OPERATIONAL RISK ASSESSMENT FOR LODE HEATH SCHOOL
ARDEN MULTI ACADEMY TRUST

Risk Assessment of general operating activities of Lode Heath School **Who Might Be Affected?** Staff, students, visitors and contractors	**Date of Assessment:** July 2021 **Dates Reviewed:** July 2022 **Name of Assessors:** Stephanie Brown (Citation Ltd) & Alex Smith (Arden MAT) **Amendments:** 4 Sep 21 – G Davies & L Suddon (LHS)

This operational risk assessment is a single document for all members of staff as well as individual departments. This document has been issued from AMAT central services to all colleagues. Each school will review this ORA via their H&S Committee termly and adapt and update as and when required.
All staff will receive this document annually and will be asked to sign confirming they have read and understood their responsibilities relating to H&S. This will record their acceptance to the hazards and control measures listed within. Any changes that a staff member may wish to make or add needs to be brought to the attention of their school H&S Committee via their representative. These will be addressed by the H&S Committee and if necessary shared with the AMAT Board via the Central Services Facilities Manager.

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

Training via eLearning will need to be completed by all staff every 3 years or upon employment. The three-year training programme will be updated by the AMAT Central Services team which may mean that some training may be duplicated within the three-year period.
The majority of eLearning training will be actioned via your personal Safetycloud dashboard. This can be found at https://alto.safetycloud.com
Training to be completed by September 30th 2021:

- Fire Safety Awareness
- Slips and Trips
- Manual handling
- Infection Control – Employee/Manager
- Mental Health Awareness
- Working at Height
- Display Screen Equipment
- COSHH (Site, Science, Art, Food and DT Staff
- Cyber-attack training - https://www.ncsc.gov.uk/information/cyber-security-training-schools

First Aid training is available to everyone, please request this through the H&S Committee and SLT.
There may also be specialist H&S training needs for key departments e.g. Catering D&T, PE and Science

All staff must read and review sections 1 to 4.

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

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

Sections within this document are as follows;

What are the Hazards?	How could people be harmed?	Control Measures
Section 1 - General		
Smoking	Passive inhalation of cigarette smoke	• There is a strict no smoking policy on site, this includes vaping equipment.
Lighting	Poor lighting is likely to result in higher levels of work error and accidents.	• Good quality lighting is provided throughout the school and windows allow high levels of natural light • Walkways across the school site are illuminated • When lights flicker or fail they are reported to the Site Team who will then action the repair. • Stacking of materials is restricted in order to avoid blocking artificial light and creating shadows
Hazardous Substances (including COVID-19)	Substances hazardous to health can cause ill health effects. Contracting COVID-19.	• A review of substances held and used at the school has been undertaken and any substances have been removed or replaced with safer alternatives where possible • COSHH risk assessments have been completed for hazardous substances handled on site as part of work activities. • Staff using hazardous substances are made aware of the risks and have adequate PPE to minimise their ill health affects • Spillage kits and PPE (gloves, aprons and goggles) are available where required • Control measures for COVID-19 are contained within the 'COVID-19 Risk Assessment'

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Slips, trips and falls	Staff or students could suffer sprains or fractures by tripping over trailing cables or material left out. Slips and trips on uneven, icy surfaces.	• All pedestrian routes and car park surfaces should be checked routinely for slip or trip hazards. • ***eLearning training is available*** • Walkways are kept free from potholes or uneven paving that may present a trip hazard • The Site Team are responsible for managing any slip or trip hazards identified whilst working within the grounds • Weather reports are monitored during winter months. Upon prediction of frost or ice forming, the car park and pedestrian routes are gritted. • Do not leave tools or equipment lying around unattended when not in use, in walkways or other areas accessed by pedestrians. • Good housekeeping standards are maintained and routinely checked by teachers • Floor and walkways kept clear at all times • Floors are maintained in good condition with no loose boards, carpets or irregular surfaces • Appropriate cleaning to prevent slippery surfaces and to prevent dust accumulating • Wet floor signage is used when mopping floors in corridors, classrooms or toilets • Spillages are cleaned up immediately • Trailing cables in classrooms are avoided, when required they are either protected by armoured cable covers or run around the edge of the room; not across walkways. • Plug sockets for electrical equipment are located near to desks to prevent trailing cables.

What are the Hazards?	How could people be harmed?	Control Measures
Manual handling.	Any task involving lifting, lowering, pushing, pulling or twisting with a load. Persons lifting materials can suffer musculoskeletal problems.	• Manual handling assessments have been undertaken for tasks • ***eLearning training is available*** • Trollies are available for use to move heavy objects. • Teaching staff are not exposed to heavy lifting – most lifting undertaken by maintenance. All staff are advised to only lift what they are comfortable with • The Site Team have all undertaken manual handling training and given instruction in safe manual handling techniques through practical and eLearning training. (handbook to follow) • Chairs are restricted to stack heights of 8 high in open areas.

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Falls from height.	Falls from height when staff put up classroom displays, change lightbulbs, access storage at height etc. Falls from height from windows/doors and balconies above ground level.	• Windows above ground floor level, through which a person could fall, are fitted with restricting devices to prevent opening to a width through which a person could fall. • Window restrictors/ restricting devices must be able to withstand reasonable force. • Window restrictors / restricting devices are visually checked by the Site Team on a regular basis to ensure they have not been defeated / damaged. • Any windows or doors that provide access / lead on to balconies or roofs should be restricted. • Staff are instructed to use step ladders provided – they are prohibited from standing on chairs or tables – ***eLearning training is available*** • Where a single section ladder has to be used, the ladder would be footed and placed at the correct angle (one in four incline) • Non-slip feet must be in place on the ladder • Ladders must be used on level surfaces and not in front of an unlocked door • Staff will maintain three points of contact with the ladder and never over reach or stretch • Step ladders provided are maintained to good repair and visually checked routinely by the site team. Ladders are subject to a more in depth inspection by the Site Team every quarter. This is recorded on Safety Cloud. • The condition of the ladder should be checked before each use to ensure there are no rungs missing or any damage to the ladder. Any defects must be reported to the Site Team. • Defective ladders are labelled and removed from use. Staff are responsible for reporting defect • High level light bulbs are changed by external contractors if the site teams access equipment is not suitable. • If the work will last longer than 30 minutes alternative access equipment should be used or contractors should be called to carry out the work

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Inadequate First aid Provision	Inability to administer adequate and correct first aid. Injury may become more severe if first aid treatment is unavailable.	• An assessment on the number of first aid trained persons has been completed and adequate numbers are available • Staff are made aware who the first aiders are • First aid training has been carried out by an approved training organisation and refresher training is undertaken as necessary • **A defibrillator is available in case of emergency, training has been given to staff in its use.** • **A fully stocked first aid kit is easily accessible around the school premises.** If items within the first aid kit are removed by staff, they are responsible for informing pastoral staff to re-stock or order further supplies. • ***eLearning training is available***
Infectious material	Contact with student vomit, blood or urine / faeces.	• Disposable gloves are worn when handling body fluids • Any soiled child clothing is bagged up for parental collection or double bagged for disposal • The Site Team is informed if cleaning is required • Staff are instructed on infectious disease control measures through their staff handbook and correct measures are implemented for the clean-up of body spills including the use of sanitisation and restricting access to contaminated areas. • ***eLearning training is available***

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Use of photocopiers	Excessive exposure to ozone and heat output could lead to discomfort, e.g. sore eyes and sore throats	● Photocopiers and printers are serviced / maintained in accordance with manufacturers instructions and located in well ventilated areas. ● Where possible, locating photocopiers / printers on escape routes is avoided
Use of guillotine.	Staff using the guillotine could suffer cuts or amputation.	● All staff are aware of how to use the guillotine ● Inspection of guarding prior to use ● Guillotine is placed on a non-slippery, flat surface before using ● Staff are reminded to operate equipment in accordance with the instructions as labelled on the device; keeping their fingers well clear of the blade and operate the guillotine with the palm of their hand ● Staff instructed to inform management if equipment is damaged or unsafe to use ● The guillotine should not be used by students
Use of scissors	Cuts or puncture wounds	● Child safe scissors are available - the scissors used are appropriate to the age and motor skills of the child. ● Teachers are responsible for supervising children whilst scissors are in use. ● Scissors used by teachers are kept out of sight of students when not in use
Use of staple gun	Cuts or puncture wounds	● Staple guns are to be kept in a location inaccessible to children. ● Staple guns should not be used whilst children are present. ● Staples must only be used on dedicated display boards.

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Use of glue guns	Burns from hot glue on glue gun tips	● Students are only permitted to use glue guns under close supervision. ● Hot glue guns are not left unattended. ● Glue gun stands are used, in an area clear of combustible materials.
Bomb threat / Suspicious Packages	Direct impact from explosion or indirectly through building instability.	● Staff are advised to remain vigilant for the presence of suspicious packages in the building ● The site has an extensive security system making unauthorised entrance into the site very unlikely ● If staff suspect unauthorised attempts to enter the site or they see or hear anything suspicious they must contact the Associate Head and or SLT. Never attempt to apprehend an intruder. ● **The school has an emergency lockdown procedure which would be initiated on the alarm being raised where appropriate** ● Information and guidance on bomb threats and emergencies is in the school policy (EASEE Plan).

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Fire.	If trapped in the premises, all staff, students and visitors could suffer from smoke inhalation or burns which could potentially kill or suffer burns.	• A fire risk assessment has been conducted for all buildings on the school site which is reviewed on an annual basis. • Employees at special risk are considered within the fire risk assessment. Where circumstances change e.g. due to injuries to students or staff, then personal emergency evacuation plans are implemented • Fire exits are easily and immediately openable and unobstructed at all times • Fire extinguishers are serviced annually • Fire extinguishers are located throughout the building, unobstructed and located to prevent damage. **They are not used to prop open fire doors** • Fire detection and alarm system in place throughout the site • Good housekeeping – general waste bins emptied daily • Smoking is prohibited on site • Electrical appliances and system is maintained (See Section Electrical Equipment) • The Fire Emergency Plan is displayed at locations throughout the premises • A designated fire assembly point has been established and is the main school playground • Monthly management safety audits and Southall Associates safety audits are undertaken to verify fire safety standards are maintained throughout the site. • The buildings are locked and secured at night • Bi-annual fire drills take place and are recorded • ***eLearning training is available***

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Use of contractors.	Unsafe practices may pose a risk to themselves or our employees/students.	● The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience. ● Permits to work will be issued for high risk work that is undertaken on site such as work at height, hot work, electrical work, confined spaces. ● Method statements and risk assessments will be requested from the contractor where required. ● Upon arrival, approved contractors will be given a safety brief and any other documents will be checked prior to the work commencing ● When a contractor is working, the area around them will be cordoned off and inaccessible to staff / students until the work is fully completed and the area is deemed safe. ● Whilst work is in progress regular checks on safety performance will be undertaken by our management. ● If dangerous practices are observed, management will take steps to rectify the problem or request contractors to cease operation ● More information on managing contractors see school policy
Off site visits	Injuries to students and staff when on school trips	● Risk assessments are undertaken by competent staff for any school trips before they are undertaken ● Risk assessments take into account the guidance set out in the DFE document Health and Safety of Students on Educational Visits and the Outdoor Education Advisers Panel (OEAP) . Further information can be found in the Educational Trips and Visits folder in the Staff Team

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Facility Hire	Injuries to members of the public whilst on the premises.	● If there is a hire agreement in place for some of the school facilities, risk assessment, method statements and insurance must be considered prior to the facilities being hired ● Hire agreements must be reviewed regularly ● Emergency procedures are communicated to persons hiring facilities to ensure they are aware of how to raise an emergency incident ● Further information in **section 11** of this document.
Burns, scalds from hot water/surfaces	Students and staff members receiving burns or scalds	● **Thermostatic mixer valves are used to control the temperature of water outlets including showers and are routinely checked** ● Staff rooms are provided to staff to make hot drinks, hot water outlets with boiling water are marked with signage ● External contractors monitor water temperatures monthly and the site team action remedial works.

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Unauthorised access to the school	Students could be abducted from the school premises or an intruder could gain access to the site.	● All visitors must sign in at reception. ● Fencing, gates, access control and CCTV systems are in place to minimise and monitor unauthorised site access. ● **Visitors can only access the building once they have been buzzed into reception via an intercom system.** ● All visitors without a EDBS are escorted whilst on site, and have red lanyards with photo badges. ● EDBS cleared visitors wear yellow lanyards / ID badges identifying them as unaccompanied visitors. ● The building and grounds are locked and secured outside working hours.
Use of Passenger / Goods Lift	Failure of the lifting mechanism could cause fatal injury.	● Lifts undergo a 6 or 12 monthly thorough independent examination in accordance with LOLER (Regulations) depending on whether or not they are assigned for passenger travel. (Lifts not designated for passenger travel are clearly indicated) ● Additional routine maintenance of the lifts is carried out as in accordance with manufacturer requirements. ● The door closing mechanism closes slowly to prevent accidents. The mechanism should only be adjusted by a competent person. ● Under no circumstance are employees allowed to override the lift doors or enter the lift shaft. ● Only competent persons can perform maintenance on the lift ● Lift is interlocked and doors cannot be opened when in use. ● **There is an alarm function to raise awareness in the event of failure and an emergency procedure to get people out** ● **Key to lift is kept in a key box to prevent unauthorised use.**

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Electric / Automatic Doors	Persons could be struck by the doors and trapped if they are not working as designed	● The equipment is purchased from a reputable supplier ● The doors stay open in the event of a power failure to allow persons to escape quickly ● The doors are sensored to prevent persons being struck by the door and open and close in time for the pedestrian ● The doors are maintained in line with the manufacturers/ suppliers recommendations ● The area around the door is designed to prevent persons from being trapped

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Section 2 - General Welfare and Classroom Activities		
Lone working	Staff lone working in the building before or after normal working hours could suffer from a medical condition that requires assistance or could unintentionally confront an intruder.	• Lone working is unlikely due to the amount of staff at the school. • Where lone working does take place, staff are advised to tell someone where they are working and what time they will be starting on or leaving the site. If opening or closing the school alone, staff are in contact with members of management and follow site security measures • If staff suspect unauthorised attempts to enter the building or they see or hear anything suspicious they must contact the police. Never attempt to apprehend an intruder • Staff must remain alert when leaving the building.
Poor temperature	High or low temperatures causing working discomfort.	• The Site Team needs to be made aware of temperature issues within any school buildings to action suitable reactive measures. • Staff can log concerns which are raised with the site team. • Staff can supply their own fans and get them certified safe for use by site team to provide cooling in the summer and are advised to take regular rest breaks and drink plenty of fluids when working in hot conditions • Portable heaters will be supplied to staff, where needed and where possible, by request
Poor facilities for hygiene / welfare / comfort. Poor temperature leading to discomfort.	Inadequate facilities for washing and taking rest breaks causing poor hygiene.	• Seating is provided in the staff room area with tea and coffee making facilities and microwave ovens • The school is maintained at a comfortable temperature. Adequate ventilation and heating is provided • Toilets are provided with hot and cold water at the wash hand basin, soap, hand towels, locks on the doors and sufficient ventilation • All welfare facilities are maintained in a clean condition

What are the Hazards?	How could people be harmed?	Control Measures
Repetitive Work Related Upper Limb Disorders (WRULD's) Display Screen Equipment	Repetitive use of PC's may result in a WRULD or headaches if lighting or picture is poor.	• ***eLearning training is available*** • All PC users complete a Display Screen Equipment Assessment every three years, this is completed on Safety Cloud and includes information on the risks • Suitable equipment, desk and chair is provided • Staff are shown how to adjust their work stations to suit individual requirements • An annual free eye test is provided for staff working regularly with PC's • Glasses are provided for anyone working regularly with PC's when the optician defines a need for glasses with PC use. • Blinds are fitted at windows where necessary to prevent glare on screens.
Stress / bullying	All staff could be affected at work by excessive pressure from work demands, lack of job control, too little support from colleagues, not knowing their role, poor relationships or badly managed change. Students may suffer from bullying.	• ***eLearning training is available*** • Line managers and other senior staff are to monitor for signs of stress within the school community. • Staff are trained to a sufficient level to cope with the demands of their job, and staff are appointed in a position of responsibility suitable for their level of experience and qualification. • Staff are appointed in a position of responsibility suitable for their level of experience and qualification with clear job descriptions. Additional training to support them in their job roles is provided whenever possible. • Work plans and objectives are discussed and agreed with staff each year. • Clear job descriptions and responsibilities are set out to employees. • Management leads by example. • Bullying and harassment of students or staff is not tolerated. • Clear anti bullying and harassment messages are communicated throughout the school. • Allegations of harassment/bullying and stress are always fully investigated in a considerate and confidential manner, in accordance with school policies. Actions are taken as necessary to remediate any problems that come to light and which are within management's control.

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Pregnant workers	Pregnant workers may be at increased risk undertaking office tasks such as manual handling. More at risk from working long shifts, working in extreme heat or cold.	● Upon notification to the school of being an expectant or new mother the employees job role should be risk assessed using the pregnancy risk assessment form that can be found in Safety cloud > Southall's Documents > Forms. Reasonable adjustments will be made in accordance with the school policy
Inappropriate internet use by students	Child could be exposed to adult material or adult chat rooms.	● An internet use policy is in place. ● A filter system prevents access to certain websites.
Violence and aggression.	Dealing with members of the public on a face to face basis could expose employees to a risk of violence or aggression	● **The school has a student anti-bullying policy** ● Students break times are supervised by staff on a rota ● Aggressive behaviour from parents and students is unlikely, in the event of a potential aggressive situation arising experienced staff would be called to deal with situations to calm a potentially aggressive situation ● The police would be called where a member of the public/person on site is suspected to be under the influence of drugs or alcohol or is acting aggressively towards staff ● Any violent incidents would be logged on Safety Cloud in the accidents module
Head lice	Head lice can spread rapidly amongst students if untreated.	● If head lice are reported or identified, the students parents or carers are informed for treatment to take place ● Any live infestations are sent home to be treated the same day.

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Young persons could be exposed to dangerous equipment, hazardous substances, or manual lifting. (Work Experience or apprenticeship)	The young person could put themselves at risk from their behaviour or other staff members at risk.	● Assess the risks to each young person before they start work (a dynamic risk assessment). Factors that should be considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. ● The assessment should generally take into account their inexperience and lack of awareness. ● Following the assessment information is provided to parents or carers of school age children about workplace risks and control issues before they start work. ● Prohibit young people altogether from certain work activities, including use of dangerous equipment, hazardous substances, and manual lifting. ● Induction training should be provided, and clear instructions on the tasks young people should not be involved in. ● Where necessary young people should be supervised by a competent person. ● Procedures are in place to check all students who undertake work experience are not at risk.
Electrical Equipment (fixed and portable).	All staff/students could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment.	● The fixed electrical system is inspected / tested at 5 yearly intervals ● Portable appliances receive routine user visual checks for physical damage. Visual checks are not recorded unless a fault is found ● Portable appliances receive annual Portable Appliance Testing (PAT) & IT equipment is tested biannually. ● Staff instructed to stop using faulty equipment and report faults to the site team immediately (e.g. exposed cable, broken casing). The equipment should then be suitably labelled and taken out of use until a repair has been effected ● Sockets are located above floor level so they are less likely to get wet. Floor sockets need to have covers in good condition or removed from use. ● The site team is responsible for managing and maintaining electrical appliances and systems.

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Gas	Explosion, inhalation of carbon monoxide.	● Should a smell of gas be detected, the Site Manager and Associate Head should be contacted - National Gas Emergency Service should be contacted on 0800 111 999 ● Gas appliances are serviced annually by Gas Safe qualified engineers to ensure they are operating safely. ● The Site Team are responsible for managing and maintaining gas systems and appliances.
Shelves, racking and display stands	Collapse of shelves and displays, falling objects, damaged shelving, unstable shelving, shelving that protrudes into walkways	● The use of chairs, tables and shelves to access or load shelves is strictly prohibited, step ladders are made available where required ● Heavy or fragile objects to be stored / displayed on lower shelves ● Safe Working Loads of a shelf, rack or display stand must not be exceeded ● All equipment in the classroom is regularly checked by teaching staff, any damaged or bowing shelves/racking are reported to the site team. ● All maintenance work to be undertaken by site team or suitable contractors. ● Wherever possible, tall shelves, racks and display stands (especially those that exceed a height to width ratio of 5:1) should be bolted to the wall or floor

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Manual handling	Any task involving lifting, lowering, pushing, pulling or twisting with a load. Persons can cause musculoskeletal problems and ill health.	● ***eLearning training is available*** ● Due to the nature of teaching activities, manual handling of heavy items is not undertaken regularly ● Teaching staff are not exposed to heavy lifting and are advised not to lift anything they do not feel comfortable with ● Manual handling assessments will be undertaken for any high risk tasks ● All staff who may undertake lifting have completed the manual handling training e-learning on Safety Cloud and are given instruction in safe manual handling techniques through issuing of a staff handbook ● Chairs are restricted to stack heights of 8 high in open areas ● A trolley is available for use for more high risk objects ● Manual handling training is available for all staff on Safety Cloud on 'My Dashboard'.

What are the Hazards?	How could people be harmed?	Control Measures
Section 3 - Electrical and Cyber requirements		
Electrical Equipment (fixed and portable).	All staff/students could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment. If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns and lead to potentially fatal consequences.	• Electrical Equipment (fixed and portable). All staff/students could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment. • If trapped in the premises, all staff, students and visitors could suffer from smoke inhalation or burns and lead to potentially fatal consequences. A fire risk assessment has been conducted for the premises. • Staff should not tackle a fire unless trained (with reference to risks, appropriate equipment and personal safety) • Smoke detection is fitted. • Fire exits are marked with adequate signage (running man). • Fire exits are easily and immediately openable and unobstructed at all times. • Monthly management safety audits and Southall Associates safety audits are undertaken to verify fire safety standards are maintained throughout the site. • The fixed electrical system is inspected / tested at 5 yearly intervals. • Portable appliances receive routine user visual checks for physical damage. Visual checks are not recorded unless a fault is found. • Portable appliances receive annual Portable Appliance Testing (PAT) & IT equipment is tested biannually. • Staff instructed to stop using faulty equipment and report faults to the site team and IT team immediately (e.g. exposed cable, broken casing). The equipment should then be suitably labelled and taken out of use until a repair has been effected. • Sockets are located above floor level where possible so they are less likely to get wet • Double insulated hand tools are used where possible, these do not require PAT • testing • The site team is responsible for managing and maintaining electrical appliances and systems. • ***eLearning training is available***

What are the Hazards?	How could people be harmed?	Control Measures
Display Screen Equipment	Repetitive Work - Related Upper Limb Disorders (WRULD's) / headaches associated with regular computer use.	• All habitual computer users (more than 1 hour per session per day) complete a Display Screen Equipment Assessment which can be found on Safety Cloud's 'My Dashboard'. • ***eLearning training is available*** • Adjustable equipment, desk and chair is provided for staff. • Staff are shown how to adjust their workstation to suit individual requirements. • Blinds are fitted at windows where necessary to prevent glare on screens. • A free eye test is provided for staff working regularly with PC's. • Glasses are provided for anyone working regularly with PC's when the optician defines a need for glasses with PC use.
Use of photocopiers	Excessive exposure to ozone and heat output could lead to discomfort, e.g. sore eyes and sore throats	• Photocopiers and printers are serviced / maintained in accordance with manufacturer's instructions and located in well ventilated areas. • Where possible, locating photocopiers / printers on escape routes is avoided
Internet use	Exposure to Cyberbullying, online predators, social media misuse, privacy breaches.	• Staff and students online safety training and reminders through assemblies, ICT acceptable Use Policy, Online Safety Policy, GDPR Policy.

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Cyber security / passwords?	Password breaches, ransomware, hacking of individual user accounts though email phishing attacks and malware, social engineering, unauthorised access to systems, theft of crucial data and sensitive information, identity theft.	• Staff training and also through the use of reminders on how to use technology safely, which are delivered via email to all staff. Staff also undertake training on cyber security awareness, which covers a variety of threats, such as email pushing, malware, ransomware attack, password breaches and social engineering etc. • ***eLearning training is available*** • Antivirus on workstations and servers • Backup of servers and data • The use of 2Factor Authentication to log in to school email • Access control and information Security Policy • IT Disaster Recovery Plan

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Section 4 - Workplace Transport		
Deliveries	Staff, students, members of the public and contractors could be harmed by colliding with a delivery vehicle	● Where possible, deliveries take place out of school hours/not at the beginning/end of the school day to avoid students being on the premises. ● Delivery drivers must advise a staff member of their arrival prior to unloading taking place. Employees will ask them to position the vehicle to minimise likelihood of unloading taking place in parking or customer areas where practicable ● Vehicles that are required to move between pedestrians or reverse must have a banksman present at all times during this manoeuvre ● Where a loading bay and unloading equipment is onsite it should be used where practicable ● Employees will refuse to unload vehicles if there are any safety concerns and will notify a member of management of this decision ● Lighting levels in the car park must be sufficient for loading or unloading to take place ● During the unloading of delivery vehicles the task is supervised by experienced employees to ensure that other staff/students in the area are not in danger as a result of operations.
Vehicle collision with pedestrians.	Serious injury from vehicle collision	● There are dedicated pedestrian walkways around the site, separating pedestrians from vehicles. ● Car parking spaces are marked out in dedicated bays, with disability spaces located in close proximity to the building. ● Outdoor areas are supervised by staff during break times. ● External lighting across the site for darker winter months / early mornings / late evenings. ● Student arrival and exit is monitored by staff.

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Access/Security	Staff, students, members of the public and contractors could be harmed by colliding with moving vehicles including mini buses, cars, coaches and delivery vehicles..	● The main school car park entrance is secured by an electronic barrier and intercom system. All visitors must be granted access by reception. ● All visitors report to reception. They first must be granted access by reception staff through an intercom system. ● The school is kept locked during and after school hours to prevent unauthorised access to the site. The site should only be left open at the beginning and end of the school day.
Cycling	Cyclists could be harmed by colliding with moving vehicles including mini buses, cars, coaches and delivery vehicles..	● Students/staff are able to cycle to school and store their bikes in the designated area behind the new science block ● Students/staff accessing the site on a bicycle will not have to cross any car parks. Entrance to site will be via the main student entrance.

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Slips, trips and falls.	Staff, students, visitors and contractors could trip over uneven surfaces in the car park, pedestrians walkways or surrounding areas, slipping on ice during winter months.	• All pedestrian routes and car park surfaces are checked routinely by the Site Team for slip or trip hazards. • The car park surface is constructed of an even surface and there are no significant changes in gradient present. • Walkways are kept free from potholes or uneven paving that may represent a trip hazard. If potholes begin to develop, the Site Team are informed straight away. • Staff are responsible for reporting any slip or trip hazards identified whilst working within the grounds to the Site Team. • Weather reports are monitored throughout winter months. Upon prediction of frost or ice forming, the car park and pedestrian routes are routinely gritted. This includes building entrances, pedestrian walkways, seating area, sloped areas and areas constantly in the shade or wet. • Grit/salt is provided on site. • Gritting will be conducted when frost, ice or snow is forecast or when walkways are wet and temperatures are likely to drop below freezing. • When possible gritting is avoided during heavy rain as grit may be washed away. • Staff are responsible for informing the Site Team if further controls are required to reduce the slip risk such as breaking of ice. • ***eLearning training is available***

What are the Hazards?	How could people be harmed?	Control Measures
Minibus Driving – 2 x 17 seater minibuses located at Lode Heath.	Students or staff could be injured during a road traffic accident. Road accidents may be caused by fatigue, vehicle failure or unfitness to drive.	● Please refer to the Drivers Handbook. ● Staff that drive the minibus are subject to health surveillance and submit their driving licence summary annually. ● Minibus competency training is required for all drivers of the busses and refreshers need to be actioned every 4 years. ● Any staff members driving the minibuses must advise management if they are taking any medication which may affect their ability to drive safely. ● The minibus is maintained and serviced annually. Any defects are reported to management immediately ● Pre-use checks of the minibus must be carried out before it is used. ● There is a dedicated parking area for school minibuses. ● Teachers are present and supervise whilst students are on board and depart the minibuses.

What are the Hazards?	How could people be harmed?	Control Measures
Section 5 - Physical Education		
Equipment	1. 4 x trampolines 2. Wall bar in gym 3. Basketball hoops retractable, sportshall x 6 4. Mobile Footbal goals, astro x 6 5. Hockey goals, astro x 2 6. Handball goals, Sports hall x 2	
Slips, trips and falls.	Injuries from slip and trips over for example raised slabs, holes in grass.	● The hard court areas (external and internal) are regularly inspected for signs of damage and trip hazards. ● The sports fields are regularly inspected for signs of damage and trip hazards including holes and mounds. ● Moss and leaves are regularly removed from external hard court areas as these may present a slip hazard. ● Faeces and foreign objects found on sports fields and hard courts are removed and disposed of safely. ● Litter is regularly cleared up. ● Vegetation adjacent to sports and recreational areas are pruned leaving no sharp stakes particularly at eye level. ● Any unsafe areas such as where roots have damaged tarmac are fenced off and not used until 'repairs' have been undertaken.

What are the Hazards?	How could people be harmed?	Control Measures
Injury from incorrect use of sports equipment	Rough / worn play equipment could cause cuts / abrasions or splinters	● Sports equipment is appropriate for the level of usage and age of students using it. ● Students are supervised by teachers when using specialist sports equipment. ● Sports equipment inspections are undertaken termly. Any necessary repairs are undertaken promptly. ● Teachers supervise use of equipment as required. ● Sports equipment kept in a locked cupboard and used only under supervision. ● Sports equipment is purchased from reputable suppliers.
Injury from collapsed or damaged sports equipment	Equipment can fall over or collapse causing injury to persons.	● Sports equipment is appropriate for the level of usage and age of students using it. ● Non-fixed and weighted equipment such as basketball hoops are checked before each use to ensure that the base is filled and the equipment is stable. Termly checks are also completed to ensure that these are refilled as necessary. ● Students are not permitted to hang off non-fixed basketball hoops or dunk the ball. ● Goal posts are regularly inspected for damage. ● Goal posts are secured into the ground where possible. ● Portable five a side goal posts are lightweight or adequately secured to prevent them falling over. ● The goal posts on the astro-turf pitches are only moved by trained persons as they are heavy, two or more persons only should move these. ● Students are supervised by teachers when using specialist sports equipment. ● Damaged, loose or unstable equipment is taken out of use and repaired or removed promptly.

What are the Hazards?	How could people be harmed?	Control Measures
Contact during sport	Injuries/ ill health due to lack of control/ discipline or supervision.	● Group sizes are controlled and ratios of students and teachers are adequate for the activity/ sport and the experience and age of the group. ● The behaviour and energy of the students is considered and managed by the teacher to minimise the likelihood of injury. ● Sporting activity is undertaken with children of similar age and size ● Clear communication and rules are in place to manage the activity ● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher. ● Sports that require safety equipment (shin-pads, gum shields, body protector) should be worn by all students unless the wearing of the equipment may cause other injuries/ ill effects. ● Jewellery and loose items should be removed and non-compliance to be addressed by the teacher. Where jewellery cannot be removed the activity is modified to make safe the situation and minimise the risk of injury. ● Students are advised that medical conditions that may affect participation and their safety should be disclosed to the teacher. A dynamic risk assessment should be completed by the teacher on receiving this information as to what the student can do and how to manage the condition. ● Adults are not permitted to take part in contact sports with students. ● Students are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled. ● All staff are suitably qualified, experienced and competent to undertake teaching ● All coaches and volunteers are suitably competent, experienced and qualified ● Injuries are recorded to allow analysis and review. ● Events are supervised by staff to prevent spectators from entering sports fields and tracks

What are the Hazards?	How could people be harmed?	Control Measures
Infectious matter – animal faeces on or around play equipment	Infection from faeces	● Faeces and foreign objects found on sports fields and hard courts are removed and disposed of safely. ● The teacher visually inspects the games area prior to activity commencing.
Weather	Slips due to poor weather conditions. Overheating and sunburn in hot weather.	● In adverse/inclement weather school staff will make a decision on which areas are safe to use. ● Additional supervision may be required. ● Alternative areas are available for indoor physical education. ● In sunny weather, students are advised to use sun cream and wear hats if in the sun for long periods. ● Students are provided access to water during hot weather.
Insufficient numbers of first aid kits or qualified first aiders.	Inability to administer adequate and correct first aid.	● First aider details are available. ● A first aid room is available in school with trained staff. ● Accidents (and near misses) are recorded and investigated to check whether measures can be put in place to prevent a recurrence.

What are the Hazards?	How could people be harmed?	Control Measures
Trampolining	Injuries can occur when getting out and putting away equipment. Injuries can occur when undertaking this activity. Injuries can occur when equipment is used by unauthorised persons.	● Trampolining takes place within the gym or sports hall only. There is sufficient space and room height for it to be completed safely prior to acquiring equipment. ● Equipment is purchased from a reputable supplier and is fit for purpose. ● Only trained staff are permitted to move the trampoline and an assessment should be made to ensure that sufficient staff undertake the movement of the trampolines. ● Trampolines are set up and set down in line with the guidance from the manufacturer/supplier, this activity is supervised by the teacher. ● Enough persons are involved in the putting up and away of the trampoline to be done safely taking into account the weight of the bed and tension of the bed, this would be a minimum of two persons and normally a maximum of 8. These persons should be suitably strong and mature enough to complete this task. ● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept. ● Staff getting out or putting away trampolines should wear training or shoes with adequate grip. ● Only persons directly involved in the moving of the trampoline are permitted to be in the vicinity of the trampoline. ● A manual handling assessment for trampoline moving has been completed. ● The sharp edges of springs should be underside of the trampoline (not pointing up) ● Frame pads are attached to the frame and retain foam throughout ● This activity is only undertaken where a qualified teacher/ coach of the sport is present with a British Gymnastics trampoline award (Level 1 Teachers Trampoline award). ● Only movements that are covered in their level of qualification should be taught (Level 2 award is required for teaching somersaults). ● Students are supervised at all times during trampolining activities ● Adequate ‘spotters’ or crash mats are in place during activities ● Where spotters are used they should be instructed in this role and be mature and strong enough to complete it, persons must pay attention whilst in this role. ● Where somersaulting is taking place trampolines must have end decks.

What are the Hazards?	How could people be harmed?	Control Measures
		● A visual inspection of the equipment is undertaken before each use, checks are made of stitches, sharp edges from springs, frame, leg braces and safety catches engaged. ● A periodic inspection of the equipment is undertaken periodically (at least every term) ● All equipment must be stored securely and not to be left out unsupervised between sessions or overnight.

What are the Hazards?	How could people be harmed?	Control Measures
Gymnastics and climbing equipment	Injuries can occur when using gymnastics equipment such as beams, horses and gym bars.	● The area where gymnastics takes place should be assessed for suitability ensuring there is adequate space and room height for it to be completed safely. ● Equipment is purchased from a reputable supplier and is fit for purpose. ● Equipment should be put up and put away in line with the guidance from the manufacturer/ supplier, this activity is supervised by the teacher. ● The equipment is checked prior to the lesson to ensure it is free from damage or excessive wear. ● In gymnastics students are to perform bare footed, or if medical conditions exits, clean pumps are to be worn. ● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept. ● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity. ● A manual handling assessment for moving equipment has been completed. ● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part. ● Only movements that are covered in their level of qualification should be taught ● A visual inspection of the equipment is undertaken before each use, checks are made of stitches, sharp edges from springs, frame, leg braces and safety catches engaged. ● A periodic inspection of the equipment is undertaken periodically (at least every term) ● All equipment must be stored securely and not to be left out unsupervised between sessions or overnight. ● Teacher / instructor supervise students at all times.

What are the Hazards?	How could people be harmed?	Control Measures
Racquet sports	Students could be injured during activities and equipment could be damaged.	● The behaviour and energy of the students is considered and managed by the teacher to minimise the likelihood of injury. ● Sporting activity is undertaken with children of similar age and size. ● Clear communication and rules are in place to manage the activity. ● All staff are suitably qualified, experienced and competent to undertake teaching. ● All coaches and volunteers are suitably competent, experienced and qualified ● Injuries are recorded to allow analysis and review ● Adequate space is available for the activity and number of students. ● Net posts are secured or weighted down to prevent movement, these are inspected prior to activity beginning to ensure stable and secure. ● The tennis courts and hard court areas (external and internal) are regularly inspected for signs of damage and trip hazards. ● Lights and fixings are covered to prevent damage.

What are the Hazards?	How could people be harmed?	Control Measures
Ball Sports	Students could be injured during activities and equipment could be damaged	● Group sizes are controlled and ratios of students and teachers are adequate for the activity/ sport and the experience and age of the group. ● The behaviour and energy of the students is considered and managed by the teacher to minimise the likelihood of injury. ● Sporting activity is undertaken with children of similar age and size. ● Clear communication and rules are in place to manage the activity. ● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher. ● Sports that require safety equipment (shin-pads, gum shields, body protector) should be worn by all students unless the wearing of the equipment may cause other injuries/ ill effects. Adults are not permitted to take part in contact sports with students unless a dynamic risk assessment has taken place. ● Students are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled. ● All staff are suitably qualified, experienced and competent to undertake teaching ● All coaches and volunteers are suitably competent, experienced and qualified ● Injuries are recorded to allow analysis and review ● Guidance from AfPE is followed ● Non-fixed and weighted equipment such as basketball hoops are checked before each use to ensure that the base is filled and the equipment is stable. Termly checks are also completed to ensure that these are refilled as necessary. ● Students are not permitted to hang off non-fixed basketball hoops to dunk the ball. ● Goal posts are regularly inspected for damage. ● Goal posts are secured into the ground where possible. ● Portable five a side goal posts are lightweight or adequately secured to prevent them falling over. ● Students are supervised by teachers when using specialist sports equipment. ● Damaged, loose or unstable equipment is taken out of use and repaired or removed promptly.

What are the Hazards?	How could people be harmed?	Control Measures
		● Netball posts are padded. ● Lights and fixings are covered to prevent damage. ● Adequate space is available for activity and number of students. ● Events are supervised by staff to prevent spectators from entering sports fields. ●

What are the Hazards?	How could people be harmed?	Control Measures
Rugby	Students could be injured during activities and equipment could be damaged	● Group sizes are controlled and ratios of students and teachers are adequate for the activity/ sport and the experience and age of the group. ● Contact rugby is only managed by suitably experienced staff following recognised teaching progressions, guidelines and regulations e.g. from Rugby England. ● Players are only permitted to play up one school year group above their own (this could span three different ages). Age bandings are determined by the players date of birth in relation to the playing season. In all cases where players play in an older age group, appropriate assessments are undertaken and parents are informed and consent gained before they are permitted to play up. ● The Regulations for Rugby and Codes of Practice as provided by the RFU are maintained and followed at all times. ● Mixed gender teams are not permitted. ● The behaviour and energy of the students is considered and managed by the teacher to minimise the likelihood of injury. ● Sporting activity is undertaken with children of similar age and size. ● Clear communication and rules are in place to manage the activity. ● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher. ● Sports that require safety equipment (shin-pads, gum shields, padded head protection and shoulder padding) should be worn by all students unless the wearing of the equipment may cause other injuries/ ill effects. ● Adults are not permitted to take part in contact sports with students, unless a dynamic risk assessment has taken place. ● Students are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled. ● All staff are suitably qualified, experienced and competent to undertake teaching ● All coaches and volunteers are suitably competent, experienced and qualified ● Injuries are recorded to allow analysis and review ● Guidance from AfPE is followed ● Goal posts and corner flags are secured in place to prevent movement, these are inspected prior to activity beginning to ensure stable and secure. ● Rugby posts are subject to a six monthly visual inspection and maintenance.

What are the Hazards?	How could people be harmed?	Control Measures
		● Rugby posts are padded. ● Adequate space is available for activity and number of students. ● A return to play concussion pathway is in place for any students who are suspected of suffering from concussion. ● Rugby pitches are separated with sufficient space between pitches. ● Senior and junior matches are not played on adjacent pitches. ● Events are supervised by staff to prevent spectators from entering sports fields.

What are the Hazards?	How could people be harmed?	Control Measures
Bat and ball sports including baseball, rounders and softball (not including cricket)	Students could be injured during activities and equipment could be damaged	● Group sizes are controlled and ratios of students and teachers are adequate for the activity/ sport and the experience and age of the group. ● The behaviour and energy of the students is considered and managed by the teacher to minimise the likelihood of injury. ● Sporting activity is undertaken with children of similar age and size. ● Clear communication and rules are in place to manage the activity. ● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher. ● Sports that require safety equipment (shin-pads, gum shields, body protector) should be worn by all students unless the wearing of the equipment may cause other injuries/ ill effects. ● Adults are not permitted to take part in contact sports with students Unless a dynamic risk assessment has taken place. ● Students are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled. ● All staff are suitably qualified, experienced and competent to undertake teaching ● All coaches and volunteers are suitably competent, experienced and qualified ● Injuries are recorded to allow analysis and review ● Guidance from AfPE is followed ● Posts or goals are secured or weighted down to prevent movement, these are inspected prior to activity beginning to ensure stable and secure. ● Lights and fixings are covered to prevent damage. ● Adequate space is available for activity and number of students. ● Events are supervised by staff to prevent spectators from entering sports fields.

What are the Hazards?	How could people be harmed?	Control Measures
Cricket	Students could be injured during activities and equipment could be damaged	● Group sizes are controlled and ratios of students and teachers are adequate for the activity/ sport and the experience and age of the group. ● The behaviour and energy of the students is considered and managed by the teacher to minimise the likelihood of injury. ● Sporting activity is undertaken with children of similar age and size. ● Clear communication and rules are in place to manage the activity. ● Appropriate clothing and footwear is worn during sporting activities; this is monitored by the teacher. ● Safety equipment is worn by students and staff unless the wearing of the equipment may cause other injuries/ ill effects. ● Adults are not permitted to take part in contact sports with students. ● Students are given instruction, rules and information as part of the lesson to highlight risks of the activity and how these will be controlled. ● All staff are suitably qualified, experienced and competent to undertake teaching ● All coaches and volunteers are suitably competent, experienced and qualified ● Injuries are recorded to allow analysis and review ● Guidance from AfPE is followed ● Lights and fixings are covered to prevent damage. ● Adequate space is available for activity and number of students. ● Cricket nets are provided outside and in the sports hall and maintained for bowling and batting practice. ● Bola cricket bowling machines are serviced in accordance with the manufacturer's instructions. ● Only competent staff are permitted to set up and operate the Bola cricket bowling machines. ● Bola cricket bowling machines are subject to a pre-use check and are only used within cricket nets. ● Events are supervised by staff to prevent spectators from entering sports fields.

What are the Hazards?	How could people be harmed?	Control Measures
Aerobics, Yoga and Dance	Students could be injured during activities and equipment could be damaged	● The area where aerobics, yoga and dance takes place should be assessed for suitability ensuring there is adequate space for it to be completed safely. ● The area is cleared of any furniture and objects that could cause injury or are a sufficient distance from the activity taking place e.g. chairs and tables. ● Equipment e.g. mats are purchased from a reputable supplier and are fit for purpose. ● Students are to perform in trainers or bare footed ● Equipment should be set up in line with the guidance from the manufacturer/ supplier, this is supervised by the teacher. ● The equipment and floor area is checked prior to the lesson to ensure it is free from damage or excessive wear. ● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept. ● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity. ● A manual handling assessment for moving equipment has been completed. ● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part. ● Only movements that are covered in their level of qualification should be taught ● A visual inspection of the equipment is undertaken before each use, checks are made of stitches, sharp edges from springs, frame, leg braces and safety catches engaged. ● A periodic inspection of the equipment is undertaken periodically (at least every term) ● All equipment must be stored securely and not to be left out unsupervised between sessions or overnight.

What are the Hazards?	How could people be harmed?	Control Measures
Weight lifting	Injuries can occur when using weight lifting equipment	● Mats are in place in the area used for weight lifting to protect equipment and the floor from damage. ● Weights are only lifted in areas where ceiling height is a minimum of 3 metres. ● Weights of 450mm are used to ensure that the barbell has a safe minimal height from the floor. ● Plastic or plastic covered weights are used in preference to bare metal weights. ● A variety of barbells and weights are available to suit a range of ages and abilities. ● The floor area is checked for slips and trips. Clean shoes are worn in the area to reduce the contamination from mud and dirt. ● Equipment e.g. mats are purchased from a reputable supplier and are fit for purpose. ● Equipment should be set up in line with the guidance from the manufacturer/ supplier, this is supervised by the teacher. ● The equipment and floor area is checked prior to the lesson to ensure it is free from damage or excessive wear. ● Persons getting out and putting away equipment are advised of their role and the dangers are explained. A record of their training is kept. ● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity. ● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part. ● Only movements that are covered in their level of qualification should be taught ● A visual inspection of the equipment is undertaken before each use, checks are made of mats, weights and barbells. ● A periodic inspection of the equipment is undertaken periodically (at least every term) ● All equipment must be stored securely.

What are the Hazards?	How could people be harmed?	Control Measures
Use of Cardiovascular (CV) equipment including rowing machines, cross trainers and cycling machines.	Injuries can occur when using equipment.	● All CV equipment is checked regularly and before use for damage and is removed from use if not working correctly. ● CV equipment is set up and maintained in accordance with the manufacturer's instructions. ● A service contract is in place to ensure that the equipment is maintained correctly. ● CV equipment is set up suitably to the students age and ability. Individuals that are not old enough or do not have sufficient ability are not permitted to use the equipment. ● Sufficient space is made around the equipment to ensure safe access and movement. ● Students are instructed in how to set up and use the equipment, students are supervised at all times. ● Inappropriate or unsafe use of the equipment is challenged and students are removed from the equipment if they are using the equipment in an unsafe or incorrect manner. ● Staff are trained and instructed on how to use the equipment. ● Mats are in place in the area and are inspected for wear and damage. ● Equipment e.g. CV equipment and mats are purchased from a reputable supplier and are fit for purpose. ● Equipment should be set up in line with the guidance from the manufacturer/ supplier, this is supervised by the teacher. ● Only persons directly involved in the moving of the equipment are permitted to be in the vicinity of equipment in use. ● An experienced teacher is present during activities at all times and sufficient supervision is available for the number of children taking part. ● Only movements that are covered in their level of qualification should be taught ● A periodic inspection of the equipment is undertaken periodically (at least every term) ● All equipment must be stored securely.

What are the Hazards?	How could people be harmed?	Control Measures
Athletics fitness including running and strength and conditioning	Staff unaware of the risks may put students at risk of harm and injury.	● Staff supervise athletics activities and ensure that activities are age appropriate. ● Staff supervise the handling of throwing equipment including if handled in transit to the lesson to ensure they are carried safely e.g. javelins are carried upright. ● Throwing activities are undertaken in areas with a wide margin of error and away from pedestrians, buildings and vehicles. ● Ground conditions are assessed before activities are undertaken e.g. activities may not be undertaken if ground conditions are wet. ● The ground area being used for athletics is checked before use to remove any litter, trip and slip hazards. ● Sand pits are checked for animal faeces and hazards before use. ● Triangular high jump bars are not used. ● Staff who supervise physical education and sporting activities are suitably qualified and experienced to lead the activity. ● There are enough staff members for the number of students and type of activity being undertaken. ● Only activities that are covered in their level of qualification should be taught for high risk activities. ● Students are supervised at all times during activities. ● A visual inspection of the equipment is undertaken before each use, checks are made of areas of damage, instability, corrosion and trip hazards. The equipment is taken out of use if not safe to use. ● Tracks are supervised to ensure that spectators do not step onto the track during events. ● A periodic inspection of the equipment is undertaken periodically (at least every term).

What are the Hazards?	How could people be harmed?	Control Measures
Off-site sports activities Away fixtures at other Schools etc.	Staff unaware of the risks may put students at risk of harm and injury.	● Students ability is assessed prior to attending off site sporting events. ● Students are only permitted to attend age appropriate sporting events off site. ● Risk assessments, health and safety policy and insurance documents are assessed to determine suitability prior to students being taken on trips. ● Staff visit off site sporting events or receive a briefing from the host or another staff member with prior experience to undertake a dynamic risk assessment to determine suitability in advance of taking students ● Driving minibuses is assessed in the General Site and Welfare Risk Assessment and details are provided in the Handbook. ● If a serious injury occurs, senior staff are to be informed to support those involved and to maintain staff to student supervision ratios.
Inexperienced staff supervising activity	Staff unaware of the risks may be students at risk of harm or injury	● Staff who supervise physical education and sporting activities are suitably qualified and experienced to lead the activity. ● There are enough staff members for the number of students and type of activity being undertaken. ● Only activities that are covered in their level of qualification should be taught for high risk activities. ● Students are supervised at all times during activities. ● A visual inspection of the equipment is undertaken before each use, checks are made of areas of damage, instability, corrosion and trip hazards. The equipment is taken out of use if not safe to use. ● A periodic inspection of the equipment is undertaken periodically (at least every term).

What are the Hazards?	How could people be harmed?	Control Measures
Use of changing rooms	Students could be injured when using the changing rooms	● The changing rooms are cleaned down regularly. ● Wet floor signs are used to warn students of wet floors. ● Showers are fitted to thermostatic mixer valves to reduce scalding risks. ● Showers are subject to weekly flushing during holiday periods. ● Changing rooms are locked when they are not in use. ● Periodic checks are undertaken to identify any damage to fixtures and fittings, benches etc.
Legionella	Exposure to airborne mist from showers with potential for containing legionella bacteria	● A specific legionella risk assessment should be undertaken by an external contractor every two years and monitored by the site manager. ● All shower heads are subject to cleaning on a quarterly basis using a biocide solution. ● Showers are supplied with fresh water. Shower water is stored at 60°C, piped at 50°C and mixed to 40°C (± 2°C). ● Showers are fitted with thermostatic mixing valves. ● Showers, hoses and toilets are flushed weekly to prevent legionella growth.
Section 6 - Science		

What are the Hazards?	How could people be harmed?	Control Measures
Use of equipment	Staff and students could suffer serious injury due to misuse of equipment.	● Staff and students using all equipment are trained in the safe use of the equipment. Students are supervised until they are familiar with the equipment. ● Gas is controlled by a key operated switch held by the teacher and switched off when the room is not in use. ● Electricity can be controlled in each of the science labs ● An emergency gas cut off switch is located in the classroom in case of emergencies. ● The classrooms are out of bounds to students unless a member of staff is in the room with them. ● Equipment maintenance is carried out following manufacturer's instructions and any damage is reported to the science technicians who repair it if safe to do so or take it out of service. ● All machines are switched off when not in use and not left unattended. ● All electrical equipment is tested on an annual basis to ensure it is safe to use. Pre-use checks are also undertaken by the science technicians. ● Pressure cooker is tested annually. ● Blades are counted in or out to ensure all are accounted for. Used sharps are disposed of in accordance with the CLEAPSS guidance document "Use of sharps in school science".
Use of fume cupboard	Staff and students may be exposed to hazardous substances that can cause both short and long term ill health effects.	● The fume cupboard is fitted as recommended by the manufacturer. ● A test is completed on a 12 monthly basis to check that the extraction from the cupboard is working to the design specification, facilitated by the site team. ● The science technician teacher will check if the fume cupboard is working prior to beginning an experiment and where there is any concern the experiment will not be undertaken. ● Staff and students using all equipment are trained in the safe use of the equipment. Students are supervised until they are familiar with the equipment.

What are the Hazards?	How could people be harmed?	Control Measures
Use of Bunsen burners	Students and teachers can be burnt on the equipment or hot items. Fire or explosion can be caused.	● Teachers train, supervise and instruct students on safe working practices during lessons which includes being shown how to use Bunsen burners. ● Tongs are used to handle items heated by the Bunsen burner. ● Students are advised to let equipment cool down before picking up and packing away after an experiment. ● Equipment is placed on a flat, stable surface and items should not project beyond the edge of the bench. ● Students are advised to avoid touching the metal sides of adjacent equipment as these can become hot. ● The number of students around a heat source is limited. ● Students informed not to overfill containers with hot liquids.
Experiments	Students, teachers and science technicians can be injured during experiments.	● Hazards and supplementary risk assessments by CLEAPSS used to manage the risk of experiments. ● Teachers and science technicians are experienced and have had training in the experiments being undertaken. ● PPE is used as required by CLEAPSS guidance. ● Students are supervised by the teacher.
Inadequate maintenance of equipment	Students, teachers or science technicians may become injured by damaged equipment	● All equipment is purchased from reputable suppliers. ● Technicians undertake regular inspections of equipment used to identify any that need maintenance or repair. ● A sixth monthly audit in conducted by Southall's. ● Staff are advised to report any defects or areas of concern to the science technicians.

What are the Hazards?	How could people be harmed?	Control Measures
Substances hazardous to health	Staff, students, contractors. Various substances are in use in the laboratory and are stored at the school. Inhalation, absorption, ingestion and injection of chemicals. Burns from chemical spills. Dangerous chemical reaction from incorrect use / mixing.	● CLEAPSS hazards are used to establish the hazards associated with each substance used as part of a lesson. A lesson plan or risk assessment is completed to identify the control measures needed to control the hazards identified. ● Staff make students aware of the risks by verbally advising students, writing the information on the board, handing out the experiment risk assessment or by getting students to complete the risk assessment process themselves. ● Personal protection equipment (PPE) is available for use as necessary. ● All staff who use hazardous substances will be trained in their use and have access to CLEAPSS safety information via their website. ● CLEAPSS update the science information on their website to keep it up to date with any changes to legislation or guidance. ● A fume cupboard is available to use for higher risk experiments. The fume cupboard is tested on a 12-month basis. ● Students are supervised during use by the teacher at all times. ● Only small doses of chemicals / substances are used in classroom experiments – this is supervised and controlled by the science technician and teacher. ● All hazardous substances are stored in the prep room, inside and outside chemical stores and locked cabinet in S1, in accordance with CLEAPSS Laboratory Handbook - Section 7 Chemicals. ● An inventory is kept of hazardous substances held for science use. Stock checks are performed once a year. ● Strong acids are stored in outside chemical store. Strong alkalines are stored in a separate, locked store cupboard. ● Diluted acids and alkalis are stored on the prep room store cupboard shelves.

What are the Hazards?	How could people be harmed?	Control Measures
Gas Cylinders	Explosion and asphyxiation	● Gas cylinders in use will be secured against the wall or within a trolley to prevent them from falling. ● Oxygen cylinders are fitted with a regulator, and are kept away from sources of ignition. ● Cylinders must be treated with respect and not thrown or dropped. ● Cryogenic gloves are used when using CO2 for dry ice. ● CLEAPSS procedures and risk assessments are used when planning lessons involving CO2 for dry ice.
Ionising radiation and radioactive substances	External irradiation of the body, including possibly more sensitive organs such as the eyes. Internal irradiation of the body due to substances being inhaled, absorbed through the skin or wounds, or swallowed.	● The school has registered with the HSE for the practice of using radioactive sources. ● A Radiation Protection Advisor (RPA) has been appointed. ● The school has appointed the Assistant Head Teacher within the science department as the Radiation Protection Supervisor (RPS). The Senior Technician is the RPS assistant. ● Sources are selected in accordance with L93, from reputable suppliers, and only held in sufficient amounts for teaching. ● Radioactive sources are held in suitable containers, labelled with a trefoil warning sign and the wording 'radioactive material', in accordance with L93. All sources are secured in a labelled steel store cabinet, fixed/bolted within inside chemical store accessible to science technicians only, at least 2 metres from any desk, workstation or common teaching position (ignoring walls). ● A list of sources is maintained, as well as a use log. ● Use of radioactive sources for teaching is done in accordance with L93, and only by trained and authorised employees. ● The RPS shall produce risk assessments and standard operating procedures for the use of radioactive sources. ● Stores are checked monthly, and leakage testing for cup sources are completed annually

What are the Hazards?	How could people be harmed?	Control Measures
Gas Safety	Carbon monoxide poisoning from incorrect boiler/gas installation or maintenance. Fires and explosions. .	● All gas pipework has been installed by a competent person who is a GAS SAFE registered engineer. ● A Gas Safe engineer checks the installation on an annual basis, facilitated by the site staff. ● The science lab is fitted with an emergency shut off for gas appliances. ● The gas supply is controlled by a key held by the teacher, gas should be switched off when the room is not in use. ● Gas taps should be switched to off when not in use. ● Any smell of gas should be reported immediately to site staff. ● Co2 monitors have been distributed to each science lab for teachers to monitor the levels in the room, this will prompt improved ventilation where required. ● An automatic gas sensor is present in some areas S1, S2, S3, S4, S7, S8.. This detects gas leaks and cuts off the supply, contains an e-stop and is key-operated. S5, S6, S9 does not have leak monitor devices, they do have gas valves and key operated E-stops installed. The devices are maintained and serviced by the site gas contractor.
Glass Safety	Breakages can cause lacerations and cuts to students or staff.	● All glassware is stored in the prep room and issued by lab technicians. ● Tongs are available for use with warm/ hot glass. ● Broken glass is swept up with a brush and dustpan by the teacher (not picked up by hand unless wearing gloves). ● A breakage bin is provided for glass in each lab and the prep room. ● If a glass breaks in the dishwasher the machine must be isolated and allowed to cool before the breakage is removed. Gloves must be worn. Only science technicians use the dishwasher. ● Glassware provided for classes is maintained in good condition and checked regularly by science technicians.

What are the Hazards?	How could people be harmed?	Control Measures
Slips and trips	Slipping on spillages, water or tripping over obstructions.	● Good housekeeping standards are routinely maintained by the science technicians. ● Trailing cables are not permitted across walkways in the science room and are located around edges or rooms to prevent a trip hazard. ● Floors are mopped in areas during times of no or low usage and a wet floor sign is displayed. ● Staff and students are responsible for cleaning any spillages as they occur. ● Pedestrian routes such as floors and stairs, are kept clear of trip and slip hazards. ● Entrances and walkways are well-lit. ● Mopping of floors is conducted during quiet times when lessons are not due to take place. ● Flooring is maintained in good condition and this is monitored through daily checks and the managers monthly audit. ● Mats are provided at entrance doorways when required.
Inadequate hygiene and welfare facilities for staff.	Inadequate facilities for washing hands and cleaning up.	● Running hot/ warm water is available for hand and equipment washing with hand drying facilities. ● All welfare facilities are maintained in a clean condition. ● Extraction is available and used to pull out excessive heat and moisture from the air in the prep room. ● Natural ventilation and radiators are available to maintain a comfortable temperature throughout the year. ● A first aid kit is available in the science prep room. An eye wash hose is in the science prep room, S1, S2 and S3. Hoses are attached to taps in S4 to S9 and eye wash ampoules are stored in the first Aid box in the prep room.

What are the Hazards?	How could people be harmed?	Control Measures
Cleaning	Cleaning substances may be hazardous and cause ill health effects for users.	● Please refer to COSHH Assessments. ● Gloves are available for use with cleaning substances. ● All staff who use hazardous substances are trained in their use.
Electrical Equipment (fixed and portable).	All staff / students could incur potentially fatal electrical shocks or burns from poorly maintained electrical equipment or fixed electrical installation.	● Please refer to General Risk Assessment. ● Electricity can be controlled in rooms in all practical rooms. ● Electrical systems have RCD protection. ● Electrical equipment is visually inspected prior to use to ensure it is not damaged. ● Employees are instructed to stop using faulty equipment (e.g. exposed cable, broken casing) and report faults immediately to science technicians. The equipment should be then suitably labelled and taken out of use until a repair has been effected.
Fire	If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns which could potentially kill or suffer burns.	● Refer to Fire Risk Assessment. ● Staff should not tackle a fire unless it is safe to do so and feel comfortable in doing so. ● A powder and CO2 extinguisher are available in the science labs. ● Smoke detection and alarm system is installed at school. ● Combustible items are not placed near naked flames. ● Students are monitored when using Bunsen burners or naked flames. ● Bunsen burners are used on flat stable surfaces and tripods and flame resistant materials are used when conducting experiments

What are the Hazards?	How could people be harmed?	Control Measures
Section 7 - Design and Technology		
Use of machinery: Items of equipment: LEV extraction unit. Table saw Band saw Band facer (sander) Pillar drill Scroll saw Hobby Lathe Vacuum former Laser cutter	Cutting, shearing, trapping, entanglement, impact from flying debris.	• Staff and students using all equipment are trained in the safe use of the equipment. • Students are supervised until they are familiar with the equipment. • Equipment that is to be used by a teacher only is labelled as such and is locked off or power controlled by a key. • The power is controlled by a key operated switch held by the teacher and switched off when the room is not in use. • Emergency switches are linked to switch off all power in the event of an emergency. • The classrooms are out of bounds to students unless a member of staff is in the room with them. • Machines are not operated without the guards being fixed in place (routine visual checks are conducted by management on monthly audits and by Southall Associates on 6 monthly audits). • Braking devices are in place on machines and start/ stop controls are within easy reach of the operator. • Pre-use checks are undertaken of all machinery prior to being used during a lesson. • Machinery maintenance is carried out following manufacturer's instructions and any damage is reported to the teacher. • All machines are switched off when not in use and not left unattended until the moving parts have stopped moving. • All machinery is electrically isolated prior to maintenance work. • Machinery is only undertaken by a competent person when students are not present.

What are the Hazards?	How could people be harmed?	Control Measures
Substances hazardous to health	Various hard wood dusts are carcinogenic (cancer causing). Wood dust in general can cause respiratory sensitisation and asthma.	● Metal working fluids are not used on machines. Small amounts of lubricants are applied by brush where required. ● Given current class hours and students/ staff not using machinery for long periods of time, average daily/weekly exposure is likely to be below action values. Therefore, LEV is not considered a mandatory control measure in classrooms but for housekeeping and comfort purposes. ● LEV has been installed within the technician's workshop due to the higher volumes of wood being cut and dust produced. ● Dust extraction (LEV) is positioned to capture maximum wood dust. The LEV is tested at a minimum of 14 monthly intervals. ● Dry sweeping is prohibited – a vacuum cleaner (with suitable HEPA filter) is used for housekeeping or damp sweeping is conducted. ● Bags are changed by Churchill Cleaning contractors. ● Cleaning routines used limit the generation of dusts. ● Dry materials stored in sealed containers, spillages cleaned up immediately. ● Area regularly cleaned to prevent build-up of dust. Floors wet moped daily. ● Good natural (general) ventilation e.g. through doors / windows or extraction fan. ● Hazardous chemicals are stored in a locked metal COSHH cabinet, in a store cupboard where possible that is only accessible to the teachers and technician.
Manual handling	Cuts / abrasions, sprains/ strains	● Teachers or technicians undertake heavy lifting and only within their capabilities. ● Manual handling assessments are to be undertaken for specific activities deemed to be higher risk. ● All staff have manual handling training. ● Students carefully supervised and the correct procedures for loading and unloading strictly observed. Information and training is given to students on manual handling where necessary. ● Mechanical lifting aids available such as trolleys. ● Heavy items are stored lower with lighter items on top, where possible.

What are the Hazards?	How could people be harmed?	Control Measures
Noise	Noise emitted from machinery, causing hearing damage, disturbance, interference with communication and stress.	● Given current class hours and staff not using machinery for long periods of time, average daily/weekly exposure is likely to be below action values and students. ● Ear defenders are available if needed, for comfort. ● Students are able to rest away from the woodworking machinery which offers a noise refuge. ● Machines are serviced and maintained to minimise noise emissions and records are kept of this maintenance.
Use of craft knives, scalpels and scissors	Cuts	● A craft mat is used when using craft knives. ● Craft knives are kept sharp ● Tools are stored so that they can be easily accounted for at the end of each lesson.
Use of wood clamp	Crush injuries.	● Students are shown how to use the clamp by the class teacher. ● Fingers to be kept clear from the clamp whilst closing it around the workpiece. ● The clamp and equipment is kept in good condition and checked for damage before use.

What are the Hazards?	How could people be harmed?	Control Measures
Use of Laser Cutter	Entanglement in machines, laser beams can cut/ burn persons and cause damage to the eyes. Cutting some materials may cause harmful fumes. Cutting may give rise to heat and fire.	● Students are not permitted to use the machine; only trained staff members operate the machinery. ● The power is controlled by a switch and is switched off when the machine is not in use. ● An emergency off switch is located on the machine and within easy reach of the operator. ● A micro-switch is fitted to the machine operating panel to prevent access when the machine is in operation. ● Panels on the machine are secured to prevent access without the use of a tool. ● Machines are not operated without the covers and guards being fixed in place. ● The machine is completely enclosed to prevent laser light escaping. ● Pre-use checks are completed prior to use of the machine. ● Routine visual checks are conducted by management on monthly audits and by Southall Associates on 6 monthly audits. ● Servicing is completed by a competent person as recommended by the manufacturer. ● Start/ stop controls are within easy reach of the operator. ● The machine is only used to cut acrylic and PVC and foam/ rubber is not permitted to be cut.
Use of Power Tools	Risk of fatal electrical shocks or burns from use of faulty electrical equipment.	● Use is restricted to authorised teachers and students who have received in-house training in its safe use and have suitable experience of using the saw. ● Eye protection should be worn by operators and those in close proximity. ● No loose items of clothing or jewellery are to be worn when operating the equipment. ● Power tools are purchased for a reputable supplier and suitable for the use they are put to. ● Power tools are subject to routine PAT (portable appliance testing) unless double insulated. ● Wires and cables are not trailed on the floor and overhead power cables are provided.

What are the Hazards?	How could people be harmed?	Control Measures
Use of hand held saws/ chisels	Cuts to the user and dust of blown away from the workpiece.	● Staff and students using equipment are trained in the safe use of the equipment including the correct way to secure the workpiece with clamps or other devices. ● All items should be secured to the bench before sawing or chiselling occurs, students are not permitted to hold the piece whilst working. ● Students should be advised of the risk of dust and ensure that dry sweeping is not undertaken. Dust is collected by a vacuum or LEV system. ● Tools are stored safely and can be accessed safely by students during a lesson as required. ● The tools are kept sharp to make them easier to use, sharpening is only completed by a teacher or authorised person. ● The work area is kept clear of trip and slip hazards and is adequately lit. ● Adequate space is provided for each student to work relative to the work being undertaken.
Use of planers	Cutting or abrasions.	● Staff and students using equipment are trained in the safe use of the equipment including the correct way to secure the workpiece with clamps or other devices. ● All items should be secured to the bench to ensure movement of the workpiece is controlled, students are not permitted to hold the piece whilst working. ● Loose clothing, hair and jewellery should not be worn as entanglement can occur. ● Tools are stored safely and can be accessed safely by students during a lesson as required. ● The tools are kept sharp to make them easier to use, sharpening and blade replacement is only completed by a teacher or authorised person. ● The work area is kept clear of trip and slip hazards and is adequately lit. ● Adequate space is provided for each student to work relative to the work being undertaken.

What are the Hazards?	How could people be harmed?	Control Measures
Use of portable sanders	Flying materials, cuts abrasions and entanglement	● Staff and students using sanders are trained in the safe use of the equipment. Students are supervised until they are familiar with the equipment. ● The equipment is switched off when not in use. ● A pre-use check is completed by the teacher before being used in a lesson. ● Long hair and loose clothing should be tied up and tied back to prevent entanglement. ● Safety goggles are worn by the operator and those in the vicinity when the equipment is in use. ● Extraction of the wood dust is available where necessary – this is for comfort and not a health and safety control measure. Face masks should also be available for use. ● Students spend little time using the equipment reducing risk of developing HAV syndrome. ● Power tools are subject to routine PAT (portable appliance testing) unless double insulated. ● Wires and cables are not trailed on the floor and overhead power cables are provided.
Use of soldering irons	Exposure to chemicals within solder via skin absorption, ingestion or inhalation of vapours is toxic in large quantities.	● Students are supervised at all times. ● Lead solder is avoided, and a rosin free solder is used instead. ● Bench located extract filters are used to extract solder fume. Engineers are responsible for changing their own filters. ● Very low level use of solder in an otherwise reasonably sized laboratory restricts any significant health effects (level of usage will be subject to review as part of this risk assessment). ● Sufficient hand washing facilities are provided and staff wash hands prior to eating, drinking or smoking. ● Eating and drinking is prohibited in the laboratory.

What are the Hazards?	How could people be harmed?	Control Measures
Use of table saw.	Impact from ejected material (kickback), drawing in, cuts, lacerations, amputations. Inhalation of wood dust	● Use is restricted to authorised teachers (not students) who have been suitably trained in its safe use. ● An emergency stop kick button is located at a low level. ● Dust is removed by an interlocked LEV that is integrated into the saw guard. The LEV is thoroughly examined at least every 14 months, organised by Bouygues. ● Push sticks (at least 450mm long, with a bird's mouth tip) are used for handling material when cutting and for removing debris from around the blade. ● A fence is provided on the saw to line up wood when cutting. ● A riving knife is provided to prevent kickback. The knife is no more than 8mm from the saw blade. ● An adjustable saw guard is fitted, lowered as far as possible whilst allowing the workpiece to pass through. ● Autobrake ensures the spinning blade stops within 10 seconds of being turned off. ● The machine is used infrequently and for short periods as a consequence noise exposure is very minimal and below hearing protection limits, hearing protection is made available for staff for comfort. ● Power to the saw is isolated before maintenance or replacing saws. ● The machine is subject to regular maintenance, including replacing the saw blade by competent persons only. ● No dry sweeping of dust - an M-class vacuum must be used. ● Annual health surveillance is provided to staff.

What are the Hazards?	How could people be harmed?	Control Measures
Use of a Pillar drill	Impact from flying swarf or cutting injury, swarf snagging on clothing and drawing in.	● Teachers/staff may only use the machine if authorised, having completed appropriate training and have suitable experience of using the machine. ● Students using the drill are supervised at all times. ● Students are warned of the danger areas and not to place hands near drill or chuck. ● The setting of the equipment tools and the clamping of workpieces is done by a competent person. ● The machine is secured to the floor. ● The height of the machine is set for comfortable working as appropriate for the operator. ● The emergency stop button and/or kick plates are in easy reach of the operator and the machine comes to a stop within 10 seconds. The machine should be at a stop before being left unattended. ● The area around the machine is well lit and clear of clutter and trip/ slip hazards. ● A chuck guard is fitted and in place when in use. ● The top compartment is bolted closed and is not to be opened unless the machine has been isolated. ● Eye protection must be worn by all operators and persons in close proximity. ● No loose items of clothing or jewellery are to be worn when operating the machine. ● Routine maintenance is undertaken as required and any damage is reported to management. A pre-use check is completed before use in a lesson. ● Tools are kept sharp and are suitable for purpose.

What are the Hazards?	How could people be harmed?	Control Measures
Section 8 - Food Technology		
Allergies and Intolerances	Students and staff could be injured from contact with or ingestion of allergens or food products they are intolerant of.	• Staff complete health surveillance questionnaires, food allergen and intolerance information is declared and communicated. • All student allergen and intolerance information is coordinated via the Pastoral Office, a copy of student's allergens and intolerances is displayed in the food preparation room. The allergen information includes photographs of the students concerned. • Epi-pens are retained by the School and are carried by students. • Lesson plans consider the allergen/intolerance list which is reviewed as part of lesson plans to ensure there is no risk to staff or students. • Any food ingredients provided by school to students will conform to allergen and intolerance information.
Use of knives and blades	Cuts and lacerations from the use of knives. Knives could be retained by students leaving the class.	• All knives and blades are regularly checked for damage and subject to a pre-use check. Damaged knives and blades are removed from use. • Students are supervised when using knives and appliances with blades. • All students are instructed in the safe use of knives and appliances with blades. • A first aid kit is provided any injuries requiring additional treatment is supported by the appointed first aiders. • The use of knives and appliances with blades are considered within the lesson plan. • Students do not bring knives into lessons, all knives used are issued by teaching staff. • All knives are kept in boxes and locked away in cupboards to prevent unauthorised access. • All knives are counted out and then counted back in at the end of lessons.

What are the Hazards?	How could people be harmed?	Control Measures
Use of cookery room and equipment	Students or teachers could be harmed when working in the cookery room.	● The number of students using the room is suitable for the size of the room, number of appliances, equipment to be used and the nature of the cooking to be carried out. ● The teacher supervises the process and ensures all students work in a safe manner. ● Students only use equipment in which they have been trained or advised how to use safely. ● The room is adequately ventilated for the equipment and activities undertaken. ● The room is adequately lit. ● Equipment is checked on a regular basis by the teacher and any defects or wear is reported. Defective items are taken out of use.
Supervision of lessons	Injuries to staff and students from poor supervision	● All lessons are supervised by the teaching staff. ● Lesson plans consider the guidance/hazard cards provided by CLEAPSS and are updated as required when guidance changes. ● Lesson plans are reviewed regularly and updated when required.
Broken glass or crockery.	Students and teachers may be cut by broken glass or crockery.	● Glasses are handled with care when being polished or wiped. ● If a glass or crockery breakage occurs, they are placed in a breakages bin or wrapped securely before being placed in the general waste bin. ● Broken glass or crockery is swept up with brush and dustpan and not picked up by hand. ● If a glass / crockery breaks in the dishwasher the machine must be isolated and allowed to cool before the breakage is removed. Gloves must be worn. Only teachers use the dishwasher. ● Crockery is stored in cupboards and not stacked at height to prevent stacked crockery becoming unstable • Crockery/ glasses provided for classes maintained in good condition and checked regularly by teachers.

What are the Hazards?	How could people be harmed?	Control Measures
Use of ovens and cooking appliances (both gas and electric)	Fire Explosion Burns Electric Shock	● Oven gloves are provided and students are instructed to wear them when handling hot pots / pans / trays etc. ● Oven doors etc are opened slowly, while students stand back to allow steam and heat to escape. ● Saucepan handles are placed away from hotplates and hob rings and should not project beyond the edge of the cooker. Ladles and spoons should not be left standing in saucepans or on hotplates or rings. ● Students instructed on pan handle positioning on hot plates ● Heavy items must not be rested on bottom hinged oven doors. ● Only trained staff should clean ovens, grills and ranges. Cleaning of ovens and ranges only takes place when they are switched off and have been allowed to cool. Suitable Personal Protective Clothing is provided for use with chemicals where relevant. ● Ovens are turned off after use. ● Staff are competent in the use of the ovens and are familiar with the controls. ● Ovens are maintained in accordance with manufacturers recommendations. ● Ovens are provided with chains to prevent them from being pulled out and the power cable/gas pipe being pulled out of the wall or appliance. ● Deep cleaning including under and behind ovens is undertaken by contractors. Staff do not move the ovens. ● Students are supervised in the use of ovens. ● Fixed detection is provided in all areas and fire extinguishers are provided and maintained. ● Staff are trained in responding to burns and the appointed first aiders is contacted should further treatment be required. ● Gas and electric isolation switches are provided in teaching rooms, power and gas are isolated when appliances are not in use.

What are the Hazards?	How could people be harmed?	Control Measures
Slips and trips	Slipping on spillages, water or tripping over obstructions.	Slips and trips are covered within the General Site and Welfare Risk Assessment sections of this assessment, in addition the following controls are followed: ● Good housekeeping standards are maintained and routinely checked by the teacher. ● A monthly audit is undertaken and recorded on Safety Cloud. ● Trailing cables are not permitted across walkways in the cookery room and are located around edges or rooms to prevent a trip hazard. ● Floors are mopped in areas during times of no or low usage and a wet floor sign is displayed. There should be no use of the cookery room when the floor is wet. ● Staff and students are responsible for cleaning any spillages as they occur. ● The cookery room is well-lit. ● Students and staff are advised of the need to wear non-slip footwear with low heels. ● Flooring is maintained in good condition and this is monitored through daily checks and the managers monthly audit. Any defects will be reported for remedial action. ● Mats are provided at entrance doorways when required.

What are the Hazards?	How could people be harmed?	Control Measures
Use of electric mixers, food processors and blenders.	Cuts or amputations of hands or digits.	● Teachers train, supervise and instruct students on safe working practices during lessons which includes being shown how to use equipment. ● Students only use equipment in which they are experienced and trained in. ● Only domestic kitchen equipment used by students – no commercial / industrial equipment is allowed to be used by students. ● Equipment is visually inspected by the teacher prior to use to make sure guards are in place and equipment is in good condition. ● Only staff clean equipment and ensure the machine is isolated before cleaning. ● Students are informed to isolate the machine before removing foodstuffs from bowls which are fixed under blades. ● All electrical equipment is portable appliance tested and displays a valid label. ● Students are advised never to scrape down a bowl or feel a mix whilst the machine is working.
Manual Handling	Any task involving lifting, lowering, pushing, pulling or twisting with a load.	Manual handling is included within the General Site and Welfare sections of this Risk Assessment. In addition, the following controls are used within the department: ● Food stuff carried minimal distances and small packs are purchased to minimise manual handling needed. ● Layout of storage area to reduce the need to stretch, bend or twist excessively. ● Teachers undertake manual handling training. ● Training, instruction and supervision to be provided to students if required. • ● trolley is available for use to move heavy objects. ● Teaching staff are not exposed to heavy lifting – most lifting undertaken by the maintenance team.

What are the Hazards?	How could people be harmed?	Control Measures
Food Hygiene and Safety	The poor handling and temperature control of food can lead to food poisoning or spoilage.	● Food should not be prepared by persons suffering from sickness, diarrhoea or infections. ● Wash hands after using the toilet. ● Hands should be washed and thoroughly dried before beginning food preparation and thoroughly in between handling raw and cooked/ ready to eat foods. ● All cuts and wounds will be covered with sterile waterproof dressing. ● Persons preparing food should tie long hair back, wear a clean protective apron and avoid touching hair or face during food preparation. ● Jewellery will be removed from hands and wrists before preparing food ● Hand washing facilities are available ● Regular cleaning takes place of preparation areas ● Foods that may give rise to bacterial growth are refrigerated at under 8°C ● Food should be cooked to the correct temperature and duration to ensure the destruction of food poisoning bacteria, students are taught this process and the teacher supervises. ● Hot food should be held at 63°C or cooled to below 8°C within 90 minutes.
Storing of Food	Food spoilage and poisoning can occur when food items are not stored safely.	● Refrigerators are provided for the storage of food below 5 degrees C. ● Freezers are provided for storage of food below -18degrees C. ● Ambient storage areas are provided for food that is not likely to be contaminated with foreign objects. ● Students are given information and training to ensure they understand the risks of storing hot food and how to cool it quickly and safely.

What are the Hazards?	How could people be harmed?	Control Measures
Electrical Equipment (fixed and portable)	If trapped in the premises, all staff and visitors could suffer from smoke inhalation or burns and lead to potentially fatal consequences.	● A fire risk assessment has been conducted for the premises. ● Staff should not tackle a fire unless trained. ● A foam and CO2 extinguisher are available in the cookery room. ● A number of fire blankets are provided in the cookery room. ● Smoke detection and extraction is fitted. ● Combustible items are not placed on or near the hob. ● Fire exits are marked with adequate signage (running man). ● Fire exits are easily and immediately openable and unobstructed at all times. ● Monthly management safety audits and Southall Associates safety audits are undertaken to verify fire safety standards are maintained throughout the site.

What are the Hazards?	How could people be harmed?	Control Measures
Section 9 - Art and Design		
Melting wax - For Batik and other wax techniques for textiles	Hot wax can cause scalds Electric shock Fumes from melted wax may irritate the respiratory system	• Batik work is only carried out by students with close supervision and staff teach students correct methods / techniques. • Wax kettles used to melt wax – kettles receive portable appliance testing and visual checks prior to use. • Eye protection is worn when using hot wax • Students or staff who suffer from asthma or other respiratory problems are advised not to do the process.
Burns from use of glue guns	Students could suffer burns to hands / fingers if used incorrectly	• Students are supervised during use by the class teacher. • Students are advised not to touch hot nozzles or glue. If accidental contact does occur the burn is immersed in cold water and the duty first aider visited. • Hot glue guns are not left unattended. • Glue gun stands are used • Potential sources of ignition are removed from around where glue guns are used.
Using electronic heat sources - Manual ironing with steam and dry irons. - Drying textiles with hair dryers. - Distressing fabrics with a heat gun or pyrography tool.	Burns - Students could suffer burns/ scalds to hands / arms / face Electric Shock Fire - Some fabrics will melt or smoulder at high temperatures but many will ignite if the temperature is sufficiently high. Trapped fingers - students could trap fingers when opening out ironing board Trips and falls due to trailing flex	• Students are given clear instruction and are supervised to minimise the risks of burns and scalds. • Electrical appliances receive Portable Appliance Testing and a visual inspection prior to use. • Students / Teachers use heat sources on small amounts of fabric to reduce risk of fire and never attempt to distress fabrics with naked flames. • Iron and ironing board stored when out of use • Iron & ironing board placed in traffic free zone without causing obstruction to rest of room • Irons are turned off by individual when not in use • Ironing boards to be in place not moved around the room or put up/down by students

What are the Hazards?	How could people be harmed?	Control Measures
Cuts or puncture injuries.	Students could cut themselves when using sharp scissors, needles and roller cutters. Students could cut themselves from handling broken pottery	● Teachers are responsible for supervising students whilst undertaking activities. ● Child safe scissors are used by students within the school. ● The storage and allocation of cutting tools is controlled by teachers/ staff ● Teachers will clear up breakages wearing gloves. ● Broken items cleaned up and not left lying around.
Use of craft knives, scalpels and scissors	Cuts	● A craft mat is used when using craft knives. ● Craft knives are kept sharp
Use of sewing machine and Overlockers/embellishers	Cuts to hands Electric shock Entanglement - hair, clothing and fingers can become caught up in the machine.	● Students are shown how to safely use the sewing machine and overlockers/embellishers by the class teacher. ● Adequate space is provided for use of the sewing machines and overlockers/embellishers. ● Fingers to be kept clear from the sewing machine needle and Overlockers/embellishers blade. ● Needle/ lamps / blades are only changed when the machine is switched off. ● A suitable trolley is used whenever machines are transported any distance. ● Ensure heavier machines are handled by two persons. ● Long hair is tied back loose clothing is covered with an apron or overall to reduce the risk of entanglement. ● Machines are only to be used by one person at a time ● Teachers are responsible for supervising students whilst undertaking activities.

What are the Hazards?	How could people be harmed?	Control Measures
Use of craft knives and scalpels	Slicing and puncture wounds	● Training to students demonstrating the correct use. ● Only used under supervision of the teacher. ● Tool is subject to regular inspection and removed from use if damaged. ● A craft mat is used when using craft knives. ● Craft knives are kept sharp ● The work area is kept clear of trip and slip hazards and is adequately lit. ● Adequate space is provided for each student to work relative to the work being undertaken. ● Teacher to regularly monitor the issuing and collection of cutting implements
Use of guillotine.	Staff and students using the guillotine could suffer cuts or amputation.	● All staff are aware of how to use the guillotine. ● Students to be instructed in their correct use; to be used under teacher supervision ● Inspection of guarding on work equipment prior to use and during managers' monthly audit check. ● Guillotine is interlocked and all moving parts cut out on lifting of the guard. ● Staff instructed to inform management if equipment is damaged or unsafe to use.
Use of electric power tools	Staff and students could suffer electric shock from faulty / damaged tools or injury from flying debris or cuts.	● Electric power tools are only used by students who have been shown how to use them and have been deemed competent to use them. ● All students to be instructed in their correct use ● Teachers and Students are responsible for visual checks prior to use and reporting any damage. ● Electric hand tools are double insulated or subject to portable appliance testing (PAT). ● Necessary PPE is worn e.g. safety goggles if there is a risk of eye injury. ● Long hair is tied back

What are the Hazards?	How could people be harmed?	Control Measures
Use of electric kilns: X 2 in Art 2.	Burns from hot parts, electric shock from heating elements, fire, inhalation of fumes, possible asbestos exposure, damage to eyes, inhalation of silica dust	● A pyrometer is used to determine the internal temperature. ● Doors are fitted with interlocks that cut the power to the heating elements when the door is open. ● Students are not permitted to operate the kiln. The kiln is located in a locked room that is only accessible to authorised employees. ● Kiln has good space around it for air movement, access for servicing, and nearby items are made of non-combustible materials. ● Kiln room is well-ventilated via mechanical extraction. ● Kiln can be easily isolated from the mains handle switch. ● Wiring and control panels are protected from heat damage. ● A sign is to be used to indicate when the kilns are on. ● All operators have received training in safe use of the kiln and emergency procedures. Two employees on site are competent to oversee the process. ● A CO2 fire extinguisher is close by. ● Firing is not to be conducted overnight or over weekends. ● The kiln is serviced regularly by a competent person, and subject to periodic in-house checks, record on Safety Cloud. ● The kiln is to be checked for the possible presence of asbestos in the fibre lining of the door. Until this is determined, it is to be treated as asbestos-containing material as per the asbestos risk assessment. ● The school will devise start-up procedures, operating procedures, shut-down procedures, and emergency procedures before use. There are to be displayed for operators. ● Vacuums with M-class filters will be used to remove dust from the kiln, as it is likely to be silica-containing material. Dry sweeping is strictly prohibited.

What are the Hazards?	How could people be harmed?	Control Measures
Section 10 - Music and Production		
Manual Handling - musical instruments	Staff & students	● Trolleys are used to move heavy instruments ● Special care is taken when moving pianos. Students at KS3 or below do not move pianos. Older students only assist a member of staff when it is safe to do so ● Specialist contractors are used to move a piano from one level to another ● Students are taught good posture when holding and playing instruments ● Rehearsals are planned to include short breaks to avoid muscular strain ● Teachers are aware of potential hazards when undertaking breathing exercises, particularly for students with asthma
Using Musical Instruments – Health Issues - Hygiene	Infections	● The sharing of recorders is discouraged ● Disinfection of equipment carried out ● There is no sharing of reeds or mouthpieces with woodwind and brass instrument ● Students with ear or skin infections near their ears do not use headphones ● Headphones are regularly cleaned ● Students who play brass instruments and their parents are informed of the dangers of using valve oil – only non-petrol valve oil is used

What are the Hazards?	How could people be harmed?	Control Measures
Using Musical Instruments – Health Issues - Noise	Hearing damage	● Users of headphones are trained always to make a test with the headphones held in the hands an inch or two away from the ear so that the volume may be adjusted if necessary ● Headphones that fit into the ears (stethoscopic headphones) are not used during normal teaching and learning activities ● Care is taken on the positioning of amplifiers ● Music practice rooms have absorptive lining and or heavy curtains and carpeted to reduce ambient noise and reverberation ● Staff monitor sound levels where individuals are working in confined or resonant areas ● Teaching staff manage their own exposure to sound during the working day by use of appropriate ear defenders, etc
Slips, trips and falls - music lessons	Staff or students could suffer sprains or fractures by tripping over trailing cables, musical instruments or slip on spillages on the floor	● Good housekeeping standards are maintained and routinely checked by teachers ● Floor and walkways kept clear at all times ● Floors are maintained in good condition with no loose boards, splinters or irregular surfaces ● Appropriate cleaning to prevent slippery surfaces and to prevent dust accumulating ● Bags and coats hung up outside the classroom. ● Plug sockets for electrical equipment are located near to desks to prevent trailing cables.

What are the Hazards?	How could people be harmed?	Control Measures
Musical rehearsals, performing arts practical lessons and performances	noise / falls and trips - moving on and off stage / emergency evacuations in unfamiliar premises / damaged equipment during transportation, leading to electrical or mechanical risks.	● The stability of any set and scenery used is carefully assessed before use ● Safety tape is used to mark edges of treads and rostra backstage in poorly lit areas ● Areas are kept clear ● The condition of power sockets, plugs, leads and equipment are checked ● Cabling is taped down to prevent tripping hazards ● Local access to fire-fighting equipment and first aid supplies is available ● Telephone access is available for out of hour's productions, rehearsals and performance activities at other locations ● Local arrangements for emergencies such as fire, first aid, etc are agreed ● Procedures for checking transported equipment and instruments prior to them being used in performances are drawn up ● Where stage blocks are used, staff are to supervise their movement and stacking ● Props, costumes or masks are disinfected with wipes where possible ● Student bags are to be stored in the practice room to prevent them from becoming trip hazards

What are the Hazards?	How could people be harmed?	Control Measures
Section 11 – External users and hiring of facilities		
Hiring of facilities	Injuries from poor supervision or dangerous activities.	• Hirers must have suitable Public Liability – minimum indemnity limit £2,000,000, and Accidental Damage Insurance Cover in place to cover their use of Trust facilities. • Hirers must produce a risk assessment of activities being undertaken. • Hirers must agree to the rules of use when using facilities. • Hirers sign a contract of letting including safeguarding information. • Supervision ratios for programmed and unprogrammed sessions apply to private lettings. • AMAT will ensure a staff member is on site during the period of use.
Lone working	Staff lone working in AMAT facilities before or after normal school working hours could suffer from a medical condition that requires assistance or could unintentionally confront an intruder.	• Lone working is likely due to the nature of lettings or events. • Where lone working does take place, staff are instructed to register arrival and departure on lettings WhatsApp group chat. • If opening or closing the school alone, staff are in contact with members of management and follow site security measures. • If staff suspect unauthorised attempts to enter the building or they see or hear anything suspicious they must contact the police. Never attempt to apprehend an intruder • Staff must remain alert when leaving the building.

What are the Hazards?	How could people be harmed?	Control Measures
Vehicle collision with pedestrians.	Serious injury from vehicle collision	● There are dedicated pedestrian walkways around the site, separating pedestrians from vehicles. ● Car parking spaces are marked out in dedicated bays, with disability spaces located near the building. ● Outdoor areas are supervised by staff. ● External lighting across the site for darker winter months / early mornings / late evenings. CCTV Covers the carparks to assist staff with live monitoring
Manual handling	Any task involving lifting, lowering, pushing, pulling or twisting with a load. Persons can cause musculoskeletal problems and ill health.	● Due to the nature of setting up for activities, manual handling of heavy items is not undertaken regularly ● Staff are not exposed to heavy lifting and are advised not to lift anything they do not feel comfortable with ● Manual handling assessments will be undertaken for any high risk tasks ● All staff who may undertake lifting have completed the manual handling training e-learning on Safety Cloud ● Chairs are restricted to stack heights of 8 high in open areas ● A trolley is available for use for more high risk objects ● Manual handling training is available for all staff on Safety Cloud on 'My Dashboard'.

What are the Hazards?	How could people be harmed?	Control Measures
Section 12 – Site, Maintenance and Grounds		
Equipment:	1. Tower Scaffolding, 7M 2. Billy Goat, garden Vac 3. Leaf blower, backpack petrol 4. Multi tool, petrol 5. Lawn mower, push petrol 6. Chop saw	
Vibration	Hand-arm vibration from the use of power tools	● Modern hand held power tools are provided for use which are low-vibration. ● Tools are well maintained – any worn or damaged tools should be reported to the Site Team and replaced. ● Due to the variety of tasks performed, hand held power tools are not used for long periods of time. ● Warm clothing is worn which allows staff to keep warm, encourage good blood circulation and thereby decrease the chance of vibration related disease developing.
Noise	Noise emitted from machinery can cause hearing damage, disturbance, interference with communication and stress.	● Machinery and equipment is well maintained to reduce noise emissions (lubrication, replacing bearings etc). ● Hearing protection is worn when using noisy machinery / equipment e.g. lawn mower.

What are the Hazards?	How could people be harmed?	Control Measures
Lawn Mowing/Strimming	Impact with flying debris. Contact with a sharp blade.	● Before use of equipment, checks should be carried out to ensure the area is void of pedestrians (students or staff). ● Staff should visually inspect the area whilst and prior to mowing / strimming to ensure any unidentified objects that may present a risk of being picked up and ejected by the equipment are physically removed from the area to prevent this occurrence. ● A helmet / face visor should be worn during operation of the strimmer
		●
Glazing safety Safety film has been applied to all full glazing	Impact with unseen glass	● Where there is a risk of students mistaking glazing for an open doorway, the glazing is marked or labelled in such a way to make obvious the hazard. ● Checks on glazing are undertaken annually to check for damage or instability.

What are the Hazards?	How could people be harmed?	Control Measures
Asbestos.	Staff are exposed to a risk of asbestos if 'asbestos containing materials' (ACM) are damaged causing exposure to asbestos fibres.	● A survey has been undertaken to determine locations and condition of any ACM's on site ● Monthly manager's safety audits and frequent Southall Associates audits are conducted to ensure early detection of any damage to the ACM and therefore any risk of fibre release. Where damage or deterioration is observed, Southall Associates advice will be sought HSE guidance to encapsulate or remote determine if the work is licensable notifiable or non-licensable. If non-licensable, HSE guidance will be followed ● Before building or maintenance workers are required to work on any area of the building, the risk of asbestos in the particular area to be worked on will be reviewed. If asbestos is thought to be present, work on that location will be prohibited until made safe following HSE guidance and relevant legislation. Southall Associates will be contacted for further advice on this matter. ● Further asbestos safety survey to be carried out

What are the Hazards?	How could people be harmed?	Control Measures
Legionella	Legionellosis (legionnaires disease and Pontiac fever) if water systems are not cleaned and maintained	● A legionella risk assessment has been undertaken for the school in accordance with HSE ACOP L8 (and is regularly reviewed) to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises ● Weekly flushing is undertaken of little used outlets e.g. water fountains and showers during school holidays, records are kept of flushing. ● Testing of water (chlorination & water temperature) is carried out monthly. ● All shower heads are subject to cleaning on a quarterly basis using a biocide solution. ● Showers are supplied with fresh water. Shower water is stored at 60C, piped at 50C and mixed to 40C (+/- 2C). ● Showers are fitted with thermostatic mixing valves. ● The heating and air conditioning is provided via an enclosed system, no cooling tower is present on site ● A pressurised boiler water heating system is in operation ● Cold water is fed from the mains in insulated pipes and distributed below 20C. ● Hot water is stored at 60C or higher. ● Hot water is distributed at 50C or higher. ● Pipe runs are kept as short as possible - any dead-legs are removed. ● Inspections of the boilers are undertaken annually ● The temperature of the boilers are checked every month
Pressure Systems	Compressed air - Explosion of equipment, rupture of airline. Injection of air in the body.	● Pressure systems are thoroughly examined in accordance with its written scheme of examination and are serviced periodically ● Compressed air equipment is subject to regular visual inspection to identify damage e.g. splits, cracking to airlines, ensure pressure gauge is working correctly ● All pressure systems are visually inspected prior to use. If any defects are found they should not be used and the Site Team informed straight away.

What are the Hazards?	How could people be harmed?	Control Measures
Hazardous substances	Exposure to hazardous substances (e.g. pesticides, weed killer, cleaning chemicals, white spirit, oil, grease, degreasers, solvents, glues, paints, varnishes).	● COSHH assessments have been carried out for all hazardous substances used or handled on site. ● Regard will be had to any cautions or warnings relating to the product use. ● Wherever possible hazardous products are substituted for safer alternatives ● Pesticides and weed killers can only be used by trained staff. ● Open pesticides and weed killers that are in use are stored in a locked cabinet away from other staff, visitors and residents. ● Staff are provided with all necessary personal protective equipment including gloves and overalls etc.
Roof Work Man safe system sited	Roof work will involve work at height which can lead to serious injuries in the event of a fall.	● Roof access is always considered the last resort but is a necessity due to some maintenance work that may be required ● A permit to work is issued for any work involving access to a roof ● Contractors will be appointed to conduct roof work. Contractors will follow the principle of avoiding work at height where possible. A site specific risk assessment will be completed by operatives before accessing roofs ● Please see section on Use of Contractors. ● All personnel are instructed on the correct use of the man safe system
Inadequate or insufficient use of Personal protective Equipment (PPE)	Poor fit, unhygienic equipment, inappropriate for the risk involved or use incompatible with other PPE.	● PPE compatibility is considered when selecting PPE for maintenance activities when more than one type may be worn at any one time. ● Staff are consulted for correct sizes or where there may be health problems e.g. latex allergy affecting the ability to wear the equipment. ● All PPE will be correctly stored to ensure it is maintained in a clean, wearable condition. Where clean storage facilities cannot be guaranteed, regular cleaning of the equipment will be undertaken to ensure it is hygienically suitable for use.

What are the Hazards?	How could people be harmed?	Control Measures
Petrol Powered Garden Equipment Billy goat Hedge trimmer Strimmer	Staff, students, visitors and contractors could receive cutting injuries from blades, or be exposed to vibration that could lead to HAVS. Use and storage of petrol could lead to fire, dermatitis, or respiratory diseases associated with the fumes	● Equipment maintained in accordance with manufacturer's instructions. ● Ignition cable and spark plug to be removed before any cleaning and maintenance. ● Employees have received instruction in use of petrol powered garden equipment. ● All machinery is visually inspected before use. Quarantined if damaged and reported to management. ● Specific COSHH assessment for petrol. ● PPE is provided where necessary including ear defenders and eye protection ● Low vibration emissions mean HAVS unlikely. ● Health surveillance for users.
Use of electric tools (power tools, hand tools) Chop saw Circular saw Pilar drill	Staff could suffer electric shock from faulty / damaged tools or injury/cuts from flying debris. Fire could be caused by sparks or embers from cutting action. Staff could be cut by blades.	● Electric power tools are only used by competent operatives with correct training and/or experience. ● Operatives are responsible for visual checks prior to use and reporting any damage. ● Electric hand tools are double insulated or subject to portable appliance testing (PAT). ● Power tools are stored safely so as not to become a trip hazard. ● Where a power tool has a blade it is guarded except at the base where the blade protrudes to cut. ● One hand holds a power tool and other hand firmly holds the workpiece keeping hands away from the danger zone. ● Power tools are not operated without guards in place. ● All site staff have received instruction on the correct before, during and after use checks on all electric power tools.

What are the Hazards?	How could people be harmed?	Control Measures
Use of work equipment and machinery.	Cuts, severing, entanglement, electrocution.	● All dangerous machinery parts are guarded ● Tools and equipment with sharp or pointed edges are stored safety with sharp edges protected where necessary. ● Machinery is used in line with manufacturer's guidance. ● Store rooms/maintenance cupboards/sheds are kept locked and secured when not occupied. ● Any necessary PPE is provided for staff such as goggles, overalls, gloves and aprons - long hair is tied back off the face. ● Staff instructed on use of machinery that they are authorised to use.

What are the Hazards?	How could people be harmed?	Control Measures
ANY SITE SPECIFIC EQUIPMENT e.g. Use of Mobile Elevating Work Platforms (Cherry Picker at Lode Heath when required) Mobile Tower	Falls from height, falling objects and materials, Collision with pedestrians, Collision with overhead services, Overturning, being struck by overhead fixtures Falling tools and equipment from ladders, MEWPS and fixed platforms.	● Pre use checks to be undertaken on the condition of MEWPs and details recorded if a fault is recognised along with any actions required as a result of inspection. ● Platform is used in accordance with manufacturer's instructions ● MEWPs will be operated by persons who have received appropriate and specific training and under the supervision of a competent person. ● A hard hat with restraining device (chin strap) are worn. ● The work area is supervised. Barriers, cones or fencing and signage will be placed around the MEWP operating area when necessary. ● The Site Team undertakes a visual check for overhead crush points and overhead utilities such as electrical, gas, water. ● The work area must be firm and level. ● Platforms must be fitted with guardrails and toe-boards and a safe means of access. ● Work is planned in advance and a route is prepared before moving and checks for other vehicle use undertaken. ● The platform is moved in a lowered position and banksman used to assist. ● Work is undertaken from the floor of platform and safety gate closed at all times. ● The load limit of the platform is checked before use to prevent overloading. ● Operator controls to be at platform level with override at ground level for emergency use only. ● MEWPs must be subject to a thorough examination and certificated by a competent person every six months. ● Evidence of last thorough examination to be available on site. ● A safe system of work will be followed, which includes: (a) planning the job (the Lifting Operations and Lifting Equipment Regulations 1998 reg.8); (b) use of trained/experienced operator(s); (c) instructions when to enter/leave the basket, e.g. when basket is fully lowered; (d) instructions in emergency procedures, such as evacuation, should the power be lost, and

What are the Hazards?	How could people be harmed?	Control Measures
		(e) use, where necessary, of suitable fall restraint or, in high risk situations, fall arrest equipment. ● Accompanying tools and equipment carried in a tool belt. ● Only tools immediately needed for the task at hand to be used at height. ● If larger / cumbersome tooling is needed a MEWP or fixed platform will be used in preference to a ladder. ● Operators will refrain from passing tools up / down from height by improper means e.g. throwing. ● Site team have all received PASMA training

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