Woodcroft Primary School

Risk Assessment Policy

September 2026

Last review:	September 2026
Next review:	September 2027
Signed off by (governing body):	Rober Kulawik
Signature & Date:	1/9/26
Signed off by (Senior Management Team):	Craig Tallon
Signature & Date:	1/9/26

RISK ASSESSMENT POLICY

1. Intent

The Governors of Woodcroft are fully committed to promoting the health, safety and welfare of all in our community. They want to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the Law, current best practice and ensure, at the end of the day, everyone returns home safely. Risks are inherent in everyday life. As a School, we need to identify them and to adopt systems for minimising them. Our role is to educate staff and pupils to become 'risk aware', to avoid encouraging a 'cotton wool' culture so that staff and pupils can explore life and risk in a managed, controlled and safe way.

This Policy complements and should be read in conjunction with the School's Health and Safety Policy, Management of Health & Safety Risk: Procedure 19 and other activity and department specific policies and procedures. The risks and control measures identified are already included in the School's Health & Safety Policy

2. What is a Risk Assessment?

A risk assessment is a systematic tool for conducting a formal examination of the harm or hazard to people (organisation, environment, business reputation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire, chemical, violent person etc).

- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended, chemical fire or explosion if incompatible material mixed together or if a person with behaviour issues becomes aggressive).

- A risk rating is the resulting assessment of the severity of the outcome (e.g. first aid treatment, visit to hospital, loss of life, destruction of property, damage to the environment).

- Risk control measures are the measures and procedures (safe systems) that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, supervision, safe working procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and general maintenance and inspection etc).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense, focusing on prevention, they are proactive, rather than reacting as things go wrong. Many incidents can be avoided by simple measures that are practical, effective and not costly.

Risk assessments need reviewing and updating regularly in accordance with Risk Assessment procedure 19. WOODCROFT is very aware that all staff and pupils need to receive training to manage and control risks. Copies of current risk assessments are held and stored centrally on the Google Team Drive to allow access to all. The Educational Visits Coordinator (EVC) holds copies of risk assessments for all educational visits and these are kept on Evolve. Staff training records are kept with the Headteacher.

3. Conducting a Risk Assessment

At Woodcroft Preparatory School we use a model that aligns itself to "Five Steps to Risk Assessment" published by the HSE and tailored to the needs of WOODCROFT school.

Essentially steps to carrying out a risk assessment are provided in Management of Health & Safety Risk: Procedure 19. These are summarised below:

1. List the situation or task giving rise to a hazard and identify all the hazards;
2. Identify who might be harmed and how;
3. List the existing control measures currently in place;
4. Evaluate the risks R;
5. Further Controls to be implemented to reduce the risk;
6. Detail "Who", "When" and "Completion" of the further action necessary to control the risks;
7. Review the assessment and revise if necessary on any accident, change or at a set interval.

A generic Woodcroft Risk Assessment Form and matrix is included in Appendix 1 and 2 respectively. The above steps are numbered on the form.

Risk Assessments are required by law to be completed and recorded for all work activities and facilities where there is a significant risk of injury to staff, pupils and non-employers; contractors, visitors and members of the public. This includes work at WOODCROFT school or on behalf of WOODCROFT school at other venues.

School risk assessments are produced by all staff following training and approved and signed off by their Line Manager, Head Teacher and School Governors and brought to the attention of all personnel who will be affected as soon as practicable and before work commences.

School risk assessments address activities that might generally be considered safe enough for one age group may not be appropriate with children from a different age or have special educational needs or disabilities. Equally, an activity appropriate for a Monday morning may not be on a Friday directly after wet playtime or where large numbers make the activities unsafe. Our experienced teachers are able to anticipate problems and adapt accordingly.

Teachers incorporate the significant findings of the risk assessments whilst drawing up their scheme of works or lesson plans and taking account the nature and level of supervision necessary based on if the supervision is provided by teachers, learning assistants, parents and the age group of children.

4. Risk Assessment Review

All risk assessments are reviewed immediately on completion and revised again on any accident, change or annually in accordance with Management of Health & Safety Risk: Procedure.

The separate School's Health and Safety Policy describes the arrangements for regular health and safety monitoring, inspections and audits of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for pool and water management.

The Premises manager and Health & Safety Rep carry out inspection monthly. These are reviewed by the School Governors (Health & Safety) and Head teacher at the Premises Committee termly. Inspection to review the risks and associated controls measure to ensure that they are proportionate to the risk, in place, effective and identify additional actions required. A record of these inspections is kept and form part of the School Annual Health & Safety Report.

5. Classroom Checklist

These are conducted on a termly basis and under-pin the School health & safety risk assessments. A typical template is located in Appendix 3 and is based on the HSE Health & Safety Checklist for Schools. They cover all identified risks to our pupils, our staff in our day-to-day routines (e.g. classrooms, corridors, common areas, dining room, gym, our grounds, play equipment) and at all school events and outings that have not been foreseen by those detailed in Appendix 4-8.

All members of staff are responsible for reporting any hazards, risks, damage or defects to the Premises Manager to either repair, make safe or remove from service as appropriate and practical.

6. Daily School Visual Opening Inspections

These are conducted visually in the school on a daily basis before the start of class. The Visual inspection under-pins the School health & safety risk assessments and School Classroom Checklist. This visually covers identified risks on a daily routine (e.g., classrooms, corridors common areas, dining room, gym, our grounds, play equipment). Any unsafe conditions and behaviour must be reported and made safe and/or removed to prevent harm to pupils, staff and/or others not employed by the school.

All members of staff are responsible for reporting any hazards, risks, damage, or defects to the Premises Manager to either repair, make safe or remove from service as appropriate and practical.

7. Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires them to complete risk assessment and be competent risk assessors.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors and are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its use. They are responsible for cooperating with the Headmaster, Senior Leadership Team in order to enable the Governors to comply with their health and safety duties.

All key staff receive induction and refresher training in risk assessments tailored to their specific areas.

8. Responsibilities of pupils

Risk assessments involving pupil activities are shared with the children via a safety briefing before participating in these activities and are expected to wear protective equipment identified by the risk assessment and to follow instructions given.

Students are instructed on the Action to be taken:

- in the event of an emergency evacuation following a fire, gas or bomb warning
- to call a first aider following an accident or illness
- on noticing an accident, hazard or unauthorised person in school grounds
- on the spilling of blood or body floods and washing hands following a visit to the toilet

Instruction, information and training on curriculum health & safety issues are delivered during lessons by competent teaching staff and before any of the risks are incurred.

9. Health & Safety Competent Person

The School employs a Health and Safety Consultancy to act as their "competent person" to provide competent health & safety guidance, advice and support to the School. This is achieved through review of practices, risk assessments, accident/incident investigations, trend analysis, legislation updates and provision of guidance and advice.

The consultants are professionally qualified health and safety practitioners to CMIOSH[1] with years of practical experience covering a wide range of health and safety issues and are registered on OSHCR[2]

10.Annual Health and Safety Report

The School's Premises Committee undertakes an Annual Health & Safety Report undertaking a review of the school's health and safety management systems reporting back to both the relevant Health & Safety committee and full governing body and employer that health & safety and risks are actively managed as far as reasonably practical.

11. What Areas Require Health & Safety Risk Assessments?

There are numerous activities carried out in Woodcroft Preparatory School, each of which requires a separate risk assessment. These can be divided into five categories:

- **Infectious Diseases**
- **General: Premise/Facilities**
- **Curriculum Activities**
- **Specialist**
- **Individual**

Details of the control measure implemented are contained in the School Health and Safety Policy

10.1 Infectious Diseases

There is no longer a legal requirement to have a separate risk assessment for the management of risk and control measures associated with Covid-19.

10.2 General: Premise/Facilities

The WOODCROFT school conducts and documents risk assessments for all activities presenting a significant risk.

[1] Institute of Occupational Safety and Health http://www.iosh.co.uk/
[2] Occupational Safety & Health Consultants Register http://www.oshcr.org/

All risk assessments are reviewed, co-ordinated and approved by the headteacher and Governors on a frequency dependent on the level of risk.

Risk assessments are available for all staff to view and are held centrally in Google Team Drive these assessments will be reviewed following any work activity changes, legislation change/update of an accident/incident or prioritised based on risk (Management of Health & Safety Risk: Procedure). Staff are made aware of any changes to risk assessments affecting their work at staff briefings.

10.3 Curriculum Activities

Risk assessments for curriculum activities will be carried out by subject teachers using the relevant codes of practice, guidance and model risk assessments provided by CLEAPSS and their publications[3], 'Safe Practice in Physical Education and School Sport'[4], 'Be Safe!'[5] and Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits[6].

The significant findings are incorporated into texts in daily use schemes of work / lesson plans etc.

Curriculum activities could include:

- Educational/Recreational Visits
- Swimming
- Football
- Coaching
- Sport/PE activity
- Fixed Outdoor Play Equipment
- Indoor PE Equipment
- Science
- Design/Technology
- Lessons/Art/Music
- Drama/Dance

10.4 Specialist Risk Assessments

The Premises Manager arranges for specialists to carry out the following risk assessments and servicing to fulfil our statutory duties:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Lift Assessments
- Lightening conductors
- Glass, glazing and windows
- Electric gates

The specialist(s) satisfy the schools approved contractor criteria and have provided evidence of their competence to undertake their specialism. See Appendix 6 Specialist Risk Assessment and associated controls.

10.5 Individual Risk Assessment

[3] CLEAPSS Science and D&T publications www.cleapss.org.uk
[4] Safe Practice in Physical Education and School Sport' Association of PE 'afPE' http://www.afpe.org.uk/
[5] Be Safe! Health and Safety in primary science and technology, 4th Edition ASE
[6] Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits http://oeapng.info/

Schools have legal requirements to ensure the health, safety and wellbeing of employees, students and non-employees on their premises. Some of the school employees and students may have individual circumstances that may introduce additional risk(s). Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and are undertaken by the Health and Safety Rep / Senior Welfare Officer. Such risk assessments are reviewed on a regular basis and certainly following any change to ensure if any adjustments are required to match their circumstances.

It is the responsibility of all staff to inform their line manager and parents to inform school of any medical conditions (including pregnancy) which may impact upon their activities and an individual risk assessment needs to be undertaken. Individual risk assessment include:

- Underlying health conditions – for individuals groups who may be susceptible to given infectious diseases and may be update following vaccinations
- DSE Workstation
- New and Expectant Mothers
- Young person's employment experience
- Personal Risk Assessment
- Personal Emergency Evacuation Plan (PEEP)
- Health Care Plan

It may be considered good practice to merge the information into a single document e.g. Health Care Plan so that ALL information is in a central location.

12. Other Risk Areas

11.1 Pastoral

The focus of our Pastoral Policy is to encourage all pupils to maximise their potential. This potential includes their academic, social, physical, spiritual, personal and emotional potential to ensure that every pupil leaves school as a confident, articulate teenager capable of keeping him/herself safe on the streets, in the home and in all situations. Our Personal Social Health and Emotional Education (PSHEE) Policy helps to give Woodcroft School pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. Our pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of our school and community. In doing so, they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning. Our programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real, the digital worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to learn their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials associated with our everyday lives.

11.2 Child Protection

Our Child Protection Policies and training for all staff form the core of our child protection risk management. Safer Recruitment Policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK and comply with the prevailing legislation in this area – currently 'Working together to Safeguard Children',, a guide to inter-agency working and 'Keeping children safe in education', statutory guidance for Schools and Colleges, September 2025. By extending this regime to Governors, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

11.3 Support Areas

11.3.1 Catering Service:

Provided by a contractor procured in accordance with School Policy. Risk and COSHH assessments and training certificates have been provided. Contractor staff has been undertaken for every item of catering equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. All catering staff are food hygiene trained and certificated.

11.3.2 Cleaning Service:
The School's cleaning team is provided by an external contractor that has been procured in accordance with School Policy. The Team has received training relevant to the risks associated with the Schools' cleaning activities, such as COSHH, manual handling and slips and trips. All staff have been DBS vetted. Risk and COSHH assessments and training certificates have been provided

11.3.4 Supervision
The Governing Body ensures that it has established systems for supervision. These systems are the Schools Safety Arrangements. Premises Controllers ensure staff are adequately supervised and that staff with "loco parentis" responsibilities, supervise pupils/students in their care. Risk assessments identify the level of supervision required based on the age and abilities of the pupils and level of risk. For example particular supervision is allocated to playground equipment.

11.3.5 Unsupervised Access by Pupils
We ensure that pupils understand why they do not have unsupervised access to the school building, and especially potentially dangerous areas, such as the contractor site, boiler room and kitchen etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked away. Pupils do not have access to Catering and Caretaking areas of the school.

Appendix 1: Risk Assessment Form

WOODCROFT PRIMARY SCHOOL RISK ASSESSMENT FORM

DATE:	**AREA/ACTIVITY:**	**COMPLETED BY:**	
APPROVED BY (DATE/SIGNATURE):		**7. RISK REVIEW DATE:**	**ASSESSED BY:**

1. **Hazard**	**2. Who might be harmed?**	**3. Existing Controls**	**4. Risk Factor**	**5. Action/s Required**	**6. Date action completed**
List hazards and risks	*People at risk*	*What is currently being done to minimise the risk*	*State the degree of risk: high, medium, low (use risk matrix)*	*What further action(s) could be taken (and by whom), where it is reasonably practicable to do so to reduce risk?*	*Enter date when corrective action(s) to be completed*

Appendix 2: Risk Assessment Matrix

Table 1: Likelihood of Hazard (Table and Definitions) (L)

Description	Code	Definition
Frequent	A	Likely to occur at least once a week
Likely	B	Likely to occur once a month
Possible	C	Likely to occur once a year
Unlikely	D	Likely to occur once during a three-year period
Remote	E	Likely to occur once during a ten-year period
Improbable	F	Extremely unlikely to occur

Table 2: Severity of Hazard (Table and Definitions) (S)

Description	Code	Definition
Fatality	1	Multiple or Single Fatality per event
Severe Injury	2	Multiple or single severe/disabling injury or occupational illness per event.
Major Injury	3	RIDDOR Major Injury per event/injury resulting in more than 3 days absence from work.
Minor Injury	4	Injury requiring medical attention and leading to absence from works not exceeding 7 days.

Table 3: Risk Rating Matric (R)

S \ L	Frequent A	Likely B	Possible C	Unlikely D	Remote E	Improbable F
Fatality 1						
Severe Injury 2		***HIGH***		***MEDIUM***		***LOW***
Major Injury 3						
Minor Injury 4						

Table 4: Risk Definitions

HIGH	Immediate requirement to review and investigate the case for removing/reducing the risks or improving the controls.
MEDIUM	Risks not clearly "broadly acceptable" need investigation to consider reasonable practical improvements.
LOW	Risks reviewed to determine if the risk can be reduced through simple improvement measure

Appendix 3: HSE Classroom Checklist

Classroom/Area:				
Questions you should ask:		**Yes**	**Further action needed**	**N/A**
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g., water, blood from cuts?			
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g., cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g., a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g., computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g., laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			

	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list, and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		**Yes**	**Further action needed**	**N/A**

Further action needed

Hazards noted:	**Action taken and when:**

Name (and position):	**Signature:**	**Date:**
Location/name of classroom:		

Appendix 4: General Risk Assessment

General		
Hazard	**Reference**	**Control Measure**
Building Security / Lone Working / Personal Safety / Violence	School Health & Safety Policy Appendix 32: Premise Management	• CCTV camera located around site • Contracted Security firm - SECOM • Building & windows locked at night. • Intercom & camera located on Reception and Early Years entry • Perimeter fencing & locked gates. Single access point to the premise. • Visitors (e.g. parents, contractors, members of public, council employees) report to reception & sign log book. • Visitor to provide photo ID • Visitors & Contractor display identification badge at all times • Visitors are escorted around the school by member of staff at all times • Contractor requested to provide risk assessment • Risk assessment review following any potential threat, break-in, vandalism etc. • Carry out a Lone Working risk assessment. • Staff /Contractors working remotely to check-in with reception/project manager at agreed intervals • High risk activities carried out in pairs &/or during normal working hours • Procedure followed of at least two members of staff present on site • Access to mobile phone to check-in with senior member of staff or contact emergency or security service • Agree with senior member of staff check-in protocol • Initial visit to parent homes carried out in pairs or public location • Prior to home visit schedule appointment in diary and notify senior member of staff of visit. • Confirm arrival/departure from premise with senior member of staff • At all times ensure safe means of exit from location (office/home) • System to record / report any incidents of violence / arson / vandalism • Review control measures following any incident or threat • Fire risk assessment • System to report any building fabric / equipment hazard or defect • Daily checks on premise fabric and equipment • Termly inspection of building fabric by caretaker, headteacher, school governor Action plan to ensure statutory compliance with building premise and equipment: Building Compliance & H&S audit/inspection
Vehicle Movement		• Deliveries made outside school arrival / dismissal times • No vehicles allowed on site without authorisation from the Headteacher. • Vehicle movement outside school specified in school travel plan • Controlled access of children from site
Pedestrian Access	School Health & Safety Policy Appendix 32: Premise Management	• All pedestrian routes kept free of combustible material e.g. furniture, posters only on designated display boards, rubbish etc. and a minimum width of 1 metre • Floors and surfaces level, even without holes or broken boards • Hand-rails on stairs and ramps where necessary • Safely constructed doors and gates with vision panels and finger guards • Floors and surfaces which are not slippery and clean according to manufactures guidance and industry best practice
Finger Entrapment	School Health & Safety Policy Appendix 27: Finger Entrapment	• Finger safety devices fitted to protect the hinge side edge of classroom doors, toilet entrance doors and toilet cubicle doors serving the age range 3-7. • All other areas risk assessment completed and devises installed based on level of risk.
First Aid/Medication/Food Allergy;	School Health & Safety Policy Appendix 5: First Aid & Medication	• The school has assessed the need for first aid provision and identified staff to provide sufficient first aid provision to account for sick/annual leave and attendance on school trips. • Provision includes paediatric first aiders for 0-5 year olds • Provision also includes the need for a AED Defibrillator. This is checked in accordance with the instruction manual. • First Aiders encourage injured parties to treatment themselves for minor injuries • For serious/major injuries where first aid needs to be administered at close proximity first aiders to wear face mask (FFP3), goggles/visor to minimise the spread of Infectious Disease. • Emergency services summoned for person sustaining severe head injury • Staff familiar with route(s) to nearest hospital. No casualty allowed to travel to hospital unaccompanied. Accompanying adult will be designated in situations where the parents/carers cannot be contacted in time. • Parents / carers notified immediately of all major injuries to pupils.

		• All medication will be administered to pupils in accordance with the Supporting pupils at school with medical conditions. • No member of staff administers any medication unless a request form has been completed by the parent / carer. • All medicines stored securely • Individual health care plans are in place for those pupils with significant medical needs. These are completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed at annually.
Accident / Incidents	School Health & Safety Policy Appendix 4: Accident / Incident Reporting	• All accident to employees and non-employees are reported into the accident/incident book and investigated to prevent recurrence. • Parents / carers will be notified immediately of all major injuries. • Accidents will be monitored for trends and a report made to the Governing Body as necessary. • All RIDDOR reportable incident are reported to the HSE
Classroom / Gym / Toilet / Communal Areas / Staff Room /		• School has developed checklists tailored to specific areas within the school • Checklist identify hazards relevant HSE workplace regulations • Premises opening checks completed daily. • Any hazards, unsafe conditions are repaired, made safe or removed from service
Management of Contractors include cleaners / kitchen staff	School Health & Safety Policy Appendix 9: Contractor	• All contractors are selected in accordance with school procurement procedures • Any works undertaken on behalf of the school adhere to principles of CDM (Construction Design Management) • Where more than one contractor is employed a Principal Contractor and Designer is appointed in writing • HSE informed of notifiable project. • Before commencement of works contractor provide copies of risk assessment, method statement (RAMS) and as appropriate construction phase plan (CPP). Details and content of documents proportionate to the level of risk and value of the School • Pre-construction meeting between contractor, school reps and other stakeholders to discuss health & safety arrangements and how risks will be managed. • Throughout the course of the works regular project meetings to discuss and resolve health & safety issues/risk • Following a review of health & safety arrangements, risk assessments (CPP), school assess the impact on school operations and if they pose addition risk to the school which need to be managed. • Contractors to report to reception/security sign visitor book and display identification badge at all times. • Monitor contractor performance to ensure working safely in accordance with RAMS/CPP. • Any unsafe work is challenge. Works stopped for serious incidents.
Work at Height	School Health & Safety Policy Appendix 17: Working at height	• Where practical working at height is avoided. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. • When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. • Staff are reminded not to climb onto chairs, tables etc. • Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role
Manual Handling	School Health & Safety Policy Appendix 18: Manual handling	• Where practical manual handling is avoided and engineering controls used e.g. trolley, sack-barrow. • Where such activities cannot be avoided a risk, assessment is carried out based on the principals of LITE – Load, Individual, Task and Environment • Moving persons forms part of individuals Health Care Plan
Slips and Trips	School Health & Safety Policy Appendix 28: Slips, Trips and Falls	• Prevent floors becoming contaminated • Apply the right cleaning methods using trained personnel • Safe condition of the flooring and work environment. • Sufficient lighting • Staff/pupils wear the right footwear • Staff/pupils are encouraged to avoid rushing, overcrowding, trailing cables store items/rubbish in corridor/access routes/doorways.
Ground Works / Trees	School Health & Safety Policy Appendix 32: Premise Management	• All works carried out by competent person • Tree risk assessment carried out by a tree surgeon. Frequency of assessment dependent on risk • Ground / Tree works receive regular maintenance • Work carried out in accordance with industry best practice and contractor RAMS • COSHH assessment completed for use of hazardous substance and pesticides

Welfare	School Health & Safety Policy Appendix 32: Premise Management	• Staff/pupils have access to sufficient number of toilets. Staff & pupils, male & female toilets segregate • Staff/pupils have access to fresh drinking water • Staff have access to hot/cold water and rest facilities • Staff/pupil have access to hot/cold food • Staff/pupils have facilities to store clothing • No smoking allowed on-site • School premise have sufficient lighting and ventilation. • School have procedure for warm weather
Infection Control	School Health & Safety Policy Appendix 7: Infection Control	• Risk assessment adopted to identify staff at risk and where appropriate those members of staff are offered immunisation. If staff choose not to take up this offer, then alternative control measure proposed.
Noise; Vibration; Work Equipment; Hand Tools;	School Health & Safety Policy Appendix 29: Premise work Equipment (including Lifting Equipment & Operations & Hand Tools) Health & Safety Policy Appendix 37: Vibration at Work School Health & Safety Policy Appendix 38: Nois at Work	• All equipment is CE marked and conform to Provision and Use of Work Equipment Regulations (PUWER) • All equipment and tools used in accordance with manufacturers instruction manual. • School has compiled an inventory of all work equipment together with the product details, manufacturers quoted noise and vibration levels and period and type of use. • Noise and vibration data and exposure times collected and level of exposure calculator to assess each employee's daily exposure to estimate User daily exposure and decide on the steps to be taken to reduce the level of exposure using engineering controls, reduce period of exposure or use of PPE . • Users receive appropriate instruction, information, training and supervision to use safely • Pre-use checks to ensure equipment/tools safe to use • All operative wear suitable PPE that is compatible with each other and do not introduce additional risk
Personal Protective Equipment	School Health & Safety Policy Appendix 15: Personal Protective Equipment	• Risk assessment identifies what PPE is required to manage risks • All PPE CE marked and conform to British & European Standards • PPE suitable for intended use and compatible with other PPE and users preferred choice • PPE used in accordance with manufactures/supplier manual • Users provided with instruction, information, training and supervision on safe use, storage and maintenance
Driving vehicles while at work;	School Health & Safety Policy Appendix 30: Use of Vehicles for Setting Activities	• Use of personal vehicle have business class insurance and MOT. These annual checked by line manager • Personal vehicles regularly inspected, maintained and serviced • Teaching staff transporting students in their own vehicle must have Headteacher approval • No vehicle access to site except in for emergency vehicles • Other transport arrangements in accordance with the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits
Working in partnership;	School Health & Safety Policy Appendix 24: Partnership Working School Health & Safety Policy Appendix 9 Contractors	• Selection and appointment of contractors, service providers e.g. Sport coaches, Music instructors, Visual arts, Play groups etc. is carried out in accordance with school produce for vetting, selection, appointment and monitoring of contractors/providers • Contractor/supplier satisfy selection/appointment criteria • See Management of Contractors for additional control measures
Critical Incident (e.g. fire/gas/chemical spill/ loss of power/loss of water/disturbance of asbestos/flood /snow/death of pupil or staff)	School Health & Safety Policy Appendix 42: Critical Incident Planning	• School have a Critical Incident plan to respond to reasonable foreseeable incidents • Headteacher or deputy convenes Senior Management Team as Critical Incident Team (CIT) in response to incident to ascertain the situation and plan a recovery plan. • Individuals within CIT allocated responsibilities • Liaise with Emergency Service; Site Security; Media and Local Authority
Hazardous Substances	School Health & Safety Policy Appendix 6: Control of Hazardous, Explosive	• An inventory of all hazardous and explosive substances used on site is compiled and regularly reviewed. • Material Safety Data Sheets are obtained from the relevant supplier for all such materials. • A full CHEDS risk assessments is conducted and communicated to staff exposed to the product/substance.

	Dangerous Substances (CHEDS)	• All chemicals are appropriately and securely stored out of the reach unauthorised persons. • All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers). • Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment and staff/students given appropriate training for it's safe use and disposal.
School Workplace Temperature (including sun)		• Legal minimum temperature specified in schools and workplace • Temperatures in school classrooms must be at least 18ºC • Temperatures in workplace must be at least 16 ºC • No maximum temperature. At temperatures approaching 35ºC and above the body begins to dehydrate and cells break down. An individual becomes light-head, faint, weak, vision may become blared etc. People who are pregnant, have a heart condition, blood pressure and asthma are particularly susceptible. • All reasonable steps are taken to achieve a reasonably comfortable temperature. These may include; insulating hot pipes, providing ventilation systems, shading windows, relocating workstations away from heat sources, providing cooling fans, insulating against draughts, providing extra heaters, ensure staff/pupils take regular breaks, drink plenty of fluids, wear loose cotton clothing, change work/lesson programme so that warm/hot activities are performed during the colder periods or parts of the day. • Shading is provided in the playground to allow protection from the heat and sun. The school has adopted the Cancer Research "Sun Protection Policy'
Organisational Stress	School Health & Safety Policy Appendix 36: Stress	• The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual workplace stressors through a risk assessment approach based on the core elements of the HSE management standards • Line Management Supervision • Staff Appraisal • Job description • Support from colleagues, friends and family • Access to counselling service and Occupational health

Appendix 5: Curriculum Activities Risk Assessment

Curriculum Activities		
Hazard	**Reference**	**Control Measure**
Educational Visits / Recreational	School Health & Safety Policy Appendix 11: Educational/Recreational Visits	• The School has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits. • All offsite visits are planned according to guidance available via EVOLVE. The Guidance touches on every aspect of visits, without going into detail and as such may be described as an important summary of the guidance. • Approval are carried out one-line via the use of EVOLVE, the online notification and approvals system. • The Educational Visits Coordinator (EVC) prepare all relevant documentation and risk assessment for submission and approval by the Headteacher. • Higher risk visits (e.g. Adventurous, Overseas, Residential) are reviewed by the Educational Visits Consultant] • Staff responsible for taking children off site must carry out a risk assessment using the School VAGRA pro forma in accordance with the Educational Off-Site Visits Policy. Before it can take place, the activity must be approved by the Educational Visits Coordinator (EVC) and forms signed off by the Headmaster. • For residential educational visits, the School's Educational Visits Coordinator (EVC) scrutinizes and advises on risk assessments and controls for each trip given its specific circumstances. Each trip risk assessment is signed off by the EVC and Bursar as a pre-event approval check before approval by the Headteacher. Further details are contained in the Educational Visits Policy.
Swimming	School Health & Safety Policy Appendix 8: Swimming Pool	• The School has undertaken a risk assessment of school trips to/from public/private a swimming pool, including the journey to/from school. • The risk assessment is adapted to the guidance provide by Outdoor Education Advisory Panel's (swimming pool) and afpe 'Safe Practice in Physical Education and School Sport' and scrutinised, approved by the EVC and Headteacher. • All visits are planned taking account of this guidance and student abilities. • The Group Leader and supporting staff familiarise themselves with the GLL Copthall Normal Operating Procedures (NOP), Emergency Action Plans (EAP) and risk assessment for the [swimming pool name]. • Parent consent for their child's trip to the swimming pool and assessment made of their swimming competence]
Football	School Health & Safety Policy Appendix 40: Physical Education & Sports	• The School/Contractor/Coach has undertaken a risk assessment of school football practice/games including any journey to/from school to the football location. • The risk assessment is adapted to the guidance provide by afpe 'Safe Practice in Physical Education and School Sport' and scrutinised, approved by the Footballer Leader/Coach, EVC and Headteacher. • Football is planned taking account of this guidance and student abilities. • The Football Leader and supporting staff familiarise themselves with the risk assessment and received Parent consent for their child's involvement in football
Coaching	School Health & Safety Policy Appendix 34: Partnership Working School Health & Safety Policy Appendix 40: Physical Education & Sports	• Any coach/contractor employed by the School to deliver physical education to students are approved in accordance with the school procedure for vetting, approving, and managing contractors. • The coach/contractor has provided appropriate evidence to demonstrate their competence and satisfied the Disclosure and Barring Service (DBS).
Sport/PE activity	School Health & Safety Policy Appendix 40: Physical Education & Sports	• The School/Contractor/Coach has undertaken a risk assessment of the Sport/PE activity being undertaken. This may include any journey to/from school to the venue. • The risk assessment is adapted to the guidance provide by afpe 'Safe Practice in Physical Education and School Sport' and scrutinised, approved by the Footballer Leader/Coach, EVC and Headteacher. • Sport/PE activity is planned taking account of guidance and student abilities. • The Leader and supporting staff familiarise themselves with the risk assessment and received Parent consent for their child's involvement in the activity
Fixed Outdoor Play Equipment	School Health & Safety Policy Appendix 12: Fixed Play Equipment	• The fixed equipment is checked daily before use for any apparent defects • A formal termly inspection of the equipment is carried out by a competent person who has successfully completed RPII Operational Inspection training. Record of the inspection is kept and maintained. • Any defects rectified and if unsafe removed from service.

		• An annual inspection is carried by a competent person registered with the RPII as an "Annual Inspector. • Any alterations or installation of new equipment is carried out in accordance with BS EN 1176 Playground Equipment Standard • After equipment is erected and before putting to use the equipment and site should be checked by the installer and a post installation inspection certificate issued
Indoor PE Equipment	School Health & Safety Policy Appendix 40: Physical Education & Sports	• The Indoor PE equipment is checked daily before use for any apparent defects • A formal termly inspection of the equipment is carried out by a competent person who has successfully completed RPII Operational Inspection training for Indoor Equipment. Record of the inspection is kept and maintained. • Any defects rectified and if unsafe removed from service. • An annual inspection is carried by a competent person registered with the RPII as an "Annual Inspector of Indoor Equipment". • Any alterations or installation of new equipment is carried out in accordance to BS EN 1176 Playground Equipment Standard • After equipment is erected and before putting to use the equipment and site should be checked by the installer and a post installation inspection certificate issued
Science	School Health & Safety Policy Appendix 6: Control of Hazardous, Explosive, Dangerous Substance (CHEDS) Equipment	• The School has undertaken a risk assessment of science activities within the school. • The risk assessment is adapted to the guidance provide by CLEAPSS and 'Be Safe' and scrutinised, approved by the Teacher and Headteacher. • Safe practices are incorporate into class scheme of work or lesson plan to manage significant risks • Hazards or CHEDS assessments are carried out to assess the risks and control measures associated with the use of hazardous substances • Staff and pupils wear personal protective equipment (PPE) as identified by risk assessment
Design & Technology	Appendix 24: Health & Safety Teaching Design And Technology	• The School has undertaken a risk assessment of D&T activities within the school. • The risk assessment is adapted to the guidance provide by CLEAPSS and 'Be Safe' and scrutinised, approved by the Teacher and Headteacher. • Safe practices are incorporate into class scheme of work or lesson plan to manage significant risks • Hazards or CHEDS assessments are carried out to assess the risks and control measures associated with the use of hazardous substances • All equipment, including power tools and hand tools are CE marked, checked before use, suitable for intended purpose. • Staff/pupils receive instruction, training and supervision in the safe use of equipment • Staff and pupils wear personal protective equipment (PPE) as identified by risk assessment

Appendix 6: Specialist Risk Assessment

Specialist Risk Assessment		
Hazard	**Reference**	**Control Measure**
Fire	School Health & Safety Policy Appendix 14: Fire Safety Management in Educational Setting	• Fire risk assessment (FRA) carried out and reviewed annually by an approved competent person • Staff provided with fire awareness to training including the use of firefighting equipment • Staff ensure the fire alarm is raised BEFORE attempting to tackle a fire and are advised to only attempt to deal with a fire to aid their means of escape. • Safe evacuation of persons is an absolute priority. • Fire drills will be undertaken termly and results recorded in the fire log book • Fire alarm call points are tested weekly in rotation • A fire alarm maintenance contract is in place with and the system is tested every 6 months • Weekly in-house checks that all firefighting equipment remain available for use and operational. • Contractor undertakes an annual maintenance service of all firefighting equipment. • Emergency lighting systems checked for operation monthly in house and annually a full discharge test and certification of the system by a competent contractor. A record of checks is maintained. • Daily checks carried out for any obstructions on exit routes and ensures all final exit doors are operational and available for use. • The Fire Warden is responsible for ensuring that the school's fire log is kept up to date and that inspection / maintenance is undertaken and recorded in the fire log book • Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices • Evacuation procedures made available to all contractors / visitors • Personal Emergency Evacuation Plans (PEEPs) prepared/reviewed for persons requiring assistance to evacuate the building in an emergency
Asbestos	School Health & Safety Policy Appendix 33: Asbestos Management	• Asbestos survey, register and management plan carried out by an HSE approved asbestos contractor • All school staff and contractors are made aware of the location of asbestos containing materials (ACM) within their work areas. • Any contractor undertaking work are shown copies of the asbestos survey. • Details of contractor RAMS reviewed to ensure measures in place to prevent disturbance of ACM and measures if known or suspected ACM are disturbed • A visual inspection of ACM materials remaining on site is conducted and recorded annually and any concerns reported to an approved asbestos contractor. • All records pertaining to asbestos are effectively maintained and retained for 40 years • The school's asbestos management plan is kept up to date • Any asbestos works carried out by approved asbestos contractor and recorded.
Gas Safety	School Health & Safety Policy Appendix 20: Gas Safety	• All persons working on gas installations and appliances are registered with the Gas Safe Register • A programme of regular inspection, maintenance and repair undertaken by an approved gas contractor • Gas appliances and gas flues receive an annual gas safety check and issued Gas Safety Certificate. • All records kept and maintained
Electrical	School Health & Safety Policy Appendix 21: Electrical Safety	• All staff conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Any defective equipment is reported and removed from service. • All portable items of electrical equipment are subject Portable Appliance Testing (PAT)) on an identified cycle dependent upon the type of equipment/environment it is used in. • A fixed electrical installation test (fixed wire test) is conducted by an approved electrical contractor every 5 years. For a pool environment, this is undertaken annually. • All records are kept and maintained for at least 5 years
Legionella	School Health & Safety Policy Appendix 23: Water Management	• Legionella risk assessment (LRA) has been carried out by an approved competent contractor and reviewed where significant changes have occurred to the water system and/ or building footprint and when the risk assessment dictates. • The management and control of the water system should be undertaken by a competent contractor with the identified operational controls being conducted and recorded in the school's water log book.

		• All contractors responsible for the management of water are registered with the Legionella Control Association • The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded. • Water is heated and stored to 60oC at calorifiers • Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods) • Monthly temperature checks on sentinel outlets nearest and furthest away from calorifier(s) • Quarterly disinfection / descaling of showers • Stored cold water tanks are inspected for compliance and safety on an annual basis
Lifting Equipment	School Health & Safety Policy Appendix 29: Premise Work Equipment (including lifting equipment)	• Lifting equipment for moving and lifting people is inspected every 6 months competent contractor. • Equipment for handling objects is inspected annually by a competent contractor. • Lifting equipment is regularly inspected and maintained and records kept.
Lightening conductors	School Health & Safety Policy Appendix 33: Premise Management	• Lightening protection tested to relevant standard and certificate issued annually by a competent person
Low level glazing	School Health & Safety Policy Appendix 33: Premise Management	• A Risk Assessments has been undertaken to low level glazing by competent person to assess the risk of serious injuries/fatalities caused by persons falling through windows/glazing in premises.
Electric gates	School Health & Safety Policy Appendix 33: Premise Management	• The electric gates form part of a regular regime of inspection, maintenance and testing by a competent person. • A risk assessment has been carried out by a competent person that identifies all significant risks and what controls are implemented to manage them and to demonstrate that a gate is safe to be used and that necessary steps have been taken to bring the gate up to current standards.

Appendix 7: Individual Risk Assessment

Individual Risk Assessment		
Hazard	**Reference**	**Control Measure**
Workstation Display Screen Equipment	School Health & Safety Policy Appendix 17: Display Screen Equipment	• Persons that use computers continuously for periods exceeding 1 hour – User - carry out a DSE self-assessment. Any outstanding action/issues are progressed by Line Manager • Any unresolved actions/issues are reviewed by a competent person. If actions/issues remain unresolved, User referred to a specialist ergonomist or occupational therapist. • As required specialist equipment is purchased to meet the needs of the User. • Persons using laptop/tablet for periods exceeding 1 hour use separate keyboard, mouse and monitor. • Persons who officially work from home carry out a DSE Self-Assessment and Working at home risk assessment. Outstanding action/issues are progressed by Line Manager
New and Expectant Mothers	School Health & Safety Policy Appendix 19: Risk Assessment	• School provides appropriate facilities to decant and store breast milk • Maternity or Nursing Mother risk assessment undertaken to assess if any additional risk associated with pregnancy. • Pregnant mother to avoid carrying objects or working at height. • Adjustments made to working arrangements in agreement with school
Young person's employment experience	School Health & Safety Policy Appendix 19: Risk Assessment	• Existing work related risk assessment reviewed from the perspective of the young person and identify if any addition risk associated with work experience. • Appropriate control measures introduced
Personal Risk Assessment	School Health & Safety Policy Appendix 14: Fire Safety School Health & Safety Policy Appendix 19: Risk Assessment	• Existing work related risk assessment reviewed from the perspective of person with physical and emotional needs • Identify any addition risk associated with physical/medical needs. Make reasonable adjustments to accommodate the needs.
Personal emergency evacuation Plan (PEEP)	School Health & Safety Policy Appendix 19: Risk Assessment	• In partnership with person requiring assistance to evacuate the school building a PEEP is carried out to plan means of escape. • As appropriate, person requiring assistance provided with a buddy, evacuation chair and located near to fire exit. • Buddy and supporting staff provided with
Health Care Plan	School Health & Safety Policy Appendix 5: First Aid and Medication School Health & Safety Policy Appendix 31: Children with Additional Needs	• Parents / carers provide the school with up to date information regarding their child's health care needs and provid3 appropriate medication. • An Individual Health Care Plans are in place for each pupil with significant medical needs • The plans are completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed annually or considering additional information. • All staff are made aware of any relevant health care needs and copies of health care plans are available [detail location] • Staff receive appropriate training related to health conditions of pupils and adults.