**Risk assessment topics which are expected to be owned by, or held by schools / educational establishments**

Here is a list of topics which I would expect all schools will have **written** risk assessments on. Clearly, some will not apply to some schools (i.e., if you have no swimming pool, you won’t need an assessment!) but in the main, this is what I would look for if I was carrying out an active audit. Advice and guidance can be sought from me if needed but there are also specific professional bodies or other SCC departments (in **bold** in the listbelow) which you can seek assistance from – e.g., **CLEAPSS** produce excellent risk assessment templates specific to some lessons, Suffolk **NORSE** give guidance over swimming pool safety and will also audit your pool premises.

* Animals in school / trips with animal contact / sports with animals involved (riding etc)
* Art lessons / use of materials (follow **CLEAPSS** guidance)
* Asbestos management plan – and any concerns arising from this – **Vertas** will assist here
* Behaviour risk assessments – to include both pupil and staff safety
* Car parking if a concern – include safety / security of cars as well as pedestrian safety
* Catering if own staff – *if not, you must be party to the company’s RAs*
* Cleaning if own staff – *if not, as above*
* CoSHH in general used by school staff and used by others within the school
* DT lessons / use of materials or machinery (follow **CLEAPSS** guidance)
* Events held at school (e.g. Fayres, fetes, PTA events)
* Fire risk assessment – **usually carried out by external provider**
* First Aid requirements
* Fragile roof(s)
* Gardening / allotment activities
* General security arrangements
* Lone working / skeleton staff working
* Manual handling
* Medicine administration / use of emergency inhalers / epi-pens
* Minibus use – also use of staff / parent / volunteer cars for school business
* New and expectant mothers – **Schools’ Choice** may assist, if not, contact Nina
* Office work (to include DSE / manual handling / personal safety etc)
* Perimeter / fencing assessments (will probably go hand in hand with security assessments)
* Personal safety of staff (relevant to specific roles)
* Playground equipment / PE equipment (check **AfPE** guidance)
* Return to Work risk assessment (after a period of sick leave)
* School Security
* School transport (on school grounds)
* School trips (whether or not you sign up to **EVOLVE**, as EVOLVE doesn’t cover all trips)
* Science lessons (follow **CLEAPSS** guidance)
* Self-assessed **DSE** / workstation
* Slips / trips / falls in general (look at this in conjunction with building / premises inspections)
* Specific risks as and when they arise – perhaps as a result of an incident / notification
* Stress / mental health (can cover staff and pupils)
* Swimming pools – premises and use of, plus training of staff, plus lessons etc – (check **NORSE** guidance)
* Travelling for work / use of own car for business travel (do not forget to ask for MOT / Insurance documents on a yearly basis)
* Tree surveys; **liaise with** **Ecology** / **Grounds** / **Vertas** on this
* Use of other premises for school clubs (can be written into school club RA)
* Water hygiene assessment – usually carried out via **Vertas**
* Work tools
* Working at Height

**The above is not an exhaustive list** – but ensure that the risks you are assessing are significant and that you are **reviewing them if:**

1. A period of time has elapsed with no incident (the HSE recommends at least annually, dependent on the level of risk)
2. An incident or near miss has occurred in relation with the subject of the assessment
3. It is drawn to your attention that there is a concern with an activity (perhaps by a parent or colleague)
4. New work equipment or activities are added to that area
5. Significant changes in personnel or pupils are planned or have occurred
6. Significant building changes are planned or have occurred
7. Any other change which alters your assessment, or the outcome of it.

**Risk assessment guidance:**

1) **Suffolk Learning:**

[https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/risk-assessment](https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/risk-assessment%202)

[2](https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/risk-assessment%202)) **Health and Safety Executive:**

<http://www.hse.gov.uk/risk/>

<http://www.hse.gov.uk/pubns/indg163.pdf>