Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

GENERAL RISK ASSESSMENT

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Assessment details

Area: General School Operations - arrival/collection, classrooms, hallways, corridors, shared areas and breaks.

Assessment date: _____ Assessed by: _____ Signature: _____

2. General risk assessment

Hazard / activity	Who may be harmed	Potential harm	Key controls	Residual risk
Arrival / car park	Pupils, parents, staff	Vehicle movement, slips/falls	Supervised drop-off/collection; follow site routes; extra care in poor weather	M
Access / escape routes	Everyone	Trips; obstructed evacuation	Keep routes/exits clear; follow site signage and emergency arrangements	L
Floors / spillages / cables	Everyone	Slips, trips, electric shock	Visual checks; prompt reporting/clean-up; secure cables; isolate defective equipment	L
Security / unauthorised access	Pupils	Abduction, assault, child leaving site	Controlled access; visitor arrangements; appropriate supervision; collection rules	M
Breaks / playground	Pupils	Falls, collisions, injury	Appropriate supervision; assess weather/surface; stop unsafe activities	M
Bullying / fighting	Pupils	Physical or emotional harm	Code of Conduct; supervision; prompt intervention; safeguarding escalation where required	M
Fire / emergency	Everyone	Smoke/fire, delayed evacuation	Follow premises evacuation plan; clear exits; registers/accounting; drills	M
Medical emergency	Pupils/staff	Illness, allergy, injury	First-aid provision; emergency contacts; medical information; 999 when required	M

3. Additional actions

Any control identified as missing or inadequate must be recorded below and assigned to a named person with a completion date.

Action required:

_____

Action owner: _____ Due date: _____

Completion / review notes:

_____

4. Review triggers

- significant accident, incident or near miss;
- change to the premises, access arrangements, staffing or activities;
- new information about a hazard or individual need;
- concern that an existing control is not effective;
- scheduled annual review.

18. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page