



Toot Hill School (NG13 8BL)















Risk Assessment for


















School Site Risk Assessment














Generic Risk Assessment for external and internal areas of the school site









Reference number	NOV2290613
Assessor	Debrah Mason
Date completed	27/08/24
Review Schedule	Annually
Review date	27/08/25
Approved date	27/08/24
Approved by	Debrah Mason
Affected site(s)	Toot Hill School (NG13 8BL)






Hazards and controls





 Hazard: Boiler/plant rooms		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Explosion, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling</p>	<ul style="list-style-type: none">  Access into the areas is controlled Authorised access only  Areas kept clear to prevent slips, trips and falls <ul style="list-style-type: none"> • Boiler room should not be used for general storage  Emergency electrical supply shut off fitted  Emergency gas supply shut off fitted  Emergency water supply shut off fitted  Fire action/emergency plan displayed  Fire exits and fire exit signage maintained  Fire fighting equipment provided  Fire training carried out  Must be kept locked  Spillages Spillages reported and cleaned up immediately  Ventilation Adequate ventilation to be maintained at all times 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 9 </div> <p>Likelihood: 1/9 Severity: 9/9</p>








 Hazard: Classrooms, offices and welfare areas		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Possible injuries leading to fatality.</p>	<ul style="list-style-type: none">  Aisles and gangways kept clear for good housekeeping  All chemical containers properly labelled  Chemicals correctly stored  Chemicals stored securely with caps and lids on  Combustible material stored correctly  Fire exits and fire exit signage maintained  Fire fighting equipment tested and maintained  Fire training carried out  Good housekeeping carried out  All staff expected to maintain good housekeeping in their areas. Report any remedial works immediately  Regular housekeeping inspections carried out  Suitable and sufficient lighting provided  Suitable and sufficient welfare facilities provided  Suitable handrails provided/installed to reduce the risk of falls  Suitable waste receptacles provided Bins emptied daily 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>









 Hazard: Electrical (General)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury due to contact with live electrical services</p>	<ul style="list-style-type: none">  Correct electrical fuses are used  Damaged electrical equipment taken out of service  Electrical distribution board access is secure  Electrical equipment fit for purpose  Electrical faults reported immediately  Electrical fixed mains wiring inspection performed (as per BS7671)  Electrical plant rooms to be kept locked  Electrical safety check (PAT) undertaken  Emergency electrical supply shut off fitted Routine checking of emergency lighting  Weekly, monthly and annual checks carried out. Faults reported immediately  Statutory inspection of equipment 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>






 Hazard: Gas Services		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury & fire through gas leakage & contact with ignition point.</p>	<ul style="list-style-type: none">  Emergency gas supply shut off fitted  Gas appliances maintained and inspected Gas safety Certificates  Annual Gas Safety testing carried out for all curriculum, building and catering gas equipments  Gas safety shut-off located away from appliance  Only Gas Safe engineers used to install, repair and maintain gas appliances/equipment Routine maintenance undertaken in accordance with manufacturer's requirements  All gas boilers and associated plant serviced annually. 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>


















 Hazard: Moving Vehicles		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of severe injury & possibly death due to contact/collision with moving vehicles on the highway</p>	<ul style="list-style-type: none">  Authorised drivers only  Routine maintenance undertaken in accordance with manufacturer's requirements  Vehicle speed limits adhered to 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>














 Hazard: Vehicles on site		
Potential for access roads to be blocked, unclear lighting/signage, road traffic accidents		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Possible injury leading to fatality</p>	<ul style="list-style-type: none"> Access to members of the public is controlled  Areas where members of the public have access to the site are clearly marked. • Where appropriate, gates are locked to keep vehicles out  Clear Signage is Displayed Clear signage and road markings are in place. Emergency vehicle access <ul style="list-style-type: none"> • Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.) Pupil vehicles <ul style="list-style-type: none"> • If pupils bring vehicles to school suitable control measures to be in place i.e. car details registered with the college secretary Snow and Ice <ul style="list-style-type: none"> • All areas of the site is salted each morning by the site team. • Daily site visual assessment taken to ensure the site is safe to open Staff vehicles <ul style="list-style-type: none"> • If staff bring vehicles to school, the details must be logged with the BOM Vehicle parking <ul style="list-style-type: none"> • Parking bays should be clearly marked • Parking outside of marked bays to be actively discouraged Vehicle speed limits adhered to 10mph speed limit signs in place . speed bumps in place 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>










 Hazard: Storage Of Chemicals/Hazardous Substances		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risks associated with poor and/or uncontrolled chemical storage areas/procedures.</p>	<ul style="list-style-type: none">  All chemical containers properly labelled  Asbestos labelling in place  Chemicals correctly stored  Chemicals stored securely with caps and lids on  Flammable chemicals are stored securely 	<p> Low Risk: 8</p> <p>Likelihood: 1/9 Severity: 8/9</p>






 Hazard: Biohazards		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of infection from contact/exposure to biological substances.</p>	<ul style="list-style-type: none">  Bodily fluids spill kit available  Cover all cuts and open wounds to reduce risk of infection  Good hand washing/hygiene procedures observed  Hygiene procedures in place and followed  Infection control procedures in place  PPE to be worn Gloves, mask, eye protection, disposable overall 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>














 Hazard: Building Maintenance		
Potential of accidents/incidents in and around the area		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil</p> <p>Possible injuries leading to fatality. Potential damage to buildings and contents</p>	<ul style="list-style-type: none">  Additional dynamic/specialised risk assessments for specific works carried out Approved Contractors only Only those contractors who have been approved are permitted onto site. The approval will cover the presentation of suitable and sufficient Health and Safety Documentation as well as adequate liability insurance.  Permit to work  No work will be undertaken without the issue of a relevant permit to work 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 7 </div> <p>Likelihood: 1/9 Severity: 7/9</p>






 Hazard: Fire		
Escape routes not clear for safe evacuation.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Possible injuries leading to fatality. Potential damage to buildings and contents</p>	<ul style="list-style-type: none">  Aisles and gangways kept clear for good housekeeping All students  Made aware of the fire evacuation plan/process with termly drills  Combustible material stored correctly  Electro-magnetic door closers Release on activation of a fire activation  Emergency plan/procedures in place Fire exits  All fire exits should be kept clear. Fire marshals check external areas around fire exits to ensure signage is adequate. All issues are recorded and if required appropriate action taken to prevent a recurrence.  Fire exits and fire exit signage maintained Fire fighting equipment tested and maintained  Alarms tested weekly, serviced 6 monthly. Any faults reported immediately Fire marshals  The appointment of fire marshals and appropriate training given in the evacuation of all building occupiers. Selected staff given training on the use of extinguishers.  Fire risk assessment in place  Fire training carried out Good housekeeping observed at all times  All staff expected to maintain good housekeeping in their areas. Report any remedial works immediately  Regular housekeeping inspections carried out  Secure storage areas  Waste bins provided within the premises 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>


 Hazard: Landscaped Areas		
Lack of maintenance of the trees, bushes, lawns etc.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Possible injuries leading to fatality.</p>	<ul style="list-style-type: none">  Additional dynamic/specialised risk assessments in place for specific works  Authorised drivers only  Contractors trained to operate landscape machinery All training certificates received prior to use  Equipment only to be operated by authorised persons  Good housekeeping observed at all times  Machinery regularly cleaned  Only authorised contractors work at height  Only competent persons can operate the machinery  Pre-start checks undertaken on machinery  Regular housekeeping inspections carried out  Tree survey carried out with action plan 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

 Hazard: Mobile Plant/Vehicles/Work equipment		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury to driver/pedestrians and/or property damage whilst using mobile plant, vehicles & work equipment</p>	<ul style="list-style-type: none">  Authorised drivers only  Correct type of ladder is used at all times  Defective ladders not to be used and removed from workplace  Ladders stored securely to prevent unauthorised use  Site delivery Gators Monthly maintenance carried out, annual service  Suitable step ladders provided  Vehicle speed limits adhered to 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>














 Hazard: Moving Machinery (Risk Of Trapping/Entanglement)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Inadequate guarding on machinery could lead to operative getting clothing caught in the machinery.</p>	<ul style="list-style-type: none">  Electrical supply isolated at mains/breaker  Emergency electrical supply shut off fitted  Fixed guards in place at all times and regularly checked 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>











 Hazard: People Movement (Risk of Slips, Trips & Falls)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls</p>	<ul style="list-style-type: none">  Aisles and gangways kept clear for good housekeeping  CCTV installed for training, supervision and security purposes  Good housekeeping observed during the task  Good manual handling techniques/postures used  Manual handling - trolley truck provided and used  Manual handling training given  Regular housekeeping inspections carried out  Spillages cleaned up immediately  Suitable and sufficient external lighting provided  Suitable and sufficient lighting provided  Suitable handrails provided/installed to reduce the risk of falls 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>








 Hazard: Poor Housekeeping		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury during access & egress due to poor housekeeping.</p>	<ul style="list-style-type: none">  Aisles and gangways kept clear for good housekeeping  All staff aware of expected housekeeping standards  Regular housekeeping inspections carried out 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 7 </div> <p>Likelihood: 1/9 Severity: 7/9</p>





 **Hazard: Site Security**








Inadequate and poor security in internal and external areas

















Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Possible injury</p>	<p>Access into the premises is controlled</p> <p> All gates and safeguarding line access points on electronic controls</p> <p> Barriers/fencing erected for site security</p> <p>CCTV installed</p> <p> CCTV installed and signs displayed around the site. Regular monitoring of media prior to erasure.</p> <p>Communication with Local authority and Community</p> <p> Regular communications with the local authority and community to report on and deter any issues of trespass and site security and to educate on the hazards on site.</p> <p> Controlled entry to authorised persons only</p> <p>Drivers and visitors report to reception</p> <p> Delivery drivers and visitors report to reception on arrival and departure</p> <p>Fencing and lockable gates Erected For Site Security</p> <p> Weekly inspections and annual servicing of gates all recorded on the H&S Portal</p> <p>Intruder alarm fitted</p> <p> Monitored system. Serviced and maintained every 6 months</p> <p> Personal safety - egress/escape route awareness</p> <p>Regular Inspections & Checks of Site Security Regular, recorded checks are undertaken of the site perimeter and security measures to ensure that access to the site is limited to authorised persons only. Where required, additional security measures such as night guarding, additional fencing/hoarding, warning signs and alarms may be used. Access by children is also to be considered whilst securing the site.</p> <p> safeguarding Line Weekly visual inspections carried out. All gates locked</p> <p> Suitable and sufficient external lighting provided</p> <p> Suitable and sufficient internal lighting provided</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

 Hazard: Corridors		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Slips, trips, falls</p>	<p>Aisles and gangways kept clear for good housekeeping</p> <ul style="list-style-type: none">  • Spillages to be cleaned up immediately as identified • Defected areas to be highlighted and cordoned off where possible  Areas kept clear to prevent slips, trips and falls  Visual inspection of surfaces, walkways and doors to be conducted as part of site walks  Changes in level/steps are highlighted to reduce the risk of slips, trips and falls  Floor not left wet after cleaning process to prevent slips  Non-slip flooring provided to prevent slips  Routine maintenance undertaken  Suitable and sufficient lighting provided 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>

 Hazard: Steps and stairs		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury whilst traversing steps/stairs/stairways</p>	<ul style="list-style-type: none">  Changes in level/steps are highlighted to reduce the risk of slips, trips and falls  Fallen Leaves All steps swept daily to prevent the build up of fallen leaves  Good Housekeeping All stepped areas to be maintained in good condition • Ensure moss/leaves are removed from all steps  Snow & Ice All areas of the site is salted each morning by the site team. Daily site visual assessment taken to ensure the site is safe to open  Suitable handrails provided/installed to reduce the risk of falls 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>

 Hazard: Water/Drainage Services		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risks associated with working on & maintenance of water and drainage services</p>	<p> Emergency water supply shut off fitted</p> <p>sink and drains to be kept clean and clear of debris</p> <p> Cleaned out monthly, any slow water or blockages reported immediately</p>	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>

 Hazard: Paved Areas		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Slips, trips, falls</p>	<p> Fallen Leaves All paths are swept daily to prevent the build up of leaves</p> <p> Regular housekeeping inspections carried out • Ensure moss is removed from paved areas • Mud is swept off areas where hazards are presented</p> <p> Regular inspections • Damaged areas should be fenced off in some way to keep people away</p> <p> Routine maintenance undertaken • All paved areas and paths should be maintained in a good condition</p> <p> Snow & Ice All areas of the site is salted each morning by the site team. Daily site visual assessment taken to ensure the site is safe to open</p>	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>

 Hazard: Waste Removal Activities		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury/ill health whilst carrying out waste removal activities</p>	<ul style="list-style-type: none">  Appropriate first aid provided  Gloves worn  Good hand washing/hygiene procedures observed  Good manual handling techniques/postures used  Manual handling - team lifting  Manual handling - trolley truck provided and used  Manual handling risk assessment carried out  Manual handling training given  Pickers/tongs used to pick up sharps <p>Skin checks in place</p>  Operatives self-check skin for signs of dermatitis and report accordingly  Spillages cleaned up immediately  Suitable and sufficient external lighting provided  Suitable and sufficient internal lighting provided  Suitable footwear to be worn 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 5 </div> <p>Likelihood: 1/9 Severity: 5/9</p>

Assessor's signature: Debrah Mason

Approved by signature: Debrah Mason