



LVS Ascot

A Co-educational Day & Boarding School
for young people aged 4 - 18

RISK ASSESSMENT POLICY

Whole school including the EYFS

Relevant Statutory Regulations:	ISSR Part 3 Para 7, Para 11, Para 12, Para 16
Nominated member of SMT responsible for the policy:	Laura Collins
Updated:	01 September 2024
Date of next review:	01 September 2025

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The Trustees and governing body of LVS Ascot are committed to promoting the safety and welfare of all members of the school community including EYFS. Their priority lies in ensuring that all operations within the school environment, both educational and support are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and

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adopt systems for minimising them. We feel it is important for our pupils to be educated to cope safely with risk.

1. Aims

Risk assessment is a constant systematic process with a view to promoting children's welfare. The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Attention is paid to key risk areas and pupils' welfare
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- The DfE has issued specific advice about Health and Safety on Educational Visits. The 2018 advice distinguishes everyday, routine trips from more major trips which will require risk assessment and extra planning.
www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

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- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The Governing Body

The governing body have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The trustee body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Principal

The Principal, or in the Principal's absence the Deputy Head Compliance, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Principal and other members of the SMT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects via the IAM Compliant system.

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the principal to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Main areas and activities requiring risk assessments

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Fitness Suite safety
- Health and Safety
- Swimming Pool safety
- Water safety

Risk assessments are also needed for many other areas, including:

5.1 Educational

- Science
- Food Science and Nutrition
- Design and Technology
- Sport and PE
- Duke of Edinburgh's Award
- Art and Design
- Music (including minimising the risk of hearing loss)
- Drama (including the theatre backstage, stage, props room and lighting box)
- Dance

The school makes use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science, design and technology and food science activities. AfPE guidance document and web reference tool named 'Safe Practice in Physical Education, School Sport and Physical Activity' used for PE activities.

5.2 Pupil Well-being

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes (LifeLearning) and assemblies are directed towards promoting an increasing understanding, as pupils develop, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

5.3 Medical and First Aid

The Health and Wellbeing Centre has written procedures for health care and first aid. In the event of an accident the injured person, witness and/or First Aider are responsible for ensuring that accident reports are passed to the Health and Wellbeing Centre and the relevant senior member(s) of staff. The school's Accident Policy also explains the procedures that are followed in the event of a medical emergency.

5.4 Child Protection

Our safeguarding policies and training for all staff form the core of our Child Protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Trustees, volunteers (e.g. WoW and PTA) and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

5.5 Support Areas

- Catering and Cleaning: Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.
- Caretaking and Security: Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.
- Maintenance risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.
- Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a display screen.

5.6 Specialist Risk Assessments and High-Risk Activities

Specialists are employed to carry out high risk tasks at the school. The Estates manager arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

6. Accident Reporting

It is the responsibility of the Principal to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occur on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's

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Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence. All accidents are reported to the Health and Well-being Centre

7. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEND), EYFS and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (including reviewing existing measures) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

8. Monitoring arrangements

Risk assessments are written as needed and reviewed by each head of department in consultation with their line manager on the senior management team (usually the Assistant Head Head – Compliance).

This policy will be reviewed by the Assistant Head - Compliance annually and approved by the SMT.

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It

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also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school maintains a copy of completed risk assessments and these are available for reference by staff.

9. Links with other policies

This risk assessment policy links to the following policies:

LTC Crisis Management Policy	Missing Boarder Procedure
LTC e-Safety Policy	Missing Child Policy IJS School
LTC Health and Safety Policy	Missing Pupil Policy
LTC Online Safety Policy	Pupil Personal Device Policy
LTC Recruitment Process	LV4Life and PPE Policy
LTC Visitor Policy	Pastoral Care Policy
Accident Policy	Playground Policy
Breaktime and Lunchtime Staff Supervision Policy	Prevent Duty Risk Assessment
Curriculum Policy	Registration Procedure
Educational Visit and Off-Site trips Policy	Safeguarding and Child Protection Policy
Evacuation and Lockdown Policy	Sixth Form Cars, Motorbikes and Mopeds Policy
Extended Day Policy	Social Media Policy
EYFS Policy	Supervision Policy
Fire Prevention Policy	Teaching and Learning Policy
Fire Procedures	Use of Restraint Policy
Mental Health Policy	

10. Audit Compliance Statements

The Trustees carry out regular reviews of the LTC's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the LTC is exposed. The Trustees are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

Financial procedures and controls: major risks to the school and Charity, including:

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- strategic risks
- loss of fee income
- damage to reputation
- failure to teach the correct syllabus
- Child Protection issues
- gaps in Governor skills
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- poor cash flow management
- fraud
- loss through inappropriate investments
- other areas of potential risk

The measures taken to protect the school against such risks, including:

- safe recruitment of staff, Governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, etc. as needed
- formal review of compliance with the school's charitable objectives

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by
Workers under the age of 18	✓	HR
Asbestos	✓	Estates
Substances hazardous to health	✓	Estates and departments
Display screen equipment	✓	IT
Fire	✓	Estates
First aid	✓	Medical Centre
Manual handling	✓	Estates
Working at height	✓	Estates
Children being drawn into terrorism	✓	School
Swimming pools (if applicable)	✓	Estates/school

Appendix 2: risk assessment template

Conducting a Risk Assessment

The school has adapted the model recommended by the HSE in its publication, Five Steps to Risk Assessment. The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, sailing, skiing and Duke of Edinburgh's Award training; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities only if they have been specially trained and work in pairs. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Before writing an area specific risk assessment, it is advisable to visit the room/area of the school/trip location with another person and discuss the possible risks.

Section A

Fill in details to the best of your knowledge (see example). Numbers of people may be vague but we know rough class sizes. Include technicians and other adults in your numbers (e.g. cleaning staff).

Section B

Identify all the things in the room which might affect people going in. This is just a check list to make you think about all the risks. Take into consideration things that you as a teacher might be aware of that a contractor would not know to avoid (stored chemicals, hot equipment left out)

Section C

This section contains the major hazards

Hazards – what are the hazards?

The common hazards for every work place are:

- Lighting
- Computer stations
- Getting in and out
- Temperature
- Housekeeping
- Heights
- Slips and trips
- Electricity
- Noise
- Fire
- Manual handling and chemicals.
- Stress
- Bullying and violence
- Security alerts/crisis incident

Risk: Look at the different work tasks that go on in the room: Location; people; equipment; activities. State who is at risk and what risks they face.

Risk Rating:

Use the matrix (below) to assign a Risk Rating with no controls in place. I.e. what is the highest possible risk?

Do this assessment again once the controls have been considered.

Controlling the hazard can take several forms and should be applied in this order:

- Eliminate the Hazard – just don't do it
- Reduce the hazard – use an alternative
- Prevent contact – enclose the hazard (chemical in locked cupboards)
- Safe Systems of Work (SSW) – train people to undertake the process correctly
- Protective Equipment (PPE) – e.g. safety goggles, gloves and aprons

List all controls which are in place.

Risk Matrix

1-5 scale for likelihood and consequence. This matrix gives an indication of overall risk.

Risk = Likelihood x Consequence

1-4 acceptable (no further action)

5-9 adequate (look to see if there are any solutions for next review)

10 – 15 Tolerable (find improvement in a fixed time frame – e.g. 3 months)

16 -25 Unacceptable (stop activity and make improvements immediately)

CONSEQUENCES	5	4	3	2	1
	5	4	3	2	1
	10	8	6	4	2
	15	12	9	6	3
	20	16	12	8	4
	25	20	15	10	5
LIKELIHOOD					
	1	2	3	4	5

Section D

Fill in any improvements that need to be made and any training people may need. Give a time frame for this to happen. This could be at a weekly departmental meeting or next INSET day.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT

SECTION A

DEPARTMENT/ /UNIT	PE/Sport	Room	Sports Hall
TASK/OPERATION BEING ASSESSED	Activities in the sports hall		

PERSONS EXPOSED (Circle Persons at most risk)

	Operator(s)	Other workers	Contractors	Public/Visitors	Young Persons		Total at Risk
Male	5	3			65		65
Female	4						If have assembly then 500

ASSESSMENT TEAM

Name	Emma Pearce	Post/Title	Director of Sport	Signature	Emma Pearce
Name		Post/Title		Signature	

Date of assessment	Reason (Initial/follow up/change/accident)	Review date
1 st Sept 2023	Follow up	Sept 2024

NOW COMPLETE SECTIONS B & C

SECTION D

Overall risk rating for this activity is judged to be: X

Low 1-4	Very low (First aid injury)	Medium 5-9	Substantial /Significant. Over 3 day injury	High controlled 10-15	Major – Need to monitor to reduce risks	High uncontrolled 16-25	Very high- uncontrolled risk. Stop activity immediately
x							

REMEDIAL ACTION TO BE TAKEN	DATE	BY WHO	TRAINING REQUIRED

Department Head	Emma Pearce	Signature	Emma Pearce	Date 1/9/24
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SECTION B					
HAZARD CHECKLIST					
Tick X the area/activities which should be considered in the risk assessment					
Reference to the appropriate legislation/regulations may be required.					
Boxes marked with * and ticked require a separate risk assessment to comply with specific legislation.					
WORKPLACE		WORK EQUIPMENT		ERGONOMICS	
Ventilation		Stability		Posture	
Temperature		Vibration		Force	
Lighting		Moving Parts		Movement	
Emissions		Electric Shock		Layout	
General Housekeeping		Equipment Temperature		Other	
Uneven Flooring		Radiation (ionising)			
Work at High Levels		Pressure Systems			
Roof work		Machine Controls			
Falling Objects		Isolation / Lock off			
Slips, Trips, Falls		Breakdowns			
Traffic (gas, electric, diesel, Petrol)		Maintenance Procedures			
Doors / Windows		Work Within Guards			
Confined/restricted spaces		Production Changes			
Boilers		Cleaning Requirements			
Trenches / Pits		Hand Tools			
Access / Egress		Knives			
Car Parks		Portable Tools			
Other		Other			
WORK PRACTICES		SUBSTANCES HAZARDOUS TO HEALTH*		MANUAL HANDLING*	
Design of Task / Work Pattern		Labelled (Corrosive, Irritant, Harmful, Toxic etc)		Stooping, Stretching or Twisting	
Automation		Pesticides		Distance Carried	
Work Instruction / Communication		By Products (Dust, Fume, Asbestos, Lead etc).		Weight of Load	
Operator Control		Micro organisms (Viruses, Bacteria etc)		Shape Handling Difficulties	
Training Requirements		Carcinogens (Cancer causing agents)		Space, Floor, Lighting	
Performance Requirements		Storage / Handling		Individual Capability	
Constant Supervision		Exposure Frequency and Duration		Lifting / Carrying Equipment	
Working Alone		Other		Other	
Fitness / Health Surveillance Needs					
Other					
PPE		NOISE*		DISPLAY SCREENS*	
Hi Viz Body protection en 471		Work area		Screen Glare / Reflection	
Head to EN 397 Construction site		Equipment		Keyboard Location	
Head to EN 812 Bump caps		Duration		Hand / Arm Movements	
Eyes EN 166.1.F		Frequency		Work Station Layout / Space	
Feet EN 345		Protective Equipment		Chair Stability and Adjustment	
Hand / Arm EN 338		Hearing Protection Zone		Task Variety / Breaks	
Breathing BS EN 149:2001		Other		Software Usage	
Hearing protection en 352-1				Other	
FIRE AND EXPLOSION		NATURAL HAZARDS		OTHER	
Flammable Substances / Atmosphere		Ice / Snow			
Gases		Wind			
Storage Systems		Fog			
Ignition Sources		Flood			
Waste Disposal		Light			
Spillage / Leakage		Other			
Specialist Suppression / Detection					
Other					
OTHER SOURCES OF INFORMATION					
Health and Safety at Work etc. Act 1974 (HSWA) Management of Health and Safety at Work Regulations (MHSWR) Workplace (Health, Safety, Welfare) Regulations (WHSWR) Regulatory Reform (Fire Safety) Order (RRFSO) Provision and Use of Work Equipment Regulations (PUWER) Manual Handling Operations Regulations (MHOR)			Control of Substances Hazardous to Health Regulations (COSHH) Pressure Systems Safety Regulations (PSSR) Electricity at Work Regulations (EWR) Control of Noise at Work Regulations (CNWR) Control of Vibration at Work Regulations (CVWR)		

SECTION C

							LIKELIHOOD						CONSEQUENCES						
CONSEQUENCES	5	5	10	15	20	25		1	Very unlikely					1	First aid injury or illness				
	4	4	8	12	16	20		2	Unlikely					2	Minor injury or illness				
	3	3	6	9	12	15		3	Likely					3	'3 day' injury or illness				
	2	2	4	6	8	10		4	Medium – will occur frequently					4	Major injury or illness				
	1	1	2	3	4	5		5	High –certain/near certain to occur					5	Fatal, disabling injury or illness				
		1	2	3	4	5													
LIKELIHOOD																			

HAZARD	RISK	LIKELIHOOD OF HARM	CONSEQUENCE	RISK RATING	CONTROL MEASURES	LIKELIHOOD OF HARM	CONSEQUENCE	RESIDUAL RISK	FURTHER ACTION REQUIRED
					Record current CONTROL MEASURES here and then re-calculate LIKELIHOOD OF HARM , SEVERITY and RESIDUAL RISK RATING to establish if any further ACTION REQUIRED and the DATE TO BE COMPLETED				
Equipment on the floor/faulty equipment	Slips / Trips and falls	3	3	9	Member of the PE department to make brief inspection of hall floor before use. Floor to be kept clear of items not needed for activity being undertaken. Frequent inspections completed by the DOS/PE staff. Staff to report any worn floor coverings to LVS maintenance dept. Pupils to keep floors clear of personal items, books, bags and clothing – items to be left in changing rooms. Cleaning is undertaken in the mornings during periods of non-use. Pupils are briefed to wear the correct type of trainers and PE kit – PE staff check kit at the beginning of every lesson before activity begins. Cleaning staff called if spillages occur.	1	3	3	
Climbing on equipment/wall	Injury to pupils/staff Falls from height	3	3	9	No apparatus will be used apart from when the Sports Hall is being directly supervised be a PE trained member of staff. Climbing wall has been condemned not to be used.Pupils and staff should take caution if using benches to stand on for activities.	1	3	3	
Collision of two or more persons	Injury from impact	3	3	9	Number participating limited at any time and activities supervised by a trained member of the PE department. First aid kit s in PE department and nurse on site.	1	2	2	
General activity	Injury requiring medical attention	3	3	9	Sports Hall will always be supervised by a member of PE staff who is aware of how to contact the medical centre. First aid kits available in the PE department. Pupils line up outside the sports hall and do not enter unless and member of the PE department is there.	2	2	4	
Equipment	Impact from travelling ball/equipment/running into equipment	3	3	9	Cricket nets will only be used when supervised by a member of staff competent and experienced in cricket. Sports Hall will always be supervised by a member of PE staff who is aware of how to contact the medical centre. First aid kits available in the PE department. Floor to be kept clear of items not needed for activity being undertaken. Benches should be pushed back against the wall.	2	2	4	

					Pupils know the rules of the activities. Hall inspected annually by sports playground services.				
Manual Handling	Carrying and moving equipment	3	4	12	No apparatus will be used apart from when the Sports Hall is being directly supervised by a PE trained member of staff who will instruct pupils on lifting and carrying. PE staff responsible for checking that equipment/goals put back correctly. Pupils do not enter equipment store unless instructed to by a member of staff, who will supervise the movement of equipment. PE staff should direct the use of the cricket net, green curtain and store cupboard sliding door.	2	2	4	
Fire	Burns	3	4	12	LVS Ascot operates a whole site no smoking policy. The use of naked flames is to be avoided. Heating will only be provided by means of the central heating system. (no electric heaters in rooms) Combustible waste to be removed daily. Provision of fire extinguishers and fully working fire alarm which is tested regularly. Termly fire drills. All Electrical equipment is tested in line with the LVS Ascot PAT policy. When fire alarm sounds pupils to leave through the nearest exit and go directly to the field as directed by PE staff.	1	4	4	
Behaviour that may cause harm to persons or property	Silly behaviour	3	3	9	The Sports Hall will always be supervised by a member of PE staff during sports lessons who will monitor behaviour as deal with those pupils who misbehave. Pupils who do conduct themselves in an unacceptable manner can expect to have a department detention. Pupils do not enter the sport hall without a member of staff – notices on the door to remind pupils not to enter.	1	2	2	
Evacuation/Lockdown	Death	1	5	5	In the event of an emergency situation including fire/bomb threats/gas leak, teachers should raise the alarm and evacuate pupils to the fire muster point on the field. The event of an intruder or other terrorist activity, (if inside) the teacher should evacuate all pupils through the rear ancillary hall door and exit pupils calmly onto the London Road and muster in Ascot Priory. If outside on the field or surrounding areas, the teacher should use the goaters road gate, to evacuate pupils and muster at the Fern bank Road shops.	1	5	5	