

1. Preliminaries

- 01 Introduction
- 02 Policy on Risk Assessment
- 03 Template for the Risk Assessment Proforma

2. Assessments of Risk Areas INSIDE the School Buildings

- 001 Accidents
- 002 Aggressive Pupils
- 003 Alarm System
- 004 Allergies
- 005 Arson
- 006 Art & Pottery Department
- 007 Assaults on Pupils & School Personnel
- 008 Assemblies, Awards, Ceremonies, Concerts
- 009 Boiler Room
- 010 Bomb Scare, Suspicious Parcel or Envelope
- 011 Book Fairs & Jumble Sales
- 012 Breakfast Clubs & After-School Clubs
- 013 Canteen Catering
- 014 Caretaker's & Cleaners' Storerooms
- 015 Child Protection
- 016 Children with Disabilities or Special Educational Needs
- 017 Classrooms
- 018 Communicable or Infectious Diseases
- 019 Computer Suite
- 020 Computer Work Stations & Visual Display Units
- 021 Computers Used by Pupils in Classrooms
- 022 Cookers
- 023 Craft, Design & Technology Department
- 024 Criminal-Background Checks
- 025 Data Protection
- 026 Detentions
- 027 Disabled People's Toilets & Showers
- 028 Disco for Pupils
- 029 Disturbances on School Premises
- 030 Doors from Classrooms to the Exterior
- 031 Drinking-Water Fountains
- 032 Drugs & Substance Abuse
- 033 Early Identification of Special Educational Needs
- 034 Electric Wall Sockets
- 035 Electrical Equipment
- 036 Entrances
- 037 Epilepsy
- 038 Evacuation of the School Buildings
- 039 Eye Protection
- 040 Finger Entrapment
- 041 Fire
- 042 Fire Equipment
- 043 Fire Exits
- 044 First Aid
- 045 First-Day Contact
- 046 Footwear
- 047 Games Period Indoors
- 048 Halls & Corridors
- 049 Home Economics Department
- 050 Injuries to Pupils

051	Internet Access & Security
052	Intruders on School Premises
053	Jewellery Worn during Games & PE
054	Laboratories
055	Looked-After Children
056	Lunch Boxes
057	Manual Handling
058	Medical Inspections
059	Medical Room
060	Medicines Administered to Pupils
061	Milk Provision
062	Mobile Telephones
063	Money to be Counted & Banked
064	Mothers New or Expectant
065	Musical Instruments
066	Office
067	Parent Helpers
068	Parent-Teacher Consultations
069	PE Equipment
070	PE Equipment Storeroom
071	PE Period
072	PTA Dance
073	Pupils' Personal Property left with Staff
074	Radiators
075	Showers
076	Staff Working Alone in School
077	Staffroom
078	Staging Units at School Events
079	Stress
080	Students on Teaching Practice
081	Students on Work Experience
082	Supervision Before & After School & at Breaktime
083	Supply Teachers
084	Tame Animals (including Birds)
085	Temporary Closure of School
086	Toilets
087	Toys
088	Tuck Shop
089	Vandalism
090	Vending Machines
091	Ventilation
092	Visitors to School (including Parents)
093	Voluntary Workers
094	Waste
095	Water-Coolers
096	Weapons in School
097	Whistles
098	Wild Animals (including Birds)
099	Windows
100	Working at Heights

3. Assessments of Risk Areas OUTSIDE the School Buildings

01	Arrival & Departure of Pupils
02	Benches & Litter Bins
03	Bus Shelter on School Grounds
04	Car Boot Sale
05	Cars Dropping off & Collecting Children
06	Cars Parking on School Grounds
07	Delivery Vehicles



- 08 Driveway
- 09 Fayres & Fêtes
- 10 Flower Beds
- 11 Litter
- 12 Mobile-Phone Masts
- 13 'Outdoor Classroom'
- 14 Play & Recreational Areas
- 15 Playground & Recreational Equipment
- 16 Ramps for Wheelchairs & Pushchairs
- 17 Refuse Bins
- 18 School Ponds
- 19 Sports Day
- 20 Sports Field
- 21 Sports Fixtures & Practice Matches
- 22 Staff Cars Parked & Driven on School Grounds
- 23 Steps
- 24 Storage Rooms
- 25 Traffic Management
- 26 Trees in School Grounds
- 27 Warning Signs
- 28 Wire Fencing Bordering the School Grounds

4. Assessment of Risk Areas Off-Site

- 01 Castle
- 02 Church or Cathedral
- 03 Coach Hire
- 04 Escorts
- 05 Farm
- 06 Indoor Activity Centre
- 07 Minibus
- 08 Minibus Drivers
- 09 Outdoor Activity Centre
- 10 Pupils Going Off-Site during the School Day
- 11 Safari Park or Zoo
- 12 Sponsored Walk
- 13 Stately Home
- 14 Swimming at a Public Pool
- 15 Theme Park
- 16 Transporting Pupils in Staff Cars
- 17 Transporting Pupils in Volunteer Parents' Cars
- 18 Visit Abroad
- 19 Visits to Places within Walking Distance

5. Appendices

- 01 Incident Checklist
- 02 Incident Log Book
- 03 Security Policy
- 04 Useful Addresses
- 05 Visitors' Book



Risk area:	ACCIDENTS
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Assessment performed by:	Headteacher / School Safety Officer / other (delete as appropriate; if 'other' please specify)
Workplace:	<i>(enter name of school)</i>
Employer:	LEA / Governing Body <i>(delete as appropriate)</i>

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Parents not informed 2. Emergency contact numbers not on file 3. Failure of first aid (see 2.29) 4. Problems in medical room (see 2.39) 5. Records of accidents and of first-aid treatment not made or kept				1. Health & Safety Policy 2. Security Policy 3. Accidents Policy 4. Records made and kept of all accidents and first-aid treatment	

If one of these hazards is identified in your school, please tick (☑) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		

People at risk (☑):	Pupils		Staff		Parents		Parent helpers		Visitors		Contractors	
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Written notification to the Headteacher / School Safety Officer / other <i>(delete as appropriate; if 'other' please specify)</i>
Date of next assessment:	
Assessment frequency:	
Date:	Signed:

