Jamia Islamia Birmingham

Risk Assessment Policy 2026

Reviewed by, Mr Haroon Rashid, Head Teacher

Date:	September 2026
Next Review:	September 2027

Introduction

The school is required by the Management of Health & Safety at Work Regulations to carry out risk assessments for all activities. The school will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

Assessments

Assessments will continue to be carried out using the School's Risk Assessment form, by those persons having control and immediate responsibility for the activity. The person organising the activity will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be retained in a central file.

RISK ASSESSMENT PROCEDURE

1**. Introduction**

The concept of risk assessment is not new, what is new is the emphasis on risk assessment in the management of Health & Safety. The Management of Health & Safety at Work Regulations 1999 specifically requires all business employing 5 or more people to conduct risk assessments and to record their main findings.

2. Definitions

a. Hazard is the potential to cause harm that is inherent in an article, substance or activity.

b. Risk is the likelihood that the hazard will cause harm in the actual circumstances of use.

3. Legislation

Risk assessments have been implicit under the Health & Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act.

The Management of Health & Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk. Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

4. Requirements of Risk Assessments

Risk assessments should identify the significant risks arising out of work or an activity. The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:

- Ensuring that all relevant risks or hazards are addressed
- Addressing what actually happens during activities
- Ensuring that all groups of employees and others who might be affected are considered
- Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff
- Taking account of existing preventative or precautionary measures

5. Undertaking Risk Assessments

- The potential hazard is identified and on determining the persons affected and the risk control measures, the Risk Level may be determined as Low, Medium or High using the following criteria:

Risk Level

Low – Superficial wounds or temporary ill health
Medium – More serious wounds and ill health lending to permanent minor disability
High – Fatality, life threatening wounds and life shortening diseases

- Having assessed the risk level and the control measures in place, the potential severity is assessed.
- the necessary action/ control required must be undertaken to lower the level of risk.
- Work should not be started or continued until the risk level has been reduced
- Where the risk is medium to high, the action required to reduce the risk must be identified

A written risk assessment is required for medium and high risk activities.

6. Recording Risk Assessments

Having undertaken a risk assessment, unless the risk is trivial or low, it should be recorded on a school Risk Assessment Form.

- The risk assessment should be signed and dated by the person completing the form.
- The findings of the risk assessment should be made known to all staff and students affected by the activity assessed.
- A copy of all completed risk assessments should be kept within the relevant department or service area and their location made known to all staff within that area.

7. Reviewing/Updating Risk Assessments

All risk assessments should indicate on them the required review period that should be:

- at least annually
- at regular periods dependent of the level of risk of the activity
- immediately following an accident
- when new activities are introduced
- The review should be signed and dated by the person completing the form.

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A. GENERAL ACTIVITIES	
1	General Manual Handling
2	Use of Portable Electrical Equipment
3	Moving Transporting Computers/Equipment on Trolleys
4	Disposal of Clinical/ Medical Waste
5	Use of Word Processors, Pc's, Printers
6	Work Alone

B. CURRICULUM BASED ACTIVITIES	
1	Art and Design
2	Science – Chemistry, Biology, Physics
3	Physical Education (Indoor and Outdoor)
4	Information Technology
5	Educational Visits
6	Manual Handling of PE Equipment

C. SITE MANAGEMENT AND CLEANING	
1	Use of Cleaning Materials
2	Use of Vacuum Cleaners
3	Working at Heights
4	Outside Play Areas

D. SITE AND BUILDING ISSUES	
1	Site Cleanliness
2	Drinking Water Supply
3	Showers and Changing Rooms
4	Movement of Students
5	School Events
6	Contractors Working on Site
7	Fire Prevention

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
General Manual Handling	• Back strain • Cuts, Bruises • Sprains, joints, muscles	Staff Pupils Visitors	• Complete a manual handling assessment • Break down loads where possible • Carry out tasks at quite times • Request assistance for heavy loads - long distance • Avoid rushing • Maintain floors free from slips/trips hazards • Report any manual handling related injuries, near misses	High	• Complete a manual handling risk assessment for all tasks • Refer to manual handling policy	Low
Use of Portable Electrical Equipment	• Cuts • Bruises • Electrical Shock • Electric burns • Serious Injury	Staff Pupils Visitors	• Ensure adequate levels of supervision, instruction and training are in place • All staff and students to follow manufacturers instructions • Staff to undertake visual checks of equipment prior to each use • Testing by a competent person	Medium	• Any damaged/ defective equipment should be taken out of use and labelled unsafe • All repair including fitting of plugs to be undertaken by competent persons • Position equipment correctly considers location of sockets and prevent trailing wires • Equipment to be used by authorised personnel only	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Moving / Transporting Computers / Equipment on Trolleys	• Collision • Trapping against doors , furniture • Slips/ Trips / falls poor access , obstructions, steps, spillages , trailing cables • Cuts, bruises, fractures, • Manual Handling Injuries- Pushing /pulling	Staff Pupils Visitors	• Ensure adequate levels of supervision, instruction and training are in place • Request assistance for doors, steps, ramps and busy traffic routes • All equipment to be securely loaded or fastened to the trolley • When positioned, wheels to be locked	High	• Trolleys to be checked for defects • Position trolleys safely – not too close to doors, access points, • Ensure no trailing cables during transportation • Visual checks to be undertaken of all electrical equipment prior to use • Position electrical / computer equipment trolleys away from water, heat resources • Move equipment at quite times to avoid collisions • Follow manufacturers instructions • Ensure the load is stable before moving the trolley • Do not store heavy objects at height, best stored between shoulder and knee height	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Disposal of Clinical /Medical waste - staff	• Minor – Cross infection • Minor – Blood borne infections	Staff Pupils	• Refer to Health & Safety and Welfare Policy – Infection Control • Follow Hygiene guidelines	High	• Ensure that responsible staff only involved in disposing of clinical/medical waste – Nursing Staff	Low
Use of word processor, Lap top, Printer	• Strains / RSI • Eye Strain • Electric shock • Muscular injury • Stress	Staff Pupils	• Refer to Display Screen Equipment Regs 1992 • Users to be appropriately trained in use of equipment • All equipment electrically tested and maintained • All defects to be reported immediately • All repairs to be undertaken by a competent persons • All defective equipment to be taken out of use until repaired / replaced • Position equipment safely away from doors, fire exits, water , heat sources • Avoid trailing cables and leads (trip hazards)	High	• Ensure ergonomics considered in office layout • Refer to HSE guidance available	Low
Working Alone	• Minor – serious personal injury	Staff Pupils	• If teachers / staff are alone on site, ensure others are informed of timescales to be worked	High		Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Art & Design	• Cuts • Abrasions • Skin irritation • Eye Injury / Infection	Staff Pupils	• Ensure adequate space in classroom size and activities • Ensure adequate hand washing facilities with soap, nail brush and paper towels • Provide adequate levels of supervision	High	• Carry out COSHH assessments and ensure that staff have access to them • Report any defects • Ensure electrical equipment has been tested by a competent person within the last 12 months	Low
Science (Chemistry, Physics, Biology)	• Cuts • Inhalation • Skin Irritation • Burns & Scalds	Staff Pupils	• Ensure that all science subjects are taught under the direct supervision of a qualified science teacher • Carry out a COSHH Assessment • Flammable liquids in containers exceeding ½ litre are stored securely in a flammable store • Label all chemicals • Audit stock at least annually and dispose of unwanted stock • Regularly inspect glassware for cracks, chips and sharp edges • Undertake regular inspection of Bunsen Burners to ensure air sleeves are adjustable, jets and flame retention collar is not blocked, tubing is in good order	Medium	• Safety Data Sheets kept only used by trained staff • Ensure that laboratory equipment is in good condition and staff are fully trained and instructed in the correct operating procedures, purpose, function, controls and safety guides Refer to the CLEAPSS Guide • Ensure provision of First Aid Kit, which is accessible in the laboratory, correctly stocked and in a identified location • Provision of eyewash facilities in a identified location, with eye wash bottles regularly checked for their expiry date, and staff trained in the correct eye wash procedure	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Students PE Activities – Indoors	• Cuts Bruises • Fractures • Head Injury • Sprains • Minor serious personal injury • Injury to others	Staff Pupils	• Ensure adequate levels of supervision, instruction and training are in place • Refer to the BAALPE Document ' Safe Practice in Physical Education' • Ensure hall/gym is free from defects, floor surfaces and cleanliness maintained at a high standard, no slip/ trip hazards	High	• All equipment in use to be regularly checked for defects by staff • Equipment to be stored safely- staff to supervise in storage areas to avoid collisions/ accidents • First Aid facilities are available	Low
No access to external play area for pupils	• Pupils currently not getting opportunity to go outside and play • Risk of students not receiving a healthy amount of outdoor exposure.	Pupils	• Currently students are using the PE hall for play activity. A fairly large cool room, which given them the opportunity to run around. • Building work is due to be cleared by April 2023 and students will then be able to access the outdoor play area.	Low	• Review expected completion date of building external work and monitor on a bi-weekly basis.	Low
Information Technology	• Cuts and bruises • Strains • Eye Strain • Electric shock • Muscular injury • Stress	Staff Pupils	• Ensure subject is taught by a qualified IT teacher • Ensure that all students are adequately supervised. Refer to LCOP 17 Display Screen Equipment • Ensure installation is by a qualified electrician and circuit protection is fitted centrally • Ensure that DSE regulations and ergonomics are considered when arranging workstation layout	Medium	• Refer to the HSE Guide • Provide carbon dioxide fire extinguishers in ICT room • Food and drink is prohibited	Low
Educational Visits	• Cuts • Bruises • Fractures	Staff Students	• Staff Training • Adequate Supervision • Carry out risk assessment prior to	Medium	• Establish emergency procedures e.g. First aid , evacuations • Report / record/ investigate all	Low

	• Minor – Serious Injury		journey • Learners put into small groups • First Aid trained staff available • Portable First Aid taken on all trips		accidents. Dangerous occurrences, near misses as appropriate	

Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Manual Handling PE Equipment	• Cuts • Bruises • Minor – serious personal injury	Staff Pupils	• Ensure adequate levels of supervision are in place • Refer to 'Safe Practice in Physical Education BAALPE document • Refer to LCOP 18 – Manual Handling	High	• Ensure manual handling assessments are carried out as appropriate • Take into consideration students ages, , capabilities and medical conditions exclude where appropriate • Take into account Manual Handling assessments are undertaken for any new equipment purchased • Avoid manoeuvring equipment near windows • Report / record/ investigate all accidents / near miss incidents	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Use of cleaning materials	• Minor , serious injury- slips, trips, falls • Inhalation • Allergies • Dermatitis	Staff	• Ensure COSHH assessments are carried out for all hazardous substances and information available to ALL relevant staff • Consider known allergies of users or medical conditions and substitute products for safe type or provide appropriate PPE • NEVER mix chemicals especially toilet cleaner / bleach • Provide/ request COSHH training where appropriate	High	• Use materials in accordance to manufacturers instruction • Chemicals/ materials to be appropriately stored in a locked container/cupboard check for leakages and mixing materials • Flammable materials should be stored in metal cabinets away from ignition sources	Low
Use of Vacuum Cleaners	• Minor to serious injury • Slips, trips, falls • Cuts bruises, fractures • Injury to others site users	Staff	• Ensure all equipment is checked for electrical defects e.g. Electrical Inspection / competent persons • Staff to undertake visual checks prior to use – plugs, leads cables etc • All defects to be reported • All repairs/fitting of plugs by competent personnel only	Medium	• Defective equipment to be taken out of use and marked ‘ defective’ • Follow manufacturers instructions • Use equipment by authorised persons only • Machine to be appropriate for job in hand	Low
Working at Heights	• Minor or serious injury to self or others	Staff Pupils Contractors	• Ensure adequate appropriate access equipment is available and used by staff members • All access equipment to conform to BS EN/CE Standards • Steps/ Ladders access equipment to be purchased from reputable supplier inform others of tasks being undertaken	Medium	• Ladders should have rubber feet in place • Avoiding working at heights alone on site • Position ladder safely ie not on mats, other moveable objects or highly polished surfaces	Low

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			• Aim to carry out tasks at quite times ie. When pupils are not in class • Access equipment should be safely/securely stored so as not to present further hazards eg. Tripping/ falling • All equipment should be inspected before use • Folding step ladders must not be used as straight ladders • Folding step ladders must rest evenly on their legs and should be extended to the full width of the brace • Train and instruct staff Do not stand on desks, chair or any surface that is not designed as access equipment			
Outside play areas	• Cuts • Bruises • Fractures • Minor personal injury	Staff Students	• Remove all sharp materials • Keep all areas tidy and maintained • Regular checks for hazards carried out by staff • Caretaker to undertake daily checks of ground and remove litter etc • Appropriate PPE to be provided e.g. gloves	Medium	• All defects on grounds to be reported to appropriate department for action e.g. holes in grounds, damaged tree • Students to report all broken glass/ sharp objects to caretaker / member of staff , for removal by member of staff	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Site Cleanliness – Hygiene Risks	• Infections • Cuts • Bruises • Minor – serious injury	Staff Students	• Ensure of site cleanliness are maintained at an acceptable standard • Premise controller to monitor standards of cleaning and re-clarify deficiencies Students to be instructed on maintaining cleanliness around the building Monitor the site defects e.g. slip, trips, hazards • Undertake localised repair where appropriate	Medium	• Prohibit use of areas until safe • Carry out regular site inspections, to check standards and implement improvements as necessary	Low
Drinking Water Supply	• Spread of infection • Health Problems • Possible severe illness	Staff Students Visitors	• Water tank systems to be routinely inspected/ maintained by competent contractor • Ensure all drinking water is identified by competent persons and marked as such, All drinking supply to be marked • Water dispensers should be cleaned periodically, checked for cleanliness at the beginning of each day	High	• Staff to supervise / arrange adequate supply of drinking water in absence of water dispensers • Contact Design and Build or West Yorkshire water services for Advice available. Burst main or contaminated supply. • Bottle water may need to be supplied in emergencies	Low
Showers and Changing Rooms	• Cuts • Bruises • Fractures • Head Injury • Sprains • Minor – serious injury • Injury to others	Staff Students Visitors	• Ensure adequate levels of super vision, instructions and training • Ensure floor surfaces and cleanliness is maintained to high standard to prevent spread of dirt and infection	Medium	• Ensure adequate ventilation to avoid excess humidity • Ensure checks undertaken for water quality – legionella testing	Low

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	• Burns and scalds					
19+ Pupils in contact with school age children	• School aged pupils coming into contact with legally adult age personal	Pupils	• All post 16 pupils wear ID badges and are taught in a different floor to school aged pupils. • All post 16 pupils are supervised at all times and never allowed to do come to an area where school aged pupils are taught. • During congregational prayer, when the 19+ students pray with school aged pupil, there are always a minimum of 5 staff members present to supervise.	Medium	• Ensure the policy is adhered to vigorously. • Staff constantly reminded to enforce the policy • Generate a recording system of any breach of policy and DSL to follow up to investigate the breach and ensure measures are taken to stop further breaches. • Staff held accountable to lapse or breach in policy	Medium

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Movement of Students Around the Site – Including Breaks and Lunchtimes	• Cuts • Abrasions • Bruises bumps to head • Fractures • Serious Injury	Staff Students Visitors	• Ensure adequate level of supervision, instruction and training in place • Ensure adequate access/ egress to all fire exists at all time, all fire/ exits escape routes to be signed • Staff / pupils to be aware of fire emergency evacuation procedures – hold regular fire drills (i.e. once a term at least • Instruct on safe use of premises i.e. Walk don't run, traffic systems etc. • Implement rules on movement e.g. carry bags on shoulders, etc and enforce / supervise as appropriate when walking from one site to another	High	• Clear away spillages promptly- erect caution signs when floors are wet • Consider environmental condition outdoors e.g. snow, ice, rain • Ensure adequate first aid provision available at all times	Low
School Events- Sports Day, School Fairs	• Cuts • Bruises • Fractures • Minor – Serious Injury	Staff Students Visitors	• Devise organisational plan, ensure adequate supervision, stewarding, obtain permission from relevant bodies • Ensure safe separation of vehicles and pedestrians • Assess the suitability of the school as a venue / accommodation • Pay due attention to environmental conditions • Follow manufacturers instructions • Equipment to be used by authorised personnel only	Medium	• Establish emergency procedures e.g. First aid , evacuations • Management control over event • Ensure site clearance after event • Report / record/ investigate all accidents. Dangerous occurrences, near misses as appropriate • Bouncy Castle guidelines - HSE	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Contractors on school sites	• Slight Injury – serious injury	Staff Students Visitors	• Ensure all approved reputable contractors are employed, consider past performance , membership of trade bodies, accreditation of trade bodies, health and safety awareness, health and safety policy • Liaise with relevant client departments • Schedule major works wherever possible in school holidays • Contractor to supply information regarding safe systems of work COSHH and methods statements	High	• Establish co-ordination between site manager or designated member of staff and contractor to discuss site safety as the contract progresses • Consider control deliveries quite times – location of plant • Ensure adequate segregation of contractor, equipment, students and employees where possible Have knowledge of central reporting procedures in event of an accident, dangerous occurrence or involving mains services	Low
Slip and Trip hazards –	• Cuts • Bruises • Fractures • Sprains	Staff Students Visitors	• Report and record all defects • Undertake localised repairs where appropriate • Provide carpet edge protection • Mop up all spillages / spilt food etc • Erect signs when floors are wet/ slippery • Warn students of known hazards • Ensure adequate levels of maintenance • Ensure adequate levels of supervision in place at all times • Flooring to be secure/ safe / non slip • Maintain improve standards of housekeeping	Medium	• Floors to be washed /polished at quiet times • Ensure equipment in use does not create a trip hazard • Report / record /investigate /near misses as appropriate • Encourage / enforce safe movement around school	Low

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Potential Hazard	Risk	Who Might be harmed	Risk Control Measures	Current Risk Level	Further Actions/Controls	New Risk Level
Fire and Fire Prevention	• Fatality • Burns • Ill Effects from smoke inhalation • Minor to serious injury	Staff Students Visitors	• Store combustible materials safely e.g. away from heat sources • Ensure safe storage of flammable materials and sources of ignition • Ensure electrical installations and portable electrical equipment is inspected and maintained reduce risk of fire Annually checked, PAT testing • Regular checks of electrical system Every 5 years • Position portable heaters safely • Risk assess the use of heat generating equipment e.g. cookers, microwaves, Bunsen burners, chemicals etc. including new equipment or processes • No smoking is permitted on the premises • Consider location and emptying bins and the likelihood of arson • All Fire routes / exits kept clear and unobstructed • Fire Extinguishers all mounted and located throughout the premises • Serviced regularly and date stamped	Medium	• Fires escape routes and exits clearly labelled, remove any obstructions • Fire alarm system call points to be tested on a termly basis and records kept • Fire plan – Plan of Action to be in place in the event of fire, evacuation procedure to be in place and fire drills recommended to be held each term – holding drills at varying times of the day to include lunchtime staff. Record of fire drill to be kept, and to include any delays or problems experienced • Fire action notices – provide information to staff and pupils each term, information to be given to new, temporary staff (and contractors) on fire procedures • Access to fire extinguishers kept clear at all times • Fire training for key personnel	Low