

# OPERATIONAL RISK ASSESSMENT FOR HENLEY-IN-ARDEN SCHOOL ARDEN MULTI ACADEMY TRUST

**Risk Assessment of** general operating activities of HENLEY-IN-ARDEN SCHOOL  
**Who Might Be Affected?** Staff, students, visitors and contractors

**Date of Assessment:** July 2021  
**Dates Reviewed:** July 2022, Aug 23  
**Name of Assessors:** Stephanie Brown (Southall's) & Alex Smith (Arden MAT)  
**Amendments:** 4 Sept 21 – J Roper (Henley).  
4 Aug 23 – A Smith (AMAT)

This operational risk assessment is a single document for all members of staff as well as individual departments. This document has been issued from AMAT central services to all colleagues. Each school will review this ORA via their H&S Committee termly and adapt and update as and when required.

All staff will receive this document annually and will be asked to sign confirming they have read and understood their responsibilities relating to H&S. This will record their acceptance to the hazards and control measures listed within. Any changes that a staff member may wish to make or add needs to be brought to the attention of their school H&S Committee via their representative. These will be addressed by the H&S Committee and if necessary shared with the AMAT Board via the Central Services Facilities Manager.

**\*This is a working document that requires staff and departments to review, amend and share with the H&S Lead for your school. All updates will be collated together for initial agreement by the school Associate Head Teacher who then seeks approval by Central Services and Compliance in Education's before formal publication.**

Training via eLearning will need to be completed by all staff every 3 years or upon employment. The three-year training programme will be updated by the AMAT Central Services team which may mean that some training may be duplicated within the three-year period.

The majority of eLearning training will be actioned via The National College. This can be found at <https://nationalcollege.com/>

Next training to be completed by September 30<sup>th</sup> 2024:

- Certificate in Health and Safety at Work
- Certificate in Fire Safety for Education Providers
- Certificate in Slips, Trips, and Falls at Work
- Certificate in Manual Handling
- Certificate in Working at Height
- Certificate in Display Screen Equipment for Education Providers
- Managing Stress
- Certificate in Handling, Storing and Disposing of Hazardous Materials (COSHH) (Site, Science, Art, Food and DT Staff)

**Annually** Cyber-attack training - <https://www.ncsc.gov.uk/information/cyber-security-training-schools>

First Aid training is available to everyone, please request this through the H&S Committee and SLT.

There may also be specialist H&S training needs for key departments e.g. Site, Catering D&T, PE and Science

| What are the Hazards? | How could people be harmed? | Control Measures |
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**All staff must read and review sections 1 to 4.**

**Section 5 - 12 applies to specific staff and departments** who will need read and review – PE, Science, D&T, Food Technology, Art and Design, Music, Drama and Productions, External Users and Site maintenance and grounds.

Sections within this document are as follows;

1. [General](#)
2. [General welfare and classroom activities](#)
3. [Electrical and Cyber requirements](#)
4. [Workplace transport](#)
5. [Physical Education](#)
6. [Science](#)
7. [Design and Technology](#)
8. [Food Technology](#)
9. [Art and Design](#)
10. [Music and Productions](#)
11. [External users and hiring of facilities](#)
12. [Site, Maintenance and Grounds](#)

| What are the Hazards? | How could people be harmed? | Control Measures |
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**Section 1 - General**

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| Smoking                                   | Passive inhalation of cigarette smoke  | <ul style="list-style-type: none"> <li>• There is a strict no smoking policy on site.</li> </ul>   |
| Lighting                                  | Poor lighting is likely to result in higher levels of work error and accidents.                  | <ul style="list-style-type: none"> <li>• Good quality lighting is provided throughout the school and windows allow high levels of natural light</li> <li>• Walkways across the school site are illuminated</li> <li>• When lights flicker or fail they are reported to the Site Team who will then action the repair.</li> <li>• Stacking of materials is restricted in order to avoid blocking artificial light and creating shadows</li> </ul>   |
| Hazardous Substances (including COVID-19) | <p>Substances hazardous to health can cause ill health effects.</p> <p>Contracting COVID-19.</p> | <ul style="list-style-type: none"> <li>• A review of substances held and used at the school has been undertaken and any substances have been removed or replaced with safer alternatives where possible</li> <li>• COSHH risk assessments have been completed for hazardous substances handled on site as part of work activities</li> <li>• Staff using hazardous substances are made aware of the risks and have adequate PPE to minimise their ill health affects</li> <li>• Spillage kits and PPE (gloves, aprons, and goggles) are available where required</li> <li>• Control measures for COVID-19 are contained within the 'COVID-19 Risk Assessment'</li> </ul> |

| What are the Hazards?  | How could people be harmed?   | Control Measures   |
|------------------------|---|--|
| Slips, trips and falls | Staff or pupils could suffer sprains or fractures by tripping over trailing cables or material left out. Slips and trips on uneven, icy surfaces. | <ul style="list-style-type: none"> <li>● All pedestrian routes and car park surfaces should be checked routinely for slip or trip hazards.</li> <li>● eLearning training is available and completed by staff on a three year cycle</li> <li>● Walkways are kept free from potholes or uneven paving that may present a trip hazard</li> <li>● The Site Team are responsible for managing any slip or trip hazards identified whilst working within the grounds</li> <li>● Weather reports are monitored during winter months. Upon prediction of frost or ice forming, the car park and pedestrian routes are gritted.</li> <li>● Do not leave tools or equipment lying around unattended when not in use, in walkways or other areas accessed by pedestrians.</li> <li>● Good housekeeping standards are maintained and routinely checked by teachers</li> <li>● Floor and walkways kept clear at all times</li> <li>● Floors are maintained in good condition with no loose boards, carpets or irregular surfaces</li> <li>● Appropriate cleaning to prevent slippery surfaces and to prevent dust accumulating</li> <li>● Wet floor signage is used when mopping floors in corridors, classrooms or toilets</li> <li>● Spillages are cleaned up immediately</li> <li>● Trailing cables in classrooms are avoided, when required they are either protected by armoured cable covers or run around the edge of the room; not across walkways.</li> <li>● Plug sockets for electrical equipment are located near to desks to prevent trailing cables.</li> </ul> |

| What are the Hazards? | How could people be harmed?  | Control Measures   |
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| Manual handling.      | Any task involving lifting, lowering, pushing, pulling or twisting with a load. Persons lifting materials can suffer musculoskeletal problems. | <ul style="list-style-type: none"> <li>● Manual handling assessments have been undertaken for tasks</li> <li>● eLearning training is available and completed by staff on a three year cycle</li> <li>● Trolleys are available for use to move heavy objects.</li> <li>● Teaching staff are not exposed to heavy lifting – most lifting undertaken by maintenance. All staff are advised to only lift what they are comfortable with</li> <li>● The Site Team have all undertaken manual handling training and given instruction in safe manual handling techniques through practical and eLearning training. (handbook to follow)</li> <li>● Chairs are restricted to stack heights of 10 high in open areas.</li> </ul> |

| What are the Hazards? | How could people be harmed?   | Control Measures  |
|-----------------------|---|---|
| Falls from height.    | Falls from height when staff put up classroom displays, change lightbulbs, access storage at height etc. Falls from height from windows/doors and balconies above ground level. | <ul style="list-style-type: none"> <li>● Windows above ground floor level, through which a person could fall, are fitted with restricting devices to prevent opening to a width through which a person could fall.</li> <li>● Window restrictors/ restricting devices must be able to withstand reasonable force.</li> <li>● Window restrictors / restricting devices are visually checked by the Site Team on a regular basis to ensure they have not been defeated / damaged.</li> <li>● Any windows or doors that provide access / lead on to balconies or roofs should be restricted.</li> <li>● Staff are instructed to use step ladders provided – they are prohibited from standing on chairs or tables – <b>eLearning training is available</b></li> <li>● Where a single section ladder has to be used, the ladder would be footed and placed at the correct angle (one in four incline)</li> <li>● Non-slip feet must be in place on the ladder</li> <li>● Ladders must be used on level surfaces and not in front of an unlocked door</li> <li>● Staff will maintain three points of contact with the ladder and never over reach or stretch</li> <li>● Step ladders provided are maintained to good repair and visually checked routinely by the site team. Ladders are subject to a more in depth inspection by the Site Team every quarter. <b>This is recorded by Site Team.</b></li> <li>● The condition of the ladder should be checked before each use to ensure there are no rungs missing or any damage to the ladder. Any defects must be reported to the Site Team.</li> <li>● Defective ladders are labelled and removed from use. Staff are responsible for reporting defect</li> <li>● High level light bulbs are changed by external contractors if the site teams access equipment is not suitable.</li> <li>● If the work will last longer than 30 minutes alternative access equipment should be used or contractors should be called to carry out the work</li> </ul> |

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|--------------------------------|--|---|
| Inadequate First aid Provision | Inability to administer adequate and correct first aid. Injury may become more severe if first aid treatment is unavailable. | <ul style="list-style-type: none"> <li>● An assessment on the number of first aid trained persons has been completed and adequate numbers are available</li> <li>● Staff are made aware who the first aiders are</li> <li>● First aid training has been carried out by an approved training organisation and refresher training is undertaken as necessary</li> <li>● <b>A defibrillator is available in case of emergency, training has been given to staff in its use.</b></li> <li>● <b>A fully stocked first aid kit is easily accessible around the school premises.</b> If items within the first aid kit are removed by staff, they are responsible for informing management to order further supplies.</li> <br/> <li>● <i>eLearning training is available</i></li> </ul> |
| Infectious material            | Contact with pupil vomit or urine / faeces.  | <ul style="list-style-type: none"> <li>● Disposable gloves are worn when handling body fluids</li> <li>● Any soiled child clothing is bagged up for parental collection</li> <li>● The Site Team is informed if cleaning is required</li> <li>● Staff are instructed on infectious disease control measures through their staff handbook and correct measures are implemented for the clean-up of body spills including the use of sanitisation and restricting access to contaminated areas.</li> <br/> <li>● <i>eLearning training is available</i></li> </ul>  |
| Use of photocopiers            | Excessive exposure to ozone and heat output could lead to discomfort, e.g. sore eyes and sore throats                        | <ul style="list-style-type: none"> <li>● Photocopiers and printers are serviced / maintained in accordance with manufacturer's instructions and located in well ventilated areas.</li> <li>● Where possible, locating photocopiers / printers on escape routes is avoided</li> </ul>  |

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| Use of guillotine.                | Staff using the guillotine could suffer cuts or amputation.              | <ul style="list-style-type: none"> <li>● All staff are aware of how to use the guillotine</li> <li>● Inspection of guarding prior to use</li> <li>● Guillotine is placed on a non-slippery, flat surface before using</li> <li>● Staff are trained to keep their fingers well clear of the blade and operate the guillotine with the palm of their hand</li> <li>● Staff instructed to inform management if equipment is damaged or unsafe to use</li> <li>● The guillotine should not be used by pupils</li> </ul> |
| Use of scissors                   | Cuts or puncture wounds  | <ul style="list-style-type: none"> <li>● Child safe scissors are available - the scissors used are appropriate to the age and motor skills of the child.</li> <li>● Teachers are responsible for supervising children whilst scissors are in use.</li> <li>● Scissors used by teachers are kept in a location inaccessible to children.</li> </ul>  |
| Use of staple gun                 | Cuts or puncture wounds  | <ul style="list-style-type: none"> <li>● Staple guns are to be kept in a location inaccessible to children.</li> <li>● Staple guns should not be used whilst children are present.</li> <li>● Staples must not be used directly into walls without first consulting the asbestos survey to ensure there is no asbestos containing material present.</li> </ul>  |
| Use of glue guns                  | Burns from hot glue on glue gun tips                                     | <ul style="list-style-type: none"> <li>● Pupils are only permitted to use glue guns under close supervision.</li> <li>● Hot glue guns are not left unattended.</li> <li>● Glue gun stands are used, in an area clear of combustible materials.</li> </ul>   |
| Bomb threat / Suspicious Packages | Direct impact from explosion or indirectly through building instability. | <ul style="list-style-type: none"> <li>● Staff are advised to remain vigilant for the presence of suspicious packages in the building</li> <li>● The site has an extensive security system making unauthorised entrance into the site very unlikely</li> </ul>  |



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|                       |                             | <ul style="list-style-type: none"> <li>• If staff suspect unauthorised attempts to enter the site or they see or hear anything suspicious they must contact the Associate Head and or SLT. Never attempt to apprehend an intruder.</li> <li>• <b>The school has an emergency lockdown procedure which would be initiated on the alarm being raised. A specific alarm sound is allocated to Lock down.</b></li> <li>• Information and guidance on bomb threats and emergencies is in the school policy.</li> </ul> |

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| Fire.                 | If trapped in the premises, all staff, pupils and visitors could suffer from smoke inhalation or burns which could potentially kill or suffer burns. | <ul style="list-style-type: none"> <li>● A fire risk assessment has been conducted for all buildings on the school site which is reviewed on an annual basis.</li> <li>● Employees at special risk are considered within the fire risk assessment. Where circumstances change e.g. due to injuries to pupils or staff, then personal emergency evacuation plans are implemented</li> <li>● Fire exits are easily and immediately openable and unobstructed at all times</li> <li>● Fire extinguishers are serviced annually</li> <li>● Fire extinguishers are located throughout the building, unobstructed and located to prevent damage. <b>They are not used to prop open fire doors</b></li> <li>● Fire detection and alarm system in place throughout the site</li> <li>● Good housekeeping – general waste bins emptied daily</li> <li>● Smoking is prohibited on site</li> <li>● Electrical appliances and system is maintained (See Section Electrical Equipment)</li> <li>● The Fire Emergency Plan is displayed at locations throughout the premises</li> <li>● A designated fire assembly point has been established and is on the school playground.</li> <li>● Monthly management safety audits and Southall Associates safety audits are undertaken to verify fire safety standards are maintained throughout the site.</li> <li>● The buildings are locked and secured at night</li> <li>● Bi-annual fire drills take place and are recorded</li> <br/> <li>● <b><i>eLearning training is available</i></b></li> </ul> |

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| Use of contractors.   | Unsafe practices may pose a risk to themselves or our employees/pupils. | <ul style="list-style-type: none"> <li>● The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.</li> <li>● Permits to work will be issued for high risk work that is undertaken on site such as work at height, hot work, electrical work, confined spaces.</li> <li>● Method statements and risk assessments will be requested from the contractor where required.</li> <li>● Upon arrival, approved contractors will be given a safety brief and any other documents will be checked prior to the work commencing</li> <li>● When a contractor is working, the area around them will be cordoned off and inaccessible to staff / students until the work is fully completed and the area is deemed safe.</li> <li>● Whilst work is in progress regular checks on safety performance will be undertaken by our management.</li> <li>● If dangerous practices are observed, management will take steps to rectify the problem or request contractors to cease operation</li> <li>● More information on managing contractors see school policy</li> </ul> |
| Off site visits       | Injuries to pupils and staff when on school trips                       | <ul style="list-style-type: none"> <li>● Risk assessments are undertaken by competent staff for any college trips before they are undertaken</li> <li>● Risk assessments take into account the guidance set out in the DCSF document Health and Safety of Pupils on Educational Visits. Further information can be found in the Generic Day Trip and Generic Night Trip risk assessment</li> <li>● <b>EVOLVE plus is used for all trips and visits management.</b></li> </ul>   |

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| Facility Hire                         | Injuries to members of the public whilst on the premises.                                       | <ul style="list-style-type: none"> <li>● If there is a hire agreement in place for some of the school facilities, risk assessment, method statements and insurance must be considered prior to the facilities being hired</li> <li>● Hire agreements must be reviewed regularly</li> <li>● Emergency procedures are communicated to persons hiring facilities to ensure they are aware of how to raise an emergency incident</li> <br/> <li>● Further information in <b>section 11</b> of this document.</li> </ul>  |
| Burns, scalds from hot water/surfaces | Pupils and staff members receiving burns or scalds  | <ul style="list-style-type: none"> <li>● <b>Thermostatic mixer valves are used to control the temperature of water outlets including showers and are routinely checked</b></li> <li>● Staff rooms are provided to staff to make hot drinks, hot water outlets with boiling water are marked with signage</li> <br/> <li>● External contractors monitor water temperatures monthly and the site team action remedial works.</li> </ul>  |
| Unauthorised access to the school     | Pupils could be abducted from the school premises or an intruder could gain access to the site. | <ul style="list-style-type: none"> <li>● All visitors must sign in at reception.</li> <li>● <b>Visitors can only access the building once they have been buzzed into reception via an intercom system.</b></li> <li>● All visitors which are not EDBS checked are escorted whilst on site.</li> <li>● Visitors wear lanyards / ID badges identifying them as visitors and indicating their EDBS status. Red lanyards indicate that member of staff should not be allowed around site unaccompanied.</li> <li>● The building and grounds are locked and secured outside working hours.</li> </ul> |

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| <b>Section 2 - General Welfare and Classroom Activities</b>                              |   |  |
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| Lone working   | Staff lone working in the building before or after normal working hours could suffer from a medical condition that requires assistance or could unintentionally confront an intruder. | <ul style="list-style-type: none"> <li>● Lone working is unlikely due to the amount of staff at the school.</li> <li>● Where lone working does take place, staff are advised to tell someone where they are working and what time they will be starting on or leaving the site.</li> <li>● Where possible the opening and closing of the school is completed by two members of staff.</li> <li>● If opening or closing the school alone, staff are in contact with members of management and follow site security measures</li> <li>● If staff suspect unauthorised attempts to enter the building or they see or hear anything suspicious they must contact the police. Never attempt to apprehend an intruder</li> <li>● Staff must remain alert when leaving the building.</li> </ul> |
| Poor temperature   | High or low temperatures causing working discomfort.  | <ul style="list-style-type: none"> <li>● The Site Team needs to be made aware of temperature issues within any school buildings to action suitable reactive measures.</li> <li>● Staff can log concerns which are raised with their manager.</li> <li>● Staff can supply fans and get them certified safe for use by site team to provide cooling in the summer and are advised to take regular rest breaks and drink plenty of fluids when working in hot conditions.</li> </ul>  |
| Poor facilities for hygiene / welfare / comfort. Poor temperature leading to discomfort. | Inadequate facilities for washing and taking rest breaks causing poor hygiene.  | <ul style="list-style-type: none"> <li>● Seating is provided in the staff room area with tea and coffee making facilities and microwave ovens</li> <li>● The school is maintained at a comfortable temperature. Adequate ventilation and heating is provided</li> <li>● Toilets are provided with hot and cold water at the wash hand basin, soap, hand towels, locks on the doors and sufficient ventilation</li> <li>● All welfare facilities are maintained in a clean condition</li> </ul>   |

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| <p>Repetitive Work Related Upper Limb Disorders (WRULD's)</p> <p>Display Screen Equipment</p> | <p>Repetitive use of PC's may result in a WRULD or headaches if lighting or picture is poor.</p>  | <ul style="list-style-type: none"> <li>● <b>eLearning training is available</b></li> <li>● All PC users complete a Display Screen Equipment every three years, this is completed on <b>The National College</b> and includes information on the risks</li> <li>● Suitable equipment, desk and chair is provided</li> <li>● Staff are shown how to adjust their work stations to suit individual requirements</li> <li>● A free eye test is provided for staff working regularly with PC's</li> <li>● Glasses are provided for anyone working regularly with PC's when the optician defines a need for glasses with PC use.</li> <li>● Blinds are fitted at windows where necessary to prevent glare on screens.</li> </ul>  |
| <p>Stress / bullying</p>  | <p>All staff could be affected at work by excessive pressure from work demands, lack of job control, too little support from colleagues, not knowing their role, poor relationships or badly managed change. Pupils may suffer from bullying.</p> | <ul style="list-style-type: none"> <li>● <b>eLearning training is available</b></li> <li>● A wellbeing co-ordinator is appointed and wellbeing teams, to help look out for signs of stress.</li> <li>● Staff are trained to a sufficient level to cope with the demands of their job, and staff are appointed in a position of responsibility suitable for their level of experience and qualification.</li> <li>● Staff are appointed in a position of responsibility suitable for their level of experience and qualification with clear job descriptions. Additional training to support them in their job roles is provided whenever possible.</li> <li>● Work plans and objectives are discussed and agreed with staff each year.</li> <li>● Clear job descriptions and responsibilities are set out to employees.</li> <li>● Management leads by example.</li> <li>● Bullying and harassment of pupils is not tolerated.</li> <li>● Clear anti bullying and harassment messages are communicated throughout the school.</li> <li>● Allegations of harassment/bullying and stress are always fully investigated in a considerate and confidential manner with actions taken as necessary to remediate any problems that come to light and which are within management's control. See school policies.</li> </ul> |

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|--------------------------------------|---|---|
| Pregnant workers                     | Pregnant workers may be at increased risk undertaking office tasks such as manual handling. More at risk from working long shifts, working in extreme heat or cold. | <ul style="list-style-type: none"> <li>• Upon notification to the school of being an expectant or new mother the employees job role should be risk assessed. <b>Compliance in Education will support the HR departments to risk assess.</b> She will then be entitled to:</li> <li>• Reasonable adjustments will be made in accordance with the school policy</li> </ul>  |
| Inappropriate internet use by pupils | Child could be exposed to adult material or adult chat rooms.   | <ul style="list-style-type: none"> <li>• An internet use policy is in place.</li> <li>• A filter system prevents access to certain websites.</li> <li>• Teacher supervision at all times of computer use</li> </ul>   |
| Violence and aggression.             | Dealing with members of the public on a face to face basis could expose employees to a risk of violence or aggression   | <ul style="list-style-type: none"> <li>• <b>The school has a pupil anti-bullying policy</b></li> <li>• Pupils break times are supervised by staff on a rota</li> <li>• Aggressive behaviour from parents and pupils is unlikely, in the event of a potential aggressive situation arising experienced staff would be called to deal with situations courteously to calm a potentially aggressive situation</li> <li>• The police would be called where a member of the public/person on site is suspected to be under the influence of drugs or alcohol and is acting aggressively towards staff</li> <li>• Any violent incidents would be logged in the <b>accident book.</b></li> </ul> |
| Head lice                            | Head lice can spread rapidly amongst pupils if untreated.   | <ul style="list-style-type: none"> <li>• If head lice are reported or identified, the year group is alerted to check for head lice.</li> <li>• Any live infestations are sent home to be treated the same day.</li> </ul>   |

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| Young persons could be exposed to dangerous equipment, hazardous substances, or manual lifting. | The young person could put themselves at risk from their behaviour or other staff members at risk.                   | <ul style="list-style-type: none"> <li>● Assess the risks to each young person before they start work (risk assessment form available in safety manual or online). Factors that should be considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties.</li> <li>● The assessment should generally take into account their inexperience and lack of awareness.</li> <li>● Following the assessment information is provided to parents or guardians of school age children about workplace risks and control issues before they start work.</li> <li>● Prohibit young people altogether from certain work activities, including use of dangerous equipment, hazardous substances, and manual lifting.</li> <li>● Induction training should be provided, and clear instructions on the tasks young people should not be involved in.</li> <li>● Where necessary young people should be supervised by a competent person.</li> <li>● Procedures are in place to check all pupils who undertake work experience are not at risk. A risk assessment will be undertaken for all pupils undertaking work placements.</li> </ul> |
| Electrical Equipment (fixed and portable).  | All staff/students could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment. | <ul style="list-style-type: none"> <li>● The fixed electrical system is inspected / tested at 5 yearly intervals</li> <li>● Portable appliances receive routine user visual checks for physical damage. Visual checks are not recorded unless a fault is found</li> <li>● Portable appliances receive annual Portable Appliance Testing (PAT) &amp; IT equipment can be tested biannually.</li> <li>● Staff instructed to stop using faulty equipment and report faults to the site team immediately (e.g. exposed cable, broken casing). The equipment should then be suitably labelled and taken out of use until a repair has been affected</li> <li>● Sockets are located above floor level so they are less likely to get wet. Floor sockets need to have covers in good condition or removed from use.</li> <li>● The site team is responsible for managing and maintaining electrical appliances and systems.</li> </ul>   |



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| Gas                                 | Explosion, inhalation of carbon monoxide.   | <ul style="list-style-type: none"> <li>● Should a smell of gas be detected, the Site Manager and Associate Head should be contacted - National Gas Emergency Service should be contacted on 0800 111 999</li> <li>● Gas appliances are serviced annually by Gas Safe qualified engineers to ensure they are operating safely.</li> <li>● The Site Team are responsible for managing and maintaining gas systems and appliances.</li> </ul>   |
| Shelves, racking and display stands | Collapse of shelves and displays, falling objects, damaged shelving, unstable shelving, shelving that protrudes into walkways | <ul style="list-style-type: none"> <li>● The use of chairs, tables and shelves to access or load shelves is strictly prohibited, step ladders are made available where required</li> <li>● Heavy or fragile objects to be stored / displayed on lower shelves</li> <li>● Safe Working Loads of a shelf, rack or display stand must not be exceeded</li> <li>● All equipment in the classroom is regularly checked by teaching staff, any damaged or bowing shelves/racking are reported to the site team.</li> <li>● All maintenance work to be undertaken by site team or suitable contractors.</li> <li>● Wherever possible, tall shelves, racks and display stands (especially those that exceed a height to width ratio of 5:1) should be bolted to the wall or floor</li> </ul> |
| Cuts or puncture injuries.          | Use of sharps – scissors etc  | <ul style="list-style-type: none"> <li>● Teachers are responsible for supervising</li> <li>● Scissors used by teachers are kept in a location inaccessible to students</li> </ul>  |

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|---------------------------------------|---|--|
| Working at height / Falls from height | Staff could suffer serious injuries if they fall from kick stools or step ladders | <ul style="list-style-type: none"> <li>● <b>eLearning training is available</b></li> <li>● Staff are instructed to use step ladders provided - they are prohibited from standing on chairs or tables</li> <li>● Step ladders are maintained in good repair and visually checked on a quarterly basis.</li> <li>● Defective ladders are reported to the Site Team and removed from use</li> <li>● Step ladders are provided for use in areas where there is high shelving or storage</li> <li>● Staff are to follow safe working practices when handling items on ladders. Two persons may be required when accessing shelving</li> <li>● Where staff are required to access higher level shelving where a step ladder will not be feasible, the Site Team will be contacted, and other access equipment will be used.</li> <li>● For any work which involves working at height for over 30 minutes, a contractor will be contacted.</li> </ul> |

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**Section 3 - Electrical and Cyber requirements**

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| <p>Electrical Equipment<br/>(fixed and portable).</p> | <p>All staff/students could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment.</p> <p>If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns and lead to potentially fatal consequences.</p> | <ul style="list-style-type: none"> <li>● Electrical Equipment (fixed and portable). All staff/students could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment.</li> <li>● If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns and lead to potentially fatal consequences. A fire risk assessment has been conducted for the premises.</li> <li>● Staff should not tackle a fire unless trained.</li> <li>● Smoke detection and extraction is fitted.</li> <li>● Fire exits are marked with adequate signage (running man).</li> <li>● Fire exits are easily and immediately openable and unobstructed at all times.</li> <li>● Monthly management safety audits and Southall Associates safety audits are undertaken to verify fire safety standards are maintained throughout the site.</li> <li>● The fixed electrical system is inspected / tested at 5 yearly intervals.</li> <li>● Portable appliances receive routine user visual checks for physical damage. Visual checks are not recorded unless a fault is found.</li> <li>● Portable appliances receive annual Portable Appliance Testing (PAT) &amp; IT equipment can be tested biannually.</li> <li>● Staff instructed to stop using faulty equipment and report faults to the site team and IT team immediately (e.g. exposed cable, broken casing). The equipment should then be suitably labelled and taken out of use until a repair has been affected.</li> <li>● Sockets are located above floor level so they are less likely to get wet</li> <li>● Double insulated hand tools are used where possible, these do not require PAT testing</li> <li>● The site team is responsible for managing and maintaining electrical appliances and systems.</li> <li>● <b>eLearning training is available</b></li> </ul> |
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| What are the Hazards?       | How could people be harmed?   | Control Measures  |
|-----------------------------|---|---|
| Display Screen Equipment    | Repetitive Work - Related Upper Limb Disorders (WRULD's) / headaches associated with regular computer use.  | <ul style="list-style-type: none"> <li>• All habitual computer users (more than 1 hour per session per day) complete a Display Screen Equipment Assessment which can be found on Safety Cloud's 'My Dashboard'.</li> <li>• <b>eLearning training is available</b></li> <li>• Adjustable equipment, desk and chair is provided for staff.</li> <li>• Staff are shown how to adjust their workstation to suit individual requirements.</li> <li>• Blinds are fitted at windows where necessary to prevent glare on screens.</li> <li>• A free eye test is provided for staff working regularly with PC's.</li> <li>• Glasses are provided for anyone working regularly with PC's when the optician defines a need for glasses with PC use.</li> </ul> |
| Use of photocopiers         | Excessive exposure to ozone and heat output could lead to discomfort, e.g. sore eyes and sore throats   | <ul style="list-style-type: none"> <li>• Photocopiers and printers are serviced / maintained in accordance with manufacturer's instructions and located in well ventilated areas.</li> <li>• Where possible, locating photocopiers / printers on escape routes is avoided</li> </ul>  |
| Internet use                | Exposure to Cyberbullying, online predators, social media misuse, privacy breaches.   | <ul style="list-style-type: none"> <li>• Staff and students online safety training and reminders through assemblies, ICT acceptable Use Policy, Online Safety Policy, GDPR Policy.</li> </ul>   |
| Cyber security / passwords? | Password breaches, ransomware, hacking of individual user accounts through email phishing attacks and malware, social engineering, unauthorised access to systems, theft of crucial data and sensitive information, identity theft. | <ul style="list-style-type: none"> <li>• Staff training and also through the use of reminders on how to use technology safely, which are delivered via email to all staff. Staff also undertake training on cyber security awareness, which covers a variety of threats, such as email pushing, malware, ransomware attack, password breaches and social engineering etc.</li> <li>• <b>eLearning training is available</b></li> <li>• Antivirus on workstations and servers</li> <li>• Backup of servers and data</li> <li>• The use of 2Factor Authentication to log in to school email</li> <li>• Access control and information Security Policy</li> <li>• IT Disaster Recovery Plan</li> </ul>   |

| What are the Hazards? | How could people be harmed? | Control Measures |
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**Section 4 - Workplace Transport**

|                                     |   |   |
|-------------------------------------|---|---|
| Deliveries                          | Staff, pupils, members of the public and contractors could be harmed by colliding with a delivery vehicle | <ul style="list-style-type: none"> <li>● Where possible, deliveries take place out of school hours/not at the beginning/end of the school day to avoid students being on the premises.</li> <li>● Delivery drivers must advise a staff member of their arrival prior to unloading taking place. Employees will ask them to position the vehicle to minimise likelihood of unloading taking place in parking or customer areas where practicable.</li> <li>● Large vehicles that are required to move between pedestrians or reverse must have a banksman present at all times during this manoeuvre.</li> <li>● All staff who will operate a banksman role must wear hi-visibility vest during any banksman task.</li> <li>● Where a loading bay and unloading equipment is onsite it should be used where practicable</li> <li>● Employees will refuse to unload vehicles if there are any safety concerns and will notify a member of management of this decision</li> <li>● Lighting levels in the car park must be sufficient for loading or unloading to take place</li> <li>● During the unloading of delivery vehicles the task is supervised by experienced employees to ensure that other staff/students in the area are not in danger as a result of operations.</li> </ul> |
| Vehicle collision with pedestrians. | Serious injury from vehicle collision   | <ul style="list-style-type: none"> <li>● There are dedicated pedestrian walkways around the site, separating pedestrians from vehicles.</li> <li>● Car parking spaces are marked out in dedicated bays, with disability spaces located in close proximity to the building.</li> <li>● Outdoor areas are supervised by staff during break times.</li> <li>● External lighting across the site for darker winter months / early mornings / late evenings.</li> <li>● Pupil drop off / collection is monitored by staff.</li> </ul>  |

| What are the Hazards? | How could people be harmed?   | Control Measures  |
|-----------------------|---|---|
| Access/Security       | Staff, pupils, members of the public and contractors could be harmed by colliding with moving vehicles including mini buses, cars, coaches and delivery vehicles. | <ul style="list-style-type: none"> <li>● All visitors report to reception. They first must be granted access by reception staff through an intercom system.</li> <li>● The school is kept locked during and after school hours to prevent unauthorised access to the site. The site should only be left open at the beginning and end of the school day.</li> <br/> <li>● A public footpath right of way passes through the centre of the school sports field. Awareness and caution is required of this risk while the field is in use by PE lessons. Break / lunch times are prohibited around this area without sufficient supervision.</li> </ul> |
| Cycling               | Cyclists could be harmed by colliding with moving vehicles including mini buses, cars, coaches and delivery vehicles.   | <ul style="list-style-type: none"> <li>● Students/staff are able to cycle to school and store their bikes in the bike rack by 'the hub'. This is off site which does mean that security is a concern.</li> <li>● Students/staff accessing the site on a bicycle will not have to cross any car parks. Entrance to site will be via the main student entrance.</li> </ul>  |

| What are the Hazards?   | How could people be harmed?   | Control Measures   |
|-------------------------|---|--|
| Slips, trips and falls. | Staff, pupils, visitors and contractors could trip over uneven surfaces in the car park, pedestrians walkways or surrounding areas, slipping on ice during winter months. | <ul style="list-style-type: none"> <li>● All pedestrian routes and car park surfaces are checked routinely by the Site Team for slip or trip hazards.</li> <li>● The car park surface is constructed of an even surface and there are no significant changes in gradient present.</li> <li>● Walkways are kept free from potholes or uneven paving that may represent a trip hazard. If potholes begin to develop, the Site Team are informed straight away.</li> <li>● Staff are responsible for reporting any slip or trip hazards identified whilst working within the grounds to the Site Team.</li> <li>● Weather reports are monitored throughout winter months. Upon prediction of frost or ice forming, the car park and pedestrian routes are routinely gritted. This includes building entrances, pedestrian walkways, seating area, sloped areas and areas constantly in the shade or wet.</li> <li>● Grit/salt is provided on site.</li> <li>● Gritting will be conducted when frost, ice or snow is forecast or when walkways are wet and temperatures are likely to drop below freezing.</li> <li>● When possible gritting is avoided during heavy rain as grit may be washed away.</li> <li>● Staff are responsible for informing the Site Team if further controls are required to reduce the slip risk such as breaking of ice.</li> <br/> <li>● <b><i>eLearning training is available</i></b></li> </ul> |

| What are the Hazards?  | How could people be harmed?   | Control Measures  |
|--|---|---|
| <p>Minibus Driving – 1 x 17seater minibus is located at Henley School.</p> | <p>Pupils or staff could be injured during a road traffic accident. Road accidents may be caused by fatigue, vehicle failure or unfitness to drive.</p> | <ul style="list-style-type: none"> <li>● Please refer to the Drivers Handbook.</li> <li>● Staff that drive the minibus are subject to health surveillance and submit their driving licence summary annually.</li> <li>● Minibus competency training (MiDAS) is required for all drivers of the busses and refreshers need to be actioned every 4 years.</li> <li>● Any staff members driving the minibuses must advise management if they are taking any medication which may affect their ability to drive safely.</li> <li>● The minibus is maintained and serviced annually. Any defects are reported to management immediately</li> <li>● Pre-use checks of the minibus must be carried out before it is used.</li> <li>● There is a dedicated parking area for school minibuses.</li> <li>● Teachers are present and supervise whilst pupils are on board and depart the minibuses.</li> </ul> |



| What are the Hazards? | How could people be harmed? | Control Measures |
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**Section 5 - Physical Education**

|                         |  |  |
|-------------------------|--|--|
| Site specific equipment | <ol style="list-style-type: none"> <li>1. 3 x trampolines</li> <li>2. Wall bars</li> <li>3. 4 x football goals mobile on field</li> <li>4. Net ball posts</li> <li>5. Tennis nets x 6</li> </ol> |  |
| Slips, trips and falls. | Injuries from slip and trips over for example raised slabs, holes in grass.  | <ul style="list-style-type: none"> <li>● The hard court areas (external and internal) are regularly inspected for signs of damage and trip hazards.</li> <li>● The sports fields are regularly inspected for signs of damage and trip hazards including holes and mounds.</li> <li>● Moss and leaves are regularly removed from external hard court areas as these may present a slip hazard.</li> <li>● Faeces and foreign objects found on sports fields and hard courts are removed and disposed of safely.</li> <li>● Litter is regularly cleared up.</li> <li>● Vegetation adjacent to sports and recreational areas are pruned leaving no sharp stakes particularly at eye level.</li> <li>● Any unsafe areas such as where roots have damaged tarmac are fenced off and not used until 'repairs' have been undertaken.</li> </ul> |

| What are the Hazards?                             | How could people be harmed?   | Control Measures   |
|---|---|--|
| Injury from incorrect use of sports equipment     | Rough / worn play equipment could cause cuts / abrasions or splinters | <ul style="list-style-type: none"> <li>● Sports equipment is appropriate for the level of usage and age of pupils using it.</li> <li>● Pupils are supervised by teachers when using specialist sports equipment.</li> <li>● Sports equipment inspections are undertaken termly. Any necessary repairs are undertaken promptly.</li> <li>● Teachers supervise use of equipment as required.</li> <li>● Sports equipment kept in a locked cupboard and used only under supervision.</li> <li>● Sports equipment is purchased from reputable suppliers.</li> </ul>  |
| Injury from collapsed or damaged sports equipment | Equipment can fall over or collapse causing injury to persons.        | <ul style="list-style-type: none"> <li>● Sports equipment is appropriate for the level of usage and age of pupils using it.</li> <li>● Non-fixed and weighted equipment such as basketball hoops are checked before each use to ensure that the base is filled and the equipment is stable. Termly checks are also completed to ensure that these are refilled as necessary.</li> <li>● Pupils are not permitted to hang off non-fixed basketball hoops or dunk the ball.</li> <li>● Goal posts are regularly inspected for damage.</li> <li>● Goal posts are secured into the ground where possible.</li> <li>● Portable five a side goal posts are lightweight or adequately secured to prevent them falling over.</li> <li>● Pupils are supervised by teachers when using specialist sports equipment.</li> <li>● Damaged, loose or unstable equipment is taken out of use and repaired or removed promptly.</li> </ul> |

| What are the Hazards? | How could people be harmed?   | Control Measures   |
|-----------------------|---|--|
| Contact during sport  | Injuries/ ill health due to lack of control/ discipline or supervision. | <ul style="list-style-type: none"> <li>● Group sizes are controlled and ratios of pupils and teachers are adequate for the activity/ sport and the experience and age of the group.</li> <li>● The behaviour and energy of the pupils is considered and managed by the teacher to minimise the likelihood of injury.</li> <li>● Sporting activity is undertaken with children of similar age and size</li> <li>● Clear communication and rules are in place to manage the activity</li> <li>● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher.</li> <li>● Sports that require safety equipment (shin-pads, gum shields, body protector) should be worn by all pupils unless the wearing of the equipment may cause other injuries/ ill effects.</li> <li>● Jewellery and loose items should be removed and monitored by the teacher. Where jewellery cannot be removed the activity is modified to make safe the situation and minimise the risk of injury.</li> <li>● Pupils are advised that medical conditions that may affect participation and their safety should be disclosed to the teacher. A risk assessment should be completed by the teacher on receiving this information as to what the pupil can do and how to manage the condition.</li> <li>● Adults are not permitted to take part in contact sports with pupils unless under a professional coaching context.</li> <li>● Pupils are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled.</li> <li>● All staff are suitably qualified, experienced and competent to undertake teaching</li> <li>● All coaches and volunteers are suitably competent, experienced and qualified</li> <li>● Injuries are recorded to allow analysis and review.</li> <li>● Events are supervised by staff to prevent spectators from entering sports fields and tracks</li> </ul> |

| What are the Hazards?   | How could people be harmed?   | Control Measures   |
|---|---|--|
| Infectious matter – animal faeces on or around play equipment     | Infection from faeces   | <ul style="list-style-type: none"> <li>● Faeces and foreign objects found on sports fields and hard courts are removed and disposed of safely.</li> <li>● The teacher visually inspects the games area prior to lessons beginning.</li> </ul>  |
| Weather   | Slips due to poor weather conditions. Overheating and sunburn in hot weather. | <ul style="list-style-type: none"> <li>● In adverse/inclement weather school staff will decide on which areas are safe to use.</li> <li>● Additional supervision may be required.</li> <li>● Alternative areas are available for indoor physical education.</li> <li>● In sunny weather, pupils are advised to use sun cream and wear hats if in the sun for long periods.</li> <li>● Pupils are provided access to water during hot weather.</li> </ul> |
| Insufficient numbers of first aid kits or qualified first aiders. | Inability to administer adequate and correct first aid.                       | <ul style="list-style-type: none"> <li>● First aider details are available.</li> <li>● A first aid room is available in school with trained staff.</li> <li>● Accidents (and near misses) are recorded and investigated to check whether measures can be put in place to prevent a recurrence.</li> </ul>  |

| What are the Hazards? | How could people be harmed?   | Control Measures   |
|-----------------------|---|--|
| Trampolining          | Injuries can occur when getting out and putting away equipment. Injuries can occur when undertaking this activity. Injuries can occur when equipment is used by unauthorised persons. | <ul style="list-style-type: none"> <li>● Trampolining takes place within the gym or main hall only. There is sufficient space and room height for it to be completed safely prior to acquiring equipment.</li> <li>● Equipment is purchased from a reputable supplier and is fit for purpose.</li> <li>● The gym door is lower than the height of the trampoline. The trampoline needs to be tilted to get under the door. Only trained staff are permitted to move the trampolines between rooms and an assessment should be made to ensure that sufficient staff undertake the movement of the trampolines under the door. Pupils are not permitted to assist in the movement of the trampolines between rooms.</li> <li>● Trampolines are set up and set down in line with the guidance from the manufacturer/supplier, this activity is supervised by the teacher.</li> <li>● Enough persons are involved in the putting up and away of the trampoline to be done safely taking into account the weight of the bed and tension of the bed, this would be a minimum of two persons and normally a maximum of 8. These persons should be suitably strong and mature enough to complete this task.</li> <li>● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept.</li> <li>● Staff getting out or putting away trampolines should wear training or shoes with adequate grip.</li> <li>● Only persons directly involved in the moving of the trampoline are permitted to be in the vicinity of the trampoline.</li> <li>● A manual handling assessment for trampoline moving is to be completed.</li> <li>● The sharp edges of springs should be underside of the trampoline (not pointing up)</li> <li>● Frame pads are attached to the frame and retain foam throughout</li> <li>● This activity is only undertaken where a qualified teacher/ coach of the sport is present with a British Gymnastics trampoline award (Level 1 Teachers Trampoline award).</li> <li>● Only movements that are covered in their level of qualification should be taught (Level 2 award is required for teaching somersaults).</li> <li>● Pupils are supervised at all times during trampolining activities</li> <li>● Adequate 'spotters' or crash mats are in place during activities</li> <li>● Where spotters are used they should be instructed in this role and be mature and strong enough to complete it, persons must pay attention whilst in this role.</li> <li>● Where somersaulting is taking place trampolines must have end decks.</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures  |
|-----------------------|-----------------------------|---|
|                       |                             | <ul style="list-style-type: none"> <li>● A visual inspection of the equipment is undertaken before each use, checks are made of stitches, sharp edges from springs, frame, leg braces and safety catches engaged.</li> <li>● A periodic inspection of the equipment is undertaken periodically (at least every term)</li> <li>● All equipment must be stored securely and not to be left out unsupervised between sessions or overnight.</li> </ul> |

| What are the Hazards?             | How could people be harmed?  | Control Measures   |
|-----------------------------------|--|--|
| Gymnastics and climbing equipment | Injuries can occur when using gymnastics equipment such as beams, horses and gym bars. | <ul style="list-style-type: none"> <li>● The area where gymnastics takes place should be assessed for suitability ensuring there is adequate space and room height for it to be completed safely.</li> <li>● Equipment is purchased from a reputable supplier and is fit for purpose.</li> <li>● Equipment should be put up and put away in line with the guidance from the manufacturer/ supplier, this activity is supervised by the teacher.</li> <li>● The equipment is checked prior to the lesson to ensure it is free from damage or excessive wear.</li> <li>● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept.</li> <li>● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity.</li> <li>● A manual handling assessment for moving equipment has been completed.</li> <li>● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part.</li> <li>● Only movements that are covered in their level of qualification should be taught</li> <li>● A visual inspection of the equipment is undertaken before each use, checks are made of stitches, sharp edges from springs, frame, leg braces and safety catches engaged.</li> <li>● A periodic inspection of the equipment is undertaken periodically (at least every term)</li> <li>● All equipment must be stored securely and not to be left out unsupervised between sessions or overnight.</li> <br/> <li>● Teacher / instructor supervise pupils at all times.</li> </ul> |

| What are the Hazards? | How could people be harmed?   | Control Measures   |
|-----------------------|---|--|
| Racquet sports        | Pupils could be injured during activities and equipment could be damaged. | <ul style="list-style-type: none"> <li>● The behaviour and energy of the pupils is considered and managed by the teacher to minimise the likelihood of injury.</li> <li>● Sporting activity is undertaken with children of similar age and size.</li> <li>● Clear communication and rules are in place to manage the activity.</li> <li>● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher.</li> <li>● Jewellery and loose items should be removed and monitored by the teacher. Where jewellery cannot be removed the activity is modified to make safe the situation and minimise the risk of injury.</li> <li>● Pupils are advised that medical conditions that may affect participation and their safety should be disclosed to the teacher. A risk assessment should be completed by the teacher on receiving this information as to what the pupil can do and how to manage the condition.</li> <li>● Pupils are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled.</li> <li>● All staff are suitably qualified, experienced and competent to undertake teaching.</li> <li>● All coaches and volunteers are suitably competent, experienced and qualified</li> <li>● Injuries are recorded to allow analysis and review</li> <li>● Adequate space is available for the activity and number of pupils.</li> <li>● Net posts are secured or weighted down to prevent movement, these are inspected prior to activity beginning to ensure stable and secure.</li> <li>● The tennis courts and hard court areas (external and internal) are regularly inspected for signs of damage and trip hazards.</li> <li>● Lights and fixings are covered to prevent damage.</li> </ul> |



| What are the Hazards? | How could people be harmed?  | Control Measures   |
|-----------------------|--|--|
| Ball Sports           | Pupils could be injured during activities and equipment could be damaged | <ul style="list-style-type: none"> <li>● Group sizes are controlled and ratios of pupils and teachers are adequate for the activity/ sport and the experience and age of the group.</li> <li>● The behaviour and energy of the pupils is considered and managed by the teacher to minimise the likelihood of injury.</li> <li>● Sporting activity is undertaken with children of similar age and size.</li> <li>● Clear communication and rules are in place to manage the activity.</li> <li>● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher.</li> <li>● Sports that require safety equipment (shin-pads, gum shields, body protector) should be worn by all pupils unless the wearing of the equipment may cause other injuries/ ill effects.</li> <li>● Jewellery and loose items should be removed and monitored by the teacher. Where jewellery cannot be removed the activity is modified to make safe the situation and minimise the risk of injury.</li> <li>● Pupils are advised that medical conditions that may affect participation and their safety should be disclosed to the teacher. A risk assessment should be completed by the teacher on receiving this information as to what the pupil can do and how to manage the condition.</li> <li>● Adults are not permitted to take part in contact sports with pupils unless under a professional context.</li> <li>● Pupils are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled.</li> <li>● All staff are suitably qualified, experienced and competent to undertake teaching</li> <li>● All coaches and volunteers are suitably competent, experienced and qualified</li> <li>● Injuries are recorded to allow analysis and review</li> <li>● Guidance from AfPE is followed</li> <li>● Non-fixed and weighted equipment such as basketball hoops are checked before each use to ensure that the base is filled and the equipment is stable. Termly checks are also completed to ensure that these are refilled as necessary.</li> <li>● Pupils are not permitted to hang off non-fixed basketball hoops to dunk the ball.</li> <li>● Goal posts are regularly inspected for damage.</li> <li>● Goal posts are secured into the ground where possible.</li> <li>● Portable five a side goal posts are lightweight or adequately secured to prevent them falling over.</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures   |
|-----------------------|-----------------------------|--|
|                       |                             | <ul style="list-style-type: none"> <li>● Pupils are supervised by teachers when using specialist sports equipment.</li> <li>● Damaged, loose or unstable equipment is taken out of use and repaired or removed promptly.</li> <li>● Netball posts are padded.</li> <li>● Lights and fixings are covered to prevent damage.</li> <li>● Adequate space is available for activity and number of pupils.</li> <li>● Events are supervised by staff to prevent spectators from entering sports fields.</li> </ul> |

| What are the Hazards? | How could people be harmed?  | Control Measures   |
|-----------------------|--|--|
| Rugby                 | Pupils could be injured during activities and equipment could be damaged | <ul style="list-style-type: none"> <li>● Group sizes are controlled and ratios of pupils and teachers are adequate for the activity/ sport and the experience and age of the group.</li> <li>● Contact rugby is only managed by suitably experienced staff following recognised teaching progressions, guidelines and regulations e.g. from Rugby England.</li> <li>● Players are only permitted to play up one school year group above their own (this could span three different ages). Age bandings are determined by the players date of birth in relation to the playing season. In all cases where players play in an older age group, appropriate assessments are undertaken and parents are informed and consent gained before they are permitted to play up.</li> <li>● The Regulations for Rugby and Codes of Practice as provided by the RFU are maintained and followed at all times.</li> <li>● Mixed gender teams are not permitted.</li> <li>● The behaviour and energy of the pupils is considered and managed by the teacher to minimise the likelihood of injury.</li> <li>● Sporting activity is undertaken with children of similar age and size.</li> <li>● Clear communication and rules are in place to manage the activity.</li> <li>● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher.</li> <li>● Sports that require safety equipment (shin-pads, gum shields, padded head protection and shoulder padding) should be worn by all pupils unless the wearing of the equipment may cause other injuries/ ill effects.</li> <li>● Jewellery and loose items should be removed and monitored by the teacher. Where jewellery cannot be removed the activity is modified to make safe the situation and minimise the risk of injury.</li> <li>● Glasses (spectacles) are not worn by pupils to minimise the risk of injury.</li> <li>● Pupils are advised that medical conditions that may affect participation and their safety should be disclosed to the teacher. A risk assessment should be completed by the teacher on receiving this information as to what the pupil can do and how to manage the condition.</li> <li>● Adults are not permitted to take part in contact sports with pupils unless under a professional context.</li> <li>● Pupils are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled.</li> <li>● All staff are suitably qualified, experienced and competent to undertake teaching</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures   |
|-----------------------|-----------------------------|--|
|                       |                             | <ul style="list-style-type: none"> <li>● All coaches and volunteers are suitably competent, experienced and qualified</li> <li>● Injuries are recorded to allow analysis and review</li> <li>● Guidance from AfPE is followed</li> <li>● Goal posts and corner flags are secured in place to prevent movement, these are inspected prior to activity beginning to ensure stable and secure.</li> <li>● Rugby posts are subject to a six monthly visual inspection and maintenance.</li> <li>● Rugby posts are padded.</li> <li>● Adequate space is available for activity and number of pupils.</li> <li>● A return to play concussion pathway is in place for any pupils who are suspected of suffering from concussion.</li> <li>● Rugby pitches are separated with sufficient space between pitches.</li> <li>● Senior and junior matches are not played on adjacent pitches.</li> <li>● Events are supervised by staff to prevent spectators from entering sports fields.</li> </ul> |

| What are the Hazards?   | How could people be harmed?  | Control Measures   |
|---|--|--|
| Bat and ball sports including baseball, rounders and softball (not including cricket) | Pupils could be injured during activities and equipment could be damaged | <ul style="list-style-type: none"> <li>● Group sizes are controlled and ratios of pupils and teachers are adequate for the activity/ sport and the experience and age of the group.</li> <li>● The behaviour and energy of the pupils is considered and managed by the teacher to minimise the likelihood of injury.</li> <li>● Sporting activity is undertaken with children of similar age and size.</li> <li>● Clear communication and rules are in place to manage the activity.</li> <li>● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher.</li> <li>● Sports that require safety equipment (shin-pads, gum shields, body protector) should be worn by all pupils unless the wearing of the equipment may cause other injuries/ ill effects.</li> <li>● Jewellery and loose items should be removed and monitored by the teacher. Where jewellery cannot be removed the activity is modified to make safe the situation and minimise the risk of injury.</li> <li>● Pupils are advised that medical conditions that may affect participation and their safety should be disclosed to the teacher. A risk assessment should be completed by the teacher on receiving this information as to what the pupil can do and how to manage the condition.</li> <li>● Adults are not permitted to take part in contact sports with pupils unless under a professional context.</li> <li>● Pupils are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled.</li> <li>● All staff are suitably qualified, experienced and competent to undertake teaching</li> <li>● All coaches and volunteers are suitably competent, experienced and qualified</li> <li>● Injuries are recorded to allow analysis and review</li> <li>● Guidance from AfPE is followed</li> <li>● Posts or goals are secured or weighted down to prevent movement, these are inspected prior to activity beginning to ensure stable and secure.</li> <li>● Lights and fixings are covered to prevent damage.</li> <li>● Adequate space is available for activity and number of pupils.</li> <li>● Events are supervised by staff to prevent spectators from entering sports fields.</li> </ul> |

| What are the Hazards?    | How could people be harmed?  | Control Measures   |
|--------------------------|--|--|
| Aerobics, Yoga and Dance | Pupils could be injured during activities and equipment could be damaged | <ul style="list-style-type: none"> <li>● The area where aerobics, yoga and dance takes place should be assessed for suitability ensuring there is adequate space for it to be completed safely.</li> <li>● The area is cleared of any furniture and objects that could cause injury e.g. chairs and tables.</li> <li>● Equipment e.g. mats are purchased from a reputable supplier and are fit for purpose.</li> <li>● Equipment should be set up in line with the guidance from the manufacturer/ supplier, this is supervised by the teacher.</li> <li>● The equipment and floor area is checked prior to the lesson to ensure it is free from damage or excessive wear.</li> <li>● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept.</li> <li>● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity.</li> <li>● A manual handling assessment for moving equipment has been completed.</li> <li>● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part.</li> <li>● Only movements that are covered in their level of qualification should be taught</li> <li>● A visual inspection of the equipment is undertaken before each use, checks are made of stitches, sharp edges from springs, frame, leg braces and safety catches engaged.</li> <li>● A periodic inspection of the equipment is undertaken periodically (at least every term)</li> <li>● All equipment must be stored securely and not to be left out unsupervised between sessions or overnight.</li> </ul> |

| What are the Hazards? | How could people be harmed?                            | Control Measures  |
|-----------------------|--|---|
| Weight lifting        | Injuries can occur when using weight lifting equipment | <ul style="list-style-type: none"> <li>● Mats are in place in the area used for weight lifting to protect equipment and the floor from damage.</li> <li>● Weights are only lifted in areas where ceiling height is a minimum of 3 metres.</li> <li>● Weights of 450mm are used to ensure that the barbell has a safe minimal height from the floor.</li> <li>● Plastic or plastic covered weights are used in preference to bare metal weights.</li> <li>● A variety of barbells and weights are available to suit a range of ages and abilities.</li> <li>● The floor area is checked for slips and trips. Clean shoes are worn in the area to reduce the contamination from mud and dirt.</li> <li>● Equipment e.g. mats are purchased from a reputable supplier and are fit for purpose.</li> <li>● Equipment should be set up in line with the guidance from the manufacturer/ supplier, this is supervised by the teacher.</li> <li>● The equipment and floor area is checked prior to the lesson to ensure it is free from damage or excessive wear.</li> <li>● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept.</li> <li>● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity.</li> <li>● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part.</li> <li>● Only movements that are covered in their level of qualification should be taught</li> <li>● A visual inspection of the equipment is undertaken before each use, checks are made of mats, weights and barbells.</li> <li>● A periodic inspection of the equipment is undertaken periodically (at least every term)</li> <li>● All equipment must be stored securely.</li> </ul> |

| What are the Hazards?   | How could people be harmed?   | Control Measures  |
|---|---|---|
| Athletics fitness including running and strength and conditioning | Staff unaware of the risks may put pupils at risk of harm and injury. | <ul style="list-style-type: none"> <li>● Staff supervise athletics activities and ensure that activities are age appropriate.</li> <li>● Staff supervise the handling of throwing equipment including if handled in transit to the lesson to ensure they are carried safely e.g. javelins are carried upright.</li> <li>● Throwing activities are undertaken in areas with a wide margin of error and away from pedestrians, buildings and vehicles.</li> <li>● Ground conditions are assessed before activities are undertaken e.g. activities may not be undertaken if ground conditions are wet.</li> <li>● The ground area being used for athletics is checked before use to remove any litter, trip and slip hazards.</li> <li>● Sand pits are checked for animal faeces and hazards before use.</li> <li>● Triangular high jump bars are not used.</li> <li>● Staff who supervise physical education and sporting activities are suitably qualified and experienced to lead the activity.</li> <li>● There are enough staff members for the number of pupils and type of activity being undertaken.</li> <li>● Only activities that are covered in their level of qualification should be taught for high risk activities.</li> <li>● Pupils are supervised at all times during activities.</li> <li>● A visual inspection of the equipment is undertaken before each use, checks are made of areas of damage, instability, corrosion and trip hazards. The equipment is taken out of use if not safe to use.</li> <li>● Tracks are supervised to ensure that spectators do not step onto the track during events.</li> <li>● A periodic inspection of the equipment is undertaken periodically (at least every term).</li> </ul> |



| What are the Hazards?   | How could people be harmed?   | Control Measures  |
|---|---|---|
| Off-site sports activities<br>Away fixtures at other Schools etc. | Staff unaware of the risks may put pupils at risk of harm and injury. | <ul style="list-style-type: none"> <li>● Pupils ability is assessed prior to attending off site sporting events.</li> <li>● Pupils are only permitted to attend age appropriate sporting events off site.</li> <li>● Risk assessments, health and safety policy and insurance documents are assessed to determine suitability prior to pupils being taken on trips.</li> <li>● Staff visit off site sporting events to undertake an assessment to determine suitability in advance of taking pupils.</li> <li>● Driving minibuses is assessed in the General Site and Welfare Risk Assessment and details are provided in the Handbook.</li> </ul>  |
| Inexperienced staff supervising activity                          | Staff unaware of the risks may be pupils at risk of harm or injury    | <ul style="list-style-type: none"> <li>● Staff who supervise physical education and sporting activities are suitably qualified and experienced to lead the activity.</li> <li>● There are enough staff members for the number of pupils and type of activity being undertaken.</li> <li>● Only activities that are covered in their level of qualification should be taught for high risk activities.</li> <li>● Pupils are supervised at all times during activities.</li> <li>● A visual inspection of the equipment is undertaken before each use, checks are made of areas of damage, instability, corrosion and trip hazards. The equipment is taken out of use if not safe to use.</li> <li>● A periodic inspection of the equipment is undertaken periodically (at least every term).</li> </ul> |
| Use of changing rooms   | Pupils could be injured when using the changing rooms                 | <ul style="list-style-type: none"> <li>● The changing rooms are cleaned down regularly.</li> <li>● Wet floor signs are used to warn pupils of wet floors.</li> <li>● Showers are fitted to thermostatic mixer valves to reduce scalding risks.</li> <li>● Showers are subject to weekly flushing during holiday periods.</li> <li>● Changing rooms are locked when they are not in use.</li> <li>● Periodic checks are undertaken to identify any damage to fixtures and fittings, benches etc.</li> </ul>  |

| What are the Hazards?      | How could people be harmed?  | Control Measures  |
|----------------------------|--|---|
| Legionella                 | Exposure to airborne mist from showers with potential for containing legionella bacteria   | <ul style="list-style-type: none"> <li>● A specific legionella risk assessment should be undertaken by an external contractor every two years and monitored by the site manager.</li> <li>● All shower heads are subject to cleaning on a quarterly basis using a biocide solution.</li> <li>● Showers are supplied with fresh water. Shower water is stored at 60°C, piped at 50°C and mixed to 40°C (± 2°C).</li> <li>● Showers are fitted with thermostatic mixing valves.</li> <li>● Showers, hoses, and toilets are flushed weekly to prevent legionella growth.</li> </ul>  |
| Away Fixtures              | Unfamiliarity with venues could result in staff and pupils being lost or a delay in access to first aid provision. Incidents during travelling could result in injuries to staff and pupils. | <ul style="list-style-type: none"> <li>● A Generic Day Trip Risk Assessment is in place and considers attending unfamiliar venues and first aid provision.</li> <li>● Ideal staffing ratios for all fixtures is 2 per team, this is a requirement for fixtures over 30 minutes away.</li> <li>● For fixtures less than 30 minutes away 1 staff member per team is permitted, standby staff must remain contactable at the school to attend the fixture in an emergency.</li> <li>● In the event of a serious injury to a pupil during a block fixture a member of staff will remain with the pupil. If no other staff are available, the game will be cancelled until another member of staff arrives. Arrangements will be made with the host school to provide cover in the interim.</li> </ul> |
| <b>Section 6 - Science</b> |  |   |

| What are the Hazards? | How could people be harmed?   | Control Measures   |
|-----------------------|---|--|
| Use of equipment      | Staff and pupils could suffer serious injury due to misuse of equipment.  | <ul style="list-style-type: none"> <li>● Staff and pupils using all equipment are trained in the safe use of the equipment. Pupils are supervised until they are familiar with the equipment.</li> <li>● Gas is controlled by a key operated switch held by the teacher and switched off when the room is not in use.</li> <li>● Electricity can be controlled via the use of localised fuse boards in labs. Signage and instruction from site manager has been actioned to Science staff.</li> <li>● An emergency gas cut off switch is located in the classroom in case of emergencies.</li> <li>● The classrooms are out of bounds to pupils unless a member of staff is in the room with them.</li> <li>● Equipment maintenance is carried out following manufacturer's instructions and any damage is reported to the science technicians who repair it if safe to do so or take it out of service.</li> <li>● All machines are switched off when not in use and not left unattended.</li> <li>● All electrical equipment is tested on an annual basis to ensure it is safe to use. Pre-use checks are also undertaken by the science technicians.</li> <li>● Autoclave is tested annually.</li> <li>● Blades are counted in or out to ensure all are accounted for. Used sharps are disposed of in accordance with the CLEAPSS guidance document "Use of sharps in school science".</li> </ul> |
| Use of fume cupboard  | Staff and pupils may be exposed to hazardous substances that can cause both short and long term ill health effects. | <ul style="list-style-type: none"> <li>● The fume cupboard is fitted as recommended by the manufacturer.</li> <li>● A test is completed on a 12 monthly basis to check that the extraction from the cupboard is working to the design specification, organised by Site manager.</li> <li>● The science technician teacher will check if the fume cupboard is working prior to beginning an experiment and where there is any concern the experiment will not be undertaken.</li> <li>● Staff and pupils using all equipment are trained in the safe use of the equipment. Pupils are supervised until they are familiar with the equipment.</li> </ul>   |

| What are the Hazards?               | How could people be harmed?  | Control Measures   |
|-------------------------------------|--|--|
| Use of Bunsen burners               | Pupils and teachers can be burnt on the equipment or hot items. Fire or explosion can be caused. | <ul style="list-style-type: none"> <li>● Teachers train, supervise and instruct pupils on safe working practices during lessons which includes being shown how to use Bunsen burners.</li> <li>● Tongs are used to handle items heated by the Bunsen burner.</li> <li>● Pupils are advised to let equipment cool down before picking up and packing away after an experiment.</li> <li>● Equipment is placed on a flat, stable surface and items should not project beyond the edge of the bench.</li> <li>● Pupils are advised to avoid touching the metal sides of adjacent equipment as these can become hot.</li> <li>● The number of pupils around a heat source is limited.</li> <li>● Pupils informed not to overfill containers with hot liquids.</li> </ul> |
| Experiments                         | Pupils, teachers and science technicians can be injured during experiments.                      | <ul style="list-style-type: none"> <li>● Hazards and supplementary risk assessments by CLEAPSS used to manage the risk of experiments.</li> <li>● Teachers and science technicians are experienced and have had training in the experiments being undertaken.</li> <li>● PPE is used as required by CLEAPSS guidance.</li> <li>● Pupils are supervised by the teacher.</li> </ul>  |
| Inadequate maintenance of equipment | Pupils, teachers or science technicians may become injured by damaged equipment                  | <ul style="list-style-type: none"> <li>● All equipment is purchased from reputable suppliers.</li> <li>● Technicians undertake regular inspections of equipment used to identify any that need maintenance or repair.</li> <li>● A documented monthly audit is undertaken by management and a sixth monthly audit by Southall's.</li> <li>● Staff are advised to report any defects or areas of concern to the science technicians.</li> </ul>   |

| What are the Hazards?          | How could people be harmed?   | Control Measures  |
|--------------------------------|---|---|
| Substances hazardous to health | <p>Staff, pupils, contractors. Various substances are in use in the laboratory and are stored at the school. Inhalation, absorption, ingestion and injection of chemicals. Burns from chemical spills. Dangerous chemical reaction from incorrect use / mixing.</p> | <ul style="list-style-type: none"> <li>● CLEAPSS hazards are used to establish the hazards associated with each substance used as part of a lesson. A lesson plan or risk assessment is completed to identify the control measures needed to control the hazards identified.</li> <li>● Staff make pupils aware of the risks by verbally advising pupils, writing the information on the board, handing out the experiment risk assessment or by getting pupils to complete the risk assessment process themselves.</li> <li>● Personal protection equipment (PPE) is available for use as necessary.</li> <li>● All staff who use hazardous substances will be trained in their use and have access to CLEAPSS safety information via their website.</li> <li>● CLEAPSS update the science information on their website to keep it up to date with any changes to legislation or guidance.</li> <li>● A fume cupboard is available to use for higher risk experiments. The fume cupboard is tested on a 12-month basis.</li> <li>● Pupils are supervised during use by the teacher at all times.</li> <li>● Only small doses of chemicals / substances are used in classroom experiments – this is supervised and controlled by the science technician and teacher.</li> <li>● All hazardous substances are stored in the prep room chemical store or in locked cabinets, in accordance with CLEAPSS Laboratory Handbook - Section 7 Chemicals.</li> <li>● An inventory is kept of hazardous substances held for science use. Stock checks are performed twice each year.</li> <li>● Strong acids are stored on bunding. Strong alkalines are stored in a separate, locked store cupboard.</li> <li>● Diluted acids and alkalis are stored on the prep room store cupboard shelves.</li> </ul> |

| What are the Hazards?                         | How could people be harmed?   | Control Measures  |
|---|---|---|
| Gas Cylinders                                 | Explosion and asphyxiation  | <ul style="list-style-type: none"> <li>● Gas cylinders in use will be secured against the wall or within a trolley to prevent them from falling.</li> <li>● Oxygen cylinders are fitted with a regulator, and are kept away from sources of ignition.</li> <li>● Cylinders must be treated with respect and not thrown or dropped.</li> <li>● Cryogenic gloves are used when using CO2 for dry ice.</li> <li>● CLEAPSS procedures and risk assessments are used when planning lessons involving CO2 for dry ice.</li> </ul>   |
| Ionising radiation and radioactive substances | External irradiation of the body, including possibly more sensitive organs such as the eyes. Internal irradiation of the body due to substances being inhaled, absorbed through the skin or wounds, or swallowed. | <ul style="list-style-type: none"> <li>● The school has registered with the HSE for the practice of using radioactive sources.</li> <li>● A Radiation Protection Advisor (RPA) has been appointed.</li> <li>● The school has appointed the Assistant Head Teacher within the science department as the Radiation Protection Supervisor (RPS). The Senior Technician is the RPS assistant.</li> <li>● Sources are selected in accordance with L93, from reputable suppliers, and only held in sufficient amounts for teaching.</li> <li>● Radioactive sources are held in suitable containers, labelled with a trefoil warning sign and the wording 'radioactive material', in accordance with L93. All sources are secured in a labelled steel store cabinet, fixed/bolted within corridor cupboard near the science room in main building ground floor,, this is at least 2 metres from any desk, workstation or common teaching position (ignoring walls).</li> <li>● A list of sources is maintained, as well as a use log.</li> <li>● Use of radioactive sources for teaching is done in accordance with L93, and only by trained and authorised employees.</li> <li>● The RPS shall produce risk assessments and standard operating procedures for the use of radioactive sources.</li> <li>● Stores are checked monthly, and leakage testing for cup sources are completed every 2 years</li> </ul> |

| What are the Hazards? | How could people be harmed?  | Control Measures   |
|-----------------------|--|--|
| Gas Safety            | Carbon monoxide poisoning from incorrect boiler/gas installation or maintenance. Fires and explosions. . | <ul style="list-style-type: none"> <li>● All gas pipework has been installed by a competent person who is a GAS SAFE registered engineer.</li> <li>● A Gas Safe engineer checks the installation on an annual basis, facilitated by Site team.</li> <li>● The science lab is fitted with an emergency shut off for gas appliances.</li> <li>● The gas supply is controlled by a key held by the teacher, gas should be switched off when the room is not in use.</li> <li>● Gas taps should be switched to off when not in use.</li> <li>● Any smell of gas should be reported immediately to Site Manager.</li> <li>● An automatic gas sensor is present. This detects gas leaks and cuts off the supply, contains an e-stop and is key-operated.</li> <br/> <li>● CO2 monitors are provided in the labs - any high levels indicated and ventilation improved by opening windows etc. The device is maintained and serviced.</li> </ul> |
| Glass Safety          | Breakages can cause lacerations and cuts to pupils or staff.   | <ul style="list-style-type: none"> <li>● All glassware is stored in the prep room and issued out by Technicians.</li> <li>● Tongs are available for use with warm/ hot glass.</li> <li>● Broken glass is swept up with a brush and dustpan by the teacher (not picked up by hand unless wearing gloves).</li> <li>● A breakage bin is provided for glass in each lab and the prep room.</li> <li>● If a glass breaks in the dishwasher the machine must be isolated and allowed to cool before the breakage is removed. Gloves must be worn. Only science technicians use the dishwasher.</li> <li>● Glassware provided for classes is maintained in good condition and checked regularly by science technicians.</li> </ul>   |

| What are the Hazards?                                | How could people be harmed?  | Control Measures   |
|--|--|--|
| Slips and trips                                      | Slipping on spillages, water or tripping over obstructions.                  | <ul style="list-style-type: none"> <li>● Good housekeeping standards are routinely maintained by the science technicians.</li> <li>● Trailing cables are not permitted across walkways in the science room and are located around edges of rooms to prevent a trip hazard.</li> <li>● Floors are mopped in areas during times of no or low usage and a wet floor sign is displayed.</li> <li>● Staff and pupils are responsible for cleaning any spillages as they occur.</li> <li>● Pedestrian routes such as floors and stairs, are kept clear of trip and slip hazards.</li> <li>● Entrances and walkways are well-lit.</li> <li>● Mopping of floors is conducted during quiet times when lessons are not due to take place.</li> <li>● Flooring is maintained in good condition and this is monitored through daily checks and the managers monthly audit.</li> <li>● Mats are provided at entrance doorways when required.</li> </ul> |
| Inadequate hygiene and welfare facilities for staff. | Inadequate facilities for washing hands and cleaning up.                     | <ul style="list-style-type: none"> <li>● Running hot/ warm water is available for hand and equipment washing with hand drying facilities.</li> <li>● All welfare facilities are maintained in a clean condition.</li> <li>● Extraction is available and used to pull out excessive heat and moisture from the air in the prep room.</li> <li>● Natural ventilation and radiators are available to maintain a comfortable temperature throughout the year.</li> <li>● A first aid kit is available in the science prep room. An eye wash hose is located in the science prep room, eyewash ampoules and hose are present in classrooms.</li> </ul>  |
| Cleaning   | Cleaning substances may be hazardous and cause ill health effects for users. | <ul style="list-style-type: none"> <li>● Please refer to COSHH Assessments.</li> <li>● Gloves are available for use with cleaning substances.</li> <li>● All staff who use hazardous substances are trained in their use.</li> </ul>   |



| What are the Hazards?                      | How could people be harmed?   | Control Measures  |
|--|---|---|
| Electrical Equipment (fixed and portable). | All staff / pupils could incur potentially fatal electrical shocks or burns from poorly maintained electrical equipment or fixed electrical installation. | <ul style="list-style-type: none"> <li>● Please refer to General Risk Assessment.</li> <li>● Electricity can be controlled via the use of local fuse boards.</li> <li>● Electrical systems have RCD protection.</li> <li>● Electrical equipment is visually inspected prior to use to ensure it is not damaged.</li> <li>● Employees are instructed to stop using faulty equipment (e.g. exposed cable, broken casing) and report faults immediately to science technicians. The equipment should be then suitably labelled and taken out of use until a repair has been effected.</li> </ul>                                 |
| Fire                                       | If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns which could potentially kill or suffer burns.              | <ul style="list-style-type: none"> <li>● Refer to Fire Risk Assessment.</li> <li>● Staff should not tackle a fire unless it is safe to do so and feel comfortable in doing so.</li> <li>● A powder and CO2 extinguisher are available in the science labs.</li> <li>● Smoke detection and alarm system is installed at school.</li> <li>● Combustible items are not placed near naked flames.</li> <li>● Pupils are monitored when using Bunsen burners or naked flames.</li> <li>● Bunsen burners are used on flat stable surfaces and tripods and flame resistant materials are used when conducting experiments</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures |
|-----------------------|-----------------------------|------------------|
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**Section 7 - Design and Technology**

|                         |  |  |
|-------------------------|--|--|
| Site specific equipment | <ol style="list-style-type: none"> <li>1. Casting System</li> <li>2. Vacuum Former</li> <li>3. Hot Wire Strip Heater</li> <li>4. Laser Cutter</li> <li>5. Other equipment as referred to in the list below.</li> <li>6. Our qualified technician ensures maintenance of the machines.</li> </ol> |  |
|-------------------------|--|--|

| What are the Hazards? | How could people be harmed?   | Control Measures  |
|-----------------------|---|---|
| Use of machinery      | Cutting, shearing, trapping, entanglement, impact from flying debris. | <ul style="list-style-type: none"> <li>● Staff and pupils using all equipment are trained in the safe use of the equipment.</li> <li>● Pupils are supervised until they are familiar with the equipment.</li> <li>● Equipment that is to be used by a teacher only is labelled as such and is locked off or power controlled by a key.</li> <li>● The power is controlled by a key operated switch held by the teacher and switched off when the room is not in use.</li> <li>● Emergency switches are linked to switch off all power in the event of an emergency.</li> <li>● The classrooms are out of bounds to pupils unless a member of staff is in the room with them.</li> <li>● Machines are not operated without the guards being fixed in place (routine visual checks are conducted by management on monthly audits and by Southall Associates on 6 monthly audits).</li> <li>● Braking devices are in place on machines and start/ stop controls are within easy reach of the operator.</li> <li>● Pre-use checks are undertaken of all machinery prior to being used during a lesson.</li> <li>● Machinery maintenance is carried out following manufacturer's instructions and any damage is reported to the teacher.</li> <li>● All machines are switched off when not in use and not left unattended until the moving parts have stopped moving.</li> <li>● All machinery is electrically isolated prior to maintenance work.</li> <li>● Machinery is only undertaken by a competent person when pupils are not present.</li> </ul> |

| What are the Hazards?          | How could people be harmed?   | Control Measures   |
|--------------------------------|---|--|
| Substances hazardous to health | Various hard wood dusts are carcinogenic (cancer causing). Wood dust in general can cause respiratory sensitisation and asthma. | <ul style="list-style-type: none"> <li>● Metal working fluids are not used on machines. Small amounts of lubricants are applied by brush where required.</li> <li>● Given current class hours and pupils/ staff not using machinery for long periods of time, average daily/weekly exposure is likely to be below action values. Therefore, LEV is not considered a mandatory control measure in classrooms but for housekeeping and comfort purposes.</li> <li>● LEV has been installed within the technician's workshop due to the higher volumes of wood being cut and dust produced.</li> <li>● Dust extraction (LEV) is positioned to capture maximum wood dust. The LEV is tested at a minimum of 14 monthly intervals.</li> <li>● Dry sweeping currently happens, this is being actioned via awareness instructions to the staff within the wood working areas and the site manager is investing in HEPA vacuums for the department.</li> <li>● Bags are changed by Staff.</li> <li>● Cleaning routines used limit the generation of dusts.</li> <li>● Dry materials stored in sealed containers, spillages cleaned up immediately.</li> <li>● Area regularly cleaned to prevent build-up of dust. Floors wet moped daily.</li> <li>● Good natural (general) ventilation e.g. through doors / windows or extraction fan.</li> <li>● Hazardous chemicals are stored in a locked metal COSHH cabinet, in a store cupboard where possible that is only accessible to the teachers and technician.</li> </ul> |
| Manual handling                | Cuts / abrasions, sprains/ strains  | <ul style="list-style-type: none"> <li>● Teachers or technicians undertake heavy lifting and only within their capabilities.</li> <li>● Manual handling assessments are to be undertaken for specific activities deemed to be higher risk.</li> <li>● All staff have manual handling training.</li> <li>● Pupils carefully supervised and the correct procedures for loading and unloading strictly observed. Information and training is given to pupils on manual handling where necessary.</li> <li>● Mechanical lifting aids available such as trolleys.</li> <li>● Heavy items are stored lower with lighter items on top, where possible.</li> </ul>   |

| What are the Hazards?                      | How could people be harmed?  | Control Measures   |
|--|--|--|
| Noise                                      | Noise emitted from machinery, causing hearing damage, disturbance, interference with communication and stress. | <ul style="list-style-type: none"> <li>● Given current class hours and staff not using machinery for long periods of time, average daily/weekly exposure is likely to be below action values and pupils.</li> <li>● Ear defenders are available if needed, for comfort.</li> <li>● Pupils are able to rest away from the woodworking machinery which offers a noise refuge.</li> <li>● Machines are serviced and maintained to minimise noise emissions and records are kept of this maintenance.</li> </ul> |
| Use of craft knives, scalpels and scissors | Cuts   | <ul style="list-style-type: none"> <li>● A craft mat is used when using craft knives.</li> <li>● Craft knives are kept sharp</li> <li>● Tools are stored so that they can be easily accounted for at the end of each lesson.</li> </ul>  |
| Use of wood clamp                          | Crush injuries.  | <ul style="list-style-type: none"> <li>● Pupils are shown how to use the clamp by the class teacher.</li> <li>● Fingers to be kept clear from the clamp whilst closing it around the workpiece.</li> <li>● The clamp and equipment is kept in good condition and checked for damage before use.</li> </ul>   |

| What are the Hazards? | How could people be harmed?   | Control Measures  |
|-----------------------|---|---|
| Use of Laser Cutter   | Entanglement in machines, laser beams can cut/ burn persons and cause damage to the eyes. Cutting some materials may cause harmful fumes. Cutting may give rise to heat and fire. | <ul style="list-style-type: none"> <li>● Pupils are not permitted to use the machine; only trained staff members operate the machinery.</li> <li>● The power is controlled by a switch and is switched off when the machine is not in use.</li> <li>● An emergency off switch is located on the machine and within easy reach of the operator.</li> <li>● A micro-switch is fitted to the machine operating panel to prevent access when the machine is in operation.</li> <li>● Panels on the machine are secured to prevent access without the use of a tool.</li> <li>● Machines are not operated without the covers and guards being fixed in place.</li> <li>● The machine is completely enclosed to prevent laser light escaping.</li> <li>● Pre-use checks are completed prior to use of the machine.</li> <li>● Routine visual checks are conducted by management on monthly audits and by Southall Associates on 6 monthly audits.</li> <li>● Servicing is completed by a competent person as recommended by the manufacturer.</li> <li>● Start/ stop controls are within easy reach of the operator.</li> <li>● The machine is only used to cut acrylic and PVC and foam/ rubber is not permitted to be cut.</li> </ul> |
| Use of Power Tools    | Risk of fatal electrical shocks or burns from use of faulty electrical equipment.   | <ul style="list-style-type: none"> <li>● Use is restricted to authorised teachers and pupils who have received in-house training in its safe use and have suitable experience of using the saw.</li> <li>● Eye protection should be worn by operators and those in close proximity.</li> <li>● No loose items of clothing or jewellery are to be worn when operating the equipment.</li> <li>● Power tools are purchased for a reputable supplier and suitable for the use they are put to.</li> <li>● Power tools are subject to routine PAT (portable appliance testing) unless double insulated.</li> <li>● Wires and cables are not trailed on the floor and overhead power cables are provided.</li> </ul>   |

| What are the Hazards?          | How could people be harmed?                                 | Control Measures  |
|--------------------------------|---|---|
| Use of hand held saws/ chisels | Cuts to the user and dust of blown away from the workpiece. | <ul style="list-style-type: none"> <li>● Staff and pupils using equipment are trained in the safe use of the equipment including the correct way to secure the workpiece with clamps or other devices.</li> <li>● All items should be secured to the bench before sawing or chiselling occurs, pupils are not permitted to hold the piece whilst working.</li> <li>● Pupils should be advised of the risk of dust and ensure that dry sweeping is not undertaken. Dust is collected by a vacuum or LEV system.</li> <li>● Tools are stored safely and can be accessed safely by students during a lesson as required.</li> <li>● The tools are kept sharp to make them easier to use, sharpening is only completed by a teacher or authorised person.</li> <li>● The work area is kept clear of trip and slip hazards and is adequately lit.</li> <li>● Adequate space is provided for each pupil to work relative to the work being undertaken.</li> </ul> |
| Use of planers                 | Cutting or abrasions.                                       | <ul style="list-style-type: none"> <li>● Staff and pupils using equipment are trained in the safe use of the equipment including the correct way to secure the workpiece with clamps or other devices.</li> <li>● All items should be secured to the bench to ensure movement of the workpiece is controlled, pupils are not permitted to hold the piece whilst working.</li> <li>● Loose clothing, hair and jewellery should not be worn as entanglement can occur.</li> <li>● Tools are stored safely and can be accessed safely by students during a lesson as required.</li> <li>● The tools are kept sharp to make them easier to use, sharpening and blade replacement is only completed by a teacher or authorised person.</li> <li>● The work area is kept clear of trip and slip hazards and is adequately lit.</li> <li>● Adequate space is provided for each pupil to work relative to the work being undertaken.</li> </ul>                     |

| What are the Hazards?   | How could people be harmed?   | Control Measures   |
|-------------------------|---|--|
| Use of portable sanders | Flying materials, cuts abrasions and entanglement   | <ul style="list-style-type: none"> <li>● Staff and pupils using sanders are trained in the safe use of the equipment. Pupils are supervised until they are familiar with the equipment.</li> <li>● The equipment is switched off when not in use.</li> <li>● A pre-use check is completed by the teacher before being used in a lesson.</li> <li>● Long hair and loose clothing should be tied up and tied back to prevent entanglement.</li> <li>● Safety goggles are worn by the operator and those in the vicinity when the equipment is in use.</li> <li>● Extraction of the wood dust is available where necessary – this is for comfort and not a health and safety control measure. Face masks should also be available for use.</li> <li>● Pupils spend little time using the equipment reducing risk of developing HAV (hand and arm vibration) syndrome.</li> <li>● Power tools are subject to routine PAT (portable appliance testing) unless double insulated.</li> <li>● Wires and cables are not trailed on the floor and overhead power cables are provided.</li> </ul> |
| Use of soldering irons  | Exposure to chemicals within solder via skin absorption, ingestion or inhalation of vapours is toxic in large quantities. | <ul style="list-style-type: none"> <li>● Pupils are supervised at all times.</li> <li>● Lead solder is avoided, and a rosin free solder is used instead.</li> <li>● Bench located extract filters are used to extract solder fume.</li> <li>● Very low level use of solder in an otherwise reasonably sized laboratory restricts any significant health effects (level of usage will be subject to review as part of this risk assessment).</li> <li>● Sufficient hand washing facilities are provided and staff wash hands prior to eating, drinking or smoking.</li> <li>● Eating and drinking is prohibited in the workshop.</li> </ul>   |



| What are the Hazards? | How could people be harmed?  | Control Measures   |
|-----------------------|--|--|
| Use of table saw.     | Impact from ejected material (kickback), drawing in, cuts, lacerations, amputations. Inhalation of wood dust | <ul style="list-style-type: none"> <li>● Use is restricted to authorised teachers (not pupils) who have been suitably trained in its safe use.</li> <li>● An emergency stop kick button is located at a low level.</li> <li>● Dust is removed by an interlocked LEV that is integrated into the saw guard. The LEV is thoroughly examined at least every 14 months.</li> <li>● Push sticks (at least 450mm long, with a bird's mouth tip) are used for handling material when cutting and for removing debris from around the blade.</li> <li>● A fence is provided on the saw to line up wood when cutting.</li> <li>● A riving knife is provided to prevent kickback. The knife is no more than 8mm from the saw blade.</li> <li>● An adjustable saw guard is fitted, lowered as far as possible whilst allowing the workpiece to pass through.</li> <li>● Autobrake ensures the spinning blade stops within 10 seconds of being turned off.</li> <li>● The machine is used infrequently and for short periods as a consequence noise exposure is very minimal and below hearing protection limits, hearing protection is made available for staff for comfort.</li> <li>● Power to the saw is isolated before maintenance or replacing saws.</li> <li>● The machine is subject to regular maintenance, including replacing the saw blade by competent persons only.</li> <li>● No dry sweeping of dust - an M-class vacuum must be used.</li> <li>● Annual health surveillance is provided to staff.</li> </ul> |

| What are the Hazards? | How could people be harmed?  | Control Measures   |
|-----------------------|--|--|
| Use of a Pillar drill | Impact from flying swarf or cutting injury, swarf snagging on clothing and drawing in. | <ul style="list-style-type: none"> <li>● Teachers/staff may only use the machine if authorised, having completed appropriate training and have suitable experience of using the machine.</li> <li>● Pupils using the drill are supervised at all times.</li> <li>● Pupils are warned of the danger areas and not to place hands near drill or chuck.</li> <li>● The setting of the equipment tools and the clamping of workpieces is done by a competent person.</li> <li>● The machine is secured to the floor.</li> <li>● The height of the machine is set for comfortable working as appropriate for the operator.</li> <li>● The emergency stop button and/or kick plates are in easy reach of the operator and the machine comes to a stop within 10 seconds. The machine should be at a stop before being left unattended.</li> <li>● The area around the machine is well lit and clear of clutter and trip/ slip hazards.</li> <li>● A chuck guard is fitted and in place when in use.</li> <li>● The top compartment is bolted closed and is not to be opened unless the machine has been isolated.</li> <li>● Eye protection must be worn by all operators and persons in close proximity.</li> <li>● No loose items of clothing or jewellery are to be worn when operating the machine.</li> <li>● Routine maintenance is undertaken as required and any damage is reported to management. A pre-use check is completed before use in a lesson.</li> <li>● Tools are kept sharp and are suitable for purpose.</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures |
|-----------------------|-----------------------------|------------------|
|-----------------------|-----------------------------|------------------|

**Section 8 - Food Technology**

|                            |  |   |
|----------------------------|--|---|
| Site specific equipment    |  | All equipment is covered in the risk assessment below   |
| Allergies and Intolerances | Pupils and staff could be injured from contact with or ingestion of allergens or food products they are intolerant of. | <ul style="list-style-type: none"> <li>● Staff complete health surveillance questionnaires, food allergen and intolerance information is declared and communicated.</li> <li>● All pupil allergen and intolerance information is coordinated via Sally Smith and logged on SIMS</li> <li>● A copy of pupil's allergens and intolerances is displayed in the food preparation room. The allergen information includes photographs of the pupils concerned.</li> <li>● Epi-pens are retained by the School and are carried by pupils.</li> <li>● Lesson plans consider the allergen/intolerance list which is reviewed as part of lesson plans to ensure there is no risk to staff or pupils.</li> <li>● All food is provided by the School enabling control to be provided on the sourcing of food to ensure allergens and intolerant foods are not used.</li> </ul> |

| What are the Hazards?             | How could people be harmed?  | Control Measures  |
|-----------------------------------|--|---|
| Use of knives and blades          | Cuts and lacerations from the use of knives. Knives could be retained by pupils leaving the class. | <ul style="list-style-type: none"> <li>● All knives and blades are regularly checked for damage and subject to a pre-use check. Damaged knives and blades are removed from use.</li> <li>● Pupils are supervised when using knives and appliances with blades.</li> <li>● All pupils are instructed in the safe use of knives and appliances with blades.</li> <li>● A first aid kit is provided any injuries requiring additional treatment is supported by the appointed first aiders.</li> <li>● The use of knives and appliances with blades are considered within the lesson plan.</li> <li>● Pupils do not bring knives into lessons, all knives used are issued by teaching staff.</li> <li>● All knives are kept in boxes and locked away in cupboards to prevent unauthorised access. The code to the locks is never given to pupils.</li> <li>● All knives are counted out and then counted back in at the end of lessons.</li> </ul> |
| Use of cookery room and equipment | Pupils or teachers could be harmed when working in the cookery room.                               | <ul style="list-style-type: none"> <li>● The number of pupils using the room is suitable for the size of the room, number of appliances, equipment to be used and the nature of the cooking to be carried out.</li> <li>● The teacher supervises the process and ensures all pupils work in a safe manner.</li> <li>● Pupils only use equipment in which they have been trained or advised how to use safely.</li> <li>● The room is adequately ventilated for the equipment and activities undertaken.</li> <li>● The room is adequately lit.</li> <li>● Equipment is checked on a regular basis by the teacher and any defects or wear is reported. Defective items are taken out of use.</li> </ul>  |
| Supervision of lessons            | Injuries to staff and pupils from poor supervision   | <ul style="list-style-type: none"> <li>● All lessons are supervised by the teaching staff.</li> <li>● Lesson plans consider the guidance/hazard cards provided by CLEAPSS and are updated as required when guidance changes.</li> <li>● Lesson plans are reviewed regularly and updated when required.</li> </ul>   |

| What are the Hazards?     | How could people be harmed?                                 | Control Measures  |
|---------------------------|---|---|
| Broken glass or crockery. | Pupils and teachers may be cut by broken glass or crockery. | <ul style="list-style-type: none"> <li>● Glasses are handled with care when being polished or wiped.</li> <li>● If a glass or crockery breakage occurs, they are placed in a breakages bin or wrapped securely before being placed in the general waste bin.</li> <li>● Broken glass or crockery is swept up with brush and dustpan and not picked up by hand.</li> <li>● If a glass / crockery breaks in the dishwasher the machine must be isolated and allowed to cool before the breakage is removed. Gloves must be worn. Only teachers use the dishwasher.</li> <li>● Crockery is stored in cupboards and not stacked at height to prevent stacked crockery becoming unstable • Crockery/ glasses provided for classes maintained in good condition and checked regularly by teachers.</li> </ul> |

| What are the Hazards?                                       | How could people be harmed?         | Control Measures  |
|---|-------------------------------------|---|
| Use of ovens and cooking appliances (both gas and electric) | Fire Explosion Burns Electric Shock | <ul style="list-style-type: none"> <li>● Oven gloves are provided and pupils are instructed to wear them when handling hot pots / pans / trays etc.</li> <li>● Oven doors etc are opened slowly, while pupils stand back to allow steam and heat to escape.</li> <li>● Saucepan handles are placed away from hotplates and hob rings and should not project beyond the edge of the cooker. Ladles and spoons should not be left standing in saucepans or on hotplates or rings.</li> <li>● Pupils instructed on pan handle positioning on hot plates</li> <li>● Heavy items must not be rested on bottom hinged oven doors.</li> <li>● Only trained staff should clean ovens, grills and ranges. Cleaning of ovens and ranges only takes place when they are switched off and have been allowed to cool. Suitable Personal Protective Clothing is provided for use with chemicals where relevant.</li> <li>● Ovens are turned off after use.</li> <li>● Staff are competent in the use of the ovens and are familiar with the controls.</li> <li>● Ovens are maintained in accordance with manufacturers recommendations.</li> <li>● Ovens are provided with chains to prevent them from being pulled out and the power cable/gas pipe being pulled out of the wall or appliance.</li> <li>● Deep cleaning including under and behind ovens is undertaken by contractors. Staff do not move the ovens.</li> <li>● Pupils are supervised in the use of ovens.</li> <li>● Fixed detection is provided in all areas and fire extinguishers are provided and maintained.</li> <li>● Staff are trained in responding to burns and the appointed first aiders is contacted should further treatment be required.</li> <li>● Gas and electric isolation switches are provided in teaching rooms, power and gas are isolated when appliances are not in use.</li> </ul> |

| What are the Hazards?                                 | How could people be harmed?                                 | Control Measures   |
|---|---|--|
| Slips and trips                                       | Slipping on spillages, water or tripping over obstructions. | <p>Slips and trips are covered within the General Site and Welfare Risk Assessment sections of this assessment, in addition the following controls are followed:</p> <ul style="list-style-type: none"> <li>● Good housekeeping standards are maintained and routinely checked by the teacher.</li> <li>● Trailing cables are not permitted across walkways in the cookery room and are located around edges or rooms to prevent a trip hazard.</li> <li>● Floors are mopped in areas during times of no or low usage and a wet floor sign is displayed. There should be no use of the cookery room when the floor is wet.</li> <li>● Staff and pupils are responsible for cleaning any spillages as they occur.</li> <li>● The cookery room is well-lit.</li> <li>● Pupils and staff are advised of the need to wear non-slip footwear with low heels.</li> <li>● Flooring is maintained in good condition and this is monitored through daily checks and the managers monthly audit. Any defects will be reported for remedial action.</li> <li>● Mats are provided at entrance doorways when required.</li> </ul> |
| Use of electric mixers, food processors and blenders. | Cuts or amputations of hands or digits.                     | <ul style="list-style-type: none"> <li>● Teachers train, supervise and instruct pupils on safe working practices during lessons which includes being shown how to use equipment.</li> <li>● Pupils only use equipment in which they are experienced and trained in.</li> <li>● Only domestic kitchen equipment used by pupils – no commercial / industrial equipment is allowed to be used by pupils.</li> <li>● Equipment is visually inspected by the teacher prior to use to make sure guards are in place and equipment is in good condition.</li> <li>● Only staff clean equipment and ensure the machine is isolated before cleaning.</li> <li>● Pupils are informed to isolate the machine before removing foodstuffs from bowls which are fixed under blades.</li> <li>● All electrical equipment is portable appliance tested and displays a valid label.</li> <li>● Pupils are advised never to scrape down a bowl or feel a mix whilst the machine is working.</li> </ul>   |

| What are the Hazards?   | How could people be harmed?   | Control Measures   |
|-------------------------|---|--|
| Manual Handling         | Any task involving lifting, lowering, pushing, pulling or twisting with a load.           | <p>Manual handling is included within the General Site and Welfare sections of this Risk Assessment. In addition, the following controls are used within the department:</p> <ul style="list-style-type: none"> <li>● Food stuff carried minimal distances and small packs are purchased to minimise manual handling needed.</li> <li>● Layout of storage area to reduce the need to stretch, bend or twist excessively.</li> <li>● Teachers undertake manual handling training.</li> <li>● Training, instruction and supervision to be provided to pupils if required. •</li> <li>● trolley is available for use to move heavy objects.</li> <li>● Teaching staff are not exposed to heavy lifting – most lifting undertaken by the site team.</li> </ul>   |
| Food Hygiene and Safety | The poor handling and temperature control of food can lead to food poisoning or spoilage. | <ul style="list-style-type: none"> <li>● Food should not be prepared by persons suffering from sickness, diarrhoea or infections.</li> <li>● Wash hands after using the toilet.</li> <li>● Hands should be washed and thoroughly dried before beginning food preparation and thoroughly in between handling raw and cooked/ ready to eat foods.</li> <li>● All cuts and wounds will be covered with sterile waterproof dressing.</li> <li>● Persons preparing food should tie long hair back, wear a clean protective apron and avoid touching hair or face during food preparation.</li> <li>● Jewellery will be removed from hands and wrists before preparing food • Hand washing facilities are available</li> <li>● Regular cleaning takes place of preparation areas</li> <li>● Foods that may give rise to bacterial growth are refrigerated at under 8°C</li> <li>● Food should be cooked to the correct temperature and duration to ensure the destruction of food poisoning bacteria, pupils are taught this process and the teacher supervises.</li> <li>● Hot food should be held at 63°C or cooled to below 8°C within 90 minutes.</li> </ul> |



| What are the Hazards?                     | How could people be harmed?  | Control Measures  |
|---|--|---|
| Storing of Food                           | Food spoilage and poisoning can occur when food items are not stored safely.   | <ul style="list-style-type: none"> <li>● Refrigerators are provided for the storage of food below 5 degrees C.</li> <li>● Freezers are provided for storage of food below -18degrees C.</li> <li>● Ambient storage areas are provided for food that is not likely to be contaminated with foreign objects.</li> <li>● Pupils are given information and training to ensure they understand the risks of storing hot food and how to cool it quickly and safely.</li> </ul>   |
| Electrical Equipment (fixed and portable) | If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns and lead to potentially fatal consequences. | <ul style="list-style-type: none"> <li>● A fire risk assessment has been conducted for the premises.</li> <li>● Staff should not tackle a fire unless trained.</li> <li>● A foam and CO2 extinguisher are available in the cookery room.</li> <li>● A number of fire blankets are provided in the cookery room.</li> <li>● Smoke detection and extraction is fitted.</li> <li>● Combustible items are not placed on or near the hob.</li> <li>● Fire exits are marked with adequate signage (running man).</li> <li>● Fire exits are easily and immediately openable and unobstructed at all times.</li> <li>● Monthly management safety audits and Southall Associates safety audits are undertaken to verify fire safety standards are maintained throughout the site.</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures |
|-----------------------|-----------------------------|------------------|
|-----------------------|-----------------------------|------------------|

**Section 9 - Art and Design**

|   |   |   |
|---|---|---|
| Site specific equipment                                       |   | <p>All equipment used is referred to in the list.</p> <p>No Kiln</p>  |
| Melting wax - For Batik and other wax techniques for textiles | Hot wax can cause scalds Electric shock Fumes from melted wax may irritate the respiratory system | <ul style="list-style-type: none"> <li>● Batik work is only carried out by pupils with close supervision and staff teach pupils correct methods / techniques.</li> <li>● Wax kettles used to melt wax – kettles receive portable appliance testing and visual checks prior to use.</li> <li>● Eye protection is worn when using hot wax</li> <li>● Pupils or staff who suffer from asthma or other respiratory problems are advised not to do the process.</li> </ul> |
| Burns from use of glue guns                                   | Pupils could suffer burns to hands / fingers if used incorrectly                                  | <ul style="list-style-type: none"> <li>● Pupils are supervised during use by the class teacher.</li> <li>● Pupils are advised not to touch hot nozzles or glue. If accidental contact does occur the burn is immersed in cold water and the duty first aider visited.</li> <li>● Hot glue guns are not left unattended.</li> <li>● Glue gun stands are used</li> <li>● Potential sources of ignition are removed from around where glue guns are used.</li> </ul>     |

| What are the Hazards?  | How could people be harmed?  | Control Measures  |
|--|--|---|
| Using electronic heat sources - Manual ironing with steam and dry irons. - Drying textiles with hair dryers. - Distressing fabrics with a heat gun or pyrography tool. | Burns - Pupils could suffer burns/ scalds to hands / arms / face Electric Shock Fire - Some fabrics will melt or smoulder at high temperatures but many will ignite if the temperature is sufficiently high. Trapped fingers - pupils could trap fingers when opening out ironing board Trips and falls due to trailing flex | <ul style="list-style-type: none"> <li>● Pupils are given clear instruction and are supervised to minimise the risks of burns and scalds.</li> <li>● Electrical appliances receive Portable Appliance Testing and a visual inspection prior to use.</li> <li>● Pupils / Teachers use heat sources on small amounts of fabric to reduce risk of fire and never attempt to distress fabrics with naked flames.</li> <li>● Iron and ironing board stored when out of use</li> <li>● Iron &amp; ironing board placed in traffic free zone without causing obstruction to rest of room • Irons are turned off by individual when not in use</li> <li>● Ironing boards to be in place not moved around the room or put up/down by pupils</li> </ul> |
| Cuts or puncture injuries.   | Pupils could cut themselves when using sharp scissors, needles and roller cutters. Pupils could cut themselves from handling broken pottery  | <ul style="list-style-type: none"> <li>● Teachers are responsible for supervising pupils whilst undertaking activities.</li> <li>● Child safe scissors are used by pupils within the school.</li> <li>● The storage and allocation of cutting tools is controlled by teachers/ staff</li> <li>● Teachers will clear up breakages wearing gloves.</li> <li>● Broken items cleaned up and not left lying around.</li> </ul>   |
| Use of craft knives, scalpels and scissors   | Cuts   | <ul style="list-style-type: none"> <li>● A craft mat is used when using craft knives.</li> <li>● Craft knives are kept sharp</li> </ul>   |

| What are the Hazards?                               | How could people be harmed?   | Control Measures  |
|---|---|---|
| Use of sewing machine and Overlockers /embellishers | Cuts to hands Electric shock Entanglement - hair, clothing and fingers can become caught up in the machine. | <ul style="list-style-type: none"> <li>● Pupils are shown how to safely use the sewing machine and overlockers/embellishers by the class teacher.</li> <li>● Adequate space is provided for use of the sewing machines and overlockers/embellishers.</li> <li>● Fingers to be kept clear from the sewing machine needle and Overlockers/embellishers blade.</li> <li>● Needle/ lamps / blades are only changed when the machine is switched off.</li> <li>● A suitable trolley is used whenever machines are transported any distance.</li> <li>● Ensure heavier machines are handled by two persons.</li> <li>● Long hair is tied back loose clothing is covered with an apron or overall to reduce the risk of entanglement.</li> <li>● Machines are only to be used by one person at a time</li> <li>● Teachers are responsible for supervising pupils whilst undertaking activities.</li> </ul> |
| Use of craft knives and scalpels                    | Slicing and puncture wounds   | <ul style="list-style-type: none"> <li>● Training to pupils demonstrating the correct use.</li> <li>● Only used under supervision of the teacher.</li> <li>● Tool is subject to regular inspection and removed from use if damaged.</li> <li>● A craft mat is used when using craft knives.</li> <li>● Craft knives are kept sharp</li> <li>● The work area is kept clear of trip and slip hazards and is adequately lit.</li> <li>● Adequate space is provided for each pupil to work relative to the work being undertaken.</li> <li>● Teacher to regularly monitor the issuing and collection of cutting implements</li> </ul>   |
| Use of guillotine.                                  | Staff and pupils using the guillotine could suffer cuts or amputation.                                      | <ul style="list-style-type: none"> <li>● All staff are aware of how to use the guillotine.</li> <li>● Pupils to be instructed in their correct use; to be used under teacher supervision</li> <li>● Inspection of guarding on work equipment prior to use and during managers' monthly audit check.</li> <li>● Guillotine is interlocked and all moving parts cut out on lifting of the guard.</li> <li>● Staff instructed to inform management if equipment is damaged or unsafe to use.</li> </ul>  |

| What are the Hazards?       | How could people be harmed?  | Control Measures  |
|-----------------------------|--|---|
| Use of electric power tools | Staff and pupils could suffer electric shock from faulty / damaged tools or injury from flying debris or cuts. | <ul style="list-style-type: none"> <li>● Electric power tools are only used by pupils who have been shown how to use them and have been deemed competent to use them.</li> <li>● All pupils to be instructed in their correct use</li> <li>● Teachers and Pupils are responsible for visual checks prior to use and reporting any damage.</li> <li>● Electric hand tools are double insulated or subject to portable appliance testing (PAT).</li> <li>● Necessary PPE is worn e.g. safety goggles if there is a risk of eye injury.</li> <li>● Long hair is tied back</li> </ul> |

| What are the Hazards? | How could people be harmed?  | Control Measures  |
|-----------------------|--|---|
| Use of electric kilns | Burns from hot parts, electric shock from heating elements, fire, inhalation of fumes, possible asbestos exposure, damage to eyes, inhalation of silica dust | <ul style="list-style-type: none"> <li>● A pyrometer is used to determine the internal temperature.</li> <li>● Doors are fitted with interlocks that cut the power to the heating elements when the door is open.</li> <li>● Students are not permitted to operate the kiln. The kiln is located in a locked room that is only accessible to authorised employees.</li> <li>● Kiln has good space around it for air movement, access for servicing, and nearby items are made of non-combustible materials.</li> <li>● Kiln room is well-ventilated via mechanical extraction.</li> <li>● Kiln can be easily isolated from the mains handle switch.</li> <li>● Wiring and control panels are protected from heat damage.</li> <li>● A sign is to be used to indicate when the kilns are on.</li> <li>● All operators have received training in safe use of the kiln and emergency procedures. Two employees on site are competent to oversee the process.</li> <li>● A CO2 fire extinguisher is close by.</li> <li>● Firing is not to be conducted overnight or over weekends.</li> <li>● The kiln is serviced regularly by a competent person, and subject to periodic in-house checks, record on Safety Cloud.</li> <li>● The kiln is to be checked for the possible presence of asbestos in the fibre lining of the door. Until this is determined, it is to be treated as asbestos-containing material as per the asbestos risk assessment.</li> <li>● The school will devise start-up procedures, operating procedures, shut-down procedures, and emergency procedures before use. There are to be displayed for operators.</li> <li>● Notify Site Manager when firing for awareness in case of fire emergency.</li> <li>● Vacuums with M-class filters will be used to remove dust from the kiln, as it is likely to be silica-containing material. Dry sweeping is strictly prohibited.</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures |
|-----------------------|-----------------------------|------------------|
|-----------------------|-----------------------------|------------------|

**Section 10 - Music and Production**

|   |                |   |
|---|----------------|---|
| Site specific equipment                             |                | All equipment referred to is covered in the list below  |
| Manual Handling - musical instruments               | Staff & pupils | <ul style="list-style-type: none"> <li>● Trolleys are used to move heavy instruments</li> <li>● Special care is taken when moving pianos. Pupils at KS3 or below do not move pianos. Older pupils only assist a member of staff when it is safe to do so</li> <li>● Specialist contractors are used to move a piano from one level to another</li> <li>● Students are taught good posture when holding and playing instruments</li> <li>● Rehearsals are planned to include short breaks to avoid muscular strain</li> <li>● Teachers are aware of potential hazards when undertaking breathing exercises, particularly for pupils with asthma</li> </ul> |
| Using Musical Instruments – Health Issues - Hygiene | Infections     | <ul style="list-style-type: none"> <li>● The sharing of recorders is discouraged</li> <li>● Disinfection of equipment carried out</li> <li>● There is no sharing of reeds or mouthpieces with woodwind and brass instrument</li> <li>● Students with ear or skin infections near their ears do not use headphones</li> <li>● Headphones are regularly cleaned</li> <li>● Pupils who play brass instruments and their parents are informed of the dangers of using valve oil – only non-petrol valve oil is used</li> </ul>  |

| What are the Hazards?                             | How could people be harmed?   | Control Measures   |
|---|---|--|
| Using Musical Instruments – Health Issues - Noise | Hearing damage  | <ul style="list-style-type: none"> <li>● Users of headphones are trained always to make a test with the headphones held in the hands an inch or two away from the ear so that the volume may be adjusted if necessary</li> <li>● Headphones that fit into the ears (stethoscopic headphones) are not used during normal teaching and learning activities</li> <li>● Care is taken on the positioning of amplifiers</li> <li>● Music practice rooms have absorptive lining and or heavy curtains and carpeted to reduce ambient noise and reverberation</li> <li>● Staff monitor sound levels where individuals are working in confined or resonant areas</li> <li>● Teaching staff manage their own exposure to sound during the working day by use of appropriate ear defenders, etc</li> </ul> |
| Slips, trips and falls - music lessons            | Staff or pupils could suffer sprains or fractures by tripping over trailing cables, musical instruments or slip on spillages on the floor | <ul style="list-style-type: none"> <li>● Good housekeeping standards are maintained and routinely checked by teachers</li> <li>● Floor and walkways kept clear at all times</li> <li>● Floors are maintained in good condition with no loose boards, splinters or irregular surfaces</li> <li>● Appropriate cleaning to prevent slippery surfaces and to prevent dust accumulating</li> <li>● Bags and coats hung up outside the classroom.</li> <li>● Plug sockets for electrical equipment are located near to desks to prevent trailing cables.</li> </ul>  |



| What are the Hazards?               | How could people be harmed?  | Control Measures   |
|-------------------------------------|--|--|
| Musical rehearsals and performances | noise / falls and trips - moving on and off stage / emergency evacuations in unfamiliar premises / damaged equipment during transportation, leading to electrical or mechanical risks. | <ul style="list-style-type: none"> <li>● The stability of any set and scenery used is carefully assessed before use</li> <li>● Safety tape is used to mark edges of treads and rostra backstage in poorly lit areas</li> <li>● Areas are kept clear</li> <li>● The condition of power sockets, plugs, leads and equipment are checked</li> <li>● Cabling is taped down to prevent tripping hazards</li> <li>● Local access to fire-fighting equipment and first aid supplies is available</li> <li>● Telephone access is available for out of hour's productions, rehearsals and performance activities at other locations</li> <li>● Local arrangements for emergencies such as fire, first aid, etc are agreed</li> <li>● Procedures for checking transported equipment and instruments prior to them being used in performances are drawn up</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures |
|-----------------------|-----------------------------|------------------|
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**Section 11 – External users and hiring of facilities**

|                      |  |  |
|----------------------|--|--|
| Hiring of facilities | Injuries from poor supervision or dangerous activities.  | <ul style="list-style-type: none"> <li>• Hirers must have suitable Public Liability – minimum indemnity limit £2,000,000, and Accidental Damage Insurance Cover in place to cover their use of Trust facilities.</li> <li>• Hirers must produce a risk assessment of activities being undertaken.</li> <li>• Hirers must agree to the rules of use when using facilities.</li> <li>• Hirers sign a contract of letting including safeguarding information. Actioned via the new SchoolHire booking system.</li> <li>• Coaches taking sessions to school students must provide evidence of qualifications.</li> <li>• Supervision ratios for programmed and unprogrammed sessions apply to private lettings.</li> <li>• AMAT will ensure a staff member is on site during the period of use.</li> </ul> |
| Lone working         | Staff lone working AMAT facilities before or after normal school working hours could suffer from a medical condition that requires assistance or could unintentionally confront an intruder. | <ul style="list-style-type: none"> <li>• Lone working is likely due to the nature of lettings or events.</li> <li>• Where lone working does take place, staff are instructed to register arrival and departure on lettings WhatsApp group chat.</li> <li>• If opening or closing the school alone, staff are in contact with members of management and follow site security measures.</li> <li>• If staff suspect unauthorised attempts to enter the building or they see or hear anything suspicious they must contact the police. Never attempt to apprehend an intruder</li> <li>• Staff must remain alert when leaving the building.</li> </ul>  |

| What are the Hazards?               | How could people be harmed?  | Control Measures  |
|-------------------------------------|--|---|
| Vehicle collision with pedestrians. | Serious injury from vehicle collision  | <ul style="list-style-type: none"> <li>● There are dedicated pedestrian walkways around the site, bringing awareness for drivers to pedestrians. (improvements in line marking currently being sourced)</li> <li>● Car parking spaces are marked out in dedicated bays, with disability spaces located near the building.</li> <li>● Outdoor areas are supervised by staff.</li> <li>● External lighting across the site for darker winter months / early mornings / late evenings.</li> </ul>  |
| Manual handling                     | Any task involving lifting, lowering, pushing, pulling or twisting with a load. Persons can cause musculoskeletal problems and ill health. | <ul style="list-style-type: none"> <li>● Due to the nature of setting up for activities, manual handling of heavy items is not undertaken regularly</li> <li>● Staff are not exposed to heavy lifting and are advised not to lift anything they do not feel comfortable with</li> <li>● Manual handling assessments will be undertaken for any high risk tasks</li> <li>● All staff who may undertake lifting have completed the manual handling training e-learning on <a href="#">The National College</a></li> <li>● Chairs are restricted to stack heights of 10 high in open areas</li> <li>● A trolley is available for use for more high risk objects</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures |
|-----------------------|-----------------------------|------------------|
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**Section 12 – Site, Maintenance and Grounds**

|                       |  |  |
|-----------------------|--|--|
| Equipment             | <ol style="list-style-type: none"> <li>1. Chop saw</li> <li>2. Petrol strimmer</li> <li>3. Battery hedge trimmer</li> <li>4. Tower scaffold, 7m</li> </ol> |  |
| Vibration             | Hand-arm vibration from the use of power tools   | <ul style="list-style-type: none"> <li>● Modern hand held power tools are provided for use which are low-vibration.</li> <li>● Tools are well maintained – any worn or damaged tools should be reported to the Site Team and replaced.</li> <li>● Due to the variety of tasks performed, hand held power tools are not used for long periods of time.</li> <li>● Warm clothing is worn which allows staff to keep warm, encourage good blood circulation and thereby decrease the chance of vibration related disease developing.</li> </ul> |
| Noise                 | Noise emitted from machinery can cause hearing damage, disturbance, interference with communication and stress.  | <ul style="list-style-type: none"> <li>● Machinery and equipment is well maintained to reduce noise emissions (lubrication, replacing bearings etc).</li> <li>● Hearing protection is worn when using noisy machinery / equipment e.g. lawn mower.</li> </ul>  |
| Lawn Mowing/Strimming | Impact with flying debris. Contact with a sharp blade.   | <ul style="list-style-type: none"> <li>● Before use of equipment, checks should be carried out to ensure the area is void of pedestrians (pupils or staff).</li> <li>● Staff should visually inspect the area whilst and prior to mowing / strimming to ensure any unidentified objects that may present a risk of being picked up and ejected by the equipment are physically removed from the area to prevent this occurrence.</li> <li>● A helmet / face visor should be worn during operation of the strimmer</li> </ul>                 |

| What are the Hazards? | How could people be harmed?   | Control Measures   |
|-----------------------|---|--|
| Glazing safety        | Impact with unseen glass  | <ul style="list-style-type: none"> <li>● Where there is a risk of pupils mistaking glazing for an open doorway, the glazing is marked or labelled in such a way to make obvious the hazard.</li> <li>● Checks on glazing are undertaken annually to check for damage or instability.</li> <br/> <li>● Broken glazing is taped / removed and made safe between replacement.</li> </ul>  |
| Asbestos.             | Staff are exposed to a risk of asbestos if 'asbestos containing materials' (ACM) are damaged causing exposure to asbestos fibres. | <ul style="list-style-type: none"> <li>● eLearning Asbestos training to be completed by all site members.</li> <li>● A survey has been undertaken to determine locations and condition of any ACM's on site</li> <li>● Monthly manager's safety audits and frequent Southall Associates audits are conducted to ensure early detection of any damage to the ACM and therefore any risk of fibre release. Where damage or deterioration is observed, Southall Associates advice will be sought HSE guidance to encapsulate or remote determine if the work is licensable notifiable or non-licensable. If non-licensable, HSE guidance will be followed</li> <li>● Before building or maintenance workers are required to work on any area of the building, the risk of asbestos in the particular area to be worked on will be reviewed. If asbestos is thought to be present, work on that location will be prohibited until made safe following HSE guidance and relevant legislation. Southall Associates will be contacted for further advice on this matter.</li> </ul> |

| What are the Hazards? | How could people be harmed?  | Control Measures  |
|-----------------------|--|---|
| Legionella            | Legionellosis (legionnaires disease and Pontiac fever) if water systems are not cleaned and maintained | <ul style="list-style-type: none"> <li>● eLearning Legionella training to be completed by all site members.</li> <li>● A legionella risk assessment has been undertaken for the school in accordance with HSE ACOP L8 (and is regularly reviewed) to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises</li> <li>● Weekly flushing is undertaken of little used outlets e.g. water fountains and showers during school holidays, records are kept of flushing.</li> <li>● Testing of water (chlorination &amp; water temperature) is carried out monthly.</li> <li>● All shower heads are subject to cleaning on a quarterly basis using a biocide solution.</li> <li>● Showers are supplied with fresh water. Shower water is stored at 60C, piped at 50C and mixed to 40C (+/- 2C).</li> <li>● Showers are fitted with thermostatic mixing valves.</li> <li>● The heating and air conditioning is provided via an enclosed system, no cooling tower is present on site</li> <li>● A pressurised boiler water heating system is in operation</li> <li>● Cold water is fed from the mains in insulated pipes and distributed below 20C.</li> <li>● Hot water is stored at 60C or higher.</li> <li>● Hot water is distributed at 50C or higher.</li> <li>● Pipe runs are kept as short as possible - any dead-legs are removed.</li> <li>● Inspections of the boilers are undertaken annually</li> <li>● The temperature of the boilers are checked every month</li> </ul> |
| Pressure Systems      | Compressed air - Explosion of equipment, rupture of airline. Injection of air in the body.             | <ul style="list-style-type: none"> <li>● Pressure systems are thoroughly examined in accordance with its written scheme of examination and are serviced periodically</li> <li>● Compressed air equipment is subject to regular visual inspection to identify damage e.g. splits, cracking to airlines, ensure pressure gauge is working correctly</li> <li>● All pressure systems are visually inspected prior to use. If any defects are found they should not be used and the Site Team informed straight away.</li> </ul>  |

| What are the Hazards?   | How could people be harmed?   | Control Measures  |
|---|---|---|
| Hazardous substances  | Exposure to hazardous substances (e.g. pesticides, weed killer, cleaning chemicals, white spirit, oil, grease, degreasers, solvents, glues, paints, varnishes). | <ul style="list-style-type: none"> <li>● eLearning COSHH training to be completed by all site members</li> <li>● COSHH assessments have been carried out for all hazardous substances used or handled on site.</li> <li>● COSHH eLearning is renewed for site team and cleaning staff annually due to their nature of the job.</li> <li>● Regard will be had to any cautions or warnings relating to the product use.</li> <li>● Wherever possible hazardous products are substituted for safer alternatives</li> <li>● Pesticides and weed killers can only be used by trained staff.</li> <li>● Open pesticides and weed killers that are in use are stored in a locked cabinet away from other staff, visitors and residents.</li> <li>● Staff are provided with all necessary personal protective equipment including gloves and overalls etc.</li> </ul> |
| Roof Work   | Roof work will involve work at height which can lead to serious injuries in the event of a fall.  | <ul style="list-style-type: none"> <li>● Roof access is always considered the last resort but is a necessity due to some maintenance work that may be required</li> <li>● A permit to work is issued for any work involving access to a roof</li> <li>● Contractors will be appointed to conduct roof work. Contractors will follow the principle of avoiding work at height where possible. A site specific risk assessment will be completed by operatives before accessing roofs</li> <li>● Please see section on Use of Contractors.</li> </ul>   |
| Inadequate or insufficient use of Personal protective Equipment (PPE) | Poor fit, unhygienic equipment, inappropriate for the risk involved or use incompatible with other PPE.   | <ul style="list-style-type: none"> <li>● PPE compatibility is considered when selecting PPE for maintenance activities when more than one type may be worn at any one time.</li> <li>● Staff are consulted for correct sizes or where there may be health problems e.g. latex allergy affecting the ability to wear the equipment.</li> <li>● All PPE will be correctly stored to ensure it is maintained in a clean, wearable condition. Where clean storage facilities cannot be guaranteed, regular cleaning of the equipment will be undertaken to ensure it is hygienically suitable for use.</li> </ul>   |

| What are the Hazards?                           | How could people be harmed?   | Control Measures  |
|---|---|---|
| Petrol Powered Garden Equipment                 | Staff, pupils, visitors and contractors could receive cutting injuries from blades, or be exposed to vibration that could lead to HAVS. Use and storage of petrol could lead to fire, dermatitis, or respiratory diseases associated with the fumes | <ul style="list-style-type: none"> <li>● Equipment maintained in accordance with manufacturer's instructions.</li> <li>● Ignition cable and spark plug to be removed before any cleaning and maintenance.</li> <li>● Employees have received instruction in use of petrol powered garden equipment.</li> <li>● All machinery is visually inspected before use. Quarantined if damaged and reported to management.</li> <li>● Specific COSHH assessment for petrol.</li> <li>● PPE is provided where necessary including ear defenders and eye protection</li> <li>● Low vibration emissions mean HAVS unlikely.</li> <li>● Health surveillance for users.</li> </ul>  |
| Use of electric tools (power tools, hand tools) | Staff could suffer electric shock from faulty / damaged tools or injury/cuts from flying debris. Fire could be caused by sparks or embers from cutting action. Staff could be cut by blades.  | <ul style="list-style-type: none"> <li>● Electric power tools are only used by competent operatives with correct training and/or experience.</li> <li>● Operatives are responsible for visual checks prior to use and reporting any damage.</li> <li>● Electric hand tools are double insulated or subject to portable appliance testing (PAT).</li> <li>● Power tools are stored safely so as not to become a trip hazard. They will be registered out when used and counted back in when work with them is finished.</li> <li>● Where a power tool has a blade it is guarded except at the base where the blade protrudes to cut.</li> <li>● One hand holds a power tool and other hand firmly holds the workpiece keeping hands away from the danger zone.</li> <li>● Power tools are not operated without guards in place.</li> </ul> |



| What are the Hazards?                | How could people be harmed?   | Control Measures   |
|--------------------------------------|---|--|
| Use of work equipment and machinery. | Cuts, severing, entanglement, electrocution.  | <ul style="list-style-type: none"> <li>● All dangerous machinery parts are guarded</li> <li>● Tools and equipment with sharp or pointed edges are stored safely with sharp edges protected where necessary.</li> <li>● Machinery is used in line with manufacturer's guidance.</li> <li>● Store rooms/maintenance cupboards/sheds are kept locked and secured when not occupied.</li> <li>● Any necessary PPE is provided for staff such as goggles, overalls, gloves and aprons - long hair is tied back off the face.</li> <li>● Staff instructed on use of machinery that they are authorised to use.</li> </ul>  |
| Use of access equipment.             | <p>Falls from height, falling objects and materials, Collision with pedestrians, Collision with overhead services, Overturning, being struck by overhead fixtures</p> <p>Falling tools and equipment from ladders, MEWPS and fixed platforms.</p> | <ul style="list-style-type: none"> <li>● Pre use checks to be undertaken on the condition of MEWPs and details recorded if a fault is recognised along with any actions required as a result of inspection.</li> <li>● Platform is used in accordance with manufacturer's instructions</li> <li>● PASMA training is provided for tower scaffolding users.</li> <li>● MEWPs will be operated by persons who have received appropriate and specific training and under the supervision of a competent person.</li> <li>● Hard hats are worn.</li> <li>● The work area is supervised. Barriers, cones or fencing and signage will be placed around the MEWP operating area when necessary.</li> <li>● The Site Team undertakes a visual check for overhead crush points and overhead utilities such as electrical, gas, water.</li> <li>● The work area must be firm and level.</li> <li>● Platforms must be fitted with guardrails and toe-boards and a safe means of access.</li> <li>● Work is planned in advance and a route is prepared before moving and checks for other vehicle use undertaken.</li> <li>● The platform is moved in a lowered position and banksman used to assist.</li> <li>● Work is undertaken from the floor of platform and safety gate closed at all times.</li> <li>● The load limit of the platform is checked before use to prevent overloading.</li> <li>● Operator controls to be at platform level with override at ground level for emergency use only.</li> </ul> |

| What are the Hazards? | How could people be harmed? | Control Measures   |
|-----------------------|-----------------------------|--|
|                       |                             | <ul style="list-style-type: none"> <li>● MEWPs must be subject to a thorough examination and certificated by a competent person every six months.</li> <li>● Evidence of last thorough examination to be available on site.</li> <li>● A safe system of work will be followed, which includes: <ul style="list-style-type: none"> <li>(a) planning the job (the Lifting Operations and Lifting Equipment Regulations 1998 reg.8);</li> <li>(b) use of trained/experienced operator(s);</li> <li>(c) instructions when to enter/leave the basket, e.g. when basket is fully lowered;</li> <li>(d) instructions in emergency procedures, such as evacuation, should the power be lost, and</li> <li>(e) use, where necessary, of suitable fall restraint or, in high risk situations, fall arrest equipment.</li> </ul> </li> <li>● Accompanying tools and equipment carried in a tool belt.</li> <li>● Only tools immediately needed for the task at hand to be used at height.</li> <li>● If larger / cumbersome tooling is needed a MEWP or fixed platform will be used in preference to a ladder.</li> <li>● Operators will refrain from passing tools up / down from height by improper means e.g. throwing.</li> </ul> |

**Please contact the Associate Head/H&S Officer in the first instance if any of the controls within this risk assessment require updating or changing so amendments can be recorded. These will be forwarded to the AMAT H&S lead Alex Smith. The Health and Safety Committee in each school will review this Operational Risk assessment on a termly basis.**