


# Building and Premises Risk Assessment



SUTTON VALENCE SCHOOL

<b>School:</b>	Sutton Valence School	<b>Date of Assessment:</b>	11/06/24
<b>Area / Location:</b>	Whole School	<b>Assessor</b>	Estates Bursar
<b>Description of work activity / process being assessed:</b>	Buildings & Premises – General Risk Assessment	<b>Signature</b>	

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input type="checkbox"/>
Pupils	<input checked="" type="checkbox"/>	Change in process / activity / legislation / following an accident etc	<input type="checkbox"/>
Visitors / Members of the public/Contractors	<input checked="" type="checkbox"/>	Operational review	<input checked="" type="checkbox"/>

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Collapse of structures or building components	<ul style="list-style-type: none"> <li>The Estates Department oversees and manages the development and maintenance of all buildings and structures on the site.</li> <li>The School employs a maintenance team to monitor and repair buildings, plant and installations.</li> <li>Buildings and structures are maintained and repaired as necessary.</li> <li>Defects and damage are reported to the maintenance team for attention.</li> <li>All staff to complete a Health and Safety room survey questionnaire on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all necessary inspections and maintenance are carried out to prevent structural failure of buildings and structures at the School.</li> <li>Carry out a condition survey to all School buildings to ascertain future building/maintenance work.</li> <li>Encourage staff to report any building damage or defects to their Head of Department.</li> </ul>	Estates Bursar  Deloitte	August 2025	Ongoing  Ongoing
Plant, equipment and installations (Lifts, heating and ventilation plant, electrical and water systems etc.)	<ul style="list-style-type: none"> <li>All plant, equipment and installations are inspected, maintained and repaired in accordance with statutory requirements.</li> <li>Defects and faults are reported to the maintenance team for repair/replacement as necessary.</li> <li>Annual gas safety checks are carried out on all gas installations and equipment.</li> <li>Gas safety checks are carried out by a Gas safe contractor.</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed.</li> </ul> <p>Gas safety checks are carried out by Ball Contractors Ltd</p>	Maintenance Dept	Ongoing	Ongoing

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Harmful materials and agents (e.g. asbestos and legionella) from building	<ul style="list-style-type: none"> <li>• The School has commissioned asbestos and legionella surveys, reports and risk assessments and the appropriate remedial measures implemented.</li> <li>• Buildings are inspected, maintained and repaired as necessary.</li> <li>• Provide guidance and instruction to estates staff and contractors regarding the risks from asbestos, legionella and safe working methods</li> <li>• Maintenance staff have received asbestos and L8 water training.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all recommended remedial measures have been completed within the recommended timescales. Maintenance staff have received asbestos and L8 water training.</li> </ul>	Estates Bursar	Ongoing	Ongoing
Entrapment of fingers etc in doors, cupboards and windows	<ul style="list-style-type: none"> <li>• Doors and windows etc. are maintained and repaired as necessary.</li> <li>• Some older windows and doors have been replaced by modern windows and doors with improved protection against entrapment.</li> <li>• Caution exercised by teachers, students and staff whilst opening and closing doors, cupboards and windows.</li> <li>• Ongoing replacement of older doors and windows as budgetary conditions permit.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to replace older doors and windows as budgetary conditions permit.</li> </ul>	Estates Bursar	Ongoing	Ongoing
Hot surfaces (Radiators etc.) and hot water	<ul style="list-style-type: none"> <li>• Most radiators provided with covers in the Prep School, to prevent direct contact with hot surfaces. All other hot surfaces identified and managed.</li> <li>• Routine spot checks carried out by maintenance staff to monitor that covers etc. are intact and that no hot surfaces are exposed</li> <li>• Thermostatic Mixer Valves (TMVs) are fitted to all baths, with showers and baths hot water outlet temperature restricted to 43 Centigrade.</li> </ul>	Locate information on TMV maintenance to ensure they are being serviced in accordance with them.	Maintenance Dept	Ongoing	Ongoing

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Mirrors and other glass surfaces	<ul style="list-style-type: none"> <li>• Mirrors and other similar surfaces are positioned in locations to minimise the likelihood of people falling into them.</li> <li>• Any glass surfaces which people could fall against is safety glass standard or fitted with protective safety film.</li> <li>• Routine and spot checks by maintenance staff to ensure that glass and mirrors are in good order and are repaired/replaced as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Routine and spot checks by maintenance staff to ensure that glass and mirrors are in good order and are repaired/replaced as necessary.</li> </ul>	Maintenance Dept	Ongoing	Ongoing
Falls from height	<ul style="list-style-type: none"> <li>• Openable windows above ground floor are fitted with restrictors (100mm)</li> <li>• Access to high level areas (which do not have suitable edge protection restricted to contractors /persons (under RAMS)</li> <li>• Staircase /steps of more than 600 mm high are provided with suitable handrails.</li> <li>• Window cleaning/property maintenance is carried out following safe systems of work with correct work equipment (by those trained to carry out the task</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to remain vigilant and report any broken or malfunctioning window restrictors and handrails.</li> </ul>	All Staff	Ongoing	Ongoing
Excessive room temperatures too hot / cold	<ul style="list-style-type: none"> <li>• Buildings are provided with heating / ventilation.</li> <li>• Heating and ventilation plant and installations are maintained and repaired as necessary.</li> <li>• Continue to improve ventilation and air conditioning and replace older windows as budgetary conditions permit.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to improve ventilation and air conditioning and replace older windows as budgetary conditions permit.</li> </ul>	Estates Bursar	Ongoing	Ongoing
Pests, Vermin & Hazardous Material	<ul style="list-style-type: none"> <li>• Pest Control services are provided throughout the School.</li> <li>• Any pest or vermin activity is reported to the Estates Department immediately.</li> <li>• Dog waste bins have been installed on BM to protect pupils and staff from dog waste, whilst playing sport.</li> <li>• Hazardous material used in the Maintenance dept, Science, Grounds &amp; Gardens is disposed of according to regulations by an outside carrier.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to remain vigilant for evidence of pest or vermin activity, and report to the estates team immediately.</li> </ul>	All staff	Ongoing	Ongoing

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Moving Vehicles	<ul style="list-style-type: none"> <li>• All staff to remain vigilant for evidence of pest or vermin activity, and report to the estates team immediately.</li> <li>• Designated parking spaces are provided for all vehicles on site.</li> <li>• Site speed limit of 5MPH.</li> <li>• Traffic barrier to limit vehicle movements to all entrances of the School. Bollards have been installed on the path outside Lambes House, to protect pupils from traffic.</li> <li>• Teachers and staff have been provided with instruction regarding driving on School premises.</li> <li>• Lighting is provided to external areas.</li> <li>• CCTV is provided to external areas.</li> <li>• Car parks, access roads and footpaths are inspected, maintained and repaired as necessary.</li> <li>• Car parks, access roads and footpaths are gritted when icy conditions are expected.</li> <li>• Speed humps have been provided for additional traffic-calming measures</li> <li>• Reversing of delivery vehicles prohibited unless a banks person present.</li> <li>• Instructions provided to contractors regarding driving on School premises.</li> <li>• When events take place, a separate risk assessment is undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Review existing parking arrangements and pedestrian routes.</li> <li>• Prohibit reversing of delivery vehicles without a banks person at all times.</li> <li>• Review layout of goods in area to minimise reversing if possible.</li> <li>• Provide specific instructions to contractors regarding driving on School premises.</li> </ul>	All Staff	Ongoing	Ongoing
Off-Campus Lessons	<ul style="list-style-type: none"> <li>• Students travelling to off-campus lessons (i.e. design &amp; technology or art) will travel in pairs as a minimum.</li> <li>• Junior students in Years 1 &amp; 2 will be accompanied by a member of staff after period 6.</li> <li>• Students are instructed to use public footpaths where possible, avoiding roads and / or degraded surfaces where possible.</li> <li>• Students are instructed to carry books in bags.</li> </ul>	<ul style="list-style-type: none"> <li>• No further action required</li> </ul>	Teaching Staff	Ongoing	Ongoing

	<ul style="list-style-type: none"> <li>• A register is taken at the beginning of each lesson to account for students who have travelled to off-campus lessons.</li> <li>• Students are instructed to wear the appropriate footwear during adverse weather conditions (i.e. wellies or snowshoes for snow / ice during winter months).</li> <li>• The School will notify the local Council of any areas considered to be a risk to students travelling to off-campus lessons (i.e. potholes, degraded footpaths etc.)</li> </ul>				
--	---	--	--	--	--

Author: Estates Bursar  
 Policy Review Date: November 2024  
 Approval date by Governors; November 2024  
 Review Date: September 2025, earlier if required.