SUTTON VALENCE SCHOOL
SINCE 1576

Buildings and Premises – General Risk Assessment

(Prep School and Senior School)

Author: Mr Carlos Nasiry
Policy Date: September 2025
Approval Date by Governors: November 2025
Review Date: September 2026
Updated: September 2025

Risk assessment - topic/area covered	
Location(s):	Senior School and Prep School
Department/staff:	All
Tasks/activities:	Preparation for visitors, contractors and others who may visit the premises.

Risk assessment sign off					
Prepared by:	Estates Bursar	Signature:		Date:	September 2025
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered in this assessment are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Risk matrix

Risk rating guidance	Likelihood (L)						Likelihood (L) x Severity (S) = Risk rating (RR)
		5	5	10	15	20	25
		4	4	8	12	16	20
		3	3	6	9	12	15
		2	2	4	6	8	10
		1	1	2	3	4	5
			1	2	3	4	5
			Severity (S)				

Acceptability of risk guidance		
	High risk: 15 – 25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	Medium risk: 8 – 12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Guidance. When completing a risk assessment, you should:

1. Identify the persons at risk and the significant hazards.
2. Calculate an initial RR for the activity.
3. Identify risk control measures that reduce the risks to an acceptable level.
4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.

Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.

Risk assessment									
Activity	**Persons at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**RR**		**L**	**S**	**RR**
Existing buildings and structures	Staff, pupils, visitors, others	Collapse of structure or building components	2	4	4	• The Estates Department oversees and manages the development and maintenance of all buildings and structures on the site. • The School employs a maintenance team to monitor and repair buildings, plant and installations. • 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. • 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. • Encourage staff to report any building damage or defects to their Head of Department.	1	4	4
School plant, equipment and installations	Staff, pupils, visitors, others	Plant, equipment and installations such as lifts, heating, ventilation plant, electrical and water systems	2	3	6	• All plant, equipment and installations are inspected, maintained and repaired in accordance with statutory requirements. • Defects and faults are reported to the maintenance team for repair/replacement as necessary. • Annual gas safety checks are carried out on all gas installations and equipment. • Gas safety checks are carried out by a Gas safe contractor annually.	1	2	2

Door, cupboards and windows	Staff, pupils, visitors, others	Entrapment of fingers in doors, cupboards and windows	3	3	9	• Caution exercised by teachers, pupils and staff whilst opening and closing doors, cupboards and windows. • Ongoing replacement of older doors and windows as budgetary conditions permit. • Continue to replace older doors and windows as budgetary conditions permit. • 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.	2	3	6
Hazardous substances	Staff, pupils, visitors, others	Harmful materials and agents such as asbestos and legionella from buildings	3	4	12	• 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 • Maintenance staff have received asbestos and L8 water training. • Ensure that all recommended remedial measures have been completed within the recommended timescales. • The School has commissioned asbestos and legionella surveys, reports and risk assessments and the appropriate remedial measures implemented.	2	3	6
Hot items	Staff, pupils, visitors, others	Hot items and surfaces such as hot water and radiators	2	5	10	• Most radiators provided with covers in the Prep School, to prevent direct contact with hot surfaces. All other hot surfaces identified and managed. • Routine spot checks carried out by maintenance staff to monitor that covers etc. are intact and that no hot surfaces are exposed • Thermostatic Mixer Valves (TMVs) are fitted to all baths, with showers and baths hot water outlet temperature restricted to 43 Centigrade.	2	3	6

Glass or mirror	Staff, pupils, visitors, others	Mirrors and glass on site	2	3	6	• Any glass surfaces which people could fall against is safety glass standard or fitted with protective safety film. • Routine and spot checks by maintenance staff to ensure that glass and mirrors are in good order and are repaired/replaced as necessary. • Mirrors and other similar surfaces are positioned in locations to minimise the likelihood of people falling into them.	2	2	4
Height	Staff, pupils, visitors, others	Falls from height	1	5	5	• Openable windows above ground floor are fitted with restrictors (100mm) • Access to high level areas (which do not have suitable edge protection restricted to contractors /persons (under RAMS) • Staircase /steps of more than 600 mm high are provided with suitable handrails. • Window cleaning/property maintenance is carried out following safe systems of work with correct work equipment (by those trained to carry out the task • All staff to remain vigilant and report any broken or malfunctioning window restrictors and handrails.	1	2	2
Temperature	Staff, pupils, visitors, others	Excessive room temperature, too hot or too cold	1	4	4	• Buildings are provided with heating / ventilation. • Heating and ventilation plant and installations are maintained and repaired as necessary. • Continue to improve ventilation and air conditioning and replace older windows as budgetary conditions permit.	1	2	2
Pests	Staff, pupils, visitors, others	Pests and vermin	2	3	6	• 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 of according to regulations by an outside carrier. • All staff to remain vigilant for evidence of pest or vermin activity,	2	2	4

						and report to the estates team immediately.			
Vehicles	Staff, pupils, visitors, others	Moving vehicles on site.	3	4	12	• Designated parking spaces are provided for all vehicles on site. • Site speed limit of 5MPH. • 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. • Teachers and staff have been provided with instruction regarding driving on School premises. • Lighting is provided to external areas. • CCTV is provided to external areas. • Car parks, access roads and footpaths are inspected, maintained and repaired as necessary. • Car parks, access roads and footpaths are gritted when icy conditions are expected. • Speed humps have been provided for additional traffic-calming measures • Reversing of delivery vehicles prohibited unless a banks person present. • When events take place, a separate risk assessment is undertaken • Review existing parking arrangements and pedestrian routes. • Review layout of goods in area to minimise reversing if possible. • Provide specific instructions to contractors regarding driving on School premises.	2	3	6
Off campus lessons	Pupils and staff	Pupils travelling DT or and Gulland Hall	3	4	12	• Pupils travelling to off-campus lessons (i.e. design & technology or art) will travel in pairs as a minimum. • Junior pupils in Years 1 & 2 will be accompanied by a member of staff after period 6. • Pupils are instructed to use public footpaths where possible, avoiding roads and / or degraded surfaces where possible. • Pupils are instructed to carry books in bags.	2	3	6