

**WHOLE SCHOOL RISK ASSESSMENT  
2022-2023- V2**



Date approved: 04-11-2022

<b>Operations / Work Activities covered by this assessment:</b>	General School Activities
<b>School / College Name and Address:</b>	New Level Academy, Pendolino Way NW10 0RP

Hazards Considered (under routine, non-routine & emergency conditions) Step 1 (Clause 1.3)	Who might be harmed and how Step 2 (Clause 3.2)	Examples of Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Severity	Likelihood	Risk Rating		who (Name)	when (Date)	complete (Date)	Severity	Likelihood	Risk Rating
<b>ACCESS AND EGRESS – (Including car parks, corridors, entrances and exits and external areas)</b>												
<b>Slips and trips</b>	<p>Staff, students, visitors and contractors may be injured as a result of a slip or trip on:</p> <ul style="list-style-type: none"> <li>damaged carpets /mats,</li> <li>spillages from cleaning substances / beverages</li> <li>items of equipment obstructing walkways</li> <li>defective surfaces inside or outside of the building.</li> <li>ice in winter weather</li> </ul> <p>This may result in bumps and blows, bruising and fractures.</p>	<ul style="list-style-type: none"> <li>Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.</li> <li>Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).</li> <li>Efforts made to grit external floors in icy weather.</li> <li>Defected areas to be highlighted and cordoned off where possible.</li> </ul>	M	L	L	None						
<b>Contact with vehicles</b>	<p>Staff, students or visitors in the car park may be struck by a moving vehicle resulting in bumps / blows, fractures, fatality and entrapment between items.</p>	<ul style="list-style-type: none"> <li>Segregation of students and visitors from traffic routes and moving vehicles.</li> <li>School staff control the mini bus embarkation point at school closing due to the high volume of traffic leaving the site.</li> </ul>	H	L	M	None						

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<b>Exposure to inclement weather</b>	Staff and student may suffer from conditions of hypothermia and sun burn and dehydration as a result of working in external areas for long periods of time.	<ul style="list-style-type: none"> <li>Sun screen and drinking water provided in hot weather.</li> <li>Suitable clothing and footwear to be worn by all.</li> <li>Regular communication with staff to take place in extremes of temperature.</li> </ul>	L	L	L	NONE						
<b>Falls from height</b>	Staff, students and visitors may be injured as a result of a fall from a high level walkway, window or a slip/trip down the stairs. This may result in bumps and blows, fractures and potentially fatality.	<ul style="list-style-type: none"> <li>Handrails and use of handrails enforced within school.</li> <li>No running implemented within school.</li> <li>Due courtesy of staff, students and visitors when moving through site.</li> <li>Window restrictions in place where appropriate.</li> <li>Staggered entry / exits of large numbers of students out of the buildings.</li> </ul>	M	L	L	NONE						
<b>Contact with people and property</b>	Staff, students, and visitors may be injured as a result of making contact with large obstructive items and other people walking through the school. This may result in bumps and blows, bruising and possibly lacerations.	<ul style="list-style-type: none"> <li>No running implemented within school.</li> <li>Due courtesy of staff, students and visitors when moving through site.</li> <li>Staggered entry / exits of large numbers of students out of the buildings.</li> </ul>	L	L	L	NONE						

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Fire	Large numbers of staff, students and visitors may be injured or killed as a result of poor evacuation procedures / house keeping.	<ul style="list-style-type: none"> <li>Escape routes and exits checked regularly for obstructions and recorded in a fire log book.</li> <li>No fire escapes to be kept locked.</li> <li>Fire drills to ensure that all staff and students are aware of where to exit and assemble in the event of a real fire.</li> <li>Fire exits not to be blocked outside of the building.</li> </ul>	H	L	M	NONE						
<b>ADMINISTERING MEDICATION</b>												
Exposure to substances	Staff or Students may accidentally ingest substances intended for specific medical conditions resulting in illness and potentially death.	<ul style="list-style-type: none"> <li>Staff to follow specific instructions from parents to administer medication and ensure they have had sufficient training to do so where necessary.</li> <li>Staff to always read instructions supplied with medication and on bottle before administering.</li> <li>Staff aware of signs / symptoms which indicate a need for medication or which indicate an overdose may have been administered.</li> <li>Staff aware of what to do in situations where an overdose has been administered</li> <li>Key staff have undertaken training on the management of health needs of students.</li> </ul>	H	L	M	NONE						



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<b>CLASSROOM ACTIVITIES</b>												
<b>Slips and trips</b>	Students, teachers and visitors may fall over obstructive items on the floor of the classroom including chairs, tables and damaged carpets. Staff, Students and visitors may slip on spillages of water, sand, paints etc... Staff and Students may also trip over trailing cables near ICT equipment. These slips and trips may result in bumps, bruises and potentially fractures.	<ul style="list-style-type: none"> <li>Visual inspection of classrooms for obstructions prior to start of each day and after lunch break.</li> <li>Any defects which may pose a trip hazard to be reported and rectified accordingly.</li> <li>All tables to be correctly aligned and chairs to be stacked on tables at the end of each day.</li> <li>Encourage Students to tidy as they go in schools.</li> <li>All cables to be kept tidy and away from egress routes.</li> <li>All spillages to be cleaned immediately.</li> </ul>	M	L	L	NONE						

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<b>Violence and aggression</b>	Staff and Students may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.  (Teachers may identify that Students have been subject to violence outside of school activities)	<ul style="list-style-type: none"> <li>Adequate supervision and awareness of pupil behaviours at all times during classroom activities.</li> <li>Individual behaviour assessments conducted for difficult Students.</li> <li>Students encouraged to be polite and courteous towards their fellow students and teachers.</li> <li>Staff received MAPA / De-escalation training as necessary.</li> <li>Staff aware of safeguarding Students reporting procedures and designated safeguarding officer.</li> <li>Discipline / Isolation procedures in place for offending Students.</li> </ul>	M	L	L	NONE						
<b>Stress</b>	Staff and students may be subject to stress as a result of increased work loads, lack of communication, emotional involvement with students and staff, disruptive Students and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.	<ul style="list-style-type: none"> <li>Stress surveys carried out at school via OHU and any significant findings acted upon.</li> <li>Open door policy implemented with Head Teacher and staff.</li> <li>Staff encouraged to express any stressful concerns in curriculum team meetings.</li> <li>Counselling service available for all staff.</li> <li>Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed.</li> <li>Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom.</li> <li>Regular term time breaks from work activities.</li> <li>Head Teacher to engage in regular liaison with trustee.</li> </ul>	M	L	L	NONE						

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<b>Contact with substances</b>	Teaching staff and Students may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and design technology substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.	<ul style="list-style-type: none"> <li>Separate COSHH assessments conducted for all harmful substances.</li> <li>Students instructed on the safe use of particular substances.</li> <li>Safety Eyewear conforming to BS EN 166 supplied where required.</li> <li>Protective aprons and gloves to be worn where required.</li> <li>CLEAPSS guidance available for all substances used in Science and D&amp;T areas.</li> <li>Low risk purchase policies implemented to ensure that dangerous substances are not brought onto site.</li> <li>Liaison with other contractors / premise users to ensure that there are no conflicting substances used on site.</li> </ul>	M	L	L	NONE						
<b>Burns / Scalds</b>	Staff / students may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using soldering irons, glue guns, kettles and hot drinks.	<ul style="list-style-type: none"> <li>Hot drinks to be kept away from students at all times and not to be carried across the classroom.</li> <li>No kettles to be kept in classrooms.</li> <li>All students instructed in the safe use of tools and equipment and provided with PPE where required.</li> </ul>	M	L	L	NONE						
<b>Contact with sharp edges</b>	Staff and students may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.	<ul style="list-style-type: none"> <li>Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture.</li> <li>Safety scissors provided where possible.</li> </ul>	L	L	L	NONE						



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<b>Contact with electricity</b>	Staff and students may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.	<ul style="list-style-type: none"> <li>PAT testing of all school portable electrical items and Interserve to arrange testing of all portable electronic items of equipment PFI contractual items on an annual basis.</li> <li>Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year.</li> <li>Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported Head Teacher</li> </ul>	M	L	L	NONE						
<b>Exposure to adverse environmental conditions</b>  (Including noise, lighting, ventilation, temperatures etc...)	Staff and students may be subject to injury / ill health as a result of exposure to adverse weather conditions and poor environmental conditions within the school. For example, a child may suffer ill health as a result of a classroom being too cold. Other injuries may include sun burn, hypothermia, dehydration, eye strain and ear ache.	<ul style="list-style-type: none"> <li>All classrooms are regularly inspected for adequate ventilation, lighting and temperature. Any inadequacies to be reported to the site duty holder for rectification.</li> <li>Gas / Electric based heating systems to be serviced regularly.</li> <li>Portable heaters available if temperatures drop below 16°C.</li> </ul>	M	L	L	NONE						

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<b>Falling items from height</b>	Staff and students may be injured as a result of items stored in construction workshop falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.	<ul style="list-style-type: none"> <li>Only light items to be stored at height.</li> <li>Only staff to reach for items stored at height ensuring that no Students are below the potential "drop zone."</li> <li>Items at height to be stored in a sensible manner to ensure that the potential for falls is limited.</li> <li>Suitable access equipment to be provided and maintained for staff to access items stored at height.</li> </ul>	M	L	L	NONE						
<b>Contact with people and property</b>	Staff and students may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.	<ul style="list-style-type: none"> <li>All walkways to be kept tidy at all times.</li> <li>Due courtesy and respect of staff and Students for their fellow staff / students.</li> <li>All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms.</li> </ul>	L	L	L	NONE						
<b>Use of equipment</b>	Staff and students may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.	<ul style="list-style-type: none"> <li>All electrical equipment to be PAT tested on an annual basis.</li> <li>All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed.</li> <li>PPE to be provided where required.</li> <li>Training and instruction given to all staff and students who operate the equipment.</li> <li>Students to be supervised when using equipment.</li> <li>No loose hair, clothing or jewellery to be worn when using equipment.</li> <li>Trailing cables to be secured to prevent trips.</li> </ul>	M	L	L	NONE						

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Access Rail track	Staff, students and visitors may be injured as a result of going on rail line	<ul style="list-style-type: none"> <li>Secure Perimeter Fence r</li> </ul>	M	L	L	NONE						
<b>EMERGENCY SITUATIONS</b>												
<b>First aid</b> (A separate first aid assessment should be conducted)	In the event of an accident, injury, or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<ul style="list-style-type: none"> <li>Adequate number of first aiders and emergency first aiders available in school.</li> <li>First aiders always available on educational visits.</li> <li>Training issued and refreshed continually to first aiders.</li> <li>First aid kits suitably stocked.</li> <li>First aid kits situated throughout the school.</li> <li>First aid kits regularly checked to ensure adequate provisions are available.</li> <li>School awareness of method for contacting the emergency services.</li> </ul>	M	L	L	NONE						

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<b>Fire</b>	Any person on site may be subject to serious injury / death in the event of a fire.	<ul style="list-style-type: none"> <li>Local Fire Risk Assessment conducted in school. More detailed controls contained within.</li> <li>Emergency action plan devised, communicated and tested.</li> <li>All visitors made aware of nearest fire exits and assembly points.</li> <li>Fire Safety Awareness training provided for staff.</li> </ul>	H	L	M	NONE						
<b>Emergency Evacuation</b>	Any person on site may be subject to serious injury / death if they fail to escape during a evacuation.	<ul style="list-style-type: none"> <li>Emergency evacuation procedures effectively communicated and tested throughout school.</li> </ul>	H	L	M	NONE						
<b>Property damage</b>	All persons on site may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	<ul style="list-style-type: none"> <li>Regular premise inspections conducted to identify any issues with the property's fabric.</li> <li>Regular checks of asbestos on site conducted and recorded to monitor its condition.</li> <li>Condition survey team identify major works required and allocate funds for remedial works on a priority basis.</li> <li>If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately.</li> <li>Further assessment to be conducted if a dangerous property issue arises.</li> </ul>	H	L	M	NONE						

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<b>PE ACTIVITIES</b> – AfPE guidelines should be followed and a specific assessment should be conducted for activities where a significant risk of injury is present. <b>PLAYGROUND ACTIVITIES</b> (Including break times and arriving to and departing from school)												
<b>Contact with people and property</b>	<p>Staff and students may incur injury as a result of making contact with large obstructive items and other people during break times.</p> <p>This may result in:</p> <ul style="list-style-type: none"> <li>Bumps</li> <li>Blows</li> <li>Bruising</li> <li>Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>All equipment not in use to stored away.</li> <li>Adequate supervision.</li> <li>Sufficient space for the amount of Students.</li> <li>All hard and sharp edges of equipment to be minimised.</li> </ul>	L	M	L	NONE						
<b>Slips and trips</b>	<p>Students may slip or trip on:</p> <ul style="list-style-type: none"> <li>Uneven Surfaces</li> <li>Snow/Ice</li> <li>Poorly Maintained Ground Surface</li> <li>Incorrectly Stored Equipment</li> </ul> <p>This may result in:</p> <ul style="list-style-type: none"> <li>Bumps</li> <li>Blows</li> <li>Bruising</li> <li>Breaks</li> <li>Fractures</li> <li>Sprains</li> <li>Cuts</li> <li>Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>Efforts made to grit external floors in icy weather.</li> <li>Defected areas to be highlighted and cordoned off where possible.</li> <li>Ground surfaces to be maintained in a good condition.</li> <li>Infrequently used equipment to be stored away.</li> <li>Good Housekeeping.</li> <li>Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.</li> </ul>	M	L	L	NONE						

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<b>Violence and aggression</b>	Staff and students may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.  (Teachers may identify that Students have been subject to violence outside of school activities)	<ul style="list-style-type: none"> <li>Adequate supervision and awareness of pupil behaviours at all times during break times.</li> <li>Individual behaviour assessments conducted for difficult Students.</li> <li>Students encouraged to be polite and courteous towards their fellow students and teachers.</li> <li>Staff received De-escalation training where necessary.</li> <li>Staff aware of safeguarding Students reporting procedures and designated safeguarding officer.</li> <li>Discipline / Isolation procedures in place for offending Students.</li> </ul>	M	L	L	NONE						
<b>Use of Sport equipment</b>	Students may incur injury as a result of incorrect use of equipment or as a result of faulty equipment.	<ul style="list-style-type: none"> <li>Students to be supervised by competent staff at all times.</li> <li>Defective Equipment must be removed from use until repaired or replaced.</li> </ul>	M	L	L	NONE						
<b>SCHOOL TRIPS AND OFF-SITE VISITS –</b>												
<b>First Aid</b>	Staff, and students may require first aid during a school trip	<ul style="list-style-type: none"> <li>First Aid arrangements must be made prior to the visit taking place.</li> <li>Any relevant information about medical conditions etc. should be obtained from students' parents prior to the trip.</li> </ul>	M	L	L	NONE						



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<b>General premise condition</b>	All persons on site may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	<ul style="list-style-type: none"> <li>Regular premise inspections conducted to identify any issues with the property's fabric.</li> <li>Regular checks of asbestos on site conducted and recorded to monitor its condition.</li> <li>Condition survey team identify major works required and allocate funds for remedial works on a priority basis (Interserve FM)</li> <li>If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately.</li> <li>Further assessment to be conducted if a dangerous property issue arises.</li> </ul>	M	L	L	NONE						
<b>Perimeter fencing</b>	<p>Students may incur injuries whilst attempting to climb perimeter fencing.</p> <p>This may result in:</p> <ul style="list-style-type: none"> <li>Falling from height</li> <li>Impalement</li> <li>Cuts</li> <li>Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>Staff to supervise students during break times ensuring they do not climb the fencing.</li> </ul>	M	L	L	NONE						
<b>ADDITIONAL INFORMATION</b>												



Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:		Review Date August 2023	
	Date: <b>4th November 2022</b>	Authorised By: Terry Springer	Date: 4th November 2022

*\* To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.*

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

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