 hours. Shelving, whiteboard (lightweight) etc. is then screwed to the baton not the wall. Baton is then to be tested to ensure it will take the weight of the item being fixed to the wall, where ACMs are expected/known to exist.	LOW		✓
Work related stress	Site Manager	Ill health leading to absence or breakdown	- All staff members receive regular formal supervision/ PDR reviews where workload etc. can be discussed. - A stress audit questionnaire has been carried out at the school and the findings carried out. - There is an open-door policy within the school where managers can be approached when staff members are feeling they are becoming "overworked". - Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial. - Employee Assistance Programme is available for all staff members at the school who want to discuss work or personal related issues with a qualified and confidential counsellor.	LOW		✓

TEACHERS

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Slips and trips	Teachers	Cuts, bruises through to broken bones	• Good housekeeping is practiced throughout the classroom. • All spillages are cleaned up immediately and yellow cones used to warn others of wet floor areas. • Cleaning is carried out outside of school core hours when occupation is minimal. • The use of extension leads/reels are kept to minimum. • All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes. • Sensible shoes are worn whilst at work that are appropriate for the job (e.g. flat, covered heel and toe).	LOW		✓
Falls	Teachers	Cuts, bruises through to broken bones	• All items that are regularly accessed are stored at a height that all persons can reach without using access equipment. • Appropriate access equipment (e.g. kick stool/step ladder) is readily available and used. • All access equipment is formally checked at regular intervals for defects and prior to each use by the user. • Working at height training course available for identified staff members. • Teachers who use access equipment regularly wear suitable clothing and footwear.	LOW		✓
Display Screen	Teachers	Musculo-skeletal	• All users of DSE have received training in the safe use and set up.	LOW		✓

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Equipment (DSE)		disorders, Carpel tunnel syndrome, Eye strain, Headaches etc.	Adjustable (height and back) chairs are provided for the user.			
Aggression	Teachers	Fear, cuts, bruises etc.	- Poster displayed prominently informing visiting persons of the policy to prosecute any persons who are violent towards school staff. - The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. - All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.	LOW		✓
Work related stress	Teachers	Ill health leading to absence and breakdown	- All staff members receive regular formal supervision/ PDR reviews where workload etc. can be discussed. - There is an open-door policy within the school where managers can be approached when staff members are feeling they are becoming "overworked". - Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.	LOW		✓
Fire	Teachers	Burns, Smoke inhalation, S Death	- See fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum. - All staff members receive fire awareness training at regular intervals.	LOW		✓
Electrical equipment and electricity	Teachers	Shock, electrocution, burns and fire	- The building is subjected to regular (5 yearly) fixed installation testing regime. - All portable electrical equipment is subjected to regular 'PAT' testing.	LOW		✓

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			• A pre-use visual check of the electrical equipment is carried out by the user. • All staff have received training in the safe use of electrical equipment.			
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TEACHING ASSISTANT

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Slips and trips	Teaching Assistant	Cuts, bruises through to broken bones	- Good housekeeping is practiced throughout the classroom. - All spillages are cleaned up immediately and yellow cones used to warn others of wet floor areas. - Cleaning is carried out outside of school core hours when occupation is minimal. - The use of extension leads/reels are kept to minimum. - All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes. - Sensible/suitable footwear is worn for the job to be carried out (e.g. flat, covered heel and toe).	LOW		✓
Falls	Teaching Assistant	Cuts, bruises through to broken bones	- All items that are regularly accessed are stored at a height that all persons can reach without using access equipment. - Appropriate access equipment (e.g. kick stool/stepladder) is readily available and used. - All access equipment is checked at regular intervals for defects and prior to each use by the user. - All staff members wear appropriate and sensible footwear and clothing when using access equipment. - Working at height training course available for identified staff members.	LOW		✓
Aggression	Teaching Assistant	Fear, cuts, bruises etc.	- The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. - All incidents of aggression are recorded and any	LOW		✓

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			trends or clusters that are identified are acted upon.			
Work related stress	Teaching Assistant	Ill health leading to absence or possible breakdown	- All staff members receive regular formal supervision/ PDR reviews where workload etc. can be discussed. - There is an open-door policy within the school where managers can be approached when staff members are feeling they are becoming “overworked”. - Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.	LOW		✓
Fire	Teaching Assistant	Burns, Smoke inhalation, Death	- See fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum. - All staff members receive fire awareness training at regular intervals.	LOW		✓
Electrical equipment and electricity	Teaching Assistant	Shock, electrocution, burns and fire	- The building is subjected to regular (5 yearly) fixed installation testing regime. - All portable electrical equipment is subjected to regular PAT testing. - A pre-use visual check of the electrical equipment is carried out by the user. - All staff have received training in the safe use of electrical equipment.	LOW		✓

RISK ASSESSMENT ACTION PLAN

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Inadequate Controls Identified	Planned Action	Low Medium High	Residual Risk Level	Are proposed controls adequate?		Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)
				Yes	No			

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RISK ASSESSMENT ACTION PLAN

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Inadequate Controls Identified	Planned Action	Low Medium High	Residual Risk Level	Are proposed controls adequate?		Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)
				Yes	No			

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Risk Level	Action & Timetable Back to index
LOW	No action is needed, and no documentary records need to be kept other than a record of the assessment and the outcome. No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.
MEDIUM	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (review each year)
HIGH	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (review within three months or shown in an action plan.