


# Macmillan Academy

## RISK ASSESSMENT – CLASSROOM, CORRIDORS AND SPACES

<b>Location/Department:</b>	Classroom & Facilities	<b>Date of Assessment/Last Review:</b>	September 2025
<b>Assessed By:</b>	S Jackson 	<b>Expiry Date:</b>	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	<b>Major:</b> Causes major physical injury, harm or ill-health	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort	M	L	L


Hazard and 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><b>Slips, trips, falls</b></p> <p>Bruises/cuts, sprained ankles and wrists, muscle strain, broken bones or worst-case scenario fatal injury if subject to head injury.</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Visitors</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>Floors are in good condition to prevent slips, trips and falls.</li> <li>Ensure floors not littered with bags and coats.</li> <li>Extension leads, if used and to be kept under the desk to prevent trailing cables.</li> <li>Use cable covers if necessary.</li> <li>Good standard of housekeeping to be maintained.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>One-way systems are in place to prevent crowding of corridors.</li> <li>Fire extinguishers are to be placed above floor level to prevent tripping over them.</li> <li>Classroom doors to be locked when not in use.</li> </ul>	<b>L</b>

			<ul style="list-style-type: none"> <li>Chairs and desks to be in good condition.</li> <li>Spillages cleaned up promptly.</li> <li>Any defects should be reported to the Building Team on EVERY.</li> <li>Fire doors are kept on hold backs</li> </ul>			
<b>Portable appliances and fixed installations</b>  Electric shock, burns, fire			<ul style="list-style-type: none"> <li>All electrical equipment is visually checked before it is used each time.</li> <li>Electrical apparatus should be switched off when not in use.</li> <li>Suspect or faulty equipment is taken out of service and labelled DO NOT USE until inspected or repaired by a competent person.</li> <li>Extension cables should only be used for short term use and removed when not in use.</li> <li>Plug sockets should not be overloaded with appliances</li> <li>PAT testing carried out termly</li> </ul>	Yes		
<b>Falls from height</b> leading to death, major injury			<ul style="list-style-type: none"> <li>Ladders/step ladders are only to be used to work at height.</li> <li>Equipment to be checked by buildings team every 6 months in line with legal requirement (ladders, steps)</li> <li>Staff/students are not permitted to use tables or chairs to stand on.</li> <li>Suitable footwear</li> </ul>		Retractable seating is maintained annually by contractor	
<b>Manual Handling</b> Muscle strains, especially back injury or neck. Sprains and strains, cuts and bruises, broken bones,			<ul style="list-style-type: none"> <li>All staff will keep the working area tidy and remove trip hazards as and when they occur.</li> <li>All staff will always wear suitable safety footwear.</li> </ul>			

hernia, Repetitive strain injuries from continuous improper lifting,			<ul style="list-style-type: none"> <li>• Staff trained in correct lifting methods.</li> <li>• Lifting equipment provided where loads are heavy including sack / wheelbarrows</li> </ul>			
<b>Applicable regulations:</b>	The Workplace (Health, Safety & Welfare) Regulations 1992 The Management of Health and Safety at Work Regulations 1999					

# Macmillan Academy

## RISK ASSESSMENT – LIBRARY LESSONS

<b>Location/Department:</b>	Library	<b>Date of Assessment/Last Review:</b>	September 2025
<b>Assessed By:</b>	S Jackson 	<b>Expiry Date:</b>	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	<b>Major:</b> Causes major physical injury, harm or ill-health	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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"> <li>Slips, trips, falls,</li> <li>Falls from height</li> <li>Electric shock, fire, burn</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	M	<ul style="list-style-type: none"> <li>Tall bookcases are secured to walls.</li> <li>Shelves secured to Spur brackets.</li> <li>Free standing bookcases are filled from the bottom to prevent them becoming unstable.</li> <li>Suitable lighting is available.</li> <li>Do not allow trailing leads from computers to cross walkways and doorways.</li> <li>Flooring is in good condition.</li> <li>Electrical equipment is PAT tested</li> <li>Any issues with equipment should be reported immediately to buildings team and out of use until fixed.</li> <li>No drinks allowed near electrical equipment.</li> <li>Students are not allowed in the library without a member of staff present.</li> </ul>	Yes		L
<b>Applicable regulations:</b>	The Workplace (Health, Safety & Welfare) Regulations 1992.					



# Macmillan Academy

## RISK ASSESSMENT – OFFICE

<b>Location/Department:</b>	Office	<b>Date of Assessment/Last Review:</b>	September 2025
<b>Assessed By:</b>	S Jackson 	<b>Expiry Date:</b>	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
<b>Major:</b> Causes major physical injury, harm or ill-health	H	H	H


<b>Likely impact</b>	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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)
<b>Office or admin area</b> <ul style="list-style-type: none"> <li>Eye strain, RSI, muscular difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Office staff</li> <li>Other staff</li> <li>Students</li> <li>Visitors</li> </ul>	M	<ul style="list-style-type: none"> <li>Ensure administrative employees complete a VDU assessment on their workstations and is action taken on any deficiencies.</li> <li>Ensure administrative employees has received training in correct set up of computer equipment.</li> </ul>	Yes	<ul style="list-style-type: none"> <li></li> </ul>	L
<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>Office staff</li> <li>Other staff</li> <li>Students</li> <li>Visitors</li> </ul>	M	<ul style="list-style-type: none"> <li>Ensure a good standard of cable management is observed.</li> <li>Do not allow cables to trail across walkways, use rubber protecting strips.</li> <li>Window blinds available to cut down glare.</li> <li>Do not leave filing cabinet or desk drawers open.</li> </ul>	Yes	<ul style="list-style-type: none"> <li></li> </ul>	L

			<ul style="list-style-type: none"> <li>• New filing cabinets are filled from the bottom up.</li> <li>• Open only one drawer at a time.</li> <li>• Floor is free from tripping hazards, torn carpets etc.</li> </ul>			
<b>Applicable regulations:</b>	Reg. 12 Workplace (Health, Safety & Welfare) Regulations 1992 Reg. 2 The Health and Safety (Display Screen Equipment) Regulations 1992					

# Macmillan Academy

## RISK ASSESSMENT – STAFF ROOM

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

## RISK MATRIX TABLE

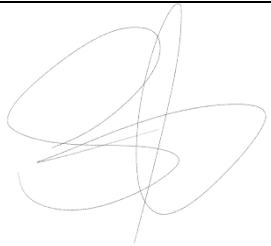
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional 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)
Staff Room/reception kitchen/staff workrooms  <ul style="list-style-type: none"> <li>Slips, trips, falls, burns, good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>Attention is paid to good housekeeping in the staff room and kitchen</li> <li>Refrigerator is regularly defrosted and out of date food removed.</li> <li>Microwave is kept clean, and staff are reminder to maintain good housekeeping standards</li> <li>All electrical appliances to be PAT tested.</li> <li>Kettles and boilers are placed in a safe position to avoid burns and scalds.</li> <li>Tall bookcases are secured to walls.</li> <li>Floors and carpets are in good condition.</li> <li>Furniture, chairs etc. are in good condition.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>PAT testing in place</li> <li>Plumbed in boiler in kitchen</li> </ul>	<b>L</b>

<b>Applicable regulations:</b>	The Workplace (Health, Safety and Welfare) Regulations 1992 The Electricity at Work Regulations 1989 The Furniture and Furnishings (Fire Safety) Regulations 1993
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# Macmillan Academy

## RISK ASSESSMENT – STRESS AT WORK

<b>Location/Department:</b>	Macmillan Academy	<b>Date of Assessment/Last Review:</b>	September 2025
<b>Assessed By:</b>	 S Jackson	<b>Expiry Date:</b>	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

<b>Likely impact</b>	<b>Major:</b> Causes major physical injury, harm or ill-health	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort	M	L	L

HAZARD AND 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)
<b>Demands</b> <ul style="list-style-type: none"> <li>Workload demands in relation to the agreed hours of work are not adequate or achievable</li> <li>Competency, where skills and abilities are not matched to the job demands.</li> <li>Working patterns like shifts, tight deadlines, or excessive hours expected</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>Increase in flexibility of work patterns</li> <li>Staff meetings to discuss timings/workload on certain tasks.</li> <li>Extra resource to support areas which may have a higher workload</li> <li>Altering workload for staff</li> <li>Staff are encouraged to talk to line managers about potential difficulties with workload</li> <li>Employ staff competent to carry out tasks outlined in their job</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Extra training can be provided to help with competency</li> <li>Reminding staff, they can speak confidentially to line managers or HR if they are feeling stressed at work</li> </ul>	<b>L</b>


<ul style="list-style-type: none"> <li>▪ mood swings</li> <li>▪ being withdrawn</li> <li>▪ loss of motivation, commitment and confidence</li> <li>▪ increased emotional reactions – being more tearful, sensitive or aggressive</li> </ul>			<p>description or provide additional training to aid competency.</p>			
<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• Inadequate support from colleagues</li> <li>• Inadequate support from managers</li> <li>• Employees unaware of support available, how or when to access it</li> <li>• Employees do not know how to access resources required to do their job</li> <li>• Regular and constructive feedback not received</li> <li>• mood swings</li> <li>• being withdrawn</li> </ul>		<p><b>M</b></p>	<ul style="list-style-type: none"> <li>• In house 'counselling' like system whereby staff can talk to a senior staff member if they wish.</li> <li>• External counselling services available for staff</li> <li>• Staff can talk to line managers/HR if they are feeling stressed at work</li> <li>• Staff are supported on return to work after a period off with work-related stress through line managers and HR – possibly reduced workload/ days at work</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Reminding staff, they can speak confidentially to line managers or HR if they are feeling stressed at work</li> </ul>	

<ul style="list-style-type: none"> <li>• loss of motivation, commitment and confidence</li> <li>• increased emotional reactions – being more tearful, sensitive or aggressive</li> </ul>					
<p><b>Relationships</b></p> <ul style="list-style-type: none"> <li>• Unacceptable behaviour risking conflict, unfairness and low morale</li> <li>• Lack of sharing information reducing collaboration and colleague support</li> </ul> <ul style="list-style-type: none"> <li>▪ mood swings</li> <li>▪ being withdrawn</li> <li>▪ loss of motivation, commitment and confidence</li> <li>▪ increased emotional reactions – being more tearful, sensitive or aggressive</li> </ul>		<b>M</b>	<ul style="list-style-type: none"> <li>• Ensure relevant policies are communicated to staff.</li> <li>• Encourage staff to recognise and respect all team members contributions.</li> <li>• Staff bonding such as afterschool activities as well as during training days and allocated time.</li> <li>• Lead by example and make it clear what behaviours are not acceptable.</li> </ul>		
<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Conflicting requirements placed on employees.</li> <li>• Job role and responsibilities not understood</li> </ul>		<b>M</b>	<ul style="list-style-type: none"> <li>• Staff review process bi-annually</li> <li>• Induction training for all new staff</li> <li>• Up to date, defined job description available to staff</li> </ul>	Yes	

<ul style="list-style-type: none"><li>• Unclear requirements placed upon employees.<ul style="list-style-type: none"><li>▪ mood swings</li><li>▪ being withdrawn</li><li>▪ loss of motivation, commitment and confidence</li><li>▪ increased emotional reactions – being more tearful, sensitive or aggressive</li></ul></li></ul>			<ul style="list-style-type: none"><li>• Range of training available to support staff in their role.</li></ul>			
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# Macmillan Academy

## RISK ASSESSMENT – WORK EXPERIENCE

<b>Location/Department:</b>	Work Experience	<b>Date of Assessment/Last Review:</b>	September 2025
<b>Assessed By:</b>	S Jackson 	<b>Expiry Date:</b>	September 2026
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## RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
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	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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"> <li>• Fire</li> <li>• Manual Handling</li> <li>• Electric Shock</li> <li>• Working at Height</li> <li>• Stress</li> <li>• Environment</li> <li>• Access &amp; Egress</li> <li>• Curriculum</li> <li>• Science</li> <li>• Engineering</li> <li>• PE</li> <li>• Outdoor Learning</li> <li>• Educational Visits</li> <li>• Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>• Completed risk assessments are in place for activities within the academy</li> <li>• Induction is completed with students carrying out work experience which includes health and safety arrangements and view/signed risk assessments relevant to activities.</li> <li>• Other activities will be supervised</li> <li>• All students on work placement at Macmillan Academy have named member of staff responsible for their actions at all times.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Student briefing at start of work experience.</li> <li>• Management of Students during work experience.</li> <li>• Departmental Responsibility.</li> <li>• Relevant training is carried such as manual handling</li> </ul>	<b>L</b>
<p><b>Activity under assessment:</b></p>	<p>Work Experience has the capacity to influence students in an extremely positive manner. A degree of risk is a feature of almost all work experience and the way in which this risk is controlled and managed is central to the provision of such activities at Macmillan Academy. Macmillan Academy aims to provide Work Experience of lasting impact at a level of exposure to risk that is at a similar level to that experienced during classroom activities. Significant risks will be avoided or control measures will be applied to reduce residual risks to a tolerable level. Macmillan Academy as an employer recognises its duties under the Health and Safety at Work etc. Act 1974,</p>					

<p>the Management of Health and Safety at Work Regulations and all relevant statutory provisions. The Act and the Regulations arising from it provide the standard that Macmillan Academy will accept as the minimum requirement for securing the health, safety and welfare of its employees and students at work and for protecting others against risks to health and safety arising from the activities of its employees at work. Macmillan Academy has in place a Risk Management system including: Health and Safety Policy; Health and Safety Arrangements; Risk Assessments (including student activity); Curriculum Safety Guidelines (for Science, Art, Physical Education, Outdoor Learning and Design &amp; Technology); COSHH Risk Assessments; Personal Protective Equipment; Health &amp; Safety Committee; Fire Management System; First Aid &amp; Medical Provision; CRB; Incident Reporting System; Employers Liability Insurance. All documents are available to view by appointment.</p>
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