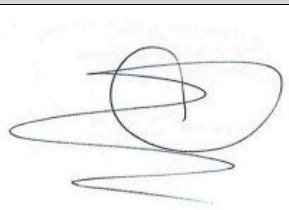
SUTTON VALENCE SCHOOL
SINCE 1576

Public Safety 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 or when events or legislation required

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

Risk assessment sign off					
Prepared by:	Carlos Nasiry	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.				

<table>
<tr><td colspan="8">Risk matrix</td></tr>
<tr><td rowspan="8">Risk rating guidance</td><td rowspan="8">Likelihood (L)</td><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td><td rowspan="8">Likelihood (L) x Severity (S) =

Risk rating (RR).</td></tr>
<tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr>
<tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr>
<tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr>
<tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr>
<tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr>
<tr><td colspan="6">Severity (S)</td></tr>
<tr><td rowspan="3">Acceptability of risk guidance</td><td colspan="2">High risk: 15 – 25</td><td colspan="5">High-risk activities should cease immediately.

Further effective control measures to mitigate risks must be introduced.</td></tr>
<tr><td colspan="2">Medium risk: 8 – 12</td><td colspan="5">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.</td></tr>
<tr><td colspan="2">Low risk: 1-6</td><td colspan="5">Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.</td></tr>
<tr><td>Guidance. When completing a risk assessment, you should:</td><td colspan="7">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.</td></tr>
<tr><td colspan="8">Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.</td></tr>
</table>

Risk assessment									
Activity	**Persons at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**R R**		**L**	**S**	**R R**
Building condition	Staff, visitors, others	Damaged buildings; unsafe conditions, including: uneven surfaces, trip hazards, fumes, thermal comfort, poorly designed accommodation	3	4	12	• Staff to complete regular inspections of premises. Findings to be recorded and passed to building maintenance department for action. Records of all actions to be maintained. • Proactive building improvement programme in place. Plan to be in place for ongoing improvements. As actions are completed, plan to be updated accordingly. • All works to be completed by competent staff or contractors. • All works to be completed in line with the Building Regulations and the Construction (Design and Management) Regulations 2015.	2	2	4
Welfare facilities	Staff, visitors, others	General welfare issues	2	3	6	• Toilets provided in ventilated rooms and include a washbasin with hot and cold running water. Separate toilets to be signed for male and female use. • Sufficient facilities for the numbers of persons using them. • Kitchens/welfare rooms to be provided. • Facilities to be provided for making hot and cold drinks and for heating food.	1	1	1
Asbestos	Staff, visitors, others	Exposure to hazardous fibres	3	5	15	• An asbestos management survey has been completed. An asbestos register has been prepared. • Any asbestos in the premises has been sealed and is clearly identifiable. • All staff and contractors are made aware of the locations where there may be asbestos. • A demolition/refurbishment survey to be completed prior to any works that may disturb any asbestos.	1	3	3

Hazardous substances	Staff, visitors, others	Fire, explosion, intoxication, ill-health effects	3	5	15	• The amount of hazardous substances stored on site is kept to an absolute minimum. • Gases stored externally and in locked containers. • Any hazardous chemicals stored inside the premises to be kept in locked and ventilated storage. • COSHH assessments to be completed on all hazardous substances. • Staff trained in the safe use, handling and storage of substances.	1	2	2
Traffic management	Staff, visitors, others	Uncontrolled vehicle movements; direct interaction between people and vehicles	2	5	10	• Site speed limits identified with signage. • Staff to monitor and manage vehicle movements when it is necessary to do so, i.e. during peak traffic periods. • All parking areas to be clearly identified.	2	2	4
Staffing	Staff, visitors, others	Training, knowledge and experience necessary to fulfil the role for which they have been employed	1	4	4	• The company employs rigorous employment procedures to ensure that all staff are suitable for their roles. • Staff never to be asked to complete duties that they have not been appropriately trained for. • All staff to be trained as per industry standards for their role. A training matrix to be maintained that details all training completed and any gaps. All gaps to be dealt with accordingly.	1	2	2
Fire safety	Staff, visitors, others	Fire and explosion	2	5	10	• Fire risk assessment to be completed and reviewed annually. • Fire alarm system in place. Serviced every four months under contract. • Staff to test fire alarm system from a different call point every seven days. All tests to be recorded in fire safety logbook. Faults to be reported to site maintenance team and addressed urgently. • Fire risk assessment identified suitable and sufficient fire extinguishers are in place and located at suitable locations. • Extinguishers to be serviced annually by a competent contractor. Records of servicing kept in fire logbook. • Staff to complete visual checks on a regular basis. These cover extinguishers, fire doors and escape routes. All checks recorded in fire	1	3	3

						safety logbook. Faults/concerns reported to site maintenance team and addressed urgently.			
Electrical	Staff, visitors, others	Electrocution; fire	1	5	5	• Periodic inspection completed on fixed electrical installation every five years. Actions raised on report to be dealt with as per the recommendations. • Portable appliance testing completed annually. • Staff to complete regular visual inspections of all portable electrical devices before using them.	1	2	2
Gas	Staff, visitors, others	Fire and explosion, intoxication	1	5	5	• Gas installation to be inspected and tested by a competent Gas Safe Registered Engineer every twelve months. Actions raised on report to be dealt with as per the recommendations. • A carbon monoxide alarm to be equipped in any room of the premises, which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance.	1	2	2
First aid	Staff, visitors, others	Failure to be able to deal with a medical emergency	3	5	15	• Appropriate numbers of staff trained in First Aid at Work and Emergency First Aid at Work techniques. • First aid kits available. • First aiders to maintain kits. • Signage displayed to identify first aid trained staff and location of kits.	1	2	2
Contractor management	Staff, visitors, others	Training, knowledge and experience necessary to fulfil the role for which they have been employed	2	4	8	• Contractors only appointed if they are able to prove that they have the appropriate skills, knowledge, training and resources to complete works in a safe manner. • A competent contractor database to be maintained and updated accordingly. • All works completed by contractors to be planned and co-ordinated. • Works planned for times when they are least likely to impact on those using the premises. • Suitable and sufficient pre-construction information to be provided to contractors at the tender stage of the project. • Site safety rules developed. • Contractors must follow the rules whilst they're working on the premises.	1	2	2

Arrangements	Staff, visitors, others	Failure to ensure arrangements for health and safety are communicated to all parties	3	4	12	• The company's health and safety arrangements to be fully documented in policies, procedures, risk assessments etc. • These documents to be made available via the School's 'website or in the Estate's Bursars office. • Staff to receive regular training. All training is to be recorded. • All staff to be inducted within the first few days of employment. During the induction, they are to be made aware of the company's health, safety, fire and environmental management arrangements. • Appropriate arrangements for supervision in place to ensure that all activities are completed as intended by the company.	1	2	2
Competent advice	Staff, visitors, others	Failure to understand legal requirements	3	3	9	• The company employs the services of a competent health and safety advisor.	1	2	2