



AMAT Secondary School General Operational Risk Assessment

Area: Lode Heath General School Operational Risk Assessment	Assessors: JThomas / GDavies	Date of Assessment: July 2025	Review Date: Annually
<p>This General Secondary School Operational Risk Assessment is a single document for all members of staff. This document has been issued from AMAT central to all colleagues. Each school will review this risk assessment at least annually via the School H&S Committee but it is a live document so can be updated as and when required e.g., if there is a change in process or after an accident or incident.</p> <p>High Risk Departments (PE, Science, DT, Food Tech, Art, Music, Drama & Site) all now own their risk assessments locally and must review and keep these up to date on an ongoing basis but at least annually. All members of staff within these departments will also need to read and sign this risk assessment.</p> <p>All Staff will receive this document annually and will be asked to sign confirming that they have read and understood their responsibilities relating to H&S. This will record their acceptance to the hazards and control measures listed within.</p> <p>Any queries / changes that you may have, need to be brought to the attention of your school H&S Lead. All updates will be collated together and verified with central services and if necessary, our H&S Consultants.</p> <p>Training via e-learning will need to be completed by all staff every 3 years or upon employment. The e-learning training will be actioned via The National College. This can be found at https://nationalcollege.com/</p> <p>The mandatory staff training courses for all staff are below. There may be others that are required for specific job roles.</p> <ul style="list-style-type: none">>Annual Certificate in H&S for Staff for Secondary Schools and Academies.>Annual Certificate in the role of a Fire Warden for Secondary Schools and Academies.>Managing Stress>Certificate in Manual Handling for Secondary Schools and Academies.>Certificate in Working at Height for Secondary Schools and Academies.>Certificate in Display Screen Equipment for Secondary Schools and Academies.>Certificate in Slips, Trips and Falls at Work for Secondary Schools and Academies.			



AMAT Secondary School General Operational Risk Assessment

Definitions and Explanations: -

This document is a risk assessment of the general operating activities of this school.

It identifies 'what the hazard is', 'who is at risk' and 'what is the harm', then scores what the 'Initial Risk is'. The 'Initial Risk' is the risk before any controls have been put in place. The 'existing control measures' are then outlined for the school, followed by further scoring of the 'Controlled Risk'. The 'Controlled Risk' identifies how the risk has been reduced with the controls being put in place. If any hazards are still classed as high risk after the control measures have been put in place, then this operation or activity must stop until adequate control measures are implemented.

Hazard = Hazards can be defined as "anything that can cause harm" and can include substances; processes; the layout or structure or condition of premises and machinery. In schools, they can even include pupils. Hazards can be psychosocial and behavioural as well as physical. For instance, violent, aggressive and/or abusive individuals or behaviour are hazards which should be addressed via the risk assessment process.

Risk = Risk reflects a combination of the likelihood that a particular hazard will cause harm or injury and the likely severity of that harm or injury.

Probability (P) = the likelihood that a particular hazard will cause harm or injury.

Severity (S) = how severe the harm or injury could be.

Risk Rating = Risk Rating is assessing the risks involved in the daily activities of a school and classifying them (low, medium, or high) on the basis of their impact on the school. Ranking or prioritizing hazards is one way to help determine which risk is the most serious and thus which to control first.

The risk rating is calculated **P X S**.

Probability (P) (3= Very Likely, 2= Possible, 1= Unlikely)

Severity (S) (3= Major harm / Injury, 2= Minor harm / Injury, 1= Trivial harm / Injury)

Risk Rating (PXS):

1-3 = Low risk (No Action Required.)

4-6 = Medium risk (Ensure adequate controls are in use.)

7-9 =High Risk (Stop operation and implement adequate control measures)



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			P	S	Risk		P	S	Risk	
Fire	students, staff, visitors, contractors	Building collapse from fire causing injury / death. Trapped in building people could suffer from smoke inhalation or burns from the fire	3	3	9(H)	<p>All staff will undertake fire marshal e-learning training.</p> <p>A fire risk assessment has been conducted for all buildings onsite which is reviewed on an annually. 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. (PEEPS)</p> <p>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 Evac chairs are provided around the school buildings. 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 are maintained (See Section Electrical Equipment) The Fire Emergency Plan is displayed at locations throughout the premises A designated fire assembly point has been established which is the Main School Playground. The buildings are locked and secured at night. There is CCTV coverage onsite. Fire drills take place and are recorded.</p>	2	3	6 (M)	



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Smoking	students, staff, visitors, contractors	Possible health problems e.g., heart disease, stroke and lung cancer. Possible ignition source of fire.	3	3	9(H)	There is a strict no smoking policy onsite, this includes vaping equipment.	1	3	3 (L)	
Poor Lighting	students, staff, visitors, contractors	Poor lighting reducing visibility & potentially causing errors or accidents Failure of escape in an emergency.	3	3	9(H)	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. Emergency lighting is located around the school site. Emergency lighting is serviced regularly and replaced when required	1	3	3 (L)	



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			P	S	Risk		P	S	Risk	
Slips, trips and falls from things such as trailing cables, materials not stored properly, uneven surfaces, stairs, icy / wet surfaces	students, staff, visitors, contractors	People could suffer injuries (e.g., sprains, fractures) by tripping over various items or slipping on surfaces	3	3	9(H)	<p>All staff undertake a slip, trips and falls e-learning module.</p> <p>All pedestrian routes and car park surfaces should be checked routinely for slip or trip hazards.</p> <p>Walkways are kept free from potholes or uneven paving that may present a trip hazard. Issues should be reported to site on Civica reporting system.</p> <p>The Car Park is constructed of an even surface and there are no significant changes in gradient present.</p> <p>Staff are responsible for reporting any slip or trip hazards identified whilst working within the grounds to site team via the Civica reporting system.</p> <p>Weather reports are monitored during winter months. Upon prediction of frost or ice forming, the car park and pedestrian routes are gritted. This includes the building entrances, pedestrian walkways, seating areas, sloped areas and areas constantly in the shade or wet. Grit / salt is provided onsite.</p> <p>Do not leave tools or equipment lying around unattended when not in use, in walkways or other areas accessed by pedestrians.</p> <p>Do not leave books, cardboard boxes or chairs etc lying around unattended when not in use, in walkways or other areas accessed by pedestrians.</p>	1	3	3(L)	



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Slips, trips, falls Cont'd						<p>Good housekeeping standards are maintained and routinely checked by teachers in their areas.</p> <p>Floor and walkways kept clear at all times.</p> <p>Floors are maintained in good condition with no loose boards, carpets or irregular surfaces (Problems to be reported to site team via Civica reporting system)</p> <p>Wet floor signage is used when mopping floors in corridors, classrooms or toilets. Spillages are cleaned up immediately.</p> <p>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</p> <p>One-way systems on staircases in Main Building ONLY to reduce amount of people.</p>				



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Falls from Height	students, staff, visitors, contractors	Injuries from falling from height when carrying out activities e.g., working at height when putting up class-room displays, accessing storage on high shelves, or opening windows	3	3	9(H)	<p>All staff undertake an e-learning module in Working at Height.</p> <p>Staff are instructed to use step ladders provided as they are prohibited from standing on chairs or tables. Where a single section ladder has to be used, the ladder must be footed and placed at the correct angle (one in four incline)</p> <p>Step ladders provided are maintained to good repair. Ladders are subject to a more in-depth inspection by the Site Team every quarter. This is recorded on Civica.</p> <p>The condition of the ladder should be checked before each use to ensure there are no rungs missing or any damage to the ladder.</p> <p>Any defects must be reported to the Site Team. Defective ladders will be labelled and removed from use.</p> <p>All users are responsible for reporting any defects found.</p> <p>High level light bulbs are changed by external contractors if the site teams access equipment is not suitable.</p> <p>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.</p> <p><i>Where window restrictive devices are fitted, they must not be tampered with and All staff are responsible to report issues or damages to any window restrictors in their area to site team via Civica.</i></p> <p><i>Window restrictors will be replaced when required.</i></p>	1	3	3 (L)	
Manual tasks where you have to lift, lower, push pull or twist with a load	students, staff, visitors, contractors	Musculoskeletal problems	3	2	6(M)	<p>A Manual Handling e-Learning training module is undertaken by all staff.</p> <p>Trolleys are available for use to move heavy objects. Teaching staff are not exposed to heavy lifting – most lifting undertaken by Site team.</p>	1	2	2 (L)	



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						All staff are advised to only lift what they are comfortable with and raise any issues with line manager. Chairs are restricted to stack heights of 8 high in open areas				
Lone Working	Staff, Contractors	Staff lone working before or after normal working hours could suffer from a medical condition that requires assistance or could unintentionally confront an intruder	3	3	9(H)	<i>There is an AMAT Lone Working Policy (ardenmat.org.uk)</i> Lone working is unlikely due to the number 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. A first aider must be on site at all operational hours.	2	3	6(M)	Out of hours first aid required to be reviewed



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Poor Temperature	students, staff, visitors, contractors	High or low temperatures causing working discomfort	3	2	6(M)	<p>The school is maintained at a comfortable temperature. Adequate ventilation and heating is provided</p> <p>The Site Team needs to be made aware of temperature issues within any school buildings to action suitable reactive measures. Staff can log concerns on the Civica system which are raised with the site team. Or raise to line manager or raise at local H&S Committee.</p> <p>Staff can supply their own fans and get them electrically certified as 'safe for use' by site team. Use of fans would aid cooling but is not a compulsory requirement.</p> <p>Staff are advised to take regular rest breaks (between lessons) and drink plenty of fluids when working in hot conditions.</p> <p>Portable heaters will be supplied by school to rooms where needed and where possible.</p> <p>Heaters are supplied due to the legislation of a lower limit in working temperatures, whereas fans are not as legislation doesn't cover higher limits.</p>	2	2	4(M)	
Poor facilities for hygiene, welfare, comfort	students, staff, visitors, contractors	Inadequate facilities causing poor hygiene.	3	1	3(L)	<p>Seating is provided in the staff room area along with basic kitchen facilities.</p> <p>Toilets are provided with hot and cold water at the wash hand basin, soap, hand towels, locks on the doors.</p> <p>All welfare facilities are maintained in a clean condition.</p>	1	1	1 (L)	



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Display Screen Equipment	Staff	Repetitive use of a PC, may result in WRULD or headaches if lighting or picture is poor quality	3	2	6(M)	<p>A Display Screen Equipment e-learning training module is completed by all staff and this gives information on the risks, including adjusting work stations to suit individual requirements.</p> <p>A DSE Assessment is available on the Civica System for completion by staff if required. It is recommended for support staff who use a Pc for more than 50% of their working day.</p> <p>Suitable equipment, desk and chair is provided. A free eye test is available 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.</p> <p>See AMAT Policy on Eye Care for VDU users</p> <p>Blinds are fitted at windows where necessary to prevent glare on screens.</p>	1	2	2(L)	
Pregnant Worker	Staff	Risks of things can be enhanced when pregnant e.g., manual handling tasks, extreme temperatures, long hours	3	3	9(H)	<p>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.</p> <p>The AMAT HR team will be undertaking this risk assessment role with compliance in education (our H&S Consultants) a source of advice if necessary.</p>	1	3	3(L)	
Young Person (Work Experience or apprenticeship)	Staff / Students	Young person could put themselves or other parties at risk due to unsafe actions or behaviours				<p>Separate risk assessment must be completed if there is a work experience student or an apprentice working in your area. See young person's risk assessment in the H&S Manual on the AMAT website (ardenmat.org.uk)</p>				
Violence & Aggression	students, staff, visitors, contractors	Injury caused by physical violence or aggressive behaviour from e.g., other staff, students, parents, or members of the public	3	2	6(M)	<p>The school has a student anti-bullying policy.</p> <p>There is an AMAT dignity at work policy for staff.</p> <p>Students break times are supervised by staff on a rota</p> <p>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.</p>	2	2	4 (M)	



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Violence & Aggression (Cont'd)		Injury caused by physical violence or aggressive behaviour from e.g., other staff, students, parents, or members of the public				The police would be called where a member of the public/person on site is suspected to be under the influence of drugs or alcohol and is acting aggressively towards staff. Any violent incidents involving pupils are logged in SIMS /Edulink with any injuries logged as an accident /incident on Civica reporting system. Any violent incidents involving parents or members of the public are logged on Civica accident reporting system.				
Stress	Staff	Affected emotionally or psychologically by excessive pressure from work demands, lack of job control, too little support from colleagues, not knowing their role, badly managed change	3	3	9(H)	Managing Stress e-learning training is completed by all staff. There is an AMAT Stress Management policy. 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. Reports of 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.	2	3	6(M)	
Bullying	Staff & Students		3	2	6(M)	There is an AMAT Dignity at Work Policy. Bullying and harassment of students or staff is not tolerated.	1	2	2(L)	



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Bullying Cont'd		Suffering behaviour which could be considered bullying by other pupils or members of staff				Clear anti bullying and harassment messages are communicated throughout the school. Allegations of harassment/bullying 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				
Use of Photocopiers	Staff	Exposure to ozone and heat output from photocopiers could lead to discomfort e.g., sore eyes and sore throats.	3	2	6M)	Photocopiers and printers are serviced / maintained in accordance with manufacturer's instructions and located in well ventilated areas. Where possible locating printers / photocopiers on escape routes in avoided.	1	2	2 (L)	
Use of guillotine	Staff	Suffer injury e.g., cuts or amputation from using guillotine	2	2	4(M)	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	1	2	2(L)	



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Use of Scissors / knives	Staff, Students	Cuts, puncture wounds	3	2	6(M)	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 / knives to be counted in and out where required for use in subjects. Scissors used by teachers are kept in a location inaccessible to children. Snap off knives are not permitted for use.	1	2	2(L)	
Use of Staple gun	Staff	Cuts, puncture wounds	3	2	6(M)	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.	1	2	2(L)	
Use of glue gun	Staff, students	Burns from hot glue	3	2	6(M)	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	1	2	2(L)	
Burns / Scalds from hot water or surfaces	Staff, students	Burns or scalds from hot surfaces / water	2	2	4(M)	Thermostatic mixer valves are used to control the temperature of water outlets for showers and are routinely checked Site team will monitor and adjust the temperatures of heat sources where required. Water temp monitoring is completed monthly. Staff rooms are provided for 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.	1	2	2(L)	



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Use of Lifts	students, staff, visitors, contractors	Doors jamming, lift failing, electrical issues could cause serious injuries.	3	3	9(H)	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. Service provider will assist the school site team to remove users trapped. Service keys for lift is kept with site team to prevent unauthorised use. User keys (where fitted) are issued by Pastoral / student support to authorised users.	1	3	3 (L)	
Use of Electric / Automatic doors (including external gates)	students, staff, visitors, contractors	Various injuries (minor to major) including crush injury, by being struck by the doors or trapped if they are not working as designed	3	3	9(H)	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 sensed 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.	1	3	3(L)	



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Electrical Equipment (fixed and portable)	students, staff, visitors, contractors	Incur minor or major electric shock or burns if they use faulty electrical equipment	3	3	9(H)	The site team is responsible for managing and maintaining electrical testing. The fixed electrical system is inspected / tested at 5 yearly intervals Portable appliances receive routine user visual checks by the user. Visual checks are not recorded unless a fault is found and this would be reported on the Civica reporting system. Portable appliances receive annual Portable Appliance Testing (PAT) & Stationary IT equipment is tested every 2 years. Staff instructed to stop using faulty equipment and report faults to the site team immediately (e.g., exposed cable, broken casing). The equipment should then be suitably labelled and taken out of use until a repair has been affected Wall mounted 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.	1	3	3(L)	
Gas	students, staff, visitors, contractors	Injury / death from Gas explosion or from inhalation of carbon monoxide gas	3	3	9(H)	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. Departments with gas appliances should notify the Site team when the service is due.	1	3	3(L)	



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Falling Shelves, racking and display stands	students, staff, visitors, contractors	Injury from the collapse of shelves or racking and the items falling from them	3	3	9(H)	<p>The use of chairs / tables to access shelves is strictly prohibited.</p> <p>Heavy or fragile objects to be stored / displayed on lower shelves</p> <p>Safe Working Loads of a shelf, rack or display stand must not be exceeded</p> <p>All equipment in the classroom is regularly checked by teaching staff, any damaged or bowing shelves/racking are reported to the site team via the Civica reporting system.</p> <p>All maintenance work to be undertaken by site team or suitable contractors.</p> <p>Wherever possible, tall shelves, racks and display stands should be bolted to the wall or floor.</p>	1	3	3(L)	
Inadequate First Aid Provision	students, staff, visitors, contractors	Injury may become more severe if first aid treatment is unavailable / incorrect	3	3	9(H)	<p>A First Aid Risk assessment on the number of first aid trained persons must be completed and adequate numbers must be available. All work hours need to be covered with first aider provision.</p> <p>Staff are made aware who the first aiders are. Notices should be put up around the school displaying who are first aiders.</p> <p>First aid training has been carried out by an approved training organisation and refresher training is undertaken as necessary</p> <p>A defibrillator is available in case of emergency. The Emergency Services will talk users through how to use it in the event.</p> <p>Fully stocked first aid kits are easily accessible around the school premises. If items within the first aid kit are removed by staff, they are responsible for informing management to order further supplies.</p> <p>First Aid Kits are checked and restocked by a designated person at least termly. This is recorded.</p>	1	3	3(L)	



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Exposure to infectious material	students, staff, visitors, contractors	Contact with vomit, blood, urine or faeces	3	2	6(M)	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 / cleaning team needs to be informed if cleaning is required e-learning training is available	1	2	2(L)	
Exposure to Chemicals	students, staff, visitors, contractors	Any health effects from the use of chemicals (including cleaning products)	3	3	9(H)	eLearning is available for any member of staff who may have use of chemicals as part of their role. A review of substances held and used at the school must be 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. These are held locally e.g., by site. Staff using hazardous substances are made aware of the risks and have adequate PPE to minimise any ill health affects Spillage kits and PPE (gloves, aprons and goggles) are available where required	2	3	6(M)	eLearning for COSHH needs to be rolled out to the specific job roles.



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Bomb threat / suspicious package	students, staff, visitors, contractors	Injury / death from explosion of building or package	3	3	9(H)	Staff are advised to remain vigilant for the presence of suspicious packages in the building. Report any suspicious packages with caution and report to the site team. The site is mostly covered with CCTV security system and internal safeguarding fencing, making unauthorised entrance into the site unlikely If staff suspect unauthorised attempts to enter the site or they see or hear anything suspicious they must contact the Reception, Site Manager, SLT or the Associate Head. Never attempt to apprehend an intruder. The school has an emergency lockdown procedure which would be initiated on the alarm being raised. A specific sounding alarm is allocated to Lock down.	1	3	3(L)	
Unauthorised access to the school	students, staff, visitors, contractors	injury caused by an intruder gaining access to the site. Possible abduction of persons from school site by an intruder	3	3	9(H)	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 lanyards with photo badges identifying them as visitors. EDBS cleared visitors wear lanyards / ID badges identifying them as unaccompanied visitors. The building and grounds are locked and secured outside working hours. The school is kept locked during the school teaching hours to prevent unauthorised access to the site. The site should only be left open at the beginning and end of the school day. The site is available for letting / hirers after the teaching period has ended, 5pm onwards. This is when site can be left open for these attendees.	1	3	3(L)	



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			P	S	Risk		P	S	Risk	
Contractors	Staff, students, visitors	Unsafe practices may cause injury / harm to themselves or others onsite	3	3	9(H)	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 site management. If dangerous practices are observed, management will take steps to rectify the problem or request contractors to cease operation There is an AMAT health and safety policy that includes information on managing contractors.	1	3	3(L)	
Hiring out facilities	Members of public using agreed facilities	Injuries to members of the public whilst on the premises	3	3	9(H)	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 A member of staff is always present during hiring of school facilities. There is an AMAT Community Use Agreement Policy to be used for hiring out the school premises	1	3	3(L)	



AMAT Secondary School General Operational Risk Assessment

What is the Hazard	Who is at Risk	How can the hazard cause the harm?	Initial Risk			Existing Control Measures	Controlled Risk			Additional Controls / Actions Required
			P	S	Risk		P	S	Risk	
Internet Use	Staff, students	Exposure to cyber bullying, online predators, social media misuse, privacy breaches	3	2	6(M)	Staff and students' online safety training and reminders through assemblies, ICT acceptable Use Policy, Online Safety Policy, GDPR Policy A filter system prevents access to certain websites	1	2	2(L)	
Cyber security / passwords	Staff, students	Harm to staff or students' wellbeing by password breaches, ransomware hacking of individual user accounts through email phishing attacks & malware. Unauthorised access to systems, theft of information, theft of identity	3	3	9(H)	E-learning is mandatory for all staff to complete annually. Staff training and also through the use of reminders on how to use technology safely, which are delivered via email to all staff. Staff 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. 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	1	3	3(L)	
Offsite Visits	Staff, students	Injuries to students and staff when on school trips. This includes PE trips	3	3	9(H)	Evolve is used for all trips and visits management. The school's Educational Visits Administrator holds copies of risk assessments completed for day trips/residential trips, PE trips. Risk Assessments take into account the guidance set out in the DFE document 'Health and Safety in Students on Educational Visits' and 'The outdoor educational advisors panel (OEAP). Further information can be found in the educational trips and visits folder in the Staff Team. PE local fixtures must go onto EVOLVE as local visits. Overnight / high risk visits are authorised by our H&S consultants.	1	3	3(L)	



AMAT Secondary School General Operational Risk Assessment

What is the Hazard	Who is at Risk	How can the hazard cause the harm?	Initial Risk			Existing Control Measures	Controlled Risk			Additional Controls / Actions Required
			P	S	Risk		P	S	Risk	
Deliveries	students, staff, visitors, contractors	Harmed by colliding with a delivery vehicle	3	3	9(H)	Where possible, deliveries take place out of school hours/not at the beginning/end of the school day to avoid students moving around 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 busy areas where practicable. Banksman training is required for staff who would undertake the role. All staff who will operate a banksman role must wear hi-visibility vest during any banksman task. Where a loading bay and unloading equipment is available 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	1	3	3(L)	
Vehicle Collision with a Pedestrian (Including cars, coaches, minibus-es, delivery vehicles)	students, staff, visitors, contractors	Injury from collision with a vehicle	3	3	9(H)	There are dedicated pedestrian walkways around the site, separating pedestrians from vehicles. There are speed limits in place for driving onsite Car parking spaces are marked out in dedicated bays, with disability space located in close proximity to reception. Outdoor areas are supervised by staff during break times. External lighting across the site for darker winter months / early mornings / late evenings. Student drop off / collection is monitored by staff.	1	3	3(L)	



AMAT Secondary School General Operational Risk Assessment

What is the Hazard	Who is at Risk	How can the hazard cause the harm?	Initial Risk			Existing Control Measures	Controlled Risk			Additional Controls / Actions Required
			P	S	Risk		P	S	Risk	
Push bikes, scooters / Electric assisted pedestrian vehicles. (e.g., e-bikes, e- scooters)	students, staff, visitors, contractors	Cyclists could be injured by colliding with a moving vehicle <i>Excessive Speeds causing severe injuries. Battery Malfunction causing spontaneous ignition / fire</i>	3	3	9(H)	Students/staff are able to cycle to school and store their bikes in the bike shelter behind <i>Science</i> . 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. <i>No charging permitted onsite. No illegal products permitted onsite e.g., e- scooters, sur-Ron e bikes. Only legal / regulated electric e- cycles permitted onsite. No riding onsite.</i>	1	3	3(L)	
Minibus Driving 2 x 17-seater minibuses @ Lode Heath	Staff, students	Staff or students could be injured during a road traffic accident whilst travelling on a trip Students or staff could also have a medical emergency whilst travelling.	3	3	9(H)	There is an AMAT Drivers Policy in place. Staff that drive the minibus are subject to submit their driving licence summary annually. Minibus competency training (MIDAS) 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 or health concerns 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 All minibuses have an onboard first aid kit. All minibus drivers should be first aid trained or should have a first aider present for all journeys Where possible coaches will be used for school trips and mini buses are used for local arrangements	2	3	6(M)	Minibus driver checks to include first aid provision.
Spinney	Prior to use of the Spinney Area. Staff must read the 'Spinney Risk Assessment' and confirm that they have read this, before placing a booking.									
Risk Register	The school holds / maintains a risk register for assets that are deemed high risk, such as the Spinney, Trees surrounding the site, Science Pond. This is available to view upon request.									



AMAT Secondary School General Operational Risk Assessment

Any queries / changes that you may have, need to be brought to the attention of your school H&S Lead. All updates will be collated together and verified with central services and if necessary, our H&S Consultants.

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
1	Lone Working - 6	<i>Out of hours first aid required to be reviewed</i>	SLT	November 2025	
2	Exposure to chemicals - 6	<i>eLearning for COSHH needs to be rolled out to the specific job roles.</i>	SLT	November 2025	
3	Driving - 6	<i>Minibus driver checks include first aid provision.</i>	SLT / Transport Manager	April 2026	