



KENT COLLEGE
CANTERBURY

RISK ASSESSMENT FOR: JS Classroom Use & Activities

✓	REASON FOR THE RISK ASSESSMENT
	To ensure a safe environment suitable for children and those adults educating them

<p>This risk assessment is for:</p> <p>Completed by: Simon James</p> <p>Position: Junior School Head</p> <p>Signed: Simon James</p> <p>Date: 12/05/2025</p> <p>Next review due date: 11/05/2026</p>	<table border="1"> <tr> <td></td> <td style="background-color: #00b050; color: white;">4 Allow</td> <td style="background-color: #ffc000;">8 Mitigate</td> <td style="background-color: #ff0000; color: white;">12 Avoid</td> <td style="background-color: #ff0000; color: white;">16 Avoid</td> </tr> <tr> <td></td> <td style="background-color: #cccccc;">3 Accept</td> <td style="background-color: #00b050; color: white;">6 Allow</td> <td style="background-color: #ffc000;">9 Mitigate</td> <td style="background-color: #ff0000; color: white;">12 Avoid</td> </tr> <tr> <td></td> <td style="background-color: #cccccc;">2 Accept</td> <td style="background-color: #00b050; color: white;">4 Allow</td> <td style="background-color: #00b050; color: white;">6 Allow</td> <td style="background-color: #ffc000;">8 Mitigate</td> </tr> <tr> <td></td> <td style="background-color: #cccccc;">1 Accept</td> <td style="background-color: #cccccc;">2 Accept</td> <td style="background-color: #cccccc;">3 Accept</td> <td style="background-color: #00b050; color: white;">4 Allow</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">Severity</td> <td></td> </tr> </table>		4 Allow	8 Mitigate	12 Avoid	16 Avoid		3 Accept	6 Allow	9 Mitigate	12 Avoid		2 Accept	4 Allow	6 Allow	8 Mitigate		1 Accept	2 Accept	3 Accept	4 Allow	Likelihood								Severity		<p>Severity (S) 1-4</p> <p>Likelihood (L) 1-4</p> <p>Risk Rating (S x L)</p>
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Step 1:			Risk Ratings
Specify hazards or risks that may arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	e.g 1 x 2 = 2 LOW RISK
Exposure to Electrical equipment, Danger of Electric Shock, burn or equipment malfunction	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	<p>Supervision of any pupils using electrical equipment</p> <p>Hot surfaces of radiators etc protected where necessary to prevent the risk of burns.</p> <p>Use of extension leads, overloading and daisy chaining kept to a minimum.</p> <p>Circuit breakers/boards are located at high level and/or have measures to prevent unauthorised access.</p> <p>Minor works carried out by Non Qualified (Electrician) are subject to Certification as required by IEE Regulations.</p> <p>Non Minor works require trade specific experience and qualifications (IEE 18th Edition) relevant to use of equipment and tools.</p> <p>There will be a regular 5 year check on the condition of the electrics against the UK standard for the safety of electrical installations, BS 7671 – Requirements for Electrical Installations (IET Wiring Regulations).</p> <p>Supervision of any pupils using portable electrical equipment.</p> <p>Staff are advised to carry out a visual inspection of equipment before use.</p> <p>Damaged or faulty electrical equipment is taken out of use and removed from the collection point for children.</p> <p>Pupils carry x1 laptop at a time with both hands and walk sensibly. If they are asked to carry more than x1, a bag is provided.</p>	2 x 1 = 2

		Portable appliance testing (PAT) regime in place. PAT is carried out by an external company, Atman UK Ltd.	
Layouts	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Staff to ensure that pupils are appropriately supervised and behave appropriately. Safe and proper distribution of furniture ensuring good circulation space and clear access/exit routes. Ensure all the furniture is in good condition, secure, maintained and fit for purpose.	1 x 1 = 1
Slip/Trip/fall hazards due to poor flooring condition, floor coverings, trailing cables, obstructions, inclement weather, etc.	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Staff to ensure that pupils are appropriately supervised and behave appropriately. Ensure floors are maintained in a firm and level condition. Any changes in levels that need to be highlighted. During wet conditions encourage use of barrier matting to reduce water transfer to floor surfaces. Procedures in place to deal with spillages (water, coffee, blood etc) promptly. Ensure all floor coverings are in good condition, secure, maintained and eliminate trip hazards. Ensure all cables are routed and secured to eliminate trip hazards or, if not practicable, covered by proprietary cable covers or other equally effective measures.	1 x 2 = 2
Equipment	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Staff to ensure that pupils are appropriately supervised during activities using equipment. All furniture/equipment should be suitable for its intended purpose and be adequately maintained. Furniture (e.g. chairs, tables, TV supports, cupboards, etc.) should be stable and free from obvious deficiencies e.g. sharp edges, wood splinters, loose securings, etc.	1 x 3 = 3

		All equipment should be safely stored across all classrooms.	
Glass & Glazing	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Staff to ensure that pupils are appropriately supervised and behave appropriately. Blinds/curtains used to reduce glare/heat. Estates ensure any low-level glazing (where it is foreseeable that somebody could fall against or into it e.g. in doorways) is safety glass and/or otherwise protected. Window restrictors fitted and in good working order to upper floor windows. Estates monitor provision of safety glazing.	1 x 1 = 1
Lighting	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Estates ensure provision and maintenance of adequate levels of illumination	1 x 1 = 1
Asbestos	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Kent College will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW"). It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos. Where asbestos exists or is suspected in any of the School campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. An asbestos register will be maintained for each property where Kent College is the Duty holder showing the location, type and condition of the asbestos. The Facilities Manager will be responsible for the upkeep of the register.	1 x 1 = 1
Musculoskeletal injuries	Pupils Teaching Staff Cleaners Sub - Contractors	Permanent Fixtures in good condition and securely fastened. Suitable trolleys etc in use for portable equipment.	1 x 1 = 1

	Visitors		
Use of classroom equipment	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Ensure children are supervised when using classroom equipment. Teachers to provide safety talk before any lessons. Follow manufacturers guidance and best practice for use of any equipment.	$2 \times 3 = 6$
Sharps	Pupils Teaching Staff	Staff to ensure that pupils are appropriately supervised during activities using equipment. Staff are advised to carry out a visual inspection of equipment before use. Staff have experience relevant to use of equipment and tools.	$2 \times 3 = 6$
Working at Heights	Pupils Teaching Staff Cleaners Visitors	Staff advised to use suitable and appropriate equipment. Use any aids supplied. Eg. step ups, elephant -foot step stools, window openers for high level windows. etc. Staff advised to carry out a visual inspection of equipment before use. Work areas safe and protected while working at height. Working at Heights training is available.	$3 \times 1 = 3$
Manual Handling	Pupils Teaching Staff Cleaners Visitors	Before carrying out manual handling persons should make a simple (non-written) assessment of the task, their individual capabilities, the load and the environment. Use any Manual handling aids supplied eg. trolleys, sack barrows etc Basic Manual Handling training is available	$2 \times 2 = 4$
Exposure to Substances Hazardous to Health	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	Staff to ensure that pupils are appropriately supervised if using any Substances Hazardous to Health. COSHH register maintained. Safety data sheets and COSHH assessments held where chemicals are stored.	$1 \times 3 = 3$

		Staff receive training on COSHH awareness and the use of products PPE used as appropriate.	
Fire	Pupils Teaching Staff Cleaners Sub - Contractors Visitors	<p>Policy - Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk, and through safe evacuation of our buildings if a fire breaks out.</p> <p>Arrangements – Fire Risk Assessments are completed and reviewed annually. Staff have access to the above and the risks identified. appropriate fire safety measures are in place and maintained. Staff are provided with information, fire safety instruction and training as required.</p>	1 x 1 = 1
Adverse Weather Conditions	Pupils Teaching Staff Visitors	<p>Avoid outdoor classroom activities in extremes of weather. Breaks taken as appropriate. Encourage hydration appropriate to conditions. PPE used as appropriate. Eg. sun hats, sun creams etc</p>	1 x 3 = 3
Lone Working	Staff, Students & Visitors	<p>Members of staff should have completed the Lone Working training on Every.</p> <p>Staff undertaking lone working to develop an appropriate safety protocol with their line manager.</p>	3 x 3 = 9

Step 2: Action Needed/Comment	Responsible Person	Date Completed

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Signed: Simon James

Title: Head of Junior School

Date: 12/05/2025