

SPORTS ACADEMY



Directorate: Young Foundations	Service area: Sports Academy	Date of assessment: 5th September 2022	Date of previous assessment: N/A	Review date: 1st September 2023
Section: Howard House School		Persons involved in assessment: Hazel Redford, Amran Suleman	Number of pages: 27	

No.	Hazards	Persons at Risk	Risk	Control Measures
1	Site security	Staff Students Visitors Contractors	Trespass Absconding Unauthorised access Assault/ violent incidents Safeguarding issues Vandalism/ theft/ arson	<ul style="list-style-type: none"> - Premises are owned by a third party. - Buildings are well maintained and monitored periodically for damage. - All damage is reported to owners. - Head of School formally reports damage/ repairs. - Damage repaired, as necessary. - Maintenance work carried out outside of the hours the school use the premises, where possible. - Doors and windows secured outside of school use. - Building secured by staff at end of school use. - Intruder alarm fitted and maintained. - Good relationship with neighbours. - Clear signage directing visitors/ others to entry point and for parking. - Number of freely available access doors minimised, e.g., restricted to staff use only, access by key. - Where doors are designed to be used as a fire door, they must remain openable from the inside without the use of a key.

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				<ul style="list-style-type: none"> - Inventory of both permanently and temporarily issued keys maintained. - Staff report any missing/ lost keys. - Staff instructed to politely challenge any person they do not know. - Adequate supervision arrangements in place: <ul style="list-style-type: none"> o Registers taken. o Students kept on site over lunchtime. o If a student walks off site, parents are informed and advised to report them missing to the police. - Sharing information and team debrief following incidences of aggression. - Consideration given to how staff gain support in the event of an incident. - Adequate external/ security lighting. - Car park is well lit. - There are adequate outside bins, these are collected weekly.
2	External areas – unsafe access/ egress	Staff Students Visitors Contractors	Slips, trips and falls	<ul style="list-style-type: none"> - Entrance/ exit routes, car park and other external areas are checked regularly for hazardous conditions and damage. - All damage and hazardous conditions are reported to owners. - Head of School formally reports damage/ hazardous conditions. - Repairs are carried out, and steps taken to prevent recurrence. - Maintenance work carried out outside of the hours the school use the premises, where possible. - Litter and spillages are dealt with appropriately. - Adverse weather plan in place (see section below). - Adequate external lighting.

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				<ul style="list-style-type: none"> - Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services.
3	External areas – slippery surfaces due to adverse weather conditions e.g. ice	Staff Students Visitors Contractors	Slips, trips and falls	<ul style="list-style-type: none"> - Adverse weather plan is in place identifying: <ul style="list-style-type: none"> o What requires to be done, e.g., grit or salt available for surfaces which are prone to ice. o Who is going to do it, e.g. caretaker applies salt or grit in icy weather. - Nominated member of staff monitors weather conditions. - Main route in/ out of buildings cleared and treated.
4	External areas – holes/ broken glass/ litter/ animal faeces/ drug use	Staff Students Visitors Contractors	Slips, trips and falls Cuts Needle stick injury Infection/ disease	<ul style="list-style-type: none"> - External areas checked regularly for hazardous conditions. - All hazardous conditions reported to owners, where appropriate. - Repairs are carried out, and steps taken to prevent recurrence. - Maintenance work carried out outside of the hours the school use the premises, where possible. - Litter, broken glass, and animal faeces dealt with appropriately. - Staff advised not to deal with sharps unless they use appropriate safety equipment. - Police to be informed of drug use.
5	External areas – pedestrian/ vehicle segregation	Staff Students Visitors Contractors	Injury due to person being struck by vehicle Collison with other vehicles	<ul style="list-style-type: none"> - Designated parking area. - Safe access/ egress to be maintained. - Adequate supervision arrangements in place at break time and lunch time. - Signs or barriers in place prohibiting parking across the outside of emergency exits. - Adequate external lighting.

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				<ul style="list-style-type: none"> - Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services.
6	Premises – fabric of the building	Staff Students Visitors Contractors	Damage/ deterioration Slips, trips and falls Cuts	<ul style="list-style-type: none"> - Premises are owned by a third party. - Buildings are well maintained and monitored periodically for damage. - All damage is reported to owners. - Head of School formally reports damage/ repairs. - Damage repaired, as necessary. - Maintenance work carried out outside of the hours the school use the premises, where possible. - Doors and windows are checked more frequently and repaired at the first opportunity. - Entrances and exits are clearly signed, well-lit and kept free from obstructions.
7	Premises – fixtures, furniture and equipment	Staff Students Visitors Contractors	Damage/ deterioration Slips, trips and falls Cuts Burns	<ul style="list-style-type: none"> - Premises are owned by a third party. - Fixtures, furniture, and equipment are monitored periodically for damage, externally as well as internally. - Checks of equipment include plug and cable. - All damage and hazardous conditions are reported to owners. - Head of School formally reports damage/ repairs. - Damaged items taken out of use, item either repaired or replaced. - Maintenance work carried out outside of the hours the school use the premises, where possible. - Electrical equipment subject to regular safety inspection and test (PAT testing), arranged by the owner.

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8	Premises – isolation of services in an emergency	Staff Students Visitors Contractors	Electrocution/ burns Fire/ explosion Flooding	<ul style="list-style-type: none"> - Emergency plan in place, which includes service provider contact numbers and emergency contact numbers. - Fuse box and shut-off valves are clearly identified, accessible and functioning. - Staff know the location of all shut-off valves and fuse box and have been made aware of the correct procedures to turn them off.
9	Premises – asbestos	Staff Students Visitors Contractors	Damage/ deterioration to asbestos containing materials (ACM) Exposure to asbestos fibres	<ul style="list-style-type: none"> - Premises are owned by a third party. - The owners have stated that there is no asbestos containing material in the premises. - Arrangements are in place to notify the owners if additional suspect materials are identified. - Head of School formally reports any suspect materials.
10	Premises – electrical installation	Staff Students Visitors Contractors	Electrocution Burns Fire	<ul style="list-style-type: none"> - Premises are owned by a third party. - The electrical installation (fixed wiring, sockets, and lights) will be checked by a NICEIC Approved electrical contractor every 5 years (maximum), arranged by the owner. - The school have a copy of the latest Electrical Installation Condition Report. - All damage and hazardous conditions are reported to owners. - Head of School formally reports damage/ hazardous conditions. - All remedial work carried out outside of the hours the school use the premises, where possible. - Staff do not carry out repairs on electrical circuits. - Staff are aware of all electricity cut off points. - Mains powered portable equipment is protected by a residual current device (RCD) to the distribution board.

No.	Hazards	Persons at Risk	Risk	Control Measures
11	Premises - Legionella bacteria	Staff Students Visitors Contractors	Legionnaires disease (potentially fatal form of pneumonia) Pontiac fever	<ul style="list-style-type: none"> - Premises are owned by a third party. - Hot and cold running water available in the toilets only, which are used frequently. - Hot water comes out of taps at 43°C. - Drinking water is provided
12	Premises - mould	Staff Students Visitors Contractors	Lung irritation/ sensitisation Adverse health affects	<ul style="list-style-type: none"> - Premises are owned by a third party. - Regular visual inspections of the building take place, this includes looking for possible areas where mould may grow. - All incidents of water damage/ signs of identified mould are reported to owners. - Head of School formally reports damage/ repairs. - Damage repaired/ identified mould treated, as necessary. - Maintenance work carried out outside of the hours the school use the premises, where possible.
13	Premises – welfare facilities	Staff Students Visitors Contractors	Discomfort Slips, trips and falls Infection/ disease Food poisoning Burns/ scalding	<ul style="list-style-type: none"> - Premises are owned by a third party. - Adequate toilets and washbasins for staff and students. Doors have locks. - Hot and cold running water, soap, disposable paper towels and toilet paper provided. - Hot water taps provide water at 43°C. - Waste bins provided for rubbish in toilets and emptied frequently. - Adequate facilities to make hot drinks and food. - Supply of fresh drinking water via bottled water. - Fridge available to store food. - Adequate facilities to rest and eat. - Waste bins provided for rubbish and emptied frequently.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Good hygiene and housekeeping practices adopted. - Cleaning supplies available. - Welfare facilities are monitored daily. - Facilities are maintained in a clean state. - All damage/ faults are reported to owners. - Head of School formally reports damage/ repairs. - Damage repaired, as necessary. - Maintenance work carried out outside of the hours the school use the premises, where possible.
14	Premises – environmental conditions (lighting, ventilation, temperature and space)	Staff Students Visitors Contractors	Discomfort Fatigue Stress Eye strain Headaches Slips, trips, falls	<ul style="list-style-type: none"> - Premises are owned by a third party. - Adequate lighting is installed. - Natural light is available. - Lighting is monitored periodically to ensure good working order, internally as well as externally. - All damage/ faults are reported to owners. - Adequate lighting at entrance/ exit (inside and outside). - Escape routes are adequately lit in event of a power failure. - Adequate ventilation is available. - All windows open to provide fresh air. - A reasonable working temperature exists both within the classroom and arena. - Classroom/ kitchen areas provide enough free space to move around without risk of injury. - Waste bins used to dispose of rubbish. - Rubbish/ debris is cleared away promptly. - Staff/ students encouraged to use bins.

No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Regular cleaning takes place. - Good housekeeping practices adopted. - Bags and coats are stored safely. - Floor and access routes are kept free from obstruction. - Equipment and materials are stored tidily. - Storage areas are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall. - All damage/ faults are reported to owners. - Head of School formally reports damage/ repairs. - Damage repaired, as necessary. - Maintenance work carried out outside of the hours the school use the premises, where possible.
15	First aid - inadequate first aiders, equipment or information	Staff Students Visitors Contractors	Injuries could be serious or life threatening if not dealt with quickly and appropriately	<ul style="list-style-type: none"> - The school has a first aid needs risk assessment that covers the use of these facilities. - The appropriate number of trained first aiders are available when the site is in use. - First aid kits are in locations that are easily accessible and kept well stocked. - Signage is in place and kept up to date, as necessary. - Records kept of any first aid provided.
16	Fire	Staff Students Visitors Contractors	Death Burns Smoke inhalation Property damage	<ul style="list-style-type: none"> - Premises are owned by a third party. - Fire risk assessment carried out and reviewed annually, arranged by the owner. - The school have seen a copy of the risk assessment. - Emergency evacuation plan in place, which covers all areas and identifies those that may be at special risk. - Staff and students are aware of the emergency evacuation plan.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Personal emergency evacuation plans (PEEP) in place, where necessary. - Appropriate fire extinguisher(s) in place, suitable for the fire type and serviced annually. - All staff know how to raise the alarm, the location of call points and extinguishers, and how to contact the emergency services. - All fire doors are marked with 'Fire door, keep closed' signs. - All fire doors are fitted with an automatic self-closing device. - Fire exits are clearly marked and checked weekly for obstruction/ ease of access. - Fire evacuation notices are posted in all areas. - Fire escape routes are kept free from obstruction and checked weekly. - Fire alarm is tested weekly and records kept. - Emergency lighting is operational and checked monthly. - Smoke alarms are fitted and tested periodically. - Assembly points are clearly marked. - Fire drills are carried out every half term. - Rubbish is not allowed to accumulate. - Storage areas are kept tidy. - Layout allows for unrestricted movement and safe circulation. - Where doors are designed to be used as a fire door, they must remain openable from the inside without the use of a key. - There are no external waste bins, all rubbish is taken back to Howard House. - All damage/ faults/ concerns are reported to owners. - Head of School formally reports damage/ repairs.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Damage repaired, as necessary. - Maintenance work carried out outside of the hours the school use the premises, where possible.
17	Movement around sports academy	Staff Students Visitors Contractors	Slips, trips and falls Cuts/ abrasions Falling items	<ul style="list-style-type: none"> - Premises are owned by a third party. - Inspections carried out to identify damage to flooring/ building/ equipment and other hazards. - All damage/ hazardous conditions reported to owners. - Head of School formally reports damage/ hazardous conditions. - Damaged items are taken out of use, item either repaired or replaced. - Repairs/ maintenance work carried out outside of the hours the school use the premises, where possible. - Adequate lighting is installed. - Procedures are in place to report/ change any broken light bulbs promptly. - Waste bins used to dispose of rubbish. - Rubbish/ debris is cleared away promptly. - Staff/ students encouraged to use bins. - Regular cleaning takes place. - Procedure in place to report and deal with spillages. - Door mats at entrances are maintained to ensure they do not cause a trip hazard. - Heavy/ weighted mats are used, where possible. - Floor areas are slip resistant. - School equipment and teaching materials are stored tidily. - Items stored appropriately on shelves and in cupboards to prevent toppling and unsafe access.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Floor and access routes are kept free from obstruction. - Fire escape routes are kept free from obstruction and checked weekly. - Goods are stored safely and are easily accessible. - Displays do not impede access/ egress routes, and do not impede vision or signage. - Trailing cables kept to a minimum. - Sufficient outlets to support the range of equipment normally used. - Use extension leads and adaptors only where necessary. - Use of cable covers where cables are a trip hazard. - Use nearest available socket to reduce need for extension leads.
18	Use of classroom	Staff Students Visitors Contractors	Slips, trips and falls Cuts/ abrasions Falling items Electrocutation Burns	<ul style="list-style-type: none"> - Premises are owned by a third party. - Inspections carried out to identify damage to flooring/ building/ equipment and other hazards. - All damage/ hazardous conditions reported to owners. - Head of School formally reports damage/ hazardous conditions. - Damaged items are taken out of use, item either repaired or replaced. - Repairs/ maintenance work carried out outside of the hours the school use the premises, where possible. - Electrical equipment subject to regular safety inspection and test (PAT testing). - Trailing cables kept to a minimum. - Sufficient outlets to support the range of equipment normally used. - Use extension leads and adaptors only where necessary. - Use of cable covers where cables are a trip hazard. - Use nearest available socket to reduce need for extension leads.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Areas provide enough free space to move around without risk of injury. - Permanent fixtures securely fastened (display boards, shelving etc.) - Storage areas are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall. - Equipment and materials are stored tidily. - Floor and access routes are kept free from obstruction. - Good housekeeping practices adopted. - Waste bins provided for rubbish and emptied frequently. - Rubbish/ debris is cleared away promptly. - Staff/ students encouraged to use bins. - Regular cleaning takes place. - Procedure in place to report and deal with spillages.
19	Use of the kitchen area	Staff Students Visitors Contractors	Burns/ scalds Cuts/ abrasions Slips, trips and falls Electric shock Explosion Fire Food poisoning Allergies	<ul style="list-style-type: none"> - Adequate supervision and safe working procedures in place. - Controlled storage and use of knives. - Students taught correct techniques for use of knives and use under supervision. - Knives are kept sharp as blunt knives can cause serious injuries. - Knives are washed separately and not left lying around. - Good housekeeping practices adopted. - Spills/ food debris are cleared up immediately. - Mains powered portable equipment is protected by a residual current device (RCD) to the distribution board. - Electrical equipment is subject to regular safety inspection and PAT testing. - Fire blanket kept in the area and staff know how to use it.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Staff and students to wash hands before handling food and after visits to the toilet. - Cuts and grazes to be covered with waterproof adhesive dressings. - Tie back long hair. - Aprons are cleaned after each use. - Equipment, including cutlery, stored in secure, clean conditions, and used only for food preparation. - Adequate rubbish bins for waste food and emptied daily. - School aware of staff/ students who are sensitive to foods and food additives. - Staff should be aware of ingredients/food additives present in foodstuffs.
20	Use of the pitch	Staff Students Visitors Contractors	Slips, trips and falls Cuts/ abrasions Broken bones/ fractures Muscular skeletal and other physical injuries Injury from contact with other persons Fire	<ul style="list-style-type: none"> - Premises are owned by a third party. - Inspections carried out to identify damage and other hazards conditions. - All damage/ hazardous conditions reported to owners. - Head of School formally reports damage/ hazardous conditions. - Damaged items are taken out of use, item either repaired or replaced. - Regular checks for defects on sports equipment. - Goal posts are anchored correctly and subject to safety checks and annual maintenance. - Damaged equipment taken out of use, either repaired or replaced. - Repairs/ maintenance work carried out outside of the hours the school use the premises, where possible. - Adequate lighting available. - Adequate supervision in place.

No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Suitable clothing and footwear worn. - Clear rules about appropriate behaviours. - Games to be stopped if considered unsafe/ inappropriate. - First aiders and equipment on site. - Electrical equipment subject to regular safety inspection and test (PAT testing). - Trailing cables kept to a minimum. - Sufficient outlets to support the range of equipment normally used. - Use extension leads and adaptors only where necessary. - When not in use all equipment is stored correctly.
21	DSE - unsuitable layout of workstation, inadequate breaks	Staff	Upper limb pain and discomfort Poor working posture Eye strain/ fatigue Headaches	<ul style="list-style-type: none"> - Display screen equipment users identified. - Display screen equipment assessment carried out. - Workstations are arranged to avoid awkward movements, reflections, aches, and pains. - Adequate breaks are taken where use exceeds 1-hour. - Eyesight tests are available to staff who use display screen equipment as part of their normal work routine.
22	Manual handling	Staff	Back or upper limb injury	<ul style="list-style-type: none"> - Manual handling minimised as far as possible. - Manual handling risk assessments carried out, where necessary. - Staff receive manual handling training from a competent instructor, where necessary. - Storage areas are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall. - Storage of regularly accessed items is arranged so that heavier items are stored on middle shelves not on the floor or above shoulder height.

No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Work areas are organised to ensure materials are stored close to point of use or a handling aid is available. - Items are made lighter or less bulky, where possible. - Individuals ask for help when moving heavy items. - Handling aids are provided for moving items. - Equipment is in good working order and repaired or replaced when necessary. - The safest route for moving items is chosen. - Particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels. - All potential obstructions are removed. - Good housekeeping and workplace layout.
23	COSHH (control of substances hazardous to health)	Staff Students Visitors Contractors	Dermatitis Skin Irritation Allergies Splashes (eyes) Burns Fire	<ul style="list-style-type: none"> - The school holds an up to date COSHH Inventory, this includes products used at these facilities. - Safety data sheets (SDS) are readily available for all chemicals used at these facilities. - COSHH assessments are carried out, where necessary. - Suitable information is provided to staff on the precautions to take when working with chemicals. - Unauthorised access and use of chemical products is prohibited. - Chemicals are stored safely in accordance with SDS requirements. - When purchasing chemicals, e.g., for cleaning, the least hazardous chemical is purchased. - Quantities are kept to a minimum, especially flammable liquid. - Immediate cleaning up of any spillage. - Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together.

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No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Personal Protective Equipment (PPE) is provided and worn as directed on the SDS. - Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals. - Chemicals are disposed of in accordance with the SDS.
24	Contact with biological agents	Staff Students Visitors Contractors	Needle stick injury Infectious disease outbreak	<ul style="list-style-type: none"> - All biological fluids e.g., blood, are treated as potentially infectious and gloves are worn. - Personal protective equipment e.g., gloves when retrieving items or collecting rubbish. - To reduce the possibility of needle stick injury, individuals should not put hands into bins or into areas where the contents cannot be seen. - Clinical waste, if any, must be disposed of in a clinical waste/ sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company. - If anyone suffers a needle stick injury the following steps are taken: <ul style="list-style-type: none"> o Encourage the wound to bleed gently by holding it under running water. o Dry the wound, cover with a plaster or dressing and seek medical attention as soon as possible. - School has risk assessments and procedures in place for COVID-19 pandemic. - School has procedures in place on how to handle infectious disease outbreaks, e.g., flu, meningitis.
25	Work at height	Falls Falling objects	Staff Students Visitors Contractors	<ul style="list-style-type: none"> - Staff do not carry out any work at height at these facilities. - Repairs/ maintenance work is under the control of the owners and is carried out outside of the hours the school use the premises, where possible. - Where not possible, school will restrict activities taking place to areas where work is not being carried out.

No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - If a reason should arise where staff have a need to work at height, then the main school risk assessment will apply in this area.
26	Portable electrical appliances	Electrocution Burns Fire	Staff Students Visitors Contractors	<ul style="list-style-type: none"> - Premises are owned by a third party. - An inventory of portable electrical appliances is maintained. - Pre-use checks carried out. - All damage and hazardous conditions are reported to owners. - Head of School formally reports damage/ hazardous conditions. - Damaged items taken out of use, item either repaired or replaced. - Checks carried out to identify any specific training/ instruction requirements. - Trailing cables kept to a minimum. - Sufficient outlets to support the range of equipment normally used. - Use extension leads and adaptors only where necessary. - Use of cable covers where cables are a trip hazard. - Use nearest available socket to reduce need for extension leads. - Mains powered portable equipment is protected by a residual current device (RCD) to the distribution board. - Electrical equipment subject to regular safety inspection and test (PAT testing), arranged by the owner. - Visual checks are carried out as follows: <ul style="list-style-type: none"> - Appliance <ul style="list-style-type: none"> o On/ off switch is working correctly. o No signs of damage to casing. o No loose parts or missing screws. o Live parts are properly guarded so as not to be inadvertently accessible. - Cables

No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> ○ Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible. - Plug <ul style="list-style-type: none"> ○ Securely anchored. ○ No sign of cracked casing, overheating, loose, or bent pins. ○ Correctly rated internal fuse fitted. - Socket outlet <ul style="list-style-type: none"> ○ No cracks/ damage or signs of overheating.
27	Working alone or in isolation	Staff	<p>Sudden illness</p> <p>Accidents relating to work activities</p> <p>Physical assault</p> <p>Delayed assistance in an emergency</p>	<p>There is no foreseeable need for staff to work alone at these premises, but if the need should arise then the following applies:</p> <ul style="list-style-type: none"> - Doors are to remain locked whilst the member of staff is in attendance. - Key holders strictly controlled, and numbers kept to a minimum. - Mobile phone carried. - Reduce time spent working alone so far as is reasonably practicable. - Lone workers can respond correctly to emergencies. - Only low risk tasks to be undertaken. - A 'reporting in' procedure is in place, e.g., manager aware of start and finish times, contact if plans change and on completion of work. - Arrangements for providing help or back up are in place. - Lone workers have access to adequate first-aid facilities. - Personal protection equipment (PPE) is provided to lone workers where required. - External lighting is adequate.

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28	Stress	Staff	Depression Anxiety	<ul style="list-style-type: none"> - Skills and abilities are correctly matched to job (person spec and job description). - New employees receive adequate induction into their role and objectives. - Regular meetings with staff, both team meetings and one to one/ performance management which discuss and anticipate workload/ aid prioritising. - Staff understand their role and are suitably trained. - Staff encouraged to develop new skills to help them undertake new and challenging pieces of work. - Staff can use their skills and initiative to do their work. - Staff encouraged to participate in decision making. - Staff are aware of the support that is available to them. - The school promotes positive behaviours. - Discipline, grievance, and bullying/ harassment procedures in place and accessible to staff. - Staff supported to maintain a reasonable work-life balance. - All staff encouraged to pro-actively raise issues/ concerns with their manager/ head. - Work environment concerns, e.g., temperature, ventilation, noise, are taken seriously and investigated. - Sickness absence data and staff turnover rates monitored. - All incidents of potential/ actual work-related stress reviewed. - Exit interviews held.
29	Smoking	Staff Students Visitors	Fire	<ul style="list-style-type: none"> - The Sports Academy is a no smoking area. - 'No Smoking' signs are displayed.

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		Contractors		
30	New and expectant mothers	Staff Visitors Contractors	Nausea/ vomiting Aches and pains Bleeding Restricted movement Stress Slips, trips and falls Fatigue (mental and physical) Medical complications	<ul style="list-style-type: none"> - Specific new and expectant mothers risk assessment carried out. - Review of DSE risk assessment, if a DSE user. - New and expectant mothers' own knowledge, experience, and training of employed duties. - Adequate welfare facilities available. - Able to take breaks as and when required, with resting facilities available. - Workload and working hours will be reviewed, as necessary. - Contact with known or potentially violent persons will be prevented wherever possible. - New and expectant mothers are not required to lift, push, or pull awkward or heavy items. - New and expectant mothers are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm. - If there is a risk of exposure to a highly infectious agent, new and expectant mothers must avoid exposure. - If in direct contact with someone with a potentially infectious rash (e.g., chicken pox, measles, rubella etc.) new and expectant mothers are advised to seek advice from GP/ midwife.
31	Disposal of waste materials	Staff Students Visitors Contractors	Infection Cuts Burns Fire Explosion	<ul style="list-style-type: none"> - Premises are owned by a third party. - Waste bins are provided in all rooms. - Staff/ students encouraged to use bins. - Rubbish/ debris is cleared away promptly. - Waste materials are cleared away after each class. - Waste bins are emptied frequently.

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				<ul style="list-style-type: none"> - Incompatible material is segregated and stored safely. - Clinical waste, if any, is disposed of in a clinical waste/ sharps bin. - There are external waste bins that are emptied weekly. - Electrical and electronic equipment is disposed of appropriately, arranged by owner, unless school property.
32	Use of external companies/ contractors	Staff Students Visitors Contractors	Electrocutation Burns Property damage Fire Cuts/ abrasions Muscular skeletal and other physical injuries Slips, trips and falls Fire evacuation hindered/ unsafe access/ egress Safeguarding issues	<ul style="list-style-type: none"> - Premises are owned by a third party. - Repairs/ maintenance work is under the control of the owners and is carried out outside of the hours the school use the premises, where possible. - Where not possible, school will restrict activities taking place to areas where work is not being carried out. - If a reason should arise where the school has need to use external companies/ contractors, then the main school risk assessment will apply in this area.
33	Driving for work/ use of school vehicles	Staff Students Other road users Pedestrians	Road traffic accident Death Major injuries	<ul style="list-style-type: none"> - Staff complete a driver's declaration form and provide a copy of their driving licence. - An assessment of the persons driving abilities and driving history has been carried out. - Staff asked to drive as part of their job have been given adequate information on what is expected of them and what guidelines/ rules they need to follow. - Staff have been informed that they must not drive while using a mobile phone.

No.	Hazards	Persons at Risk	Risk	Control Measures
				<ul style="list-style-type: none"> - Staff have been informed that they must not drive while under the influence of alcohol or drugs. - Anybody who drives as part of their job is sufficiently fit and healthy to do so safely and not put themselves or others at risk. - Any reportable medical conditions have been reported to the DVLA and declared on the driver's declaration form. - All drivers comply with the minimum eyesight standard for driving. - Any expectant mothers will be re-assessed during the pregnancy. - Driving in adverse weather conditions is actively discouraged. - Guidelines are in place for maximum unbroken driving hours. They are adhered to whenever possible. - All vehicles are maintained. They have a valid MOT (if over 3 years old) and valid insurance. - If employees use their own vehicles for work purposes, the drivers will be insured for business use. The vehicle will have a valid MOT certificate (if over 3 years old) and be regularly serviced and maintained. - Drivers must carry out basic vehicle safety checks before they begin their journey. They have been provided with a checklist and information to do this. - Drivers are given time to familiarise themselves with new vehicles. Information and training is provided where necessary. - Any goods/ equipment carried in the vehicle is properly secured so that it does not cause injury in the event of an accident, and drivers aren't distracted by loose objects moving around the car while driving. - Vehicles supplied for work purposes are provided with a first aid kit and a fire extinguisher. Staff who use their own vehicles, are encouraged to do the same. - Clear rules about appropriate behaviours.

To be completed by the person(s) undertaking the risk assessment			
Name:		Job Title:	
Signature:		Date:	
Name:		Job Title:	
Signature:		Date:	

To be completed by the Senior Manager			
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.			
Name:		Job Title:	
Signature:		Date:	
N.B. Where senior managers do not agree that the risk assessment is suitable and sufficient, the risk assessment must be revised.			