



Nottingham Free School

School Risk Assessment – 2023-24

Hazard	Who could be harmed and how?	Existing controls	Further Actions To Be Taken to Control The Risk	Who will carry out the Action	When is the Action Needed By	Risk Rating
Slips and Trips						
Due to Poor Housekeeping	All staff, Contractors, Students, Visitors may be injured as a result of a slip or trip on; <ul style="list-style-type: none"> • Damaged carpets/mats • Spillages • Items obstructing walkways • Surfaces inside or outside the building 	<ul style="list-style-type: none"> • All corridors and walkways inside and outside kept clear to avoid slips and trips Daily pre-opening morning visual inspection of the access and exit points to ensure they remain free from obstructions and slip/trip hazards • Barrier matting installed Barrier matting is installed at entrances to the premises to help absorb excess water. The mats will be secured to the floor (e.g. using tape) and checked on a regular basis to ensure they do not create a trip hazard • Cable management in place Cables are situated in suitable locations away from walkways and access points • Regular housekeeping inspections are carried out Regular housekeeping inspections are carried out to ensure good housekeeping levels are maintained throughout the premises • Wet floor signs used In areas where slip hazards are currently present and being cleaned • Clear up spillages immediately Spillages are reported and cleaned up immediately • Scheduling of cleaning activities planned Cleaning activities are undertaken during times 	Regular monitoring/ inspections	Site Team	Daily	Low



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		when pupils are not present on the premises				
Due to Snow and Ice	All staff, Contractors, Students, Visitors may be injured as a result of a slip or fall on; <ul style="list-style-type: none"> Snow and Ice 	<ul style="list-style-type: none"> Key areas to be subject to snow clearance and gritting Ensure critical areas (i.e. those with the highest footfall) are the focus of snow clearance and gritting before staff, students and visitors arrive at school - for example entrances, car parks, external walkaways, steps etc. must be cleared of snow/ice and subject to regular inspection to determine when further gritting/clearance is required Ongoing monitoring of weather conditions Weather forecast is monitored on a daily basis to inform plans for gritting and snow clearance, so it can be completed in a timely manner in the morning before pupils arrive Suitable footwear worn Suitable slip resistant footwear should be worn, particularly by caretakers during snowy/icy conditions 	Regular monitoring/ inspections	Site Team	Daily	Low
Stairs/Steps	All staff, Contractors, Students, Visitors could suffer bruises, sprains and broken bones due to a fall from height or slip/trip hazard when walking up and down stairs/steps	<ul style="list-style-type: none"> Leaves cleared on external stairways To prevent slip hazards due to build up of vegetation Stairs regularly inspected and maintained Stairways regularly inspected and maintained to Ensure they remain clear and in good condition, any hazards to be reported and rectified as soon as possible Suitable slip resistant material and edging installed on stairs 	Regular monitoring/ Inspections	Site Team	Daily	Low



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		<p>Ensure edging is clearly visible so steps can easily be identified and outdoor metal steps are painted with a slip resistant paint to prevent slips in wet weather</p> <ul style="list-style-type: none"> • Suitable handrails provided Suitable handrails to be provided on all required stairways • Walk on the left policy Pupils, staff and visitors instructed to use the left side of the stairs to prevent issues when the stairs are busy and being used by people going up and down at the same time • Pupils prevented from horseplay on stairways Adequate supervision and disciplinary procedures in place to prevent horseplay on stairs 		All Staff	Daily	
Contact with People and Property	All staff, Contractors, Students, Visitors could suffer injury as a result of physical contact	<ul style="list-style-type: none"> • All walkways to be kept free of obstruction at all times • Due courtesy and respect for fellow staff, students, contractors and visitors • All furniture to be situated to minimise obstruction to personnel accessing and egressing classrooms, offices and meeting rooms. This includes ensuring chairs are suitably placed under desks when in use and not in use 		All Staff	Daily	Medium
Inadequate Lighting	All staff, Contractors, Students, Visitors could suffer injury due to reduced visibility due to poor lighting which can increase the	<ul style="list-style-type: none"> • Emergency lighting Emergency lighting is in place (as determined by the Fire Risk assessment) that is subject to in-house monthly testing and annual servicing/inspection • Lights regularly checked Any faults must be reported to the responsible 	Regular monitoring/ inspections	Site Team	Monthly	Low



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	likelihood of accidents (e.g slips and trips), in addition to making other hazards more difficult to spot	<ul style="list-style-type: none"> person and rectified as soon as possible Lighting provided Adequate lighting provided for internal and external access areas 				
Vehicle movement	All staff, Contractors, Students, visitors could risk injury and property damage due to a collision with pedestrians, other vehicles and fixed structures on the school premises	<ul style="list-style-type: none"> Access Access to the school car park is controlled by an intercom and entry system Speed limits in place Speed limits displayed and enforced where necessary Traffic management Designated walkways established Staff working in car park To wear vis-vests conforming to BS EN 471 standard 	Regular monitoring/ inspections	Site Team	Daily	Low
Falls from height	All staff, Contractors, Student, Visitors could suffer an injury or there is a risk of a potential fatality as a result of a fall from a high-level walkway, window, a slip/trip down the stairs or working at height.	<ul style="list-style-type: none"> Stairs Handrails and use of handrails policy instated and enforced within schools. Mobility Issues Lifts provided and maintained for people with mobility difficulties. Windows Window restrictions in place where appropriate. Working at Height and Ladders <ul style="list-style-type: none"> Adequate toe boards are instated where platforms are at height Ladders and step ladders should only be used by people trained or instructed in how to use them. 	Regular monitoring/ Inspections Ensuring no one ever works alone when working at height	Site Team	As Required	Low



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		<ul style="list-style-type: none"> Ladders and step ladders should be regularly inspected and maintained 				
Site Security	<p>All staff, Contractors, Student, Visitors could suffer an injury as a result of physical and emotional harm from intruders, damage to property and if absconding.</p>	<ul style="list-style-type: none"> Perimeter Fencing Perimeter fences around the site are designed to prevent unauthorised site access/egress and maintained in a good condition Visitors All visitors are directed to a secure entrance, required to sign in and wear badges. Supervision provided to visitors/contractors where appropriate. staff and students know when to challenge when someone cannot be identified when a badge isn't worn. Emergency Situations Procedures in place for emergency situations and Staff aware of their roles/responsibilities. Security Security measures are in place e.g. lighting, alarms and are maintained 	Regular monitoring/ inspections	<p>Site Team</p> <p>All staff</p> <p>All Staff</p> <p>Site Team</p>	<p>Daily</p> <p>As Required</p> <p>As Required</p> <p>Weekly/ Monthly/ Annual Checks</p>	Low
Violence and aggression	<p>Staff and students may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.</p> <p>(Teachers may identify that students have been subject to</p>	<ul style="list-style-type: none"> Student Supervision Adequate supervision and awareness of pupil behaviours at all times during classroom and unstructured activities De-escalation Staff received De-escalation and Restraint training as necessary or know how to request assistance Public Dissatisfaction Staff to be aware of how to deal with violence or aggression from parents or members of the public Safeguarding Reporting 	<ul style="list-style-type: none"> Adequate training provided to all staff Student assemblies on behaviour and safeguarding 	SLT	As Required	Low

	<p>violence outside of school activities)</p> <p>Staff may suffer anxiety from dealing with an angry parent</p>	<p>Staff aware of safeguarding pupils reporting procedures and designated safeguarding officer</p> <ul style="list-style-type: none"> • Intruders Emergency systems in place to deal with intruders • CCTV Used for behaviour and incident management 				
Stress	<p>Staff may suffer anxiety and stress as a result of;</p> <ul style="list-style-type: none"> • Increased workload • Lack of communication • Emotional involvement with staff and/or students • Disruptive students • Violence and aggression 	<ul style="list-style-type: none"> • An open door policy implemented with the Headteacher and SLT for staff, along with the support of the Nova People Team • Staff encouraged to express any stressful concerns at all times • Dialogue with Line Managers/SLT regarding workloads and consider implementing support mechanisms • Time allocated to staff to prepare for lessons and engage in other activities outside the classroom • Regular term time breaks from work activities • Headteacher to engage in regular liaison with governors 	<p>Staff wellbeing committee to meet regularly and consider staff initiatives and support</p>	<p>SLT/Line Managers</p>	<p>As Required</p>	<p>Medium</p>
Hazardous substances, flammables & cleaning materials	<p>Staff, Contractors, Students and Visitors may come into contact with substances such as;</p> <ul style="list-style-type: none"> • chemicals in science lessons • paints • cleaning substances • Adhesives 	<ul style="list-style-type: none"> • COSHH assessments are conducted for all harmful substances • All hazardous substances are stored in locked areas not accessible to students • Students are instructed on the safe use of particular substances • Safety eyewear conforming to BS En 166 are supplied where required • Protective aprons and gloves to be worn where required 	<p>All staff dealing with hazardous substances, flammables and cleaning materials undertake the necessary training</p>	<p>Site Team/ Science & DT Technicians and Teaching Staff</p>	<p>As Required</p>	<p>Low</p>

	Which could result in eye and skin irritations, burns and breathing difficulties	<ul style="list-style-type: none"> CLEAPPS guidance available for all substances used in science and DT Low risk purchase policies implemented to ensure dangerous substances are not brought onto site Liaison with contractors/premises users to ensure no conflicting substances are used on site 				
Burns & Scalds	<p>All staff, Contractors, Student, Visitors could suffer an injury as a result of contact with hot substances, surfaces such as;</p> <ul style="list-style-type: none"> Soldering irons Glue guns Bunsen burners Boiling/hot liquids Hot equipment 	<ul style="list-style-type: none"> Hot drinks to be kept away from students at all times and not to be taken in the classroom No kettles to be kept in the classroom All students instructed in the safe use of tools and equipment with the use of PPE where required 	All Staff in science, DT and Food and support staff are first aid trained	All staff	Daily	Low
Contact with sharp instruments/edges	Staff and students could suffer injury such as cuts and scratches from using sharp equipment and from broken furniture	<ul style="list-style-type: none"> Safety scissors are provided for student use where possible All students instructed and monitored in the safe use of tools and equipment with PPE provided where required Sharp equipment/tools are stored securely to prevent unauthorised access and counted in and out when used Visual inspections are undertaken on a regular basis to ensure furniture is maintained in good condition 	There are individual risk assessments in place for vulnerable students	All Staff All Staff – particularly DT and Food	Daily Daily	Low
				Site Team	Daily	



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Contact with electricity	<p>Staff and students could suffer injury as a result of damaged cables/ plugs/switches etc.</p>	<ul style="list-style-type: none"> • Annual PAT testing for all portable electronic equipment • Periodic 'Hardwire' test of mains circuitry to be conducted on a 5 year basis • All defects to be rectified as soon as possible • Visual inspection of all plugs, cables and sockets before use of any electrical equipment and any defects to be reported straight away 		<p>Site Team Site Team All Staff All Staff</p>	<p>Annually Every 5 years As required</p>	<p>Low</p>
Falling items from height	<p>Staff and students could suffer injury as a result of by items stored at a high level falling onto them</p>	<ul style="list-style-type: none"> • Only light items to be stored at height and heavy items at waist height • Only adults to reach for items stored at height ensuring that no students are below the potential 'drop zone' • Items stored at height in a sensible manner to ensure that the potential for falls is limited • Suitable access equipment to be provided and maintained for staff to access items stored at height, i.e. kick stools or step ladders • Storage shelves, storage racking and book shelves to be secured to walls • Store rooms to be locked when not in use 	<p>Adequate storage to be provided</p>	<p>All Staff</p>	<p>Daily</p>	<p>Low</p>
Contractors, Personal and Property	<p>All Staff, Contractors, Students and Visitors could suffer injury</p>	<ul style="list-style-type: none"> • Contractors are required to sign in and out as for all visitors • Contractors to be monitored by the Site Team when on site • Contractors are required to comply with the school safety policy • The Head Teacher or Site Manager to ask contractors, at a pre contract discussion, if they are going to create any hazards and how they are to control them 	<p>All appropriate paperwork and risk assessments collated and completed prior to contractors starting any work on site</p>	<p>Site Team</p>	<p>As required</p>	<p>Low</p>



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		<ul style="list-style-type: none"> • Contractors must have; <ul style="list-style-type: none"> ○ Public liability insurance ○ Safety policy and procedures ○ References confirming competency to do the job • Staffs Driving Licence and personal car DVLA checks undertaken where there's a requirement to drive on school business ad checked every 3 months 		BOM	As required	
Use of Equipment/ Tools/ Machinery	All staff, Contractors, Students, Visitors could suffer injury as a result of moving equipment, interactive computer equipment and all other classroom equipment	<ul style="list-style-type: none"> • All equipment obtained from a reputable source • All appropriate equipment serviced on an annual basis • All equipment/tools assembled and used in accordance with the manufacturers instructions • Equipment/tools are appropriate for the age concerned • All equipment, machinery and tools are appropriately sited • Suitable floor surfaces are maintained in a good condition • All equipment visually inspected prior to use and condemned until repaired/replaced if any defects noticed • PPE provided where required • Training and instruction provided to all staff and students who operate equipment, tools and machinery • Students to be supervised when using equipment, tools and machinery • No loose hair, clothing or jewellery to be worn when using equipment, tools or machinery 	All relevant equipment and machinery are serviced, inspected and assessed by external companies on an annual basis	All Staff/ Site Team	As required/ Annual servicing & inspections	Low



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		<ul style="list-style-type: none"> Trailing cables to be secured Consideration given to weather and the potential risks for slips, trips and falls when using outside, equipment, tools and machinery Adequate storage facilities are available All equipment stored safely All equipment must be moved by staff or under the supervision of staff Curriculum Risk Assessments held for departments undertaking practical lessons 				
DSE	<p>All staff, Contractors, Students, Visitors could suffer musculoskeletal disorders as a result of incorrect postural set-up of workstations. These can include;</p> <ul style="list-style-type: none"> Eye strain RSI's Back pain Carpal Tunnel Syndrome 	<ul style="list-style-type: none"> All DSE users undertake a 'Workstation Assessment' All workstations are set up to consider anthropometrics and ergonomics Adequate lighting, temperature and ventilation is in place and monitored Regular breaks are recommended for DSE users Adequate leg room is maintained under desks Mouse mats and keyboard supports are provided 		All Staff	As required	Low
First Aid	<p>All staff, Contractors, Students, Visitors may suffer as the result of inadequate first aid provision or the incorrect first aid treatment</p>	<ul style="list-style-type: none"> Adequate number of first aiders and emergency first aiders available in school at all times Training issued and refreshed First aiders always available and in attendance on educational visits/trips 	First Aid policy also in place	<p>BOM/Site Mgr</p> <p>Trip Organiser</p> <p>Main Office</p>	<p>As required</p> <p>As Required</p> <p>Monthly</p>	Low



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		<ul style="list-style-type: none"> Adequate number of first aid kits situated around school and regularly checked and restocked where necessary The appropriate staff awareness for contacting the emergency services 		BOM	Annually	
Injuries	Legal Requirement for All staff, Contractors, Students, Visitors who suffer an injury on the school premises	<ul style="list-style-type: none"> All accidents resulting in an injury that has occurred on the school premises to be recorded on the Atlas Citation portal 	Accidents reported to the Trust and presented to the Termly H&S Committee Governor meetings for challenging any trends	Site Team/ BOM	As required	Low
Fire	All staff, Contractors, Students, Visitors could be subject to serious injury/fatality in the event of a fire	<ul style="list-style-type: none"> Annual Local Fire Risk Assessment conducted in school by the Fire Service Emergency action plan policy in place, communicated to all staff on an annual basis or if an amendment is made and tested on a termly basis All visitors may aware of the nearest fire exits and assembly points All fire doors remain closed unless fitted with an appropriate fire guard closing system Fire Safety Awareness training provided to all staff All new staff and students are given a fire awareness and walk through of the procedures to be taken in the event of discovering a fire, raising the alarm, hearing the fire alarm 	<ul style="list-style-type: none"> All fire equipment is serviced on a bi-annual/ annual basis within the required dates All appropriate appliances, such as Gas, Boilers and catering equipment are serviced 	Site Mgr BOM All Staff BOM/Site Mgr	Annual As Required As Required As required	Low



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		<ul style="list-style-type: none"> • Fire Exit Route notices are located in every room and around school • Fire Exit signs are located and easily identifiable in the public areas and around school • Firefighting equipment is provided, maintained and annually serviced and suitably positioned around school, i.e. fire blanket, fire extinguishers and drag mat etc. 	<p>annually within the certified dates</p> <ul style="list-style-type: none"> • PEEPS are in place for staff/students with mobility problems 	Site Mgr		
Bomb/ Emergency Evacuation	All staff, Contractors, Students, Visitors could be subject to serious injury/fatality in the event of a bomb detonation or failure to escape during a bomb evacuation	<ul style="list-style-type: none"> • Emergency action plan policy in place and communicated to all staff on an annual basis or if an amendment is made and regularly tested. • Alternative assembly points in place in the event of a bomb evacuation 	Telephone scripts provided to staff answering the telephone	BOM	Annually & As Required	Low
Property Damage	All staff, Contractors, Students, Visitors could be subject to serious injury in the event that significant property damage may pose a risk, such as; <ul style="list-style-type: none"> • Asbestos damage • Structural insecurity • Broken/missing windows • Loose roof tiles 	<ul style="list-style-type: none"> • Regular premise inspections conducted to identify any issues with the property fabric • Regular checks of asbestos on site conducted and recorded to monitor its condition • Condition survey team identify major concerns and funds are allocated for remedial works • If major damage occurs, the area is isolated/cordoned off and propriety repairs made/arranged • Further assessment conducted where a dangerous issue arises; i.e. risk of flooding and leaks into rooms due to heavy rainfall 	Any near misses are reported	Site Mgr	Annual Monitoring and As Required	Low
Manual Handling	All staff, could be subject to serious injury in the event of using	<ul style="list-style-type: none"> • All staff undertake Manual Handling training • Large/heavy items to be assessed before handling 		Site Mgr All Staff	Annually As Required	Low



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	the incorrect lifting techniques and attempting to lift heavy/cumbersome loads	<ul style="list-style-type: none">• Shared lifting practices to be adopted where appropriate• Lifting and Handling aids to be used where necessary				
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Assessors Name: Jacqueline Dunthorne	Assessors Signature:	Date: 30/10/2023
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Review Date: August 2024
