



**Generic School Risk Assessment**

Operations/Work Activities covered by this assessment:	<b>GENERIC SCHOOL</b>		
Site Address/Location:		Department/Service/Team:	
<b>Note:</b> A person specific assessment must be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Access and Egress – (Including car parks, corridors, entrances and exits and external areas)</b>												
<b>Slips and trips</b>	Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on: <ul style="list-style-type: none"> <li>damaged carpets /mats,</li> <li>spillages from cleaning substances / beverages</li> <li>items of equipment obstructing walkways</li> <li>surfaces inside or outside of the building.</li> <li>ice in winter weather</li> </ul> This may result in bumps and blows, bruising and fractures.	Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.  Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).  Efforts made to grit external floors in icy weather.  Defected areas to be highlighted and cordoned off where possible.	L	L	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Exposure to inclement weather</b>	Staff may suffer from conditions of hypothermia and sun burn and dehydration as a result of working in external areas for long periods of time.	Sun screen and drinking water provided to staff in hot weather.  Suitable clothing to be worn by staff.  Regular communication with staff to take place in extremes of temperature.	L	L	L							
<b>Falling items from height</b>	Staff, pupils and visitors may be injured as a result of items falling / being thrown from stairs and high level walkways. This may result in bumps, blows, bruising and lacerations.	Adequate toe-boards to be instated where platforms are at height.  Due disciplined behaviour of staff and pupils  Due care of staff, pupils and visitors when walking on stairs.	L	L	L							
<b>Falls from height</b>	Staff, pupils and visitors may be injured as a result of a fall from a high level walkway, window or a slip/trip down the stairs. This may result in bumps and blows, fractures and potentially fatality.	Handrails and use of handrails policy instated and enforced within schools.  Traffic system implemented within schools. E.g. Walk on the right hand side of the corridor.  Due courtesy of staff, pupils and visitors when moving through site.  Lifts / slopes provided and maintained for people with mobility difficulties.  Window restrictions in place where appropriate.  Staggered entry / exits of large numbers of pupils out of the buildings.	L	M	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Contact with people and property</b>	Staff, pupils, and visitors may be injured as a result of making contact with large obstructive items and other people walking through the school. This may result in bumps and blows, bruising and possibly lacerations.	Traffic system implemented within schools. E.g. Walk on the left hand side of the corridor.  Due courtesy of staff, pupils and visitors when moving through site.  Lifts / slopes provided and maintained for people with mobility difficulties.  Staggered entry / exits of large numbers of pupils out of the buildings.	L	L	L							
<b>Classroom Activities</b>												
<b>Violence and aggression</b>	Staff and pupils may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.  (Teachers may identify that pupils have been subject to violence outside of school activities)	Adequate supervision and awareness of pupil behaviours at all times during classroom activities.  Individual behaviour assessments conducted for difficult pupils.  Pupils encouraged to be polite and courteous towards their fellow pupils and teachers.  Staff received De-escalation training as necessary.  Staff aware of safeguarding pupils reporting procedures and designated safeguarding officer.  Discipline / Isolation procedures in place for offending pupils.	L	L	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Stress</b>	Staff and pupils may be subject to stress as a result of increased work loads, lack of communication, emotional involvement with pupils and staff, disruptive pupils and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.	<p>Stress surveys carried out at school and any significant findings acted upon.</p> <p>Open door policy implemented with Head of School and staff.</p> <p>Staff encouraged to express any stressful concerns in team meetings.</p> <p>Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed.</p> <p>Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom.</p> <p>Regular term time breaks from work activities.</p> <p>Head of School to engage in regular liaison with governors.</p>	L	L	L							

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<b>Contact with substances</b>	Teaching staff and pupils may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and design technology substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.	<p>Separate COSHH assessments conducted for all harmful substances.</p> <p>All hazardous substances should be stored in a locked area that is not accessible to students.</p> <p>Pupils instructed on the safe use of particular substances.</p> <p>Safety Eyewear conforming to BS EN 166 supplied where required.</p> <p>Protective aprons and gloves to be worn where required.</p> <p>CLEAPSS guidance available for all substances used in Science and D&amp;T areas.</p> <p>Low risk purchase policies implemented to ensure that dangerous substances are not brought onto site.</p> <p>Liaison with other contractors / premise users to ensure that there are no conflicting substances used on site.</p>	L	L	L							
<b>Burns / Scalds</b>	Staff / Pupils may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using soldering irons, glue guns, kettles and hot drinks.	<p>Hot drinks to be kept away from pupils at all times and not to be carried across the classroom.</p> <p>No kettles to be kept in classrooms.</p> <p>All pupils instructed in the safe use of tools and equipment and provided with PPE where required.</p>	L	L	L							

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<b>Contact with sharp edges</b>	Staff and pupils may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.	Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture.  Safety scissors provided where possible.	L	L	L							
<b>Contact with electricity</b>	Staff and pupils may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.	School to arrange PAT testing of all portable electronic items of equipment on an annual basis.  Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis.  ALL category1 / 2 defects to rectified as soon as possible.  Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder.	L	M	L							
<b>Falling items from height</b>	Staff and pupils may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.	Only light items to be stored at height.  Only adults to reach for items stored at height ensuring that no pupils are below the potential "drop zone."  Items at height to be stored in a sensible manner to ensure that the potential for falls is limited.  Suitable access equipment to be provided and maintained for staff to access items stored at height.	L	M	L							

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<b>Contact with people and property</b>	Staff and pupils may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.	All walkways to be kept tidy at all times.  Due courtesy and respect of staff and pupils for their fellow staff / pupils.  All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms.	L	L	L							
<b>Use of equipment</b>	Staff and pupils may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.	All electrical equipment to be PAT tested on an annual basis.  All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed.  PPE to be provided where required.  Training and instruction given to all staff and pupils who operate the equipment.  Pupils to be supervised when using equipment.  No loose hair, clothing or jewellery to be worn when using equipment.  Trailing cables to be secured to prevent trips.	L	L	L							
<b>Computer Suites</b>												

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Contact with Electricity</b>	Staff and pupils may be injured as a result of making contact with defective electrical computer equipment. Such injuries may include electrocution, burns and potentially death.	All portable ICT equipment to be subject to an annual PAT test.  All equipment visually inspected prior to use and any defective equipment not to be used until repaired.  "Hardwire" test of main circuitry to be conducted on a 5 yearly basis.	L	M	L							
<b>DSE</b>	Staff and pupils may suffer musculoskeletal disorders as a result of incorrect postural set-up of workstations. Such injuries may include eye strains, RSI's, back pain, carpal tunnel syndrome etc.	All workstations set up to consider anthropometrics and ergonomics of particular age groups.  Adequate lighting, temperature and ventilation.  Regular breaks to be taken to ensure DSE users are not maintaining unsuitable postures.  Leg room available beneath desks.  Mouse mats provided.  Pupils encouraged not to rest wrists on the edge of tables.	L	L	L							



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<b>Slips and trips</b>	Staff and pupils may be subject to a slip or trip as a result of being obstructed by chairs, furniture or other people. This may result in bumps, blows and potentially fractures.	<p>Pupils instructed to keep chairs suitably tucked in when using computers.</p> <p>All equipment to be positioned to ensure that no computer equipment can obstruct a walkway.</p> <p>Visual inspections of floor area to be conducted before commencement of each working day.</p>	L	L	L							
<b>Emergency Situations</b>												
<b>First aid</b> <b>(A separate first aid assessment should be conducted for each school)</b>	In the event of an accident, injury, or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders and emergency first aiders available in school.</p> <p>First aiders always available on educational visits.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked.</p> <p>First aid kits situated throughout the school.</p> <p>First aid kits regularly checked to ensure adequate provisions are available.</p> <p>School awareness of method for contacting the emergency services.</p>	L	L	L							

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<b>Fire</b>	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Local Fire Risk Assessment conducted in school. More detailed controls contained within.</p> <p>Emergency action plan devised, communicated and tested.</p> <p>All visitors made aware of nearest fire exits and assembly points.</p> <p>Fire Safety Awareness training provided for staff.</p> <p>Staff and pupils aware of the procedures to be taken in the event of discovering a fire / hearing the fire alarm.</p> <p>Fire Action Notices are displayed.</p> <p>Suitable firefighting equipment is provided, suitably positioned and maintained i.e. fire blanket, fire extinguishers etc.</p>	L	M	L							
<b>Bomb evacuation</b>	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a bomb detonation or failure to escape during a bomb evacuation.	<p>Emergency evacuation procedures effectively communicated and tested throughout school.</p> <p>Alternative assembly point for bomb evacuations.</p>	L	M	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Property damage</b>	Staff, pupils, visitors, contractors and members of the public may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	Regular premise inspections conducted to identify any issues with the property's fabric.  Regular checks of asbestos on site conducted and recorded to monitor its condition.  Condition survey team identify major works required and allocate funds for remedial works on a priority basis.  If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately.  Further assessment to be conducted if a dangerous property issue arises.	L	M	L							
<b>Office and Reprographics</b>												

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>DSE</b>	<p>Staff, pupils and visitors may be harmed by:</p> <ul style="list-style-type: none"> <li>• Muscular Skeletal Disorders (MSDs)</li> <li>• Repetitive Strain Injury (RSI)</li> <li>• Headaches</li> <li>• Eye Problems</li> </ul>	<p>DSE Users to be DSE Assessed by a competent DSE Assessor.</p> <p>DSE Users to be provided with any equipment deemed necessary resulting from DSE Assessment (e.g. footrest, anti-glare screen)</p> <p>DSE Users to follow the guidance within Section B18 of the Safety Manual.</p> <p>Adequate lighting to be provided at DSE Workstations</p> <p>Blinds on windows to be provided to reduce glare and reflection.</p> <p>DSE Users to be aware of their entitlement to eye tests and payment towards glasses.</p> <p>DSE Users encouraged to take regular breaks away from the screen</p> <p>DSE Users encouraged to report any faults with equipment or any medical problems.</p>	L	L	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Electrocution</b>	<p>Staff, pupils and visitors may be harmed by:</p> <ul style="list-style-type: none"> <li>Poor maintenance of electrical equipment</li> <li>Exposed cabling/wires</li> </ul> <p>This may result in death electrical burns or fire.</p>	<p>All fixed electrical installations must be checked periodically.</p> <p>All portable electrical appliances to be PAT Tested (at yearly intervals) and a log kept. (including equipment used infrequently i.e. Christmas lights)</p> <p>No personal portable electrical equipment to be brought onto site unless it has been electrically tested.</p> <p>Any modifications or repairs to electrical items must only be done so by a competent person.</p> <p>Any 'unsafe' electrical items to be removed from use until properly repaired.</p> <p>Staff to be encouraged to make visual inspections of electrical equipment prior to use.</p> <p>All equipment that is hire must be electrically sound (the onus is on the school to check this)</p> <p>Information, training and instruction to be provided to those staff using electrical equipment.</p> <p>Staff to follow the guidance within Section B3 of the Safety Manual.</p>	L	M	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Manual handling</b>	<p>Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in:</p> <ul style="list-style-type: none"> <li>• Sprains</li> <li>• Back Injuries</li> <li>• Muscular Skeletal Disorders (MSDs)</li> <li>• Impact</li> </ul>	<p>Staff have received Manual Handling training.</p> <p>Shared lifting practices to be adopted where appropriate.</p> <p>Large / heavy items to be assessed before handling.</p> <p>Lifting and Handling aids to be provided where necessary.</p> <p>Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling.</p>	L	M	L							

**Playground Activities and Play Equipment**

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Unsuitable play equipment / tools</b>	Staff and pupils may experience cuts, bruises and fractures as a result of slips/trips, becoming trapped in equipment or following the collapse of equipment. Small items may also pose a choking hazard to pupils.	<p>Play equipment / tools are obtained from a reputable source.</p> <p>Play equipment / tools are appropriate for the age group concerned e.g. blunt ended scissors.</p> <p>Play equipment / tools are assembled and used in accordance with the manufacturer's instructions.</p> <p>Arrangements are in place for the supervision of use of climbing equipment (unauthorised use of such equipment must be prevented e.g. before / after school).</p> <p>A visual inspection of equipment is conducted prior to use and a routine inspection is undertaken and recorded.</p> <p>Equipment is inspected annually by a competent person.</p>	L	M	L							

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Slips and trips</b>	Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on equipment. This may result in bumps and blows, bruising and fractures.	<p>Play equipment / tools are appropriately sited e.g. water and sand play areas on anti-slip surfaces (e.g. suitable mats) and away from traffic routes.</p> <p>Cleaning equipment is available for spillages of sand and water.</p> <p>Pedestrian routes are maintained around equipment.</p> <p>Storage facilities are available for tools / play equipment.</p> <p>Suitable floor surface and maintained in a good condition.</p> <p>Any hazards must be reported immediately.</p> <p>Appropriate footwear to be worn.</p> <p>Consideration given to weather and the potential risks for slips, trips and falls e.g. snow, ice, wet weather.</p>	L	M	L							
<b>Falls from Height</b>	Staff and pupils may fall from height off play equipment causing bumps, bruises, sprains and fractures.	<p>All play equipment to be visually inspected prior to use.</p> <p>Defective equipment must be removed from use until repaired or replaced.</p> <p>Suitable surfacing available to minimise impact from fall.</p> <p>Pupil to be supervised by staff whilst using the equipment.</p>	M	M	M							



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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Manual Handling</b>	Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in: <ul style="list-style-type: none"> <li>• Sprains</li> <li>• Back Injuries</li> <li>• Muscular Skeletal Disorders (MSDs)</li> </ul>	Staff have received Manual Handling training.  Shared lifting practices to be adopted where appropriate.  Large / heavy items to be assessed before handling.  Lifting and Handling aids to be provided where necessary.  Formal assessments of manual handling activities to be conducted for routine activities where there is a significant.	L	M	L							
<b>Sharp Instruments</b>	Staff, pupils, visitors and contractors may experience cuts, lacerations and piercing as a result of contact with sharp objects.	Sharp equipment / tools are stored to prevent unauthorised access e.g. scissors.  Adequate supervision is provided when such equipment / tools are in use.	L	M	L							
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date ( <i>Step 5</i> ) : March 2020					
Assessors Signature:			Date: 07.09.2020		C.A.Smith			Date: 07.09.2020				

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
	Likelihood of Harm Occurring			

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
<b>High</b>	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category <b>must</b> have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.