



Lode Heath Secondary School General Operational Risk Assessment (AMAT)

Area: Lode Heath General School Operational Risk Assessment	Assessors: JThomas / G Davies	Date of Assessment: July 2026	Review Date: Annually
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. 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. 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. 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. 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/ The mandatory staff training courses for all staff are below. There may be others that are required for specific job roles. >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. >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. >Certificate in Allergy & Anaphylaxis Awareness (Mandatory Annual Refresher Required for this Module)			



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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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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	
Failing to communicate emergency procedures at Out of Hours School Events / School Productions	Visitors, Contractors	Physical injury, ill-health with potentially fatal consequences if involved in an emergency	3	3	9(H)	- All relevant H&S Information and Emergency procedures MUST be communicated to all visitors at Out of Hours School Events. Seek support from School SLT H&S Representative if unsure what this information should be.	2	3	6(M)	
Insufficient Health & Safety Information & training for employees	students, staff, visitors, contractors	Physical injury or ill health from inappropriate behaviour due lack of knowledge of hazards / risks	2	3	6(M)	- Employees receive Induction training when join the school. An Induction checklist ensures that relevant H&S aspects are covered off. - New staff complete 7 mandatory H&S training modules on National College and then refresher is every 3 years. (Allergy Awareness refresher is annual) - There is a Health and Safety Policy Manual on the Arden Multi Academy Trust Website (ardenmat.org.uk) - Staff Briefings given where necessary	1	2	2(L)	
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)	All staff will undertake fire marshal e-learning training. - A fire risk assessment has been conducted for all buildings onsite which is reviewed 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)	1	3	3(L)	



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Fire Cont'd						• 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. • Waste bins are emptied regularly. • Smoking / vaping is prohibited on site • Electrical appliances and systems 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 termly and are recorded. • <u>Toasters are ONLY permitted for use in the main STAFFROOM.</u>				



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Insufficient / unsuitable emergency plans / poor management of emergency situations	students, staff, visitors, contractors	Physical injury, ill-health with potentially fatal consequences if involved in an emergency				<i>School critical incident plan is in place.</i> <i>Emergency contact details for employees and pupils is available. Responsibility of carers, parents and employees to inform school of any changes.</i> <i>There is a lockdown procedure</i> <i>There is an evacuation procedure</i> <i>Drills take place during the school year</i>				
Smoking / Vaping	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)	



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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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Slips, trips and falls (e.g., trailing cables, incorrect storage, 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)	<u>All staff undertake a slip, trips and falls e-learning module.</u> - All pedestrian routes and car park surfaces should be checked routinely for slip or trip hazards. - 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. - The Car Park is constructed of an even surface and there are no significant changes in gradient present. - Staff are responsible for reporting any slip or trip hazards identified whilst working anywhere on the school site, to site team via Civica reporting system. - 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 on site. - Do not leave tools or equipment lying around unattended when not in use, in walkways or other areas accessed by pedestrians.	1	3	3(L)	



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Slips, trips, falls Cont'd						- Do not leave books, cardboard boxes or chairs etc lying around unattended when not in use, in walkways or other areas accessed by pedestrians. - Floor and walkways kept clear at all times. - 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) - Wet floor signage is used when mopping floors in corridors, classrooms or toilets - 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 - One-way systems on staircases in Main Building ONLY to reduce amount of people.				



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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)	<u>All staff undertake an e-learning module in Working at Height.</u> - 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) - 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. <u>The condition of the ladder should be checked before each use to ensure there are no rungs missing or any damage to the ladder.</u> - Any defects must be reported to the Site Team. Defective ladders will be labelled and removed from use. - All users are responsible for reporting any defects found. <i>Lighting / light fittings are exchanged / replaced by external contractors.</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. - Window restrictors will be replaced when required.	1	3	3 (L)	



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Incorrect Manual Handling Techniques	students, staff, visitors, contractors	Musculoskeletal problems	3	2	6(M)	<u>A Manual Handling e-Learning training module is undertaken by all staff.</u> - Trolleys are available for use to move heavy objects. Teaching staff are not exposed to heavy lifting – most lifting undertaken by Site team. - 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.	1	2	2 (L)	
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)	- There is an AMAT Lone Working Policy (ardenmat.org.uk) - 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 or leaving the site. <i>Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness (e.g., Diabetes, Epilepsy). Members of staff must inform HR if concerns.</i> - 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.	2	3	6(M)	



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						A first aider must be on site at all operational hours.				
Poor Temperature	students, staff, visitors, contractors	High or low temperatures causing working discomfort	3	2	6(M)	<i>The school tries to maintain a comfortable temperature.</i> <i>Where mains heating is not available portable heaters will be supplied by school where possible, to rooms where needed. Equipment must be PAT tested.</i> <i>Staff can log concerns on the Civica reporting system which are raised with the site team. Or raise to HR / Line manager.</i> <i>Where high temperatures could impact the health, safety or wellbeing of pupils or staff, schools must consider appropriate risk control measures. Schools should take reasonable and proportionate steps to maintain a suitable working and learning environment. Controls should be proportionate to the level of risk identified.</i> <i>The Site Team needs to be made aware of temperature issues within any school building to support identifying a solution.</i> <i>In both high or low temperatures staff have the option of being moved to an alternative room should one be available.</i> <i>Adjustments are made to students / staff dress code dependent on weather.</i>	2	2	4(M)	
Poor facilities for hygiene, welfare, comfort	students, staff, visitors, contractors	Inadequate facilities causing poor hygiene.	3	1	3(L)	- Seating is provided in the staff room area along with basic kitchen facilities. - Toilets are provided with hot and cold water at the wash hand basin, soap, hand towels, locks on the doors.	1	1	1 (L)	



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						- All welfare facilities are maintained in a clean condition. <i>Adequate supply of drinking water is provided.</i>				
Noise	<i>students, staff, visitors, contractors</i>	<i>Temporary or permanent hearing damage</i>	2	2	4(M)	<i>School staff are not typically exposed to long periods of high noises.</i> <i>Any concerns regarding noise should be raised through the Civica reporting system and to line manager.</i> <i>Monitoring is available if it were required.</i> <i>Ear protection to be worn when operating machinery or equipment where the instructions stipulate it as a requirement.</i>	1	2	2(L)	
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)	<u>A Display Screen Equipment e-learning training module is completed by all staff</u> and this gives information on the risks, including adjusting work stations to suit individual requirements. - A DSE Assessment is available on the Civica System for completion by staff if required. It is recommended <i>for members</i> of staff who use a Pc for more than 50% of their working day. (e.g., <i>associate staff. SLT</i>) - Suitable equipment, desk and chair is provided <i>where identified as necessary.</i> - 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. See AMAT Policy on Eye Care for VDU users	1	2	2(L)	



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						Blinds are fitted at windows where necessary to prevent glare on screens.				
Pregnant Worker	Staff	Risks of things can be enhanced when pregnant e.g., manual handling tasks, extreme temperatures, long hours	3	3	9(H)	- 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. - 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.	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				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)				
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)	The school has a student anti-bullying policy. There is an AMAT dignity at work policy for staff. - 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 and is acting aggressively towards staff.	2	2	4 (M)	



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						- Any violent incidents involving pupils are logged <i>Synergy</i> 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)	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. <i>Staff have clear job descriptions.</i> - 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. - 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)	



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Bullying	Staff & Students	Suffering behaviour which could be considered bullying by other pupils or members of staff	3	2	6(M)	- There is an AMAT Dignity at Work Policy. - 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 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.	1	2	2 (L)	
Use of Photo-copiers	Staff	Exposure to ozone and heat output from photocopiers could lead to discomfort e.g., sore eyes and sore throats.	3	2	6(M)	- 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 is avoided. <i>Minimize exposure to UV light by ensuring the lid is down and avoid looking directly at the light.</i>	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 - 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	1	2	2(L)	



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Guillotine Cont'd						- Guillotine is placed on a non-slippery, flat surface before using. - Staff instructed to inform management if equipment is damaged or unsafe to use. - The guillotine should not be used by students.				
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 students 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 students <u>Snap off knives are not permitted for use</u>	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 students. - Staple guns should not be used whilst students are present. <u>Staples must only be used on dedicated display boards due to the potential damage to the walls which could be asbestos containing material.</u>	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)	



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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)	- Only competent persons can perform maintenance on the lift. - The Lift undergoes a service inspection quarterly - Additional routine maintenance of the lifts is carried out as in accordance with manufacturer requirements. - 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. - Weekly alarm tests are undertaken by site team and recorded on Civica. - The door closing mechanism closes slowly to prevent accidents. - The mechanism should only be adjusted by a competent person. <u>Under no circumstance are employees allowed to override the lift doors or enter the lift shaft.</u> - The lift is interlocked and doors cannot be opened when in use. - 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. <i>They are briefed on the operation of the lift and emergency procedures.</i>	1	3	3 (L)	



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Use of Electric / Automatic doors / Gates & Roller Shutters	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 <i>The main reception door is sensed. The electric vehicle gates are also sensed to prevent persons / vehicles being struck by the door / gate.</i> <i>The area around the door / gate is designed to prevent persons from being trapped.</i> - The doors are maintained in line with the manufacturers/ suppliers' recommendations. <i>There are a mix of electric and manual roller shutters onsite.</i> <i>Regular maintenance and inspections occur, these are recorded on Civica. Any issues identified should be reported on Civica to site team.</i>	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. <u>Visual checks are not recorded unless a fault is found and this would be reported on the Civica reporting system.</u> - 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)	



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Gas Leak	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)	
Materials / Equipment Storage leading to falling objects	students, staff, visitors, contractors	Injury from the collapse of shelves or racking and the items falling from them	3	3	9(H)	<u>The use of chairs / tables to access shelves is strictly prohibited.</u> - 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 via the Civica reporting system. - All maintenance work to be undertaken by site team or suitable contractors. - Wherever possible, tall shelves, racks and display stands should be bolted to the wall or floor.	1	3	3(L)	



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Inadequate First Aid Provision	students, staff, visitors, contractors	Injury may become more severe if first aid treatment is unavailable / incorrect	3	3	9(H)	- 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, including school trips. - Staff are made aware who the first aiders are. Notices should be put up around the school displaying who are first aiders. - First aid training has been carried out by an approved training organisation and refresher training is undertaken as necessary <i>There are 2 defibrillators available in case of emergency (x1 Student Support, x1 PE). The Emergency Services will talk users through how to use it in the event.</i> <i>They are visually checked monthly and annually serviced.</i> - 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. <i>There are also 3 Trauma Bleed kits onsite located in x1 Student Support, x1 PE, x1 Reception)</i> <u>First Aid Kits are checked and restocked by a designated person at least termly.</u> This is recorded.	1	3	3(L)	



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			P	S	Risk		P	S	Risk	
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 <i>Spill Kit e-learning training is available on National College</i>	1	2	2(L)	
Exposure to / Handling Chemicals	students, staff, visitors, contractors	Any health effects from the use of chemicals (including cleaning products)	3	3	9(H)	<i>COSHH risk assessments have been completed by our H&S Consultants for hazardous substances handled by site team and main kitchen staff. These are held locally e.g., by site, kitchen.</i> <i>CLEAPSS COSHH risk assessments are used for hazardous substances handled onsite as part of work activities in local departments e.g., DT, Art, Science.</i> <u>eLearning for COSHH must be completed for staff who use of chemicals as part of their role. e.g., Science & DT.</u> - 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. <i>All chemical waste must be disposed of in accordance with UK hazardous waste regulations and environmental legislation.</i>	1	3	3(L)	



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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
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Risk of exposure to asbestos	students, staff, visitors, contractors	<i>Health effects from minor to major from inhalation of asbestos fibres. (e.g., One time exposure is unlikely to pose a health risk)</i>	3	3	9(H)	- The risk to asbestos exposure is low. - The school has an asbestos management plan which contains all relevant information. It is surveyed and updated annually. - Staff are prohibited from fixing or damaging walls without prior permission from site team. - Staff must contact site team via Civica where any invasive fixings to the walls is required.	1	3	3(L)	
Risk of exposure to Legionella	students, staff, visitors, contractors	<i>Exposure to legionella bacteria can cause serious health consequences, most notably legionnaires disease which is a severe form of pneumonia.</i>	3	3	9(H)	- Acquiesce(consultants) carry out Legionella Monitoring, including monthly temperature checks. - A risk assessment is in place and is reviewed every 2 years. - Site team carry out weekly flushing of infrequently used outlets e.g., external taps. - All taps flushed during holiday periods	1	3	3(L)	
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.	1	3	3(L)	



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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
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Bomb threat Cont'd						- 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. <u>A specific sounding alarm is allocated to Lock down.</u>				
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.	1	3	3(L)	



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			P	S	Risk		P	S	Risk	
						- 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.				
Use of Contractors	Staff, students, visitors	Unsafe practices may cause injury / harm to themselves or others onsite	3	3	9(H)	<u>If you are bringing a contractor onsite, site team should always be informed.</u> <i>The competency of contractors is checked before services engaged including whether they have risk assessments / method statements.</i> - 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.	1	3	3(L)	



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						- 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.				
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)	
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)	



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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)	<u>E-learning is mandatory for all staff to complete annually.</u> - 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)	



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<i>Inadequate management and planning of Offsite Visits</i>	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. • PE local fixtures must go onto EVOLVE as local visits. • Risk Assessments must 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. • Overnight / high risk visits are authorised by <u>our H&S Consultants (Compliance Education)</u>.	1	3	3(L)	



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<i>Deliveries</i>	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. <i>School staff should not act as a banksman for the driver as training has not been provided; however, this does not exclude the potential necessity to alert the driver should a hazardous situation arise whilst they are manoeuvring their vehicle onsite.</i> <i>School staff should wear a hi-vis vest whilst awaiting receipt of a delivery, if they are in the vicinity / path of a reversing delivery vehicle.</i> - Where practicable, where a loading bay and unloading equipment is available it should be used. - 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. <u>No students are allowed in the carpark areas onsite.</u>	1	3	3(L)	



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Vehicle Collision with a Pedestrian	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)	
<i>Push bikes, scooters / Electric assisted pedestrian vehicles. (e.g., e-bikes, e-scooters)</i>	students, staff, visitors, contractors	Cyclists could be injured by colliding with a moving vehicle Excessive Speeds causing severe injuries. Battery Malfunction causing spontaneous ignition / fire	3	3	9(H)	- Students/staff are able to cycle to school and store their bikes in the <u>bike shelter behind science.</u> - 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. - 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.	1	3	3(L)	



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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)	<u>There is an AMAT Drivers Policy in place.</u> - 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 <u>be actioned every 4 years.</u> - 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. <u>Pre-use checks of the minibus must be carried out before it is used.</u> - 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. <u>All minibus drivers should be first aid trained or should have a first aider present for all journeys</u> - Where possible coaches will be used for school trips and mini buses are used for local arrangements.	2	3	6(M)	



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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.									
IF YOU ARE IN A HIGH-RISK DEPARTMENT (SCIENCE, DT, FOOD, PE, SITE) PLEASE READ AND SIGN YOUR DEPARTMENTAL RISK ASSESSMENTS EACH SEPTEMBER & IF ANY CHANGES ARE MADE DURING THE ACADEMIC YEAR.										
ADDITIONAL DEPARTMENT RISK ASSESSMENTS ALSO EXIST FOR ART, MUSIC, DRAMA. THESE ALSO REQUIRE READING & SIGNING BY STAFF WORKING IN THESE DEPARTMENTS EACH SEPTEMBER AND IF ANY CHANGES ARE MADE DURING THE ACADEMIC YEAR.										

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.



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ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
1	Communicating Emergency Procedures at Out of hours events / productions 6(M)	Review control measures to ensure all staff are aware of this requirement if running an out of hours event.	SLT H&S Representative	November 2026	
2	Lone Working 6(M)	Review control measures to ensure the AMAT Lone Working Policy is in place & being adhered to.	SLT H&S Representative	November 2026	
3	Stress 6(M)	Review control measures to ensure staff are aware of all the systems, help measures / signposting that is in place.	SLT H&S Representative	November 2026	
4	School Minibus 6(M)	Review control measures to ensure all elements are in place.	SLT H&S Representative	November 2026	
5					