



**The Park Federation Academy Trust  
Lake Farm Park Academy  
Whole School Risk Assessment**

## Version History

Version	Date	Status and Purpose	Changes overview
1	20/09/2014	Draft for comment	
	01/10/2017	Reviewed	
	20/09/2019	Reviewed	
	01/09/2020	Reviewed	New template in line with RPA Guidance
	01/09/2021	Final	New template in line with RPA Guidance

## Approval History

<b>Academy Principal (signature)</b>
<b>Approved on (date) 01/09/2022</b>
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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

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

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## Introduction: Risk Assessment

### The Law

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

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

### What does assessing and managing risks mean?

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

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

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

This risk assessment is based on the following principles as advised by the HSE.

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

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

Jas Sohal,  
**Chief Operating Officer**

RISK ASSESSMENT FOR AFTER SCHOOL							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
LATE COLLECTION OF CHILD, ABANDONED CHILD.	Children	Appropriate adult: pupil supervision. Children are not left unattended. LATE COLLECTION OF A CHILD: After 3:30pm ring the parent or carer to arrange a collection. If there is no parental or carer contact place child whilst staff continue to try to make contact with parents. Continue to try and make contact with all contact numbers listed for the child or another sibling. SLT should be informed. If after 4.30 p.m. the child still has not been collected and all routes exhausted then Social Services should be rung to alert them to the situation.	1	2	2		Teachers Support staff Admin staff SLT

#### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b> 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR BEGINNING OF THE DAY							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights	Children	<p>All children arrive at the playground from 8.30 am.</p> <p>The gates for KS2 open at 8:45 am and Reception/KS1 at 8:50 am.</p> <p>Very few accidents or incidents occur at the start of the school day. Staff are present from 8.45am. As the playground is opened the academy ensures that First Aid trained staff are present.</p> <p>On wet days, the current arrangements are that at 8.40 am all teachers are asked to open their classroom doors to receive the children early.</p> <p>Site team maintains safe walking routes to the academy.</p>	3 2 1	1 1 2	3 2 2	Teachers Support staff Site team SLT	

Risk Ratings – Probability x Severity



<p><b><u>Probability</u></b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b><u>Severity</u></b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)</p>	<p><b><u>Risk Rating Definitions:</u></b></p> <p><b><u>Risk – Probability x Severity</u></b>  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame</p>
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	3 – Major, disabling injury or fatality (i.e. amputation of a limb)	7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place
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RISK ASSESSMENT FOR BREAK TIMES							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights	Children	Teachers and LSAs are deployed to supervise children at breaktime. At lunchtime teams of SMSAs are on duty with SLT members joining during the lunchtimes. Additional support for children with EHCP funding.	3 3 2	1 1 1	3 3 2		Teachers Support staff SMSAs SLT

### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR AFTER SCHOOL AND BREAKFAST CLUBS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights Food contamination	Children	Parents drop off/ pick up to the door. Get Active provides provision and good procedures in place. Staff are adequately trained in food handling. Risk assessments in place. Good ratio adults/children.	2 2 1	1 1 3	2 2 3		SLT Site Team Get Active

#### Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR HOLIDAY CLUBS							
	PEOPLE WHO ARE ESPECIALLY		With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL	TO BE COMPLETED BY AND WHEN
LIST HAZARDS HERE	AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)	ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	
Trips Falls Fights	Children	Children met and collected from the Reception area or designated outside area. Qualified first aider in place. Suitably trained staff/ teachers running activities/ classes. All clubs have phone contact lists and medical needs register. Behaviour expectations are outlined.	2 2 1	1 1 1	2 2 1		SLT Site Team

#### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR ASSEMBLIES AND PERFORMANCES							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Access to children	Children	All parents enter and leave through the main entrance. Teachers supervise children whilst performing or watching the assembly. Children are not left unattended.	1 1 1	1 1 1	1 1 1		Teachers Admin staff Support staff SLT

#### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b>  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR IT ONLINE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Access to inappropriate areas	Children	Network filters in place. Teachers check content of any internet based learning prior to teaching. E Safety	1	2	2		Teachers Support staff SLT Network manager
		policy/ assemblies / newsletters/ website information. Also covered as part of induction.					IT technician

### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR SEN							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Injury to themselves or others	Children	Detailed EHCP in place to ensure wellbeing and education. Risk assessment in place for key children who exhibit challenging behaviour at times. Staff training in place and records are subject to regular review to ensure training does not lapse.	2	1	2		SENDCO SLT Teachers Support staff

## Risk Ratings – Probability x Severity

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

LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Opening doors Scissors Paper cutter Chairs left out Passages and doorways blocked Coats and bags on floor Trailing wires	Children Teachers Visitors	All Fire doors fitted with door closures to ensure slow, safe closing including in corridors. Safe storage of scissors - point down in container, rounded edges in place. Children are NOT to use the paper cutter. Paper cutters in the staff room, office and welfare room. Children tuck chairs under tables when not sitting on them. They are also reminded NOT to swing on chairs by teachers. All passageways and fire exits to remain clear. Coats and bags to be hung from pegs in cupboards and not left on the floor.	2	1	2	Encourage children to look after their environment - picking up coats, bags etc. Discussion in assembly about the risks and safety implications of blocked areas, coats, bags etc.	Teachers Support staff Site Team SLT
Blocked door access Blocked fire routes Staple remover Decorations		All trailing wires to be covered or taped down. Children to be made aware of trailing wires on floor, (Site Team are kept informed of any hazards or risks so that they can rectify logged on Every). Minimised amount of movement in class around trailing wires etc. Hot drinks are not allowed in class or corridors unless in flasks when children are in attendance. Automatic Fire Detection in place everywhere.					

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)</p> <p>2 – Possible (i.e. occurs once a year or so)</p> <p>3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)</p> <p>2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)</p> <p>3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively</p> <p>4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame</p> <p>7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR WORK PLACEMENTS FOR PERSONS OVER 18 YEARS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Unbecoming behaviour	Children	The Office Manager checks all documentation for work experience students- any concerns raised to the principal. All volunteers/student teachers in regulated activity have to have DBS. All persons arriving are provided with an academy induction.	1	1	1		Office Manager Teachers Support staff SLT

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)</p> <p>2 – Possible (i.e. occurs once a year or so)</p> <p>3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)</p> <p>2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)</p> <p>3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively</p> <p>4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame</p> <p>7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR WORK PLACEMENTS FOR YOUNG PERSONS (UNDER 18)							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (P x S)		
Unbecoming behaviour	Children	The Office Manager checks all documentation for work experience students- any concerns raised to the principal. All volunteers/student teachers in regulated activity have to have DBS. All persons arriving are provided with an academy induction.	1	1	1		Office Manager Teachers Support staff SLT

### Risk Ratings – Probability x Severity

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RISK ASSESSMENT FOR HAZARDOUS WASTE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Contamination	Children	Contractors employed to remove waste. They manage their own risk assessments. Companies have appropriate licences in place.	1	2	2		Site Team

#### Risk Ratings – Probability x Severity

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

RISK ASSESSMENT FOR ANIMALS ON SITE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Bites Fleas Faeces	Children	Site team controls the ground daily. SLT on duty before and after school. All class teachers collect/ deliver children from the playground. Companies provide RAs for zoo / animal visits. We work with companies who work with other schools.	1 1 2	2 1 1	2 1 2		Site Team SLT Finance team Teachers

### Risk Ratings – Probability x Severity

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

RISK ASSESSMENT FOR STAFF ROOMS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Sharp objects	Children	Staffroom doors are closed. All staff are advised to report H&S faults. Electrical items are subject to PAT testing and users are aware to carry out visual checks.	1 1 1	1 1 1	1 1 1		All staff SLT Site Team

### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)</p> <p>2 – Possible (i.e. occurs once a year or so)</p> <p>3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)</p> <p>2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)</p> <p>3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b> 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively</p> <p>4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame</p> <p>7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR SUMMER/WINTER FAIRS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Fights Safeguarding Access to third party equipment	Children	Every year review the Winter /Summer fair RA. We ensure that visiting companies provide their risk assessments to ensure that they have activities that are low risk.	2 2 1 1	1 1 1 2	2 2 1 2		SLT Site Team Pupils & Families Liaison Officer

#### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b>  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR COSHH							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Spillage of chemicals  Inappropriate mixing of chemicals  Children could come into contact with chemicals	Staff	COSHH assessments are compiled for the site and overseen by the Estates Manager. The academy only uses substances that are specific for tasks and require no second substance to be mixed. The highest standards of safety regarding COSHH substances are implemented, e.g. locked room for cleaning fluids, managed by Site Team. The Cleaners cupboards are under lock control. All deliveries are locked away immediately by the site team. No staff are allowed to store any chemical that is not used by the academy. The site team and cleaning staff are the only staff permitted to use cleaning chemicals. Bleach is to be used in ventilated areas to clean mops only. Weed killer is only used by the site team. Staff receive Toolbox talks.	1  1  1	2  2  2	2  2  2		Site Team Cleaning team

#### Risk Ratings – Probability x Severity

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

LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Sitting and looking at screen for longer than 40 minutes  RSI	Academy staff Principal Anyone who works for long periods on the computer	A "user" is someone who uses display screen equipment more or less continuously on most days, our users are the Admin staff. The office environmental conditions, (space, lighting, heat, humidity) aim to be of high quality and achieved as far as is reasonably practicable. Risk Assessment: is deemed to be minimal in the use of DSE and workstations. RN to complete DSE training to support RAs of office teams and others who regularly use a screen. All staff have DSE training at the beginning of the academic year. Wires connecting the equipment are secured along the side and rear of the desk where the equipment is kept to eliminate any hazard from the trailing wires. PAT Testing is in place. The Admin team are aware of the fact that they may exercise their entitlement to any eye testing and that this may take place at least once every two years.	2  2	1  1	2  2		Officer Manager Admin team SLT

**Risk Ratings – Probability x Severity**

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

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

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

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



<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR SITE SECURITY							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
<p>Attacked by intruder. Equipment stolen by an intruder.</p>	<p>Academy users</p>	<p>All Staff are advised not to work alone; a minimum of two is the norm. On occasional circumstances, where lone working takes place a process will be in place where staff sign on and off duty.  The Principal will exclude people from the premises if staff or pupils feel threatened.  The Academy has zero tolerance towards Violence and Aggression against Employees.  Any such incidents must be logged and recorded in and immediately reported to a member of the SLT.  The Principal will inform the Academy Council via their meetings.  CCTV and Security fencing is in place. All buildings have security systems linked to a monitoring centre.</p>	<p>1 2</p>	<p>2 2</p>	<p>2 4</p>		<p>All staff Site Team SLT</p>

Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b>                  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR SWIMMING							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Children injured on site	Children	We ensure the site has appropriate qualified staff and they conduct risk assessments.	1	2	2		Teachers Support staff

Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p>
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<p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR PLAY EQUIPMENT							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Fall or slip from the equipment resulting in injury including cuts, bruises, head injury, broken limbs or bones.	Children	<p>Children are able to use age appropriate equipment. There will be duty staff supervising the children on the external play equipment each play time within the rota system. Children may not use the play equipment when the weather conditions are excessively wet or damp from rain, mist, fog, ice or snow. Children and parents are informed by signs, newsletter and assembly that children are not to play on the equipment at the beginning or the end of the school day. The academy will not be liable for any accidents that occur during this time.</p> <p>The equipment is checked for rigidity and wear and tear by the Site Team and an external competent party on an annual basis. Trained staff will attend to any children who suffer minor injuries. Qualified staff are present when internal play equipment is used and they ensure the equipment is fit for purpose.</p>	2	2	4		Teachers Support staff Site Team SLT



## Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR PHYSICAL RESTRAINT							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Child could hurt themselves. Child could hurt someone else through their actions. Staff could be hurt.	Children Staff	The academy ensures appropriate staff are trained on "positive handling, physical restraint." If physical restraint is used, it is logged on CPOMs. A minimum of two members of staff are trained in appropriate physical intervention and should be called to attend such situations. Other children are removed to a safe area and away from the situation. Parents of the child must be notified immediately. Where possible video/photographic evidence of the incident to be recorded.	2	1	2		SENDCO SLT Teachers and support staff who are trained in Team Teach

### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR PLAYGROUND SAFETY							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Falls Trips Slips  Fights	Children	Detailed plans are in place that depict areas of the playground that are controlled by staff. These staff groups are made up of Teachers and support staff. Staff are trained on issues such as behaviour management. Staff are given annual training on Child Protection, use of epi-pen and inhalers. The Welfare officer is based in the small room near both playgrounds with appropriate First Aid boxes of wipes, plasters, etc. Most staff are First Aid trained and can tend to an accident immediately. All play fighting activities are prohibited. Children are reminded regularly about this. The site team conducts a daily check of the playgrounds and apparatus within it before school begins.  Peer support help manage behaviour.	2 2 2 2	1 1 1 1	2 2 2 2		Site Team All staff SLT

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**Risk Ratings – Probability x Severity**

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

LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Violent or aggressive behaviour toward staff.	Staff	To ensure the safety of staff and protect from violence the following procedures are followed: All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone. To deter attacks on teachers and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the site, in an area near colleagues. All ECTs are reminded to have a senior colleague present when meeting known potentially aggressive parents/carers.	2	1	2		Teachers SLT Site Team Support staff
		All teachers advised to have SLT present when meeting parents where there is a concern about potential behaviour. CCTV in place to prevent incidents along with signs.					

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR VIOLENCE TO STAFF BY CHILDREN							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Violent or aggressive behaviour toward staff.	Staff	To ensure the safety of staff and protection from violence the following procedures are followed: In the case of assault taking place, (or even where assault appeared imminent) the academy is aware of the traumatic effect it can have on the victim; In such circumstances a trusted colleague will be released to support and look after the victim, remaining on site, going to the hospital or police station or taking the member of staff home. Should a member of staff incur violence from a pupil then the staff member must inform the SLT as soon as possible. Summon assistance from a colleague, raising the alarm through child messenger. Ensure the safety of other children in the vicinity is not compromised by moving them away from the incident. The member of staff injured	2	1	2	Staff to receive further specific training as required, subject to the needs of children with Sen and individual risk assessment would be in place.	SLT Teachers and support staff who are trained in Team Teach SMSAs



	<p>must seek care and attention from a qualified first aider on the staff. These are listed in all classrooms, the staffroom and the Office. All appropriate forms should be completed. The SLT must see these when complete. The parents of the child will be informed of their behaviour and the academy will take appropriate action seeking advice from professional agencies as necessary.</p>					
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<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR WORK RELATED STRESS/PRESSURE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Staff react negatively to Situations. Frequent Staff absence.	Staff	<p><b><i>Stress is defined as "a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual's ability to cope."</i></b></p> <p>Staff who are showing signs of work related stress - high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. - will be referred to OH for support and professional advice. Stress management RA in place when staff return to work following a stress and anxiety diagnosis.</p>	2	2	4		All staff Mental Health First Aiders SLT

		At academy level, support for employees include: <ul style="list-style-type: none"> <li>• Re-examination of the workload with a view to making beneficial changes</li> <li>• Suggesting support from appointed Mental Health First Aiders ie RN and SD</li> <li>• Recommending consultations with their GP and directing the employee to the OH Physician</li> </ul>					
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<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)          2 – Possible (i.e. occurs once a year or so)          3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)          2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)          3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b>          1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively          4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame          7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR STATUTORY COMPLIANCE (e.g. lifts and general equipment)							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Entrapment of individuals. Harm to staff.	Staff	Annual process in place to ensure that statutory compliance of life safety systems are in place. The Estates Manager is accountable for producing this document and providing this to the Academy Council as assurance. We review the risk assessment register annually.	1	3	3		Site Team Estates Manager

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b>                  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR GROUNDS (External areas, Pathways, Car Parks, Fencing, Vehicle movement) AND GROUNDS EQUIPMENT							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (P x S)		
Broken glass Vehicles Foxes	Staff Children	Speed humps to reduce vehicle speed. Daily inspections. Trained staff use ground equipment.	2	1	2		Site Team SLT

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b>                  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR WORKING AT HIEGHT							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Fall from height	Staff	Staff are subject to training. Staff are issued with PPE. Equipment is subject to periodic maintenance. Work is outsourced to a competent party where necessary. The individual’s liability and competence is assessed. Site team has completed relevant training.	1	2	2		All staff Site Team
		Teachers and support staff are advised to use small steps and where displays are more than 2.5m from the floor, the Site Team will assist.					

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR HOME VISITS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damage to reputation. Injury to persons.	Business Academy Staff	Staff always go in pairs and SLT is made aware of visits. Risk assessment for home visits in place.	1	2	2		Pupils and Families Liaison Officer and Nursery Manager

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b>                  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR TRIPS/TRANSPORTATION OF PUPILS/MINI BUS USE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Damage to reputation. Injury to persons.	Business Academy Staff	Staff ensure that all coach operators have valid insurance and maintenance in place by way of contract.	1	2	2		Finance Team Teachers SLT

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)                  2 – Possible (i.e. occurs once a year or so)                  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)                  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)                  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b>                  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively                  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame                  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR HIV/AIDS AND BLOOD BORNE INFECTIONS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Spread of infection	First Aid staff Persons attending to an incident	All staff that handle bodily fluids receive First Aid and cleaning training. Medical records of conditions are held. They wear a pair of gloves when dealing with body fluid. A new pair of gloves are worn for each new person to prevent infection of others. Used gloves, soiled dressing and swabs are disposed of separately in the refuse bag marked "Body Fluids" in accordance with training.	1	2	2		Welfare Officer First Aid trained staff SLT
		Any staff or children who are bitten and the resulting injury breaks the skin will be recommended that they be taken to the A and E unit for advice and possibly post exposure immunization. Known information about the "biter" will be passed to the A and E unit. Trained First Aid team named on displayed notices in core rooms throughout the academy and in the Staffroom.					

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 – Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b> 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR MEDICAL CONDITIONS AND MEDICATION							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Inappropriate action leading to distress of pupil. Inappropriate action leading to hospitalization of pupil.	Children	All children with a medical condition will have a Health Care Plan that has been drawn up by the Welfare Officer in conjunction with the parent or carer and any relevant medical or advisory personnel. The Health Care Plan will be checked annually for accuracy and photographs replaced as children get older. A copy of the Health Care Plan should be accessible and easily visible to staff. Training will be provided for the care of children who require special care e.g. cystic fibrosis	1	2	3		Welfare Officer SENDCO All staff
			1	2	3		
		<p><b>Diabetic:</b> a list of diabetic children is kept by the Welfare Officer.</p> <p><b>Epilepsy:</b> as above with emphasis on a daily liaison at the parent's request for eg, an immediate phone call to the parent at the slightest bump on the head.</p> <p><b>Asthma:</b> all inhalers are kept in a cupboard for easy access, against the wall facing the door of the medical room. All inhalers are labelled with the name of the child and the dosage.</p> <p><b>Anaphylaxis Reaction:</b> Epi-pens are stored in the Welfare Room, in classrooms in the medical box for emergency application. The medical box is taken with children when they leave the class to go for assemblies, PE and lunch. All staff trained annually in use of epi-pens. A list of all pupils who have asthma, epilepsy, allergies or diabetes is kept. A Health care plan is completed for all relevant pupils.</p> <p>Welfare staff are trained in accordance with requirements.</p>					



RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Trips Falls Manual Handling	Children	Welfare Officer and Office Manager conduct risk assessments.	1 1 1	2 2 2	2 2 2		Welfare Officer Office Manager Expectant staff

### Risk Ratings – Probability x Severity

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

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

#### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b> 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR SUN EXPOSURE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Burns Dehydration	Children	Parents advised to apply sun cream before school. Children can bring in and apply their own during the day. Encourage sunhats and water in assemblies and newsletter. Shade provided by trees and sunshades. Break times and lunchtimes RA and shortened if needed.	1 1	2 2	2 2		All staff SLT

#### Risk Ratings – Probability x Severity

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

RISK ASSESSMENT FOR SAFEGUARDING - (RECRUITMENT, CONFLICT TRAINING, PREVENT)							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Compliance breach.  Damage to reputation.	Staff	See Safeguarding and Child Protection Policies	1	2	2		All staff

Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b>  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR ACCIDENT AND INVESTIGATION							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Non-compliance with insurer requirements and liability for prosecution	ALL	<p>Staff are trained to carry out investigations on site.</p> <p>Training is organised by the Estates Manager and is in line with IOSH and insurer requirements.</p> <p>Welfare staff are trained to complete forms and RIDDOR details to the HSE.</p>	1	3	3		Welfare Officer Site Team Estates Manager SLT

#### Risk Ratings – Probability x Severity

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

RISK ASSESSMENT FOR FIRST AID							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Injury to persons.  Negligence	All site users	We have staff who are First Aid trained and ensure regular refresher training takes place for appropriate staff e.g. Paediatric First Aid for Early Years staff, Level 3 First Aid for Welfare Officer and admin team.	1	3	3		First Aid trained staff Welfare Officer SLT

### Risk Ratings – Probability x Severity

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR IN HOUSE CLEANING							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Chemical hazard to staff.  Slips Trips and Falls	All users of the academy	Please see Trust Cleaners' Handbook for detailed procedures and staff have undergone training.	2	2	4		Cleaning team Site Team Estates Manager SLT

#### Risk Ratings – Probability x Severity

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

RISK ASSESSMENT FOR COOKING IN THE ACADEMY – INTERNAL AREAS AND EXTERNAL CATERING AREAS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Burns Cuts Food poisoning	Children	Main catering undertaken by an external party – they have Food Hygiene unannounced inspections regularly. Adults insert or take food from the oven and use the hobs supervised. Appropriate clothing worn and long hair tied back. Children briefed on safe chopping/cutting techniques and appropriate equipment used. Regular cleaning of surfaces and equipment. Regular hand washing. Appliance safety checked regularly. Staff trained.	2	2	4		Pabulum staff Teachers Support staff SLT

Risk Ratings – Probability x Severity



<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)  2 – Possible (i.e. occurs once a year or so)  3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)  2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)  3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b>  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively  4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame  7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR LOCAL WALKS/WORK							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Slips Trips Falls	Children Staff	See Educational Visits Policy.	1	2	2		Teachers SLT Support staff

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b>  1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively</p>
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RISK ASSESSMENT FOR KILNS USAGE							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
N/A							

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)</p>	<p><b>Risk Rating Definitions:</b></p> <p><b>Risk – Probability x Severity</b></p> <p>1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively</p>
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RISK ASSESSMENT FOR BOILER ROOMS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Gas release Slips Trips and Falls	Staff	We have access control in place.  Gas Safe contractors are only allowed to access the system.  CO2 personal alarms in place.  Firefighting equipment in place.	1	3	3		Site Team Estates Manager

**Risk Ratings – Probability x Severity**

<b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health	<b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type  1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)	<b>Risk Rating Definitions:</b>  <b>Risk – Probability x Severity</b> 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively
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RISK ASSESSMENT FOR PREMISES WORK ROOMS/WORK SHOPS							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Equipment	Staff	Staff tools are subject to periodic inspections.  Door access in place.  Staff are trained in the use of low risk tools.	1	3	3		Site Team

**Risk Ratings – Probability x Severity**

<p><b>Probability</b> – based on the existing control measures determine the likelihood of the hazard causing injury or ill health</p> <p>1 – Very unlikely (i.e. occurs once every 10 years or so) 2 – Possible (i.e. occurs once a year or so) 3 - Probable (i.e. occurs daily or weekly)</p>	<p><b>Severity</b> – if the hazard was to cause injury or ill health, determine the likely injury or illness type</p> <p>1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster) 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut) 3 – Major, disabling injury or fatality (i.e. amputation of a limb)</p>	<p><u>Risk Rating Definitions:</u></p> <p><b>Risk – Probability x Severity</b> 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place</p>
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RISK ASSESSMENT FOR LONE WORKING							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Staff member is assaulted.  Feels unwell.	Premises staff  Staff in remote areas	Staff are trained to lock up buildings and carry mobile phones with them.  For lone working a dedicated plan is put in place.  High fencing and CCTV in place.	1	3	3		Site Team SLT

**Risk Ratings – Probability x Severity**

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RISK ASSESSMENT FOR PREMISES OUT OF HOURS SECURITY CALL OUT							
LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Staff assault	Contractors	SIA trained staff in place.	1	2	2		Estates Manager Site Team

#### Risk Ratings – Probability x Severity

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

Harshindar Buttar  
Principal  
Date: 01/09/2022

Assured by:

**Jas Sohal**

Jas Sohal  
Chief Operating Officer  
Date: 01/09/2022

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

## **Whole Academy Risk Assessment – Acknowledgment by Staff**

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

You are requested and are expected to:

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

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

Signature

Name

(Block Capitals)

Position

Date

Please return to the Principal or designated person