

Appendix 1

Safeguarding of pupils during the school day

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Unauthorised access to pupil areas within school grounds.	Students and staff	M	<p>Perimeter fences are designed to prevent easy site access and are well maintained. Access points are minimised during school hours in order to reduce unauthorised access to secure pupil areas and funnel visitors to main entrances.</p> <p>Internal fence lines between Early Years playgrounds and unsecured public areas are designed to minimise the risk of lifting a pupil over the fence.</p>	L	<p>It is the parent/ carer's responsibility to escort their children into the playground.</p> <p>The Caretaker, wearing a high vis vest will be on duty at the main entrance before, and at the end of the school day to ensure that all students are crossing the road safely to minimise risk of an accident.</p>
	Students and staff		<p>At the start of the school day pupils for the primary school, and the secondary school girls enter via the main gate. The main gate is opened at 7:30 am for access by staff.</p> <p>The main gate and internal door of the main entrance is accessed by use of a door code and a buzzer. Visitors must press the buzzer to gain entrance to the school as well as on leaving the school. The main door requires a pin to enter. All visitors must sign in.</p> <p>At 8.30am the caretaker locks the gate. Late arrivals enter the school by the main entrance. Children arriving after 8:30am are brought to the main entrance</p>	L	<p>Parents to sign late arrival booklet in school office.</p>

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			by their parent/carer and are signed into the late register.		
Unauthorised people entering school buildings.	Students and staff	<i>M</i>	All exterior doors are kept locked unless they are located in secure areas of the school. Early Years play yard is in a secure area and the height of the fence prevents children being lifted over easily. All visitors and contractors are admitted to the school by a member of staff at the main entrance. A visitors' book is maintained and essential information is recorded. Badges are worn by visitors/staff/governors allowing staff to identify and challenge people who should not be on site.	<i>L</i>	
Unauthorised people entering through the side gate into the Reception playground or exit by children.	Students and staff	<i>L</i>	The gate is opened between 7.30am to 8.30 am to ensure children and parents can enter the playground. The gate to the reception playground is closed at 8:30 a.m. They are reopened at 3:05 to ensure that parents can collect their children, and closed at 3:45 pm.	<i>L</i>	
Unauthorised people entering through the park gate into playground or exit by children.	Students and staff	<i>L</i>	The gates to both sides of the playground are kept securely locked.	<i>L</i>	
Unauthorised people entering the playground via the fire escape.	students	<i>H</i>	Risk currently remains high however work is in progress to increase the height of the gate.	<i>H</i>	Following completion of work risk rating will be low.

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Transitioning from playground/hall to class	Students	<i>H</i>	<p>Secondary girls' assembly in the main hall at 8:10 under the supervision of a teacher on morning duty. Teachers take students from the hall to the classroom at 8:15 am for morning register.</p> <p>Primary students line up on the playground in their class registration group. Children are supervised by staff on duty at 8:15 am. Parents remain with children until staff arrives. Children line up ready and are sent to their class at 8:25 am.</p>	<i>L</i>	Morning duty staff remain with students at all times until all classes are taken by class teacher.
Wet weather/ adverse weather (snow, ice) Gritting of paths in icy weather	Students	<i>M</i>	A member of staff on duty will instruct pupils and parents that they should go directly into the hall to line up, then into their registration classes at 8.25am	<i>L</i>	
Children absconding from school site.	Students accessing highway or being abducted.	<i>L</i>	<p>The perimeter fence is well maintained. Internal fence lines prevent direct access to any open perimeter gates.</p> <p>Gates are locked between 8:30am and 3:15pm with no easy egress into the school without compromising escape routes.</p>	<i>L</i>	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Sprain and strains	Students and staff	L	<p>Staffing levels are such that all areas where pupils can access can be seen by a member of staff. Children are given strict guidelines as to where they can play.</p> <p>Staff is of sufficient number to be able to deal with emergency situation that could occur (e.g. Fire, pupils requiring first aid).</p> <p>Pupils are instructed not to participate in horse play/rough play.</p> <p>Play surface has been inspected and is on a regular basis to ensure that the surface does not have any trip hazards present. Trip hazard identified in playground, will be cone off for safety reasons.</p> <p>The Health and Safety Officer checks playground daily for any obvious hazards e.g. glass, syringes, cans and potholes.</p>	L	
Slips, trips, bumps and grazes	Students and staff	M	<p>Staff is of sufficient number to be able to deal with emergency situation that could occur (e.g. Fire, pupils requiring first aid).</p> <p>Pupils are instructed not to participate in horse play/rough play.</p>	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			<p>Play surface has been inspected and is on a regular basis to ensure that the surface does not have any trip hazards present. Trip hazard identified in playground, will be cone off for safety reasons.</p> <p>Football/ball games are restricted to one game to ensure pupils are kept away from areas where they could break glass/run into walls.</p>		
Medical conditions	Students and staff	M	<p>All staff are aware of students with medical conditions.</p> <p>See Health and Safety Policy</p>	L	Laminated pictures are kept in the medical room of students with severe allergies.
Scalding	Students and staff	M	All staff must carry hot drinks in a thermos or a thermos cup with a covered lid to avoid scalding themselves/children.	L	
Pupils fighting	Students and staff	M	<p>Pupils are dealt with according to the school procedures. Staff are aware of the school policies including child protection issues.</p> <p>Staff intervening in fights should have regard for their own safety and be appropriately trained.</p>	L	Continue to implement the current hazard control measures to ensure we limit the likelihood of fighting in the first place, but also the risk of being hurt.

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			Ensure all fights are logged onto KSM, and reported to the Head of Behaviour and Pastoral Care.		
Use of play equipment	Students	M	The equipment used is suitable for the age and ability of the intended user. Staff ensure all pupils are closely supervised when using play equipment. Play equipment is subject to a monthly inspection e.g. climbing frame in the KS2 playground.	L	
Contractors working on site.	Students	M	Work to be organised to minimise the potential for problems, by using the Contractors Induction Pack etc. Most work is scheduled outside of school hours or during school holidays.	L	
Unsuitable supervision arrangements for pupils.	Students	H	Staff training includes awareness of school safeguarding arrangements.	L	
Security breach resulting in a Safeguarding Incident.	Students	M	Staff are aware of the procedures involved to raise the alarm in a safeguarding emergency. For example a member of staff should speak to a manager or nominated person and explain the precise nature of the problem or, alternatively, dial 999.	L	

Appendix 2 ART & CRAFT ROOM

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Supervision / class sizes		<i>L</i>	Group size is appropriate to the size of the room	<i>L</i>	
Use of Equipment		<i>L</i>	All equipment handed out is returned at the end of the lesson.	<i>L</i>	
Storage		<i>L</i>	<p>Equipment and substances are stored appropriately and do not present a manual handling or trip, slip or fall hazard.</p> <p>Heavy items are stored at the appropriate level. Flammable liquids (paint, white spirit, etc. are kept to a minimum</p> <p>Highly flammable substances are stored in labelled, lockable cupboard designed for the purpose. Rags, cotton waste, polyurethane foam or similar materials kept to a minimum and are not stored near naked flames, very hot objects or against electrical equipment.</p>	<i>L</i>	
Substances including Paints, inks, varnishes etc / may be toxic, cause allergic reactions, be irritants or react with other substances		<i>M</i>	<p>There's a COSHH management system in place.</p> <p>Only low hazard paints, glazes and inks are used. No food is consumed or brought into the art room</p>	<i>L</i>	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Inhalation of dusts/ Harm to health		L	Daily cleaning is done to keep dust to a minimum. All equipment to be washed down at the end of the session.	L	
Sharp blades / Cuts		M	Safety blades used where possible Controlled storage and allocation of craft knives, etc.	L	
First Aid		L	At least one first aid kit in the art/design department of a secondary school. Contents regularly checked. Nearest first aiders names displayed. Mains tap water or eye wash supply available	L	

Appendix 3

Science Lab

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
<p>Substances</p> <p>Cupboard with chemical</p>	Students/Lab technician	M	<p>Substances are segregated, e.g. non-compatible substances such as acids stored well away from alkalis.</p> <p>All substances clearly labelled</p> <p>Storage facilities are secured with access only available to nominated staff, i.e. Teacher & Technicians</p> <p>Procedures are in place to prevent unauthorised access to the science laboratory, and chemical storage areas.</p> <p>Hazardous substances must be supervised by the lab technician at all times.</p> <p>Cupboard with chemicals must be locked at all times both during and after lessons.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
Practical work involving use of chemicals with various hazard labels,	Students/Lab technician	M	<p>Chemical hazard warnings need to be adhered to.</p> <p>Risk assessment done before every practical Students are informed about how to use equipment and Chemicals safely</p>	L	
Use of glassware	Students	M	<p>Instructions are in place regarding the safe handling of glass equipment</p> <p>Students are instructed to report all breakages immediately</p>	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			<p>Students are aware of the safe procedure for dealing with breakage of glass equipment, e.g. how broken pieces are collected, stored and safely disposed of.</p> <p>A suitable container is available for the collection of broken glass (metal container with lid)</p>		
Heat/ Bunsen Burners	Students	M	Students are informed about how to use the equipment correctly.	L	
Electrical equipment	Students/Lab technician	M	<p>Students are informed about the dangers of electricity</p> <p>Students are made aware of their own safety and that of others at all times.</p> <p>All electrical equipment have undergone portable appliance testing (PAT) by a 'competent' person at regular intervals.</p> <p>Electrical equipment has been visually checked prior to use for signs of damage / charring, including equipment, leads, plugs, sockets.</p> <p>Arrangements are in place to report defective plugs or cables.</p>	L	

Appendix 4 Design and Technology

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Supervision/class size Crowded areas around cookers/ sewing machines Burns, Cuts, Trips	Students and teachers	H	Group size appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability and special education needs of pupils. Maximum of 20 pupils with a competent teacher Adequate supervision in place Rules displayed in classroom	M	
Competency of staff and pupils Inappropriately operated machines/cookers – any injury	Students and teachers	H	Staff trained in the safe use of equipment, machines and materials Safety instruction given before machine/cooker is switched on	L	
First Aid		H			

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Electricity/ Electric shock	Students and teachers	M	Electrical equipment subject to regular safety inspection and test	L	
Slips/Trips/Falls Defective flooring Damaged worktop/cupboards Spillages Items stored in walkways	Students and teachers	M	Condition of room regularly checked. Prompt maintenance of defects. Good housekeeping maintained. Designated storage areas. Away from teaching areas. Floor surfaces unobstructed and slip free. Immediate cleaning up of spillages Doors/fire exits unobstructed No accumulation of rubbish	L	
Use of equipment	Students and teachers	H	Health and safety issues covered as part of curriculum Adequate space around cookers/machines Equipment checks at least annually Sewing machines/cookers inspected and serviced annually by a competent engineer	L	
Cooker	Students and teachers	M	Cookers should have at least 300 mm of working surface on each side, at the same height as the hob. Pupils must be taught about the burning and scalding risk when using a cooker. Pupils must be taught of the dangers of pan handles sticking out beyond the hob area.	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			<p>Oven shelves should be positioned before turning the oven on.</p> <p>Oven gloves must be worn when handling hot items.</p> <p>A trained adult must closely supervise and support pupils who are using the cooker.</p> <p>Pupils must be taught to ensure their hands are dry before operating the cooker controls</p>		
Knives resulting in cuts	<p>Pupils, Teaching staff</p> <p>Adult helpers</p>	H	<p>Store knives securely to control their accessibility to pupils</p> <p>Prior to classroom use, a teacher/trained adult must check the blade of the knife to ensure that it is securely attached to handle</p> <p>Knives must be used with chopping board</p> <p>Close or 1-2-1 adult supervision must be used</p>	L	
Vegetable and paring knives, resulting in cuts	<p>Pupils, Teaching staff</p> <p>Adult helpers</p>	M	<p>Health and safety issues covered as part of curriculum</p> <p>Adequate space around cookers/machines</p> <p>Equipment checks at least annually</p> <p>Sewing machines/cookers inspected and serviced annually by a competent engineer</p>	L	
Grater resulting in cuts and grazes	<p>Pupils, Teaching staff</p> <p>Adult helpers</p>	M		L	
Unauthorised use of cookers/sewing machines	<p>Pupils, Teaching staff</p> <p>Adult helpers</p>	H		L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
<p>Sewing machines resulting in Piercing</p> <p>Electric shock</p> <p>Lifting</p>	<p>Pupils, Teaching staff Adult helpers</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Only one pupil should use the sewing machine at a time A teacher/an adult must ensure that the sewing machine is placed on a firm/stable surface at an appropriate height for the pupils Pupils must be taught how to operate a sewing machine safely and, in particular, how to guide the fabric through the machine in such a way as to avoid the risk of piercing the skin Close adult supervision must be provided Needles must always be replaced by a teacher/a trained adult</p> <p>A teacher/an adult must carry out a visual check of the plug and cable</p> <p>Pupils must be taught never to use a sewing machine with wet hands.</p> <p>Pupils must not lift sewing machines</p>	<p>L</p> <p>L</p> <p>L</p>	
<p>Pins and needles resulting in pricking and swallowing.</p>	<p>Pupils, Teaching staff Adult helpers</p>	<p>M</p>	<p>Pupils must be taught about the correct storage and handling of needles and pins</p> <p>Needles are best stored on a fabric pad</p> <p>Pins are best stored on a pin cushion</p> <p>Pupils who are likely to cause injury to themselves or others must be prohibited from using pins and needles</p> <p>Rusty needles and pins must be discarded in a suitable closed container</p>	<p>L</p>	



Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			A thimble should be worn when handling needles and pins Pupils must be taught about the dangers of putting needles and pins in the mouth.		

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Supervision/class size Crowded areas around cookers/ sewing machines Burns, Cuts, Trips	Students and teachers	H	Group size appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability and special education needs of pupils. Maximum of 20 pupils with a competent teacher Adequate supervision in place Rules displayed in classroom	M	
Competency of staff and pupils Inappropriately operated machines/cookers – any injury	Students and teachers	H	Staff trained in the safe use of equipment, machines and materials Safety instruction given before machine/cooker is switched on	L	
First Aid		H			
Electricity/ Electric shock	Students and teachers	M	Electrical equipment subject to regular safety inspection and test	L	
Slips/Trips/Falls Defective flooring Damaged worktop/cupboards Spillages Items stored in walkways	Students and teachers	M	Condition of room regularly checked. Prompt maintenance of defects. Good housekeeping maintained. Designated storage areas. Away from teaching areas. Floor surfaces unobstructed and slip free. Immediate cleaning up of spillages	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			Doors/fire exits unobstructed No accumulation of rubbish		
Use of equipment	Students and teachers	H	Health and safety issues covered as part of curriculum Adequate space around cookers/machines Equipment checks at least annually Sewing machines/cookers inspected and serviced annually by a competent engineer	L	
Cooker	Students and teachers	M	Cookers should have at least 300 mm of working surface on each side, at the same height as the hob. Pupils must be taught about the burning and scalding risk when using a cooker. Pupils must be taught of the dangers of pan handles sticking out beyond the hob area. Oven shelves should be positioned before turning the oven on. Oven gloves must be worn when handling hot items. A trained adult must closely supervise and support pupils who are using the cooker. Pupils must be taught to ensure their hands are dry before operating the cooker controls	L	
Knives resulting in cuts	Pupils, Teaching staff Adult helpers	H	Store knives securely to control their accessibility to pupils	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			<p>Prior to classroom use, a teacher/trained adult must check the blade of the knife to ensure that it is securely attached to handle</p> <p>Knives must be used with chopping board Close or 1-2-1 adult supervision must be used</p>		
Vegetable and paring knives, resulting in cuts	Pupils, Teaching staff Adult helpers	M	<p>Health and safety issues covered as part of curriculum</p> <p>Adequate space around cookers/machines</p> <p>Equipment checks at least annually</p> <p>Sewing machines/cookers inspected and serviced annually by a competent engineer</p>	L	
Grater resulting in cuts and grazes	Pupils, Teaching staff Adult helpers	M		L	
Unauthorised use of cookers/sewing machines	Pupils, Teaching staff Adult helpers	H		L	
Sewing machines resulting in Piercing	Pupils, Teaching staff Adult helpers	M	<p>Only one pupil should use the sewing machine at a time</p> <p>A teacher/an adult must ensure that the sewing machine is placed on a firm/stable surface at an appropriate height for the pupils</p> <p>Pupils must be taught how to operate a sewing machine safely and, in particular, how to guide the fabric through the machine in such a way as to avoid the risk of piercing the skin</p> <p>Close adult supervision must be provided</p>	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Electric shock		M	Needles must always be replaced by a teacher/a trained adult	L	
Lifting		M	A teacher/an adult must carry out a visual check of the plug and cable Pupils must be taught never to use a sewing machine with wet hands. Pupils must not lift sewing machines	L	
Pins and needles resulting in pricking and swallowing.	Pupils, Teaching staff Adult helpers	M	Pupils must be taught about the correct storage and handling of needles and pins Needles are best stored on a fabric pad Pins are best stored on a pin cushion Pupils who are likely to cause injury to themselves or others must be prohibited from using pins and needles Rusty needles and pins must be discarded in a suitable closed container A thimble should be worn when handling needles and pins Pupils must be taught about the dangers of putting needles and pins in the mouth.	L	




Appendix 5

ICT

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Reading the screen		L	The ICT technician ensure that the brightness and contrast controls on the screen are adjusted to suit the lighting conditions in the room.	L	
Using a mouse	Students	L	Students are taught to: <ul style="list-style-type: none"> - position the mouse within easy reach, so it can be used with the wrist straight - Sit upright and close to the desk, so they don't have to work with their mouse arm stretched. - Move the keyboard out of the way if it is not being used. - Don't grip the mouse too tightly. - Rest their fingers lightly on the buttons and do not press them hard. 	L	
Comfort	Students	L	Students are comfortably positioned, with easy access to all equipment.	L	
		H	Whilst sitting, students can adjust their position in relation to the equipment as appropriate.	L/M	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			<p>Students can change posture frequently, however students do not take the recommended 10-minute breaks away from the computer to stretch their limbs as classes are structured in 50 minute blocks.</p>		
Space	Students and teachers	L	<p>There is enough space around the computer for paper, books and any other materials, required by the students.</p> <p>There is also be space for more than one pupil at a time, and for the teacher to gain access.</p> <p>Emergency exits are kept clear during class and book bags are kept in student lockers, preventing trips.</p>	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
 <p>For most people, good posture will be achieved by considering the vertical and horizontal alignments of back, arms and legs to achieve a good 'balance'.</p>	Students	<p>L</p> <p>H</p> <p>H</p> <p>L</p>	<p>Seating are height-adjustable so that monitors and keyboards are correctly positioned and pupils do not have to look up or down at the monitor for prolonged periods. Seating are suitable for the size of pupils, and supports their back.</p> <p>Chairs should be adjustable, allowing students to tilt the back of the chair.</p> <p>Chairs should have arm rest which allows the lower arms to be roughly horizontal when working.</p> <p>Knees should fit comfortably under the desk, with thighs roughly horizontal.</p>	<p>L</p> <p>H</p> <p>H</p> <p>L</p>	
Monitors	Students	<p>L</p> <p>L</p>	<p>Monitors are able to tilt and swivel to suit the requirements of individual users, and pupils can see displays adequately.</p> <p>Screens are positioned to reduce reflections and glare from lights and windows. The top of the screens are roughly at eye level.</p>	<p>L</p> <p>L</p>	



Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Keyboards	Students	L	Students have the option to have the keyboard flat or tilted. Students are taught good keyboard techniques to prevent Repetitive strain injury (RSI) especially when typing with only one or two fingers, usually their index fingers.	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Noise		L	Headphones are provided to minimise background noise and help to reduce distractions and aid concentration.	L	
Heat and light		L	The temperature of the ICT suite is kept between 18° and 24° degrees. The room is also well ventilated. Screens are regularly cleaned.	L	
Electrical safety		L	All electrical installations are carried out by a qualified electrician. All equipment are be of a reliable standard and checks are done annually by qualified electricians. There are no cabling trailing on the floor. There is also a system in place for regular visual checks of plugs, leads and other electrical equipment.	L	
		L	All electrical equipment are maintained regularly, and repairs done by the ICT experts.	L	
		L	Carbon dioxide fire extinguishers positioned near the ICT room.	L	
Mobile equipment		L	Due to the weight of ICT equipment a risk assessment is conducted for lifting and handling before equipment are moved. When necessary trolleys are used.	L	
Using whole class teaching technologies	Students and Staff	L	When using projectors, students are given the following advice: - not to stare directly into the beam of the projector.	L	



Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
			<ul style="list-style-type: none"> - to stand to the side of the beam when working with a class. - when entering the beam, do not look towards the audience for more than a few seconds. - keep their backs to the projector beam when standing in it. <p>Students are supervised at all times when a projector is being used.</p> <p>Whiteboards are positioned at a comfortable height for both staff and students.</p> <p>All leads are safely located, and students do not walk around the back of working areas which have cables.</p>		

Appendix 6

Sport & Physical Activity Indoors and Outdoors

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Hair, clothing or jewellery entangled in equipment	Students	M	Visual check of students, they should wear appropriate clothing and shoes, remove jewellery and tie back long hair. Hijab worn by secondary girls	L	Teacher to check clothing is suitable and no jewellery
Students colliding with each other or equipment / obstacles	Students	M	Designate safe area. Draw attention to obstacles. Control pace and numbers of student active in the space.	L	
Collisions with non-participants	Students	H	Ensure area is free from other users, teacher to remain vigilant to those who may enter area. Stop session if required.	M	Use designated areas only
Tripping and falling onto a hard surface	Students	M	Make students aware of dangers e.g. slipping, tripping.	L	
Contact with foreign elements/objects on the playing surface	Students	M	Inspect area prior to start of session, remove isolate any hazards	L	
Misuse or lack of control of equipment leading to purposeful or accidental striking of other student.	Students	M	Reinforce safety message and game rules. Work in controlled groups with specific individual tasks. Establish safe spacing between each group. Discipline any negative or potentially dangerous behaviour,	L	Enforce code of conduct for participants
Muscular injury though excessive stress/strain. Injury though incorrect execution of activity.	Students	H	Follow aerobic and mobilising warm up exercises. Use appropriate size/weight equipment. Follow governing body guidelines and adhere to safe practice. Reinforce safety messages. First aid provision on day.	L	Assess quality and appropriateness of equipment.

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Showing a negative physical response to exercise – overly heavy breathing, dizziness etc.	Students	L	Teacher adjust pace of activity Teacher join in activity to support student and build confidence	L	
Fall on turf / burn	Students	H	Make students aware of dangers eg; tripping falling. Games/activity should be well controlled by teacher.	L	Use in conjunction with Sports Centre risk assessment
Graze from fall on concrete surface	Students	H	Make students aware of dangers eg; tripping falling. Games/activity should be well controlled by teacher.	L	
Student becoming separated from their group walking to and from Sports Centre	Students	L	Teachers to keep control of students and are conscious of their whereabouts at all times.	L	
Falling object or projectiles (eg balls etc.)	Students and Staff	L	Games / activities to be played in designated areas only. Under supervision of teacher.	L	
Trip or fall whilst using stairs	Students and Staff	L	Currently no stairs are used. If the situation warrants it, then teacher would instruct students to use warning signs on stairs. Teachers and helpers would control groups when using stairs.	L	
Twist/turn of joint eg ankle, knee, wrist.	Students	H	Suitable warm ups and activities to be delivered by qualified coaches.	L	
Cold / wet / icy conditions walking to and from sports centre	Students	M	Teachers to ensure students wear appropriate clothing for weather conditions. Teacher to be aware of impact weather has on session safety. In severe weather conditions affecting walking to the venue the class will be cancelled by the teacher.	L	
Hot / humid conditions Sun stroke or burn walking to and from sports centre		M	Teachers to ensure students wear appropriate clothing for weather conditions. Teacher to be aware of impact weather has on session safety.		

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Unsupervised children	Students	H	All pupils are the responsibility of the teachers, staff and designated parent helpers. Pupils should stay in small groups to visit facilities i.e. toilets and be accompanied by a member of staff or designated helper. The school will hold emergency contact details for each student.	L	
Accident or injury	Students		Secondary girls PE teacher is first aid qualified, and will provide first aid cover if needed, in conjunction with the centre's first aid provision. Any incidents to be recorded by first aider and reported to the school. Emergency telephone access available at the sports centre reception plus school mobile phone Supervising teachers will be expected to arrange parental contact and further care in the event of an injury in line with school policy	M	
Ratios	Students	M	The ratio of student to teacher will be maintained according to LA requirements. If the ratios are not met, where possible, additional adults will be assigned to support the each class.	L	
Unsafe equipment	Students	M	All venue equipment used is the responsibility of Sports Centre and are deemed safe within their risk assessment. Appropriate equipment will be used for the age group. The PE teacher will check all equipment being used is suitable.	L	
Unsafe procedures in an emergency	Students' and staff	M	In the event of an emergency teachers will implement procedures outlined in Centre's safety plan. Students and staff to meet at the agreed assembly point School staff will take a register of pupils.	L	

Hazard	Persons at Risk	Initial Rating (U, H M L, T,)	Existing Control Measures	Final Rating (U, H M L, T,)	Additional Action Required (action by whom and completion date)
Danger from Moving Vehicles while aalking to and from the sports centre	Students' and staff	H	Control areas where vehicles will be moving and use warning signage. Students walk in pairs. One teacher walk at the front of the line and one at the back of the line. Students stop at various check points to ensure they safe procedures are maintained.	L	
Walking into trees, danger of potholes, glass and obstructions on ground	Students	H	Health and Safety talk done before leaving the school. Teacher walking at the front of the line perform visual checks	L	

Appendix 6
All School Events and Visiting Speakers



Procedure to Be Followed Prior To Day of Visit

1.1 The Principal/Headteacher must be informed in advance that a visiting speaker is to be invited to the School. When looking at inviting an outside speaker the following information should be provided:

- Brief description of booking
- Group Size
- Name and Contact Details of the person making the booking
- Start and End Time of the Event
- Contact Details for External Speaker
- Brief Biography of the Speaker

The Principal/Headteacher can then give outline authorisation for the Speaker to be booked.

1.2 Following the Principal/Headteacher giving provisional permission, the name of the intended speaker and details of any organisation represented must be forwarded to the Lead Designated Safeguarding Officer.

1.3 Once this information is passed on, the process of vetting will begin.

1.4 The Lead Designated Safeguarding Officer will advise the Principal/Headteacher of the vetting outcome. Final clearance for the visiting speaker can then be granted by the Principal/Headteacher. If the School has any concerns during the vetting process we will pass any relevant information to the relevant authority.

1.5 The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read and signed. This needs to be completed, signed and returned to the School before the presentation can begin. The Form indicates a commitment to the following:

- The speaker must not incite hatred, violence or call for the breaking of the law



- The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
- The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- The speaker must adhere to the School's Equal Opportunities and Safeguarding Policies.
- The speaker is not permitted to raise or gather funds for any external organisation or cause without the express permission of the Headteacher.
- The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.

2.0 Procedure to Be Followed On the Day of the Visit

2.1 On arrival the visiting speaker should:

- Be met at reception
- Given an ID badge
- Accompanied by a member of staff during the entire duration of their time in school.

2.2 Prior to the speech/presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker and returned to a Member of the School Staff.

2.3 During the speech at least one member of staff will be present at all times.

2.4 Following the address/assembly the guest should be accompanied by a Member of Staff to the School Reception where they should sign out and leave the premises.

2.5 The member of staff organising the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Lead Designated Safeguarding Officer immediately.

2.6 If concerns are raised, the Lead Designated Safeguarding Officer will take action to address the concern in line with the School's Safeguarding Policy.



2.7 Records will be maintained and necessary parties including the Headteacher and the Chair of Governors will be informed.

3.0 Venue Booking

3.1 The School will follow its Health and Safety, and Safeguarding guidelines when there is a request to book the School Hall as venue.

4.0 Monitoring and Evaluation

4.1 The Lead Designated Safeguarding Officer, Members of the SLT and Lead Governor will be responsible for ensuring that this Policy is monitored and evaluated regularly. This will be undertaken through formal audits of applications made and a yearly review will be presented to the Headteacher and reported to the Governing Body.



REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKERS

Name of Teacher/Member of Staff making request:	
Proposed Date of Event/Visiting Speaker	
Brief Description of Event/Reason for Visit:	
Target Audience [Teaching Group/Year Group etc.:	
Approximate Audience Number	
If applicable the name of the organisation the visiting speaker represents:	



Prior Approval Granted/Denied [Please delete/highlight as necessary]

If denied, reasons for not granting approval:

Principal/ Head teacher's Signature: _____ Date: _____

When provisional agreement has been granted by the Principal/Headteacher, this Form should be handed to the Lead Designated Safeguarding Officer.



AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of Teaching and Learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all students.

Name of Visiting Speaker: _____ Organisation [If Applicable] _____

The Visiting Speaker agrees to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
4. The Visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The Speaker must demonstrate a commitment to adhere to the School's Policy.
6. The content of the speech/presentation must contribute to preparing students for life in Modern Britain.
7. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
8. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
9. The Speaker must demonstrate a commitment to comply with the School's Equal Opportunities and Safeguarding Policies.
10. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting Speaker's Signature: _____ Date: _____



Date:	
Review Date:	
Signed by Chair of Governor:	
Name of Governor:	