

## Risk Assessment Policy

### Aim

Silcoates School recognises the importance of mitigating risk through effective process and action. This policy links with the School's policies on Health & Safety, Safer Recruitment, Safeguarding, and activities within and beyond the classroom.

An integral part of this commitment relies upon the School supporting its policy documents with Risk Assessments across many areas.

### Objectives

- To ensure that major risks are identified and managed with a view to promoting the welfare of children, staff and visitors;
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be enhanced risk, including school trips;
- To implement identified measures to control risk as far as reasonably practicable;
- To provide suitable information to those affected by school activities so that they know what to do;
- To record and review risk management strategies and risk assessments as appropriate;
- To identify those individuals in the School responsible for conducting risk assessments and monitoring their implementation;
- To meet the DfE requirement for a written risk assessment policy to be in place and to meet the requirements for leadership in, and management of, schools.

### Guidance

#### Responsibilities for Risk Assessments – Governors

The Governors are responsible for the Risk Management Policy of the School. The Governors devolve operational management of risk to the Senior Leadership Team (SLT). The School's overall risk strategy is formally reviewed on an annual basis.

#### Responsibilities for Risk Assessments – Heads of Departments

Heads of Departments and Managers have control over the activities in their departments and need to ensure decisions made take into account safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely.

Heads of Departments or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department. Departmental risk assessments should be reviewed regularly especially after an incident or accident.



## Responsibilities for Risk Assessments – All Staff

All new members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. This includes cooperating with the health and safety policy and arrangements (including risk assessments). All members of staff are responsible for reporting any risks, defects or concerns to their line manager. This includes accident and near miss reporting.

## Key Areas of Risk

Key areas of risk for the School include, but are not limited to;

- Pupil supervision, including safeguarding, welfare requirements and the Prevent strategy. This includes the role of the School's Designated Safeguarding Lead (DSL), but also covers a range of responsibilities outside safeguarding;
- School trips;
- Management of visitors on school premises;
- Fire and emergencies;
- Traffic and pedestrian interaction on site;
- Management of hazardous substances;
- Use of hazardous equipment, for example in DT, Art, Science, etc.
- Manual handling, working at height and slips, trips and falls
- Preventing unauthorised access to high risk areas
- The suitability of staff to undertake designated roles and checks to ensure that they are appropriately qualified and trained, including staff not employed by the School who work with pupils.

This policy should be read in conjunction with the School's Child Protection and Safeguarding Policy and Keeping Children Safe in Education (KCSIE).

Groups of employees for whom a separate risk assessment may be needed include:

- Lone workers
- Young workers (under the age of 18)
- New and expectant mothers
- Workers with a disability (for which a reasonable adjustment may need to be made)

Risk areas which are not directly related to health and safety include, but are not limited to:

- Financial
- Recruitment procedures including governing body oversight
- Reputational
- Terrorism, including the prevention of fundamentalism and extremism
- Security and site security as appropriate



## **Access by pupils to risky areas**

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do

not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards, boiler rooms, the swimming pool, the Science Laboratories and the Design Technology areas. Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff. Pupils do not have access to the operational areas of the school, such as Grounds, Maintenance and Catering.

A separate document details the School's policy on access by pupils to risky areas and this can be found at Appendix 1.

## **Risk Assessments**

The School operates an annual Risk Assessment (RA) review process. Existing RAs are monitored for effectiveness and applicability, and new RAs are added to the process, as and when required, to support new activities.

Department leaders/activity leaders are also responsible for the completion of RAs.

The Bursar, or nominated person, is responsible for the review of such RAs and for the addition of the RAs to the School's RA database.

An RA determines what actions are required to mitigate reasonable risk, and also informs what staff training is required in particular areas.

RAs are completed by suitably competent internal and external individuals, as skill sets facilitate.

The School regularly employs the services of external parties to undertake such RAs as the Fire Risk Assessment, Asbestos Assessments, Water Quality and Electricity Testing and Actions.

Risk assessment training is provided in specific areas where identified by the Bursar as appropriate.

The SLT is responsible for the implementation of the Risk Assessment Policy.

## **Example Areas Requiring Risk Assessment (Non-exhaustive)**

Educational:

- Science departments and experiments
- Design & Technology, Art, Music
- Food Technology
- Sport and PE activities
- Classroom-based departments



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Head: Mr Phil King  
BA (Sheffield) PGCE (Sheffield) NPQH (BPN)

- Duke of Edinburgh's Award
- Common Areas
- School Trips

Support:

- Kitchen
- Security
- Maintenance
- Grounds
- Car Park & Traffic Management
- Office
- Site visitors
- Fire & emergencies

Several template risk assessments are currently employed by the School across different areas. Two examples are included as appendices to this policy.

**Template A:** Classroom and Common Area Risk Assessment (Appendix 2)

**Template B:** Science Department Template (Appendix 3)

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

|                             |                             |                             |           |
|-----------------------------|-----------------------------|-----------------------------|-----------|
| <b>Reviewed by:</b>         | Mrs Emma Sanderson - Bursar |                             |           |
| <b>Date of last review:</b> | June 2026                   | <b>Date of next review:</b> | June 2027 |



## Appendix 1

### Policy to Control Pupil Access to Risky Areas

#### Aim

The aim of this Policy is to state the School's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of Silcoates School buildings and grounds.

Rather than formalising all aspects of pupil movement around the site, pupils' access to areas is managed through established supervision procedures and risk assessment, supported by staff judgement. Where additional risks are identified, appropriate control measures are implemented in line with these procedures.

#### Introduction

The Governors, Head and staff of Silcoates School are fully committed to ensuring the safety and welfare of all pupils at the School. On a large and complex site such as this there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

Children in the Pre-School and Junior School are closely supervised during the day with playtimes in restricted areas which are kept separate from the Senior playgrounds.

Pupil access to wider areas of the grounds and buildings is risk assessed and managed by the staff responsible for the activity.

Pupils in the Senior School are given more freedom to utilise the School's facilities and there is a degree of reliance on their integrity.

#### Procedures

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, signage or otherwise physically preventing access to them. Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Pupils are informed or reminded regularly by staff of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner. The surroundings of Silcoates School are protected by CCTV. A security guard patrols the School site in the evening and makes sure it is secure and that pupils are no longer on site.

Staff ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design technology rooms. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision.



## **Areas Out of Bounds to Pupils at all times**

Maintenance Workshop  
Gardeners' sheds  
Caretaking and cleaning areas  
Kitchens  
School Delivery area and minibus car park  
Gatehouse (disused)  
Roofs, loft spaces and other high areas  
Boiler room  
School House (Other than Prayer Room or Accessible changing with staff permission)

## **Areas Out of Bounds to Pupils unless supervised by a member of staff**

Fitness Suite (6th form without a completed induction)  
Sports Hall (including climbing wall)  
Swimming Pool  
Science Laboratories  
Design Technology Rooms  
All offices and staff rooms  
The Forest School and its pond  
The Hall Balcony  
"Out of Bounds" School Fields i.e. those fields which are out of view of duty staff e.g.  
wooded boundary lines and areas over the slope of the front playing field  
Grass areas further than the Art Block



## Health and Safety - Classroom and Common Areas Risk Assessment Form

|                          |                          |
|--------------------------|--------------------------|
| Classroom(s)/Common Area | Assessment completed by: |
|                          | Completion date:         |
|                          | Review date:             |

### Common hazards

|                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Fixtures &amp; Fittings – condition and repair</li> </ul>                                          |
| <ul style="list-style-type: none"> <li>Slip/trip/fall – poor floors/carpet, trailing cables, changes in floor level, spillages</li> </ul> |
| <ul style="list-style-type: none"> <li>Poor lighting and visibility</li> </ul>                                                            |
| <ul style="list-style-type: none"> <li>Low or High temperatures, ventilation</li> </ul>                                                   |
| <ul style="list-style-type: none"> <li>Electricity – condition and testing</li> </ul>                                                     |
| <ul style="list-style-type: none"> <li>Moving and Handling activities – windows, steps, trolleys</li> </ul>                               |
| <ul style="list-style-type: none"> <li>Computer equipment – workstation assessment</li> </ul>                                             |
| <ul style="list-style-type: none"> <li>Fire Procedures – notices and action plans</li> </ul>                                              |

| Additional hazards specific to area                                    |
|------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul> |

| People at risk                                                           | Tick if appropriate |
|--------------------------------------------------------------------------|---------------------|
| <ul style="list-style-type: none"> <li>Pupils</li> </ul>                 |                     |
| <ul style="list-style-type: none"> <li>Staff</li> </ul>                  |                     |
| <ul style="list-style-type: none"> <li>Visitor</li> </ul>                |                     |
| <ul style="list-style-type: none"> <li>Other (please specify)</li> </ul> |                     |



# SILCOATES

| Questions                |                                                                                                     | Y | N | N/A | Action Required |
|--------------------------|-----------------------------------------------------------------------------------------------------|---|---|-----|-----------------|
| Movement (slips & trips) | Is the internal flooring in good condition?                                                         |   |   |     |                 |
| Movement (slips & trips) | Is the internal flooring in good condition?                                                         |   |   |     |                 |
|                          | Are there any changes in floor level that need highlighting?                                        |   |   |     |                 |
|                          | Are gangways between desks kept clear?                                                              |   |   |     |                 |
|                          | Are trailing electrical leads/cables prevented wherever possible?                                   |   |   |     |                 |
|                          | Are procedures in place to deal with spillages?                                                     |   |   |     |                 |
|                          | For stand-alone classrooms – are steps/ramps in good order?                                         |   |   |     |                 |
|                          |                                                                                                     |   |   |     |                 |
| Furniture & Fixtures     | Are permanent fixtures in good condition and securely fastened?                                     |   |   |     |                 |
|                          | Is furniture in good repair?                                                                        |   |   |     |                 |
|                          | Is portable equipment stable and on suitable base/trolley?                                          |   |   |     |                 |
|                          | Are window restrictors in good working order?                                                       |   |   |     |                 |
|                          | Are hot surfaces protected where necessary?                                                         |   |   |     |                 |
|                          |                                                                                                     |   |   |     |                 |
| Environment              | Does the room have natural ventilation?                                                             |   |   |     |                 |
|                          | Can a reasonable room temperature be maintained during use?                                         |   |   |     |                 |
|                          | Are blinds in place to protect from glare and heat from sun?                                        |   |   |     |                 |
|                          |                                                                                                     |   |   |     |                 |
| Fire                     | Are Fire Action notices clearly visible?                                                            |   |   |     |                 |
|                          | Are fire extinguishers clearly visible and labelled?                                                |   |   |     |                 |
|                          |                                                                                                     |   |   |     |                 |
| Height                   | Are appropriate step-stools/step ladders/elephant foot equipment available for use where necessary? |   |   |     |                 |
|                          | Is a window opener provided for high-level operation?                                               |   |   |     |                 |
|                          |                                                                                                     |   |   |     |                 |
| Electricity              | Are fixed electrical switches and plug sockets in good repair?                                      |   |   |     |                 |
|                          | Are plugs and cables in good repair?                                                                |   |   |     |                 |
|                          | PAT testing of portable equipment?                                                                  |   |   |     |                 |
|                          |                                                                                                     |   |   |     |                 |



# SILCOATES

|            |                                             |  |  |  |  |
|------------|---------------------------------------------|--|--|--|--|
| Computer   | Has a workplace assessment been undertaken? |  |  |  |  |
| Equipment  |                                             |  |  |  |  |
|            |                                             |  |  |  |  |
| Other      |                                             |  |  |  |  |
| Risks      |                                             |  |  |  |  |
| Identified |                                             |  |  |  |  |
|            |                                             |  |  |  |  |

**Additional Observations & Comments:**



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## RISK RATING

Is a product of its **EFFECT** (i.e. Severity) and its **LIKELIHOOD** (or Probability) that the **HAZARD** (or Harm) will occur.

### HAZARD/SEVERITY RATING (HSR)

- |   |   |                                                                                                      |
|---|---|------------------------------------------------------------------------------------------------------|
| 1 | = | Trivial injury, i.e. bruise, graze (no treatment needed) or minor injury requiring on-site treatment |
| 2 | = | Lost time injury requiring surgery visit or minor plant damage                                       |
| 3 | = | Reportable injury to HSE/LA or significant plant damage                                              |
| 4 | = | Major injury as defined or reportable dangerous occurrence                                           |
| 5 | = | Fatality.                                                                                            |

### LIKELIHOOD/PROBABILITY RATING (LPR)

- |   |   |                       |
|---|---|-----------------------|
| 1 | = | Improbable occurrence |
| 2 | = | Possible occurrence   |
| 3 | = | Occasional occurrence |
| 4 | = | Frequent occurrence   |
| 5 | = | Common occurrence     |

**RISK RATING = HAZARD/SEVERITY x LIKELIHOOD PROBABILITY**

This system therefore gives Risk Ratings on the scale of 1 (1 x 1) to 25 (5 x 5).



| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                           |  |                          |     |        |
|----------------------------------------------------------------------------------------------------------|---------------------------|--|--------------------------|-----|--------|
| Location/Department/Activity being assessed: Biology Department – Hazards                                |                           |  |                          |     |        |
| Assessor:                                                                                                | Date of Assessment:       |  | Review Date:             |     |        |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE |  | FURTHER ACTIONS REQUIRED | HSR | LPR RR |

|                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|---|
| <p>1. Potential injury to pupils, staff and visitors from use of gas within laboratories.</p> <p>Possible incidents could include:-</p> <ul style="list-style-type: none"> <li>• Explosion/fire from gas leakage/build-up;</li> <li>• Burns from use of Bunsens or heated equipment;</li> <li>• Clothing or hair accidentally set on fire.</li> </ul> <p>(List is example only, not exhaustive).</p> | <p>1.1 Gas isolation fitted in all laboratories.</p> <p>1.2 Gas isolated during holiday periods.</p> <p>1.3 Pupils not permitted into laboratories without staff present.</p> <p>1.4 Clear Laboratory Rules are in place and are explained to pupils at beginning of term.</p> <p>1.5 Long hair on pupils has to be tied back before laboratories are entered.</p> <p>1.6 Fire Risk Assessment completed for building – Evacuation Procedures in place, suitable means of escape available.</p> <p>See also Fire Risk Assessment.</p> |  | 5 | 1 | 5 |
| <p>2. Potential for pupils and staff to be injured whilst using glass equipment.</p> <p>Typical incidents could include:-</p> <ul style="list-style-type: none"> <li>• Cuts from attempting to pick up broken glass;</li> <li>• Eye injury and/or cuts from glass shattering during experimental</li> </ul>                                                                                          | <p>2.1 Pupils instructed not to attempt to pick up broken glass.</p> <p>2.2 Suitable glass disposal bins available within laboratories.</p> <p>2.3 Eye protection utilised during experiments.</p> <p>2.4 Technical Staff periodically check glass equipment for defects.</p>                                                                                                                                                                                                                                                         |  | 4 | 1 | 4 |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                          |  |     |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|--|-----|-----|----|
| Location/Department/Activity being assessed: Biology Department – Hazards                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                          |  |     |     |    |
| Assessor:                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Date of Assessment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Review Date:             |  |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                                                                                                                                                                                                                                                                                                                                              |  | CONTROL MEASURES IN PLACE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | FURTHER ACTIONS REQUIRED |  | HSR | LPR | RR |
| work or from glassware being dropped.<br>(List is example only, not exhaustive).                                                                                                                                                                                                                                                                                                                                            |  | 2.5 Suitable storage available in preparation rooms for glass equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                          |  |     |     |    |
| 3. Possible injury to pupils, staff or visitors from slips and trips.<br><br>Possible hazards could include:-<br><br><ul style="list-style-type: none"><li>• Trips on poorly stored bags;</li><li>• Trips on poorly maintained floor coverings;</li><li>• Trips on trailing cables;</li><li>• Slips on spillages on floor;</li><li>• Trips on poorly positioned furniture;</li><li>• Trips/slips from skylarking.</li></ul> |  | 3.1 Suitable bag storage available in laboratory areas.<br><br>3.2 Floor coverings in laboratories regularly inspected. Condition observed to be good in all areas.<br><br>3.3 Trailing cables avoided as far as is practicable.<br><br>3.4 Furniture positioned to maintain clear walkways.<br><br>3.5 Spillage clear-up procedures in place and absorbent materials available for chemical spillages.<br><br>3.6 Clear Laboratory Rules in place.<br><br>3.7 Pupils not allowed in laboratories without staff. |  |                          |  | 4   | 2   | 8  |
| 4. Potential for staff/pupils to receive electric shocks from use of laboratory equipment.                                                                                                                                                                                                                                                                                                                                  |  | 4.1 All portable laboratory equipment subject to PAT testing.<br><br>4.2 All fixed supply circuits tested on 5-yearly programme.                                                                                                                                                                                                                                                                                                                                                                                 |  |                          |  | 5   | 1   | 5  |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                                                                                                         |                          |     |              |    |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------|-----|--------------|----|
| Location/Department/Activity being assessed: Biology Department – Hazards                                |                                                                                                         |                          |     |              |    |
| Assessor:                                                                                                |                                                                                                         | Date of Assessment:      |     | Review Date: |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE                                                                               | FURTHER ACTIONS REQUIRED | HSR | LPR          | RR |
|                                                                                                          | 4.3 All experiments involving electricity are low voltage. Any H.T experiments in Science – Staff only. |                          |     |              |    |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                           |                          |     |     |    |
|----------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|-----|-----|----|
| Location/Department/Activity being assessed: Biology Department – Hazards                                |                           |                          |     |     |    |
| Assessor:                                                                                                | Date of Assessment:       | Review Date:             |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE | FURTHER ACTIONS REQUIRED | HSR | LPR | RR |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |   |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|---|
| <p>1. Risks associated with working with microbiological agents.</p> <p>Possible hazards include:-</p> <ul style="list-style-type: none"> <li>• Cross contamination of microbiological material to staff and/or pupils;</li> <li>• Serious illness from accidental culture of hazardous pathogens;</li> <li>• Cuts from use of sharps and/or glassware;</li> <li>• Burns from use of Bunsen Burners during aseptic techniques;</li> <li>• Burns/scalds from autoclave;</li> <li>• Failure of autoclave.</li> </ul> | <p>1.1 All microbiological material purchased from reputable supplier. Only low risk materials utilised. Dedicated fridge used in Technician's area for storage of material.</p> <p>1.2 Cultures from swabs of blood, pus, etc not permitted.</p> <p>1.3 Most swabs cultured from meat or animal sources.</p> <p>1.4 Pupils given clear instruction and information. No drinking or eating permitted in the laboratories.</p> <p>1.5 Aseptic techniques used and pupils encouraged to use antiseptic wash to clean laboratory surfaces and hands.</p> <p>1.6 All dishes and equipment sterilised in autoclave.</p> <p>1.7 Pupils given instruction on how to use Bunsen Burner regarding aseptic techniques.</p> <p>1.8 Spillage kits including antibacterial wash available.</p> |  | 5 | 1 | 5 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|---|

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                           |                          |     |     |    |
|----------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|-----|-----|----|
| Location/Department/Activity being assessed: Biology Department – Hazards                                |                           |                          |     |     |    |
| Assessor:                                                                                                | Date of Assessment:       | Review Date:             |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE | FURTHER ACTIONS REQUIRED | HSR | LPR | RR |

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |   |   |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|----|
|                                                                                                                                                                                                                                                                                                                  | 1.9 See General Topics Assessment – procedures in place for safe use of glassware and breakage clearance.                                                                                                                                                                                                                                                                                                                                                     |  |   |   |    |
| <p>2. Possible hazards to staff and pupils when undertaking dissection.</p> <p>Possible hazards include:-</p> <ul style="list-style-type: none"> <li>• Cross infection from animal material;</li> <li>• Cuts from use of sharp dissection instruments.</li> </ul> <p>(List is example only, not exhaustive).</p> | <p>2.1 Dissection materials purchased from reputable supplier and held in dedicated fridge within Technician's area until required.</p> <p>2.2 Clear instructions given to pupils, including demonstrations.</p> <p>2.3 Sharps stored on trays to transfer from preparation area.</p> <p>2.4 Used sharps either sterilised in autoclave or placed in sharps waste bin if not to be re-used.</p> <p>2.5 Used dissection material double-bagged and binned.</p> |  | 4 | 1 | 4  |
| <p>3. Possible injury risk to staff and pupils from maintaining and holding live animals.</p> <p>Possible hazards include:-</p> <ul style="list-style-type: none"> <li>• Crush injuries and bites from snake;</li> </ul>                                                                                         | <p>3.1 Only experienced staff deal with snake held within Department. Snake enclosure secure.</p> <p>3.2 Clear personal hygiene notices in place at animal store area.</p> <p>3.3 Handling of animals kept to absolute minimum.</p>                                                                                                                                                                                                                           |  | 5 | 2 | 10 |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                          |  |     |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|--|-----|-----|----|
| Location/Department/Activity being assessed: Biology Department – Hazards                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                          |  |     |     |    |
| Assessor:                                                                                                                                                                                                                                                                                                                                                                                                  |  | Date of Assessment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Review Date:             |  |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                                                                                                                                                                                                                                                                                                                             |  | CONTROL MEASURES IN PLACE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | FURTHER ACTIONS REQUIRED |  | HSR | LPR | RR |
| <ul style="list-style-type: none"><li>Bites and subsequent infection from reptiles;</li><li>Cross infection from handling snails or cleaning out snail and fish tanks;</li><li>Electric shock from use of lights and pumps.</li></ul>                                                                                                                                                                      |  | 3.4 Gloves available when cleaning reptile tanks.<br><br>3.5 Pumps, etc included on School PAT Test programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                          |  |     |     |    |
| 4. Possible hazards to pupils and staff from storage and use of chemicals.<br><br>Typical hazards include:- <ul style="list-style-type: none"><li>Spillage of substances when being transferred to laboratories from slip or trip of Technician, or collision with pupils or staff;</li><li>Spillages when mixing indicators or reagents;</li><li>Accidental spillages during experimental work.</li></ul> |  | 4.1 Biology Department has full Inventory of substances held on site. Substances stored according to hazard and type classifications.<br><br>4.2 Suitable storage available for small quantity of reagents and chemicals held.<br><br>4.3 Suitable hazard information available to Department through CLEAPSS, with Hazcard system in use to ensure hazard information passed on to teachers and ultimately pupils.<br><br>4.4 Technical staff only persons who transfer chemicals. Transfers avoided during lesson changeover to avoid pedestrian congestion.<br><br>4.5 Spillage kits available in all laboratories.<br><br>4.6 Laboratory rules explained to pupils at start of each term. Running and skylarking not permitted. |  |                          |  | 4   | 1   | 4  |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                                                                                                  |                          |     |              |    |  |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------|-----|--------------|----|--|
| Location/Department/Activity being assessed: Biology Department – Hazards                                |                                                                                                  |                          |     |              |    |  |
| Assessor:                                                                                                |                                                                                                  | Date of Assessment:      |     | Review Date: |    |  |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE                                                                        | FURTHER ACTIONS REQUIRED | HSR | LPR          | RR |  |
|                                                                                                          | 4.7 Bag storage available, see also Risk Assessment for Slips and Trips. Floors well maintained. |                          |     |              |    |  |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                           |                          |     |     |    |
|----------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|-----|-----|----|
| Location/Department/Activity being assessed: Chemistry Department – Hazards                              |                           |                          |     |     |    |
| Assessor:                                                                                                | Date of Assessment:       | Review Date:             |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE | FURTHER ACTIONS REQUIRED | HSR | LPR | RR |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |   |   |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|----|
| <p>1. Hazards associated with the storage and use of chemicals.</p> <p>Possible hazards include:</p> <ul style="list-style-type: none"> <li>• Storage of incompatible chemicals leading to unplanned reactions/fire etc.</li> <li>• Fire when using highly flammable organic substances.</li> <li>• Burns from use of corrosive substances.</li> <li>• Injury from contact with toxic substances.</li> <li>• Spillage of materials during experiments leading to the above.</li> <li>• Spillage of materials in preparation areas or during transfer e.g. tripping on poorly stored bags or defects in floor covering leading to the above.</li> </ul> <p>List example not exhaustive.</p> | <p>1.1 Chemistry Department has full Inventory of substances in use. Substances stored according to hazards and type classifications.</p> <p>1.2 Suitable secure storage available for toxic substances.</p> <p>1.3 Suitable storage available for strong acids and alkalis.</p> <p>1.4 Department utilising CLEAPSS Hazcard system for information of use of substances and experiments. Hazard information passed on to pupils as part of experiment briefing.</p> <p>1.5 Suitable Laboratory Rules in place which are explained to pupils at start of Term.</p> <p>1.6 Access to Laboratories restricted – locked when not in use. Pupils not permitted in to Laboratories until staff present.</p> <p>1.7 Only Technical and Teaching Staff move or transfer chemicals to/from storage areas.</p> <p>1.8 No general storage of chemicals in Laboratories or Fume Cupboards.</p> |  | 5 | 2 | 10 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|----|

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |     |              |    |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----|--------------|----|
| Location/Department/Activity being assessed: Chemistry Department – Hazards                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |     |              |    |
| Assessor:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date of Assessment:      |     | Review Date: |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE                                                                                                                                                                                                                                                                                                                                                                                                                                            | FURTHER ACTIONS REQUIRED | HSR | LPR          | RR |
|                                                                                                          | <p>1.9 Bag storage available for pupils. Floor coverings etc., regularly checked by Maintenance Department.</p> <p>1.10 Fire Risk Assessments completed. Suitable evacuation procedures available and suitable means of escape provided.</p> <p>1.11 Fume cupboards provided in all Laboratories and preparation areas for the preparation and use of chemicals which may emit calm floor irritant fumes or vapours etc. The Fume Cupboards are tested annually.</p> |                          |     |              |    |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                           |                          |     |     |    |
|----------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|-----|-----|----|
| Location/Department/Activity being assessed: Physics Department – Hazards                                |                           |                          |     |     |    |
| Assessor:                                                                                                | Date of Assessment:       | Review Date:             |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE | FURTHER ACTIONS REQUIRED | HSR | LPR | RR |

|                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                          |  |   |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|---|
| <p>1. Potential risk of electric shock to Staff and pupils from use of electricity in experimental work.</p> <p>Possible issues could include:</p> <ul style="list-style-type: none"> <li>• Contact H.T circuits in demonstrations of transformers and electrical transmission.</li> <li>• Contact outputs/inputs of bench power supplies.</li> <li>• Short circuit of power supplies.</li> </ul> <p>List example only.</p> | <p>1.1 Pupils only permitted to work with voltages of up to 20 volts on experimental circuits etc.</p> <p>1.2 H.T experiments – equipment Teacher demonstration only.</p> <p>1.3 Supply circuits fitted with RCD monitoring.</p> <p>1.4 Portable equipment or PAT tested every year.</p> <p>1.5 Fixed circuits tested every 5 years.</p> |  | 5 | 1 | 5 |
| <p>2. Eye injury to pupils and Staff from use of lasers in experimental work.</p>                                                                                                                                                                                                                                                                                                                                           | <p>2.1 Only very low power lasers utilised during optical experiments. Lasers set up and used by Staff only.</p> <p>2.2 Suitable local procedures in place for the set up and use of lasers.</p> <p>2.3 Suitable eye protection available for all users.</p>                                                                             |  | 4 | 1 | 4 |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)                                |                                                                                                                                                                                                                                                                                                                                        |                          |     |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----|-----|----|
| Location/Department/Activity being assessed: Physics Department – Hazards                                                               |                                                                                                                                                                                                                                                                                                                                        |                          |     |     |    |
| Assessor:                                                                                                                               | Date of Assessment:                                                                                                                                                                                                                                                                                                                    | Review Date:             |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                                                          | CONTROL MEASURES IN PLACE                                                                                                                                                                                                                                                                                                              | FURTHER ACTIONS REQUIRED | HSR | LPR | RR |
| 3. Potential manual handling injury and/or foot injury from moving and use of weights.<br>Potential eye injury from the use of springs. | 3.1 Largest weight in use is YY Kgs. Large weights moved by trolley to experimental area, smaller weights moved from preparation area to Laboratories utilising trolley.<br><br>3.2 Pupils instructed use of weights and springs are supervised.                                                                                       |                          | 4   | 2   | 8  |
| 4. Possible injury from use of air rifle.                                                                                               | 4.1 Air rifle clamped into position.<br><br>4.2 Air rifle surrounded by safety screens.<br><br>4.3 Air rifle only operated by Staff.                                                                                                                                                                                                   |                          | 5   | 1   | 5  |
| 5. Hazards associated with the storage and use of radioactive materials.                                                                | 5.1 Suitable local procedures in place covering storage use and transfer of radioactive materials and associated equipment.<br><br>5.2 Secure storage provided for radioactive sources.<br><br>5.3 Only authorised persons allowed to utilise sources.<br><br>5.4 Only Staff utilise sources and equipment for demonstration purposes. |                          | 5   | 1   | 5  |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.

| EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA) |                           |                          |     |     |    |
|----------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|-----|-----|----|
| Location/Department/Activity being assessed: Physics Department – Hazards                                |                           |                          |     |     |    |
| Assessor:                                                                                                | Date of Assessment:       | Review Date:             |     |     |    |
| HAZARDS/PERSONS BEING AFFECTED                                                                           | CONTROL MEASURES IN PLACE | FURTHER ACTIONS REQUIRED | HSR | LPR | RR |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |   |   |    |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|---|----|
| 1. Hazards associated with the storage and use of chemicals.       | <p>1.1 See also controls listed for chemical storage and use for Chemistry Departments as well as general hazard assessments for Science Department</p> <p>1.2 Suitable storage for chemicals available within Junior Science. Full Inventory held.</p> <p>1.3 Spillage and breakage procedures in place as per Senior School Laboratories.</p> <p>1.4 Minimum quantities of chemicals held within Junior Science Departments.</p> <p>1.5 CLEAPPS Hazcard information available within Junior Science.</p> |  | 5 | 2 | 10 |
| 2. Potential risks associated with fire within Science Department. | 2.1 Fire Risk Assessment (FRA) completed for Site. Evacuation procedures in place, fire alarm installed within building.                                                                                                                                                                                                                                                                                                                                                                                   |  | 5 | 3 | 15 |

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating  
Please see Risk Rating sheet attached.