


Macmillan Academy

RISK ASSESSMENT – BUILDINGS – ACCESS/EGRESS TO ACADEMY

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	S. Jackson 	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L


RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<p>Pedestrian access to academy</p> <p>Paved Access</p> <p>Internal Access</p> <ul style="list-style-type: none"> Slips, trips, falls. 	<ul style="list-style-type: none"> Staff Students Visitors Parents Contractors 	<p>M</p>	<ul style="list-style-type: none"> Access and exit routes to academy are maintained in a good condition. Regular inspections are made of all areas to ensure that they remain in good condition. All paved areas and paths are maintained in a good condition. Damaged areas are marked to keep people away. Ensure moss is removed from paved areas. A path of access is suitably salted and gritted for students, staff and parents. 	<p>Yes</p>	<ul style="list-style-type: none"> Inspections to be carried out by the buildings team. 	<p>L</p>

			<ul style="list-style-type: none"> All external steps are checked and gritted. Car park areas gritted and salted as necessary. Disabled access available. Ensure floors remain in good condition. Do not allow internal routes to become blocked with bags, coats, furniture etc. Do not use internal routes for storage. Any damaged areas of flooring found – temporary repairs are undertaken prior to permanent repair. 			
<p>Steps, stairs & ramps. (Internal/External)</p> <ul style="list-style-type: none"> Slips, trips and falls Cuts to hands 	<ul style="list-style-type: none"> Staff Students Visitors Parents 	M	<ul style="list-style-type: none"> Handrails are fitted and maintained, where necessary. All stepped areas are maintained in good condition. Ensure moss and obstructions are removed from all steps. 	Yes	<ul style="list-style-type: none"> All to be checked by buildings team. 	L
<p>Vehicle Access</p> <ul style="list-style-type: none"> Being hit by moving vehicles <p>Emergency/Vehicle Access/Egress</p>	<ul style="list-style-type: none"> Staff Students Visitors Parents 	H	<ul style="list-style-type: none"> Pedestrians access gates available. Electronic gates are closed throughout the day when not in use. Vehicles not to come into site during busy periods – caretaker must guide contractor vehicles around site at all times. 	Yes	<ul style="list-style-type: none"> All to be checked by buildings team.. Responsibility of all staff to ensure this. Appointed person to meet Emergency Vehicle. Position warning signs. 	M

			<ul style="list-style-type: none"> • Staff, students or visitors must not gain access to the academy through vehicle gates. • Students must use designated path in the car park. • Visitors & disabled parking available. • Clear access is maintained at all times for emergency vehicles (fire engine, ambulance etc). • Parked vehicles do not prevent other vehicles from accessing or leaving the site. • Vehicles are not parked in front of Fire Exit doors. 			
Doors and closer mechanisms <ul style="list-style-type: none"> • Trapping 	<ul style="list-style-type: none"> • Staff • Students • Visitors 	M	<ul style="list-style-type: none"> • If doors do not close correctly, they are repaired as soon as possible. • Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surrounds. • Check door closers are not too stiff for pupils. • All defects reported to buildings team. 	Yes		L
Applicable regulations:	Reg. 12 Workplace (Health, Safety & Welfare) Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – ASBESTOS

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	S Jackson 	Expiry Date:	September 2026
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	Probable	Possible	Remote
Major: Causes major physical injury, harm or ill-health	H	H	H


Likely impact	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Asbestos/Carcinogens and Illness from exposure to asbestos 	<ul style="list-style-type: none"> Staff Contractors Students Visitors 	H	<ul style="list-style-type: none"> Asbestos is highly dangerous. Any asbestos-containing materials on site should have been identified before work starts. Refurbishment and demolition surveys will be required where refurbishment work or other work involving disturbing the fabric of the building is to be carried out. If you suspect you have found asbestos. Place signs around the work 	Yes	<p>See Asbestos Register and management plan</p> <p>Register is available for all contractors.</p>	M

			<p>area warning people not to enter the work area.</p> <p>Asbestos removal is to be carried out by approved contractor.</p>			
<p>Training:</p> <ul style="list-style-type: none"> Poor Training: General accident potential increased. 	<ul style="list-style-type: none"> Staff Contractors 	M	<ul style="list-style-type: none"> Appropriate staff will receive Asbestos Awareness training 	Yes		L

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – BOILER ROOMS

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed by	 S Jackson	Expiry Date:	September 2026
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Slips, trips, falls. Contact with hot surfaces Manual Handling 	<ul style="list-style-type: none"> Staff Contractors 	M	<ul style="list-style-type: none"> Boiler rooms are kept locked when not in use. Gas boiler rooms in new buildings are fitted with gas leak detectors. Boiler rooms are not used for general storage. 	Yes	Operations Manager to ensure implementation of these measures	L
<ul style="list-style-type: none"> Explosion Fire Hazardous substances 	<ul style="list-style-type: none"> Staff Contractors 	H	<ul style="list-style-type: none"> Fire control measures are in place, and tested, with easy access to them, i.e. extinguishers Gas and mains isolator switches are clearly marked in boiler rooms Housekeeping is always kept to a good standard. All contractors sign in at reception 	Yes	Mustoe Engineering contract in place for gas maintenance – not including kitchen maintenance.	M
Applicable regulations:	The Gas Safety (Installation & Use) Regulations 1998					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – LONE WORKING

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Lone Working Injury to occur and unable to raise alarm or help to other staff 	<ul style="list-style-type: none"> Staff 	M	<ul style="list-style-type: none"> Employees are not alone on site as security are on site 24/7. Staff are required to sign in and out – no high risk work should be carried out when alone around site. Regular checks on lone worker and appropriate action to be taken if no contact is made. Contractors have lone working agreements with employers and Operations Manager/Operations Director have security numbers to contact. 	Yes	Updated this in health and safety policy.	L
Applicable regulations:	The Management of Health and Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – CLEANERS

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed by	 S Jackson	Expiry Date:	September 2026
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RISK MATRIX TABLE


Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Cleaning Staff Slips, trips falls.	<ul style="list-style-type: none"> • Staff • Cleaners • Students • Contractors 	M	<ul style="list-style-type: none"> • Storage areas are maintained to a good standard of housekeeping at all times. 	Yes		L
Electric Shock Exposure to hazardous substances.		H	<ul style="list-style-type: none"> • The academy has ensured that the portable electrical appliances used are subject to regular portable electrical appliance testing and labelled to show dates. • MBC Council are responsible for their own equipment • All cupboards used for the storage of cleaning chemicals and electrical equipment are locked when not in use. • Storage areas are maintained to a good standard of housekeeping at all times. • Personal protective clothing such as rubber gloves, goggles etc. is always available. 	Yes		M

			<ul style="list-style-type: none"> • COSHH assessments and control measures for cleaning chemicals are available. • The Academy requires the contractors cleaning staff are appropriately trained and provided with information on the safe use and storage of cleaning chemicals. 			
Applicable regulations:	The Electricity at Work Regulations 1989 The Control of Substances Hazardous to Health Regulations 1999					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – CLEANING AND PEST CONTROL

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed by	 S Jackson	Expiry Date:	September 2026
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Cleaning - Hygiene 	<ul style="list-style-type: none"> Staff Students 	L	<ul style="list-style-type: none"> COSHH assessments have been carried out for cleaning chemicals. Never mix cleaning materials. Use cleaning materials suitable for the job. Always store cleaning materials in the correct place away from food. 	Yes		L
<ul style="list-style-type: none"> Pest Control – Hygiene 	<ul style="list-style-type: none"> Staff Students 	L	<ul style="list-style-type: none"> Pest control measures are in place where appropriate. Inspect dried foods regularly. Look for signs of droppings and damage to packets. 	Yes	Litter pick carried out daily to reduce litter around site.	L
Applicable regulations:	The Control of Substances Hazardous to Health Regulations 1999 The Workplace (Health, Safety & Welfare) Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – CONTRACTORS

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	 S. Jackson	Expiry Date:	September 2026
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RISK MATRIX TABLE


Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Injury related to contractor works.	<ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors 	L	<ul style="list-style-type: none"> • Contractors are required to comply with the Health and Safety policy · Contractors are required to sign in and out, and wear lanyard when on site when safe to do so. • Exchange of relevant information– i.e. site rules. • Pre-contract meeting, contractors will be asked if they are going to create any hazards and how they are to control them. • Contractors to provide relevant documentation i.e. risk assessments, method statements. • When contractors are to be used they must satisfy selection criteria, i.e. have 	Yes		L

			<p>adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any upfront payment etc.</p> <ul style="list-style-type: none"> • Provide COSHH Assessments as necessary. • Contractors are properly supervised and monitored while on the academy premises. • Contractors are informed if there are any dangers they will encounter. 			
Applicable regulations:	<p>The Management of Health and Safety at Work Regulations 1999 The Control of Substances Hazardous to Health Regulations 1999</p>					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – ELECTRICITY

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
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RISK MATRIX TABLE


Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> • Portable appliances and fixed installations Electric shock, burns, fire 	<ul style="list-style-type: none"> • Staff • Students • Cleaners • Visitors 	<p>H</p>	<ul style="list-style-type: none"> • All electrical apparatus, both fixed and portable, are checked periodically by a competent person in accordance with Health and Safety Executive guidelines. • All electrical equipment is visually checked before it is used each time. • Electrical apparatus should be switched off when not in use. • Suspect or faulty equipment is taken out of service and labelled DO NOT USE until inspected or repaired by a competent person. • Extension cables should only be used for short term use and removed when not in use. • Plug sockets should not be overloaded with appliances 	<p>Yes</p>	<ul style="list-style-type: none"> • Northeast Pat testing contract in place. • All persons to be aware of these procedures. • Guardian contractors complete 5-year electrical testing (last completed 10/21) 	<p>M</p>

			<ul style="list-style-type: none"> No repairs are attempted by an unqualified person. All persons are made aware of the added danger when cables or socket outlets are near sinks or water. 			
<ul style="list-style-type: none"> Electric service cupboards/plant room <p>Fire, electric shock</p>	<ul style="list-style-type: none"> Staff Students Caretakers <ul style="list-style-type: none"> Contractors 	H	<ul style="list-style-type: none"> Electric plant rooms are kept locked when not in use. Plant rooms are not used for general storage. Plant room door to display appropriate safety notices i.e. authorised personnel Only, Main Electrical Supply, etc. 	Yes		M
Applicable regulations:	The Electricity at Work Regulations 1989					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – FIRE SAFETY

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Assessed By:	S Jackson 	Expiry Date:	September 2026
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RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L

	Minor: Causes physical or emotional discomfort	M	L	L
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RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Anybody on site could suffer burns or injuries from explosions or injuries related to smoke inhalation. Worst case scenario could result in death if somebody is trapped and cannot be rescued.	<ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors 	M	<ul style="list-style-type: none"> • Fire Signs • Designated fire exit routes to be suitably signed with a pictogram on the back of every office/classroom door and arrows to comply with the Regulations. • Sufficient fire signs to be in the public areas of the academy. 	Yes	Fire maps have been updated as of 2023	L


		M	<ul style="list-style-type: none"> • Fire Doors • Internal Fire doors should not be propped open. • Doors to open and close correctly and not be impeded in anyway, or to stick open. • Intumescent strips in fire doors are in good condition. • Corridor doors are held back on maglocks in Main/Science building to minimise damage. 	Yes		L
		M	<ul style="list-style-type: none"> • Fire Routine/Evacuation • Chubb will contact the academy if alarm sounds for longer than 3 minutes/out of hours to ask if we needed fire brigade. • In the event of a fire, the academy would immediately call 999. • Know Evacuation Procedures, Assembly Points. • Treat all Fire Alarms as Serious. • DO NOT ASSUME FALSE ALARM. • Fire drills are held twice a year and regular refresher training given on the fire panel. 	Yes	<p>Electronic gates opened for fire brigade.</p> <p>Fire Marshal procedure in place.</p> <p>Fire marshal training updated September 2025</p> <p>EvacChair training carried out 2022 by JD Training</p> <p>Next Fire risk assessment due Summer 2027</p>	L

			<ul style="list-style-type: none"> • If there are any students with access/mobility problems, ensure that someone is nominated to assist them during an evacuation. • Ensure staff to "sweep" the building to ensure that it is empty and check toilets. • Fire Risk Assessment available – conducted 2021. • Training provided for fire marshals. 			
		M	<ul style="list-style-type: none"> • Fire Alarm And Break Glass Points • The fire alarm system, including any battery back-up, is serviced by a contractor on an annual basis- 25% a quarter of all fire detection. • Fire bells are tested weekly from a different call point or zone by the Buildings team. • Any faults found are reported immediately for corrective action. • Fire Risk Assessment available for the site if needed. • Staff & students trained in evacuation procedure. 	Yes		L
			<ul style="list-style-type: none"> • Emergency lighting 	Yes	Remedial works carried out by approved contractor	

		M	<ul style="list-style-type: none"> Indicator lights, where fitted, are checked monthly by the Buildings team. Six Monthly Test Required. 			L
		M	<ul style="list-style-type: none"> Fire extinguishers/blankets Fire blankets where provided receive a visual inspection by the contractor. <ul style="list-style-type: none"> If used they are be checked, re-packed or replaced by the contractor Fire extinguishers are tested annually by contractor service agreement. All fire extinguishers are always kept free from obstruction, and suitable signs adjacent to them. Buildings team to visually check extinguishers are operational & have not been tampered with on a monthly basis. Records are maintained, on the side of the extinguisher. Maintenance receipts held by Buildings team. 	Yes		L
Applicable regulations:	Regulatory Reform (Fire Safety) Order 2005 The Health and Safety (Safety Signs and Signals) Regulations 1996					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – GAS SAFETY

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RISK MATRIX TABLE


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Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
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	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Gas Meter Rooms Explosion/Leaks Gas appliance servicing/maintenance Explosion, carbon monoxide poisoning <p>Gas safety in the kitchen: Explosion</p>	<ul style="list-style-type: none"> Staff Students Contractors Visitors 	H	<ul style="list-style-type: none"> All gas appliances are tested annually for safety by GasSafe gas fitter. Gas appliances are regularly maintained. Non GasSafe registered people are prohibited from carrying out any work on gas appliances. Room is locked when not in use. Room not to be used for general storage. Clear access is always allowed for. 	Yes		M
<p>Gas safety in the kitchen: Explosion</p>		H	<ul style="list-style-type: none"> Gas cut off valves are clearly labelled. Access to the valves is always clear. 	Yes		M

			<ul style="list-style-type: none"> • All staff are aware of where the valve is and have received instruction in its operation. • All fire extinguishers are free of obstruction. • Never leave kitchen unattended when food is cooking. 			
<p>Applicable regulations:</p>	<p>The Gas Safety (Installation & Use) Regulations 1998</p>					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – GLAZING

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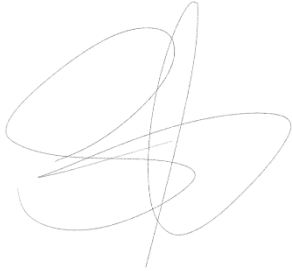
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	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Cuts, splinters. 	<ul style="list-style-type: none"> Staff Students 	M	<ul style="list-style-type: none"> Safety glass installed. Low level glass to be safety glass or safety film. Damaged glass to be replaced as soon as possible. Report any damage to Buildings Team 	Yes	Broken glass is boarded up until contractor can rectify.	L
Applicable regulations:	Regulation 14 Workplace Health, Safety & Welfare Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – HYGIENE/WELFARE

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	Severe: Causes physical injury or illness requiring first aid.	H	M	L

	Minor: Causes physical or emotional discomfort	M	L	L
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RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<p>Waste</p> <p>Poor hygiene</p> <p>Lack of welfare provisions</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors • Contractor 	M	<ul style="list-style-type: none"> • Adequate systems are in place to remove normal waste. • External bin areas are kept clear and free from pests. • Rubbish is not allowed to accumulate in bin areas. • Bins are fitted with lids. • Bin areas are not used for other storage. • Litter picks undertaken by the Buildings Management team. 	Yes		L

			<ul style="list-style-type: none"> • Adequate changing facilities are provided. • Area to be maintained in clean and tidy condition • Staff changing rooms and shower available when needed. 			
Applicable regulations:	Reg. 12 Workplace (Health, Safety & Welfare) Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – KITCHEN HYGIENE

Location/Department:	Catering	Date of Assessment/Last Review:	September 2025
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		Probable	Possible	Remote
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	Severe: Causes physical injury or illness requiring first aid.	H	M	L
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RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Personal Hygiene Measures 	<ul style="list-style-type: none"> Staff Students 	<p style="text-align: center;">L</p>	<ul style="list-style-type: none"> All staff who handle food are supervised and instructed in food hygiene to a level appropriate to their job. Always wash hands before handling food. Kitchen staff to inform catering manager of any medical condition they may have. Appropriate first aid kits are available. All accidents are recorded in Evolve. Kitchen is clean and in good repair. Adequate welfare facilities are available, separate, and clean. Kitchen staff wear proper uniform and footwear. • Eating, drinking and use of mobile phone is prohibited in the kitchen. Hands must be washed after doing any of these. 	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Safety shoes provided by the academy</p>	<p style="text-align: center;">L</p>

<ul style="list-style-type: none"> Food Hygiene 	<ul style="list-style-type: none"> Staff Students 	<p>L</p>	<ul style="list-style-type: none"> Fruit and vegetables are stored away from other foods in cool area with adequate ventilation. Dry foods are stored in cool, dry, well-ventilated rooms. Food is not stored on the floor but on suitable racking. Frozen foods are be put in the freezer as soon as they are delivered. Frozen foods are date marked to facilitate correct rotation. Freezer temperatures are taken and recorded daily. Perishables are stored in the fridge. 	<p>Yes</p>		<p>L</p>
<p>Applicable regulations:</p>	<p>The Food Safety (General Food Hygiene) Regulations 1995 The Health and Safety (First Aid) Regulations 1981 Reg. 9 Workplace (Health, Safety & Welfare) Regulations 1992 Reg. 25 & 25 Workplace (Health, Safety & Welfare) Regulations 1992</p>					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – LANDSCAPE MAINTENANCE

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2024
Assessed By:	S. Jackson 	Expiry Date:	September 2025

Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L

	Minor: Causes physical or emotional discomfort	M	L	L
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RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Cuts and lacerations. slips trips and falls. 	<ul style="list-style-type: none"> Contractor Visitors Staff Students Buildings Team Contractors 	M	<ul style="list-style-type: none"> Landscape maintenance machinery is only to be used by competent and authorised personnel. No machinery is left unattended. Adequate personal protective equipment is available, and used, when operating machinery. Appropriate access equipment is used for access to high hedges, ladders etc. 	Yes	Contract in place by Cutting Edge for grounds and landscape maintenance.	L

- If using 240-volt electrical equipment a Residual Current Device is used. If extension leads are used, they are heavy-duty outdoor type.
- Burning of landscape waste not to be undertaken on Academy premises.
- Machinery and equipment are regularly serviced and maintained if owned by academy.
- Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors.
- Site to be secured to prevent unauthorised access.
- Staff will cordon off work area and ensure unauthorised persons do not enter area of danger.
- The site will be made safe at the end of each shift.
- Staff will follow the method statement devised for this task.
- All staff will keep the working area tidy and remove trip hazards as and when they occur.

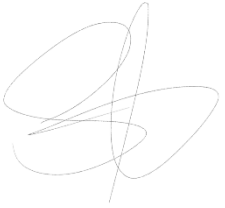
			<ul style="list-style-type: none"> • All staff will wear suitable footwear at all times • Staff trained in correct lifting methods. • Lifting equipment provided where loads are heavy. • Dual lifting to be used on awkward lifts. • Barriers and/or warning signs must be placed around the work area. • Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment. 			
<ul style="list-style-type: none"> • Amputations. 		H	<ul style="list-style-type: none"> • Landscape maintenance machinery is only to be used by competent and authorised personnel. • No machinery is left unattended. • Adequate personal protective equipment is available, and used, when operating machinery. • Appropriate access equipment is used for access to high hedges, ladders etc. • If using 240-volt electrical equipment a Residual Current Device is used. If 	Yes		M

			<p>extension leads are used they are heavy-duty outdoor type.</p> <ul style="list-style-type: none"> Machinery and equipment is regularly serviced and maintained. 			
<ul style="list-style-type: none"> Inclement weather 		M	<ul style="list-style-type: none"> The contractor/ Operations Manager/Estates Director responsible for suspending work if weather conditions make the task unsafe. Ensure safety of electrical equipment in wet weather as unsuitable equipment can easily become live and make its surroundings live. Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn. 	Yes		L
<ul style="list-style-type: none"> Noise 	<ul style="list-style-type: none"> Staff 	L	<ul style="list-style-type: none"> Noise at Work Regulations 1989 The employer has a duty to ensure that workers are not exposed to noise levels which could damage hearing. Hearing damage includes noise induced hearing loss, tinnitus (ringing in the ears), etc. It is important to maintain equipment properly to prevent it produces excessive noise (e.g. regular lubrication, adjustments, replacing bearings, etc.). Hearing protection is often used when workers are operating mowers etc due 	Yes		L

			<p>to the high noise levels. The hearing protection must be suitable in that it:</p> <ul style="list-style-type: none"> • reduces the damaging sound frequencies produced • fits the employee properly –ensure training sufficient • fits correctly with any other personal protective equipment 			
Applicable regulations:	<p>The Provision and Use of Work Equipment Regulations 1998 The Management of Health and Safety at Work Regulations 1999 The Personal Protective Equipment at Work Regulations 1992 The Electricity at Work Regulations 1989</p>					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – LEGIONELLA


Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	S Jackson 	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Estates Director.			

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Bacterial Infection - Legionella	<ul style="list-style-type: none"> • Staff • Students • Visitors 	M	<ul style="list-style-type: none"> • Water management and inspection routines to be in place in accordance with COSHH, where necessary Contractor undertakes sterilisation of all water system. • Operation Manager hold records of all water treatment undertaken. • Little use systems such as showers and taps are on a weekly flushing schedule to minimise legionnaires disease. • Caretakers and Responsible persons undergo training to raise awareness of Legionella 	Yes	<p>Any fluctuation in water temperature is to be reported immediately to Operations Manager or Operations Director</p> <p>Online portal accessible for water checks by HBC.</p> <p>Contract in place with HBC</p> <p>Recent Legionella risk assessment carried out and remedial actions taken.</p>	L
Applicable regulations:	The Control of Substances Hazardous to Health Regulations 1999					

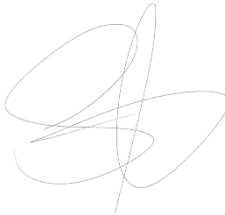
Macmillan Academy

RISK ASSESSMENT – BUILDINGS – MANHOLES AND SPRAYING OF CHEMICALS			
Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	S Jackson 	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE				
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Manhole covers. Stopcocks etc <ul style="list-style-type: none"> Slips, trips, falls 	<ul style="list-style-type: none"> Staff Students Visitors Contractors 	M	<ul style="list-style-type: none"> Buildings team to visually check covers to ensure they remain in a safe condition, fence off if causing hazard. 	Yes		L
Spraying of chemicals <ul style="list-style-type: none"> Inhalation, chemical absorption through skin 		H	<ul style="list-style-type: none"> Chemical spraying not to be carried out if spray could reach students or in windy weather. Spraying only to be undertaken by trained, competent persons. COSHH assessments to have been completed by contractors for chemicals used and control measures rigorously followed. 	Yes		M
Applicable regulations:	Reg. 12 Workplace (Health, Safety & Welfare) Regulations 1992. The Control of Substances Hazardous to Health Regulations 1999.					

Macmillan Academy


RISK ASSESSMENT – Manual Handling			
Location/Department:	Macmillan Academy	Date of Assessment/Last Review:	September 2025
Assessed By:	S Jackson 	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE				
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<p>Manual handling of objects</p> <p>Back Injury, Personal injury.</p>	Staff, caretakers, contractors	M	<ul style="list-style-type: none"> • Use delivery points close to storage points. • Use sack barrows to transport goods around site. • Do not overload boxes with heavy goods such as books. • Use gritter to move salt around site. • Use lifts where necessary to move deliveries/goods/furniture. • Appropriate lifting techniques when handling furniture/equipment/deliveries • Ensure suitable footwear is worn when lifting (steel toe-capped shoes for caretakers) • Avoid lifting heavy goods where possible. • Movement of heavy goods to be carried by trolley to reduce heavy lifting eg. Exam desks and chairs 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Staff have undergone Manual Handling training.</p> <p>Salt storage bins installed around the site to minimise heavy lifting.</p> <p>New & expectant mothers to inform HR so that additional assessment can be carried out</p>	L

Macmillan Academy

RISK ASSESSMENT – Security

Location/Department:	Academy site	Date of Assessment/Last Review:	September 2025
Assessed By:	S Jackson 	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L


Minor: Causes physical or emotional discomfort	M	L	L
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RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> • Trespassers • Fire or Arson • Theft • Burglary • Violence 	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitor 	M	<ul style="list-style-type: none"> • Perimeter fencing up to 2 meters in height • Electric control, camera and buzzer door entry system on main entrance, pedestrian gate and Dunstable Road gates. • Security patrol 15:00 hrs to 06:30 • Intruder alarm • Buildings locked overnight. • CCTV monitoring full site and monitored by security overnight • Visitors parking • Sign in procedures for visitors and contractors. • EDBS procedure in place for all staff, visitors and contractors 		New lockdown policy has been communicated to staff and students and drills will take place annually.	L

			<ul style="list-style-type: none"> • Non-DBS checked visitors are always met and accompanied • Bins and any storage kept secure and away from buildings. • Fire alarms • Outdoor lighting for main carpark and around site • Bike store covered by CCTV and away from main sight. • Ladders and platforms locked and stored away when not in use. • New lockdown policy implemented across site in the event of a threat to the school 			
Applicable regulations:						

Macmillan Academy

RISK ASSESSMENT – Slips, trips and falls

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed by	 S Jackson	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE


Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Slips/trips and falls Minor bruising or chance of serious injury to head or arms 	<p>Staff Students Visitors</p>	<p>H</p>	<ul style="list-style-type: none"> Spillages are mopped up as soon as possible and wet floor sign used. Grounds are maintained on a daily basis and issues are reported to Buildings Team and repaired as soon as possible Pathways and courts are maintained to reduce moss growth Playing fields and grassed areas are inspected weekly by the buildings team to ensure they remain in a safe condition, no holes etc. Salt is used during icy/snow conditions to reduce risk of falling Corridors/classrooms/offices and access/egress points are kept tidy and free from obstruction Cables/wires are appropriately tied/covered and do not trail The site is adequately lit to prevent obstructed view Mats are placed at doorways to dry shoes 	<p>Yes</p>	<p>STM contract in place to maintain playing fields and courts</p> <p>Elephants feet provided to staff where deemed appropriate.</p>	<p>M</p>

			<ul style="list-style-type: none">• Handrails on all stairways/ramps with colour indicating a changing level• Sensible footwear should be worn around site• Standing on tables/chairs/desks is not permitted			
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Macmillan Academy

RISK ASSESSMENT – BUILDINGS – TOILETS

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	S Jackson 	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			


RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Slips, trips, falls. Hygiene. Trapped persons. 	<ul style="list-style-type: none"> Staff Students Contractor Visitors 	M	<ul style="list-style-type: none"> Toilet areas are maintained in good condition. Toilet areas are maintained in hygienic condition. Water heaters fitted to prevent scalds. Spillage on floors are mopped up as soon as possible. Soap and paper towels are available. Where doors have a locking device, it must have an override system to release trapped persons. Sanitary disposal system in place where necessary. 	Yes	<p>PHS contract in place for sanitary waste provision</p> <p>Free sanitary products are available to all members of staff and students.</p> <p>Caretakers monitor toilets regularly throughout the day</p>	L
Applicable regulations:	Reg. 20 & 21 Workplace (Health, Safety & Welfare) Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – VENTILATION AND LIGHTING

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2024
Assessed By:	S Jackson 	Expiry Date:	September 2025
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Estates Director.			

RISK MATRIX TABLE


Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Ventilation – Heat Stress	<ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors 	M	<ul style="list-style-type: none"> • Aircon available in rooms where a specific need has been identified. • Ventilation systems are regularly cleaned and working efficiently. • Fly screens are fitted to opening windows and doors in main kitchen and Baristas • Lighting covers or diffuser units are regularly removed and cleaned. 	Yes	Contract in place with Aircon Group to maintain ventilation systems.	L
Slips, trips, falls.			<ul style="list-style-type: none"> • All areas of the academy have adequate natural or artificial lighting available, suitable for the use that area is intended for. • Failures of lights reported to buildings team for repair. 	Yes		
Eye Strain.					Yes	

			<ul style="list-style-type: none"> • All areas of the academy have adequate natural or artificial lighting available, suitable for the use that area is intended for. • Failures of lights reported to buildings team for repair. 			
Applicable regulations:	Reg. 6 and 8 Workplace (Health, Safety & Welfare) Regulations 1992					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – WASTE STORAGE AND DISPOSAL

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed by	 S Jackson	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE

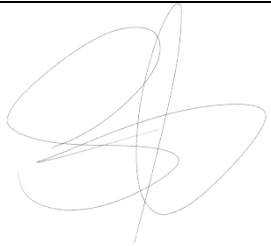
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Hygiene 	<ul style="list-style-type: none"> Staff Students 	L	<ul style="list-style-type: none"> Suitable storage and waste disposal arrangements are in place for waste food products and refuse. Waste food is disposed of in easy to clean containers with self-closing lid. Waste food is not left in the kitchen overnight. Always wash hands after handling waste. Waste storage areas are washed down and cleaned regularly using disinfectant as required. Ensure lids remain in place on waste bins. 	Yes	Veolia contract in place to collect waste twice weekly.	L

			<ul style="list-style-type: none"> • Suitable arrangements are in place for the removal of waste food. 			
Applicable regulations:	Reg. 9 Workplace (Health, Safety & Welfare) Regulations 1992.					

Macmillan Academy

RISK ASSESSMENT – BUILDINGS – WORKING AT HEIGHTS

Location/Department:	Buildings	Date of Assessment/Last Review:	September 2025
Assessed By:	 S Jackson	Expiry Date:	September 2026
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
<ul style="list-style-type: none"> Falls from height leading to death, major injury 	<ul style="list-style-type: none"> Staff Contractors 	H	<ul style="list-style-type: none"> All staff required to work at height are competent, experienced and have received training. Scaffold and access to height will be erected by competent contractors; Staff will follow site safety rules for access and working from scaffold. Contractors are responsible for their own health and safety when working at heights. RAMS would always be obtained prior to work starting 	Yes	<p>Working at Height training is provided to staff where appropriate</p>	M
<p>Roof Work Falls from heights</p>	<ul style="list-style-type: none"> Buildings team People below the roof Contractor 		<ul style="list-style-type: none"> The area below is cordoned off. Do not go on the roof in high winds. No access to the roof for any school employed staff except trained employees. Bars placed across skylights to secure. 		<ul style="list-style-type: none"> Estates Director to ensure implementation of these measures. Building team receive appropriate training for working at height. 	

			<ul style="list-style-type: none"> • Roof barriers in place to provide roof edge protection. 		<ul style="list-style-type: none"> • Caged Roof ladders provided. 	
<ul style="list-style-type: none"> • Dropping equipment from height leading to serious injury of persons on the ground. 	<ul style="list-style-type: none"> • Staff • Contractors 	H	<ul style="list-style-type: none"> • Installers have been instructed to take extra care when carrying tools at height, tool belts will be worn. • The area below ladders where other person may be liable to walk will be marked out with warning tape or barriers, and persons prevented from travelling across the danger area. 	Yes		M
<ul style="list-style-type: none"> • Inclement weather. 	<ul style="list-style-type: none"> • Staff • Contractors 	M	<ul style="list-style-type: none"> • Ensure safety of electrical equipment in wet weather as unsuitable equipment can easily become live and make its surroundings live. • Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn. 	Yes		L

<ul style="list-style-type: none"> Falls from ladders / stepladders leading to death, major injury 	<ul style="list-style-type: none"> Staff Contractors 	H	<ul style="list-style-type: none"> All staff are experienced, trained, and competent to carry out ladder work. Ladders are footed and tied during use; other stabilising devices will be used where the competent person deems necessary. Ladders will not be used where an onsite risk assessment has determined that the residual risk with all controls in place is still too high. The competent person is responsible for organising other safer means of access to height. 	Yes	6 monthly stepladder checks are carried out.	M
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