



Sutton Valence
Senior School

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Building and Premises
Risk Assessment




SUTTON VALENCE SCHOOL – Management of Health and Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Buildings and Premises

Assessor: Julie Vicary – Estates Bursar

Date of Assessment: September 2020

Review Date: September 2021

Signature: 

| Significant Hazards | Persons At Risk | Existing Control Measures | Risk Rating | | | Further Control Measures | Date Completed |
|--|-----------------|---|-------------|----------|-------------|---|----------------|
| | | | Likelihood | Severity | Risk Rating | | |
| Collapse of structures or building components | Teachers | The Estates Department oversees and manages the development and maintenance of all buildings and structures on the site. | 2 | 3 | 6 | Ensure that all necessary inspections and maintenance are carried out to prevent structural failure of buildings and structures at the School. Carry out a condition survey to all School buildings to ascertain future building/maintenance work. | Ongoing |
| | Students | | | | | | Summer 2012 |
| | Staff | The School employs a maintenance team to monitor and repair buildings, plant and installations. | | | | | |
| | Visitors | | | | | | |
| | Contractors | Buildings and structures are maintained and repaired as necessary. Defects and damage are reported to the maintenance team for attention. All staff to complete a Health and Safety room survey questionnaire on an annual basis. | | | | Encourage staff to report any building damage or defects to their Head of Department. | Ongoing |
| Plant, equipment and installations (Lifts, heating and ventilation plant, electrical and water systems etc.) | Teachers | All plant, equipment and installations are inspected, maintained and repaired in accordance with statutory requirements. | 2 | 3 | 6 | No further action needed. | |
| | Students | | | | | | |
| | Staff | Defects and faults are reported to the maintenance team for repair/replacement as necessary | | | | | |
| | Visitors | | | | | | |
| | Contractors | Ensure that annual gas safety checks are carried out on all gas installations and equipment. | | | | Gas safety checks are carried out by Ball Contractors Limited. | |


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| | | | Likelihood | Severity | Risk Rating | | |
| Harmful materials and agents (e.g. asbestos and legionella) from building | Teachers Students Staff Visitors Contractors | The School has commissioned asbestos and legionella surveys, reports and risk assessments and the appropriate remedial measures implemented. Buildings are inspected, maintained and repaired as necessary. Provide guidance and instruction to estates staff and contractors regarding the risks from asbestos, legionella and safe working methods | 1 | 3 | 3 | Ensure that all recommended remedial measures have been completed within the recommended timescales. Maintenance staff have received asbestos and L8 water training. | Ongoing |
| Entrapment of fingers etc in doors, cupboards and windows | Teachers Students Staff Visitors Contractors | Doors and windows etc. are maintained and repaired as necessary. Some older windows and doors have been replaced by modern windows and doors with improved protection against entrapment. Caution exercised by teachers, students and staff whilst opening and closing doors, cupboards and windows. | 1 | 2 | 2 | Continue to replace older doors and windows as budgetary conditions permit. | Ongoing |


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| Hot Surfaces (Radiators etc.) | Teachers Students Staff Visitors Contractors | Most radiators provided with covers to prevent direct contact with hot surfaces. All other hot surfaces identified and enclosed or covered. | 2 | 3 | 6 | Routine and spot checks by maintenance staff to monitor that covers etc. are intact and that no hot surfaces are exposed. | Ongoing |
| Mirrors and other glass surfaces | Teachers Students Staff Visitors Contractors | Mirrors and other similar surfaces are positioned in locations to minimise the likelihood of people falling into them. Any glass surfaces which people could fall into are safety glass or fitted with protective safety film. | 2 | 3 | 6 | Routine and spot checks by maintenance staff to ensure that glass and mirrors are in good order and are repaired/replaced as necessary | Ongoing |


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| | | | Likelihood | Severity | Risk Rating | | |
| Excessive room temperatures too hot / cold | Teachers Students Staff Visitors Contractors | Buildings are provided with heating / ventilation. Heating and ventilation plant and installations are maintained and repaired as necessary. | 1 | 2 | 2 | Continue to improve ventilation and air conditioning and replace older windows as budgetary conditions permit. | Ongoing |
| Pests, Vermin & Hazardous Material | Teachers Students Staff Visitors Contractors | Pest Control services are provided throughout the School. Any pest or vermin activity is reported to the Estates Department immediately. Dog waste bins have been installed on BM to protect pupils and staff from dog waste, whilst playing sport. Hazardous material used in the Maintenance dept, Science, Grounds & Gardens is disposed off according to regulations by an outside carrier. | 1 | 2 | 2 | All staff to remain vigilant for evidence of pest or vermin activity, and report to the estates team immediately. | Ongoing |


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| | | | Likelihood | Severity | Risk Rating | | |
| Moving Vehicles | Teachers Students Staff Visitors Contractors | <p>Designated parking spaces are provided for all vehicles on site</p> <p>Site speed limit of 5MPH</p> <p>Traffic barrier to limit vehicle movements to all entrances of the School. Bollards have been installed on the path outside Lambes House, to protect pupils from traffic</p> <p>Teachers and staff have been provided with instruction regarding driving on School premises.</p> <p>Lighting is provided to external areas</p> <p>CCTV is provided to external areas.</p> <p>Car parks, access roads and footpaths are inspected, maintained and repaired as necessary.</p> <p>Car parks, access roads and footpaths are gritted when icy conditions are expected.</p> <p>Speed humps have been provided for additional traffic-calming measures</p> | 2 | 3 | 6 | <p>Review existing parking arrangements and pedestrian routes.</p> <p>Prohibit reversing of delivery vehicles without a banksperson at all times.</p> <p>Review layout of goods in area to minimise reversing if possible.</p> <p>Provide specific instructions to contractors regarding driving on School premises.</p> | Ongoing |

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| Off-Campus Lessons | <p>Students walking alone</p> <p>Students walking in the dark</p> | <ul style="list-style-type: none"> Students travelling to off-campus lessons (i.e. design & technology or art) will travel in pairs as a minimum. Junior students in Years 1 & 2 will be accompanied by a member of staff after period 6. Students are instructed to use public footpaths where possible, avoiding roads and / or degraded surfaces where possible. Students are instructed to carry books in bags. A register is taken at the beginning of each lesson to account for students who have travelled to off-campus lessons. Students are instructed to wear the appropriate footwear during adverse weather conditions (i.e. wellies or snow shoes for snow / ice during winter months). The School will notify the local Council of any areas considered to be a risk to students travelling to off-campus lessons (i.e. potholes, degraded footpaths etc.) | 2 | 3 | 6 | | Ongoing |

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| Risk Assessment: | | | | | | Likelihood | Severity | Risk Factor Key | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----|----|----|----|------------|----------|-----------------|--|--|--|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|---|---|---|----|----|---|---|---|----|----|----|---|---|----|----|----|----|---|--|--|
| <table border="1"> <thead> <tr> <th colspan="6">Severity</th> </tr> <tr> <th>Likelihood</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>3</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>4</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>5</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>6</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table> | | | | | | Severity | | | | | | Likelihood | 1 | 2 | 3 | 4 | 5 | 2 | 1 | 2 | 3 | 4 | 5 | 3 | 2 | 4 | 6 | 8 | 10 | 4 | 3 | 6 | 9 | 12 | 15 | 5 | 4 | 8 | 12 | 16 | 20 | 6 | 5 | 10 | 15 | 20 | 25 | 1 = Improbable Occurrence 2 = Possible Occurrence 3 = Occasional Occurrence 4 = Frequent Occurrence 5 = Common Occurrence | 1 = Trivial Injury/s 2 = Minor Injury/s 3 = Major Injury Individual 4 = Major Injury to Several 5 = Fatality | <p>Green = Audit and Monitor</p> <p>Blue = Improvements Needed</p> <p>Red = Investigate More Controls Suspend Operation</p> |
| Severity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Likelihood | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 2 | 4 | 6 | 8 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 3 | 6 | 9 | 12 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 4 | 8 | 12 | 16 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 5 | 10 | 15 | 20 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Author: Julie Vicary

Policy Review Date: September 2020

Approval date by Governors – November 2020

Review Date: September 2021 or earlier if further updates required

Risk Rating

Is a product of its **effect** (ie severity) and its **likelihood** (or probability) that the **hazard** (or harm) will occur.

Hazard/Severity Rating (HSR)

- 1 = Trivial injury, ie bruise, graze (no treatment needed) or minor injury requiring on-site treatment
- 2 = Lost time injury requiring surgery visit or minor plant damage
- 3 = Reportable injury to HSE/LA or significant plant damage
- 4 = Major injury as defined or reportable dangerous occurrence
- 5 = Fatality

Likelihood/Probability Rating (LPR)

- 1 = Improbable occurrence
- 2 = Possible occurrence
- 3 = Occasional occurrence
- 4 = Frequent occurrence
- 5 = Common occurrence

Risk Rating = Hazard/Severity x Likelihood Probability

This system therefore gives Risk Ratings on the scale of 1 (1 x 1) to 25 (5 x 5).