

Risk Assessment – Main Hall

Hazard(s)	Preventative action/control measures	Person Responsible	Level
Chairs	Chairs must be stacked neatly in the designated area during sessions and must not obstruct walkways, doors or fire exits. A chair trolley should be used where available. Children must not move or stack chairs without adult supervision.	Teacher in charge	Medium
Equipment	Equipment must be stored neatly and securely behind the dividers or in the designated storage area. Equipment must be checked before use and used only for its intended purpose. Damaged or unsafe equipment must be removed from use and reported immediately.	Teacher in charge	Medium
Tables	Tables must be moved to and from the hall carefully, using a trolley where available, and one at a time where appropriate. Tables must be returned safely after use and secured behind the dividers. Children must not move heavy tables without adult supervision, and fire exits and walkways must remain clear at all times.	Teacher in charge	Medium
Heaters	Heaters are managed by the school caretaker. Children must not touch, adjust or place items on or near heaters. Any damaged, unusually hot or unsafe heater must be reported to Manor Park School/caretaker immediately.	Teacher in charge	Medium
Plug sockets	Plug sockets and electrical equipment must be visually checked and any damage, exposed wiring or other electrical hazard reported immediately to Manor Park School. Children must not tamper with plug sockets, plugs, cables or electrical equipment. Electrical leads must be positioned so that they do not create a trip hazard.	Teacher in charge	Medium
Sport's mats	Sports mats must be stacked neatly and securely in the designated area during and after sessions. Mats must be checked before use and must not block walkways or fire exits. Children and young people must be appropriately supervised whenever mats are being used, including during physical activities and break-time activities.	Teacher in charge	Medium
Stage	Children are not permitted to go onto the stage unless the activity is authorised and appropriately supervised by a member of staff. Children may sit near the stage during break time only under staff supervision. Running, pushing or unsafe play on or around the stage is not permitted, and access steps/edges must be kept clear.	Teacher in charge	Medium

Risk Assessment – Classroom

Hazard(s)	Preventative action/control measures	Person Responsible	Level
Trips and falls within the classroom	Children must be reminded to walk safely within the school and classrooms. Staff should reinforce safe movement around the school. Floors and walkways must be kept clear of bags, coats, cables, loose items and other trip hazards. Any uneven, wet or damaged flooring must be identified, made safe where possible and reported promptly.	Teacher in charge	Low
High shelving and objects falling	Class teachers should check shelving and stored resources regularly. Heavy or potentially hazardous items must not be stored above adult waist height. Shelves must not be overloaded, and any unstable shelving or loose items must be reported and made safe before the area is used.	Teacher in charge	Medium
Doors / hinges	Doors, hinges and door-stopping devices should be checked regularly. Where finger-trap protection or door stoppers are fitted, they must be kept secure and in good condition. Any damaged door, hinge or safety device must be reported to the school caretaker promptly. Children should be reminded not to play with doors.	School Caretaker	Medium
Classroom furniture	Floors must be kept free from loose items and debris to reduce slips, trips and falls. Tables and chairs should be checked for damage, sharp edges or loose parts. Walkways through the classroom and access to doors and fire exits must remain clear at all times. Teachers should include furniture and equipment in routine classroom checks. Faulty equipment must be removed from use or clearly isolated and reported until repaired or replaced.	Teacher in charge	Medium
Extra Chairs / bookshelf/ wall mounted objects	Extra chairs must be stacked safely or moved using a chair trolley to a designated area. Children should be encouraged to keep the classroom tidy and to push chairs under tables when not in use. Bookshelves, televisions/screens, whiteboards, noticeboards and other wall-mounted objects must be securely fixed and checked regularly. Heavy objects must not be stored where they could fall onto children.	Teacher in charge	Medium

Glue	Only age-appropriate, non-toxic school glue should be provided. Children must be supervised as appropriate for their age and instructed not to taste or ingest glue. Glue should be stored safely when not in use, and spillages should be cleaned promptly.	Teacher in charge	Medium
Scissors	Children must be shown how to use scissors safely, including cutting away from the body, not running with scissors and passing them handle-first. Age-appropriate scissors must be used and children must be supervised according to their age and ability. Scissors must be stored safely when not in use.	Teacher in charge	Medium
Heaters	Heaters are managed by the school caretaker. Children must not touch, adjust or place items on or near heaters. Any damaged, unusually hot or unsafe heater must be reported to Manor Park School/caretaker immediately.	Teacher in charge	Medium
Plug sockets	Plug sockets and electrical equipment must be visually checked and any damage, exposed wiring or other electrical hazard reported immediately to Manor Park School. Children must not tamper with plug sockets, plugs, cables or electrical equipment. Electrical leads must be positioned so that they do not create a trip hazard.	Teacher in charge	Medium