Painsley Catholic College

Risk Assessment Policy

Approved: September 2026

Next Review: September 2027

Contents

1. Aims ……2
2. Legislation and statutory requirements……2
3. Definitions……3
4. Roles and responsibilities……3
5. Risk assessment process……4
6. Monitoring arrangements……4
7. Links with other policies……4
8.Elite Safety in Education support…… 5
Appendix 1: statutory risk assessments checklist……5
Appendix 2: risk assessment template……6
Appendix 3: Elites Risk Assessment Questionnaire……7

---

1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014, which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed

- DfE guidance on the Prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism
- The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment
- A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy. They are also on the Elite Health and safety Portal for all schools to access.

This policy complies with our funding agreement and articles of association.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The Board of Directors and Local Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to Principal and staff members. The Board of Directors have ultimate responsibility for health and safety in MAT schools.

The Board of Directors as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Principal

The Principal, or in the Principal's absence the Head of School, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments

- Implementing control measures identified in risk assessments
- Alerting the Principal to any risks they find that need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Principal.

This policy will be reviewed by the Executive Team every 3 years and approved by the Board of Directors.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

8. Elite Safety in Education Support

Elite Safety in Education is a registered safety company specialising in health & safety for all educational establishments Local Authority, Academy Trusts, Free Schools. We will not only provide you with the tools and expertise to comply with the Health & Safety at Work Etc, Act 1974, but personally help you to implement your health & safety policies, procedures and risk assessments (risk assessments will be provided in a format of your choice).

Elite provide your establishment with a comprehensive service to suit individual requirements. They tailor the Risk Assessments to each individual school's needs. They communicate with staff, Principals and Executive team to support as and when needed, to create a bank of Risk Assessments that can be accessed on each schools Health and Safety Portals.

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment		Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			

Children being drawn into terrorism			
Swimming pools (if applicable)			

Appendix 2: risk assessment template

Name of person completing the risk assessment					Date	
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by whom?	Action by when?	Completed?

Appendix 3: Elites Risk Assessment Questionnaire

Risk Assessment Questions

Please try and answer the following questions with **as much detail** as possible. The answers will help us to implement your risk assessments. If they are not applicable, please state not applicable N/A. If you have not managed to complete it prior to our visit we can go through it on the day. If the same question is repeated in a different section just state "refer to……"

ID	Question	Answer
ACCESS AND EGRESS		
CAR PARK		
	Do you have a carpark?	
	What security arrangements are in place e.g. barrier, electronic gates?	
	Gates manually closed/opened?	
	Left open throughout the day?	
	Do you have parking for visitors? Do you have a disabled parking bay? Is this clearly marked?	
PEDESTRIAN ACCESS		
	Do you have a separate pedestrian gate? Is this left open all day or is there a security device fitted?	
	What type of device fitted?	
ACCIDENT REPORTING		
	For minor incidents to pupils are these recorded on a form or first aid book or general book or electronically?	
	Where is the first aid book / form located?	
	For major injuries to pupils are these recorded on a form or a first aid book?	
	Where is the first aid book / form located?	
	Who do you report major injuries to? LA, Trust?	
	Who is responsible for RIDDOR? LA, Trust, School	
	Who is responsible for investigating accidents and incidents to prevent them reoccurring? Headteacher, Trust etc.	
	Who is responsible for accident data trending?	
ANIMALS IN SCHOOL		

	Do you have the animal man come into school and show the children animals (snakes, mice, rabbits etc)?	
	Do you keep any type of animals within the school? Rabbits, gerbils, fish etc?	

	If so where are they kept?	
	Who is responsible for them in school?	
	What happens to them at weekends and school holidays?	
ART		
	Do you have a dedicated art room?	
	Paint and brushes where are these stored? i.e classrooms	
	Covers for children to wear	
	Drying racks for pictures	
	Scissors and what type (safety scissors)	
	PVA Glue used	
	Lentils etc used for decoration	
	Do you have a kiln? Or do you use self drying clay?	
ASBESTOS		
	Do you have asbestos within your school?	
	If yes have staff been made aware of it?	
	Do you have an Asbestos Management Survey in place?	
	Do you have an Asbestos Management Plan in place?	
	Who is responsible for monitoring its condition and recording the information? i.e. asbestos company, LA, inhouse checks?	
	If the asbestos was disturbed who do you inform? (LA, Trust etc)	
ASSEMBLIES AND CONCERTS		
	Do you have a school hall or use of a school hall for assemblies and concerts?	
	Will you put on any concerts, plays?	
	Do you have chairs or benches for parents to sit and watch?	
	Are chairs interlockable?	
	Fixed staging or portable?	
	New type of Staging or old wooden blocks?	
	Do you have a raised stage? Is it static?	

	Do you know how many people the venue/hall will hold safely?	
BATTERY OPERATED TOYS/BOOKS		
	Do you have these? Especially in EYFS	
	Do they have screw backs to keep secure?	
BEFORE SCHOOL CLUBS		
	Who runs the before school clubs? Outside contractors / school staff	
	Where are they held?	

	Classrooms/school hall?	
	Where do parents drop their children off? Dedicated door / Front entrance? How do Parents gain access?	
	What breakfast do you give them and drinks?	
	Are staff first aid trained who run the club?	
	If you have Early years pupils do staff have a paediatric first aid certificate?	
AFTER SCHOOL CLUBS		
	Who runs the after-school clubs? Outside contractors / school staff	
	Where are they held? Classrooms/school hall?	
	Where do parents collect their children off? Dedicated door / Front entrance? How do Parents gain access?	
	Do you provide them and drinks?	
	Are staff first aid trained who run the club?	
	If you have Early years pupils do staff have a paediatric first aid certificate?	
BODILY FLUIDS		
	Are staff aware of how to clean up bodily fluids safely? Blood / sick	
	Have staff got access to cleaning materials?	
BOILER PLANT ROOM		
	Is the boiler house Internal? (within the school)	
	Do you have to access internal steps?	

	Is the boiler house External?	
	Do you have to access outside steps?	
	Do you have sump pumps fitted?	
	Do you have asbestos in the boiler room?	
BOUNCY CASTLES		
	Do you own a bouncy castle? If so is it inspected by a contractor each year?	
	Do you hire a bouncy castle from time to time for school fetes?	
CARETAKING/SITE MANAGER DUTIES		
	Does the caretaker go on the roof ?	
	If yes why? Ball retrieval , cleaning guttering?	
	Has the caretaker had work at height training?	

	Does the caretaker use ladders and step ladders?	
	Is the caretaker trained on using scaffolding?	
	Do you have a scissor lift or Mobile Elevated Platform (MEWP) If yes has the site team had accredited training?	
	Does the caretaker use small power tools? School owned or personal? Where are these stored?	
	Does the caretaker use any petrol equipment? If so what? Leaf blower, strimmer, mower?	
	Petrol equipment? Where stored?	
CHANGING BEDS		
	Do you have a changing bed for children Where are these located?	
	What type is this automatic / static/ steps	
	Do you have to change nappies? Do you record nappy changing?	
CHICKENS		
	Do you keep chickens outside at school?	
	Do chickens produce eggs?	
	What do you do with these eggs? Sell them to staff / use in school?	

	Where is the hutch located?	
	Can children help clean out chickens?	
	Who looks after the chickens in school holidays?	
INCUBATING EGGS		
	Do you incubate eggs? Is this in classrooms?	
	Where do you site the incubator? Dedicated area in classroom?	
	Can children touch the chicks?	
	Who looks after the chicks at weekends?	
	Who feeds the chicks?	
	Where do the chicks go once hatched?	
CHRISTMAS / WINTER FAYRE		
	Do you have these?	
	Where are they held? School hall / classrooms etc.	
	What type of stalls? Tombola, cake stool, bric a brac?	

	Alcohol sold?	
	Alcohol as prizes? i.e raffle?	
	Any food sold?	
	Home- made cakes? Ingredients labelled?	
	Father Christmas present? Who? DBS?	
	Grotto? Where in school?	
CHRISTMAS TREE		
	Where do you site your main Christmas tree?	
	Do you have lights on it?	
	Are these brand new or PAT tested? Are they battery operated?	
	How is the tree stabilised? Tree stand?	
	Who turns the tree lights off?	
CLEANERS		

	Who are the cleaners employed through? School direct / contracted?	
	Have they been trained in COSHH? (if school own)	
	Morning or evening cleaners?	
	Do they use any machinery i.e. hoover, buffer? Have they been trained?	
CONSULTATION WITH PARENTS (not Parents evening)		
	Are appointments made in advance?	
	Where are consultations held?	
CONTRACTORS		
	Do you use a property services company or do you obtain your own contractors for works?	
	Do you show them the asbestos register? Do you get then to sign to say they have seen it?	
COMPUTER SUITES		
	Do you have a computer suite for pupils?	
CREATIVE PLAY OUTDOORS (EYFS)		
	What type of creative play do you have? Crates? Mats? Water? String? Ropes? Dens?	
CREATIVE PLAY INDOORS (EYFS)		
	Do you have a home corner? Construction corner?	

	Hospital Corner? Book Corner Free standing bookcases or fixed to wall?	
DISCARDED NEEDLES		
	If needles found on premises, do you have a system in place for safe disposal? Sharps box? If no sharps box do you inform the Council?	
DRINKS		
	Are staff allowed hot drinks in classrooms?	
	If yes do they need to have lids on?	
DRIVING ON SCHOOL BUSINESS?		

	Do any of your staff drive on school business? (More than just commute) or use on vehicle to transport pupils? Have they got business car insurance?)	
ELECTRICAL		
	How often is PAT testing carried out?	
EXTERIOR AREAS FOR PE AND GAMES		
	Do you have a field or outside area?	
	What type of activities take place? Sports, football, cricket etc…	
	Who looks after the grounds maintenance? Contractors?	
	Are fields marked out with lines?	
	Do you have football posts? Metal or plastic? Permanent or removable?	
	Rugby (tag only)	
	Cricket	
EXTERNAL FIXED PLAY EQUIPMENT		
	What external fixed play equipment do you have? Trim Trail, MUGA, Metal slides etc	
	Do you have embedded Tyres? Where are these located?	
EXTERNAL METAL STAIRCASE		
	Do you have an external metal staircase (escape for fire)	
FINGER GUARDS		
	Do you have finger guards on vulnerable doors? EYFS and Keystage 1	
	Have external gates been checked for finger traps?	
FIRE RISK ASSESSMENT		
	Do you have one?	

	When is it due for renewal?	
FIRE ARRANGEMENTS		
	Who checks the weekly fire alarm checks? (these are usually the caretaker)	
	Monthly emergency light? (these are usually the caretaker)	

	Fire Exit doors weekly check? (these are usually the caretaker)	
	Fire Extinguisher tamper checks monthly? (these are usually the caretaker)	
FIRST AID		
	How many first aiders do you have who are? FAW (3 day)	
	Emergency (1 day)	
	Paediatric (2 day)	
	Do you have a first aid room? Where located	
	Do you have a bed for first aid ? Where located	
FOOD TECHNOLOGY		
	Do you have a designated food tech area? Own specific room.	
	If yes – How many cookers and gas or electric?	
	Are they static or movable?	
	Can pupils place food in and out of oven or put on hob?	
	Do pupils use other electrical equipment i.e. whisks?	
	Sharps stored away safely and locked?	
	Food Tech room door locked when not in use?	
	Pupils take food home?	
	If No – Food tech takes place in classrooms?	
	How is food cooked? Portable cooker or in school kitchen / staff room?	
	What type of foods cooked?	
	Can pupils take food home they have cooked?	
FOREST SCHOOLS		
	Do you have a forest school area?	
	What type of activities takes place? Ropes, Building, fire pit?	
	Are staff forest school first aid trained or equivalent?	

GARDENING

	Do the children have a garden area or garden plot?	
	What tools do they use?	
GAS		
	Are your gas meters internal or external?	
	Do you have gas or oil to run your school heating?	
GLUE GUNS		
	Do you have glue guns Can pupils use them under supervision?	
HANDLING MONEY		
	Do you have a security company to collect money?	
	If not do you go in pairs to bank? Different days, times?	
	Parent Pay used?	
ICE AND SNOW		
	What areas of the site do you grit/salt?	
	Do you use a shovel and wheelbarrow?	
	Do you have a snow plough? Sit on or walk with?	
	Do you have a salt spreader? Who carries this out?	
	Are children allowed to play in snow?	
	Can they build snowmen?	
	Can they play snowballs?	
	Can they play snow angels?	
INTERACTIVE WHITE BOARD		
	Do you have a separate projector for your white board or built in to screen?	
KITCHEN NURSERY/RECEPTION		
	Do you have a nursery/reception kitchen?	
	How is this controlled to prevent children entering?	
	What electrical equipment do you have? Toaster, kettle, fridge, washing machine, dryer, dishwasher, cooker.	
SNACK TIME (EYFS)		
	What snacks are given?	
	Is fruit cut up especially grapes?	
LAPTOPS / IPADS TROLLEYS		

	Where are these kept?	
	Can pupils plug unplug them? Or slot them into storage boxes?	

	Can pupils move the trolleys on their own?	
LIFT		
	Do you have a lift at your school?	
LONE WORKING OFF – SITE		
	Do you carry out home visits? Who carries this out?	
	What controls are in place? Time of appointment/ time of leaving?	
	Do you have safe words? In event of an issue?	
LONE WORKING IN SCHOOL?		
	Who lone works in school? Cleaners, caretakers, teaching staff, office	
	What controls in place to keep them safe? Sign in and out, family aware, school staff aware.	
LUNCHTIME		
	Who cleans up food and liquid spillages, Kitchen staff or lunchtime supervises?	
	How many lunchtime supervisors on duty?	
	How many have first aid training?	
	Are children allowed to play on field at dinner time if weather pending?	
	Do lunchtime staff arrange play activities at lunchtime? What are these?	
	Training given in supervision and bullying etc…	
	Do lunchtime staff or Kitchen Staff move tables and chairs in school hall?	
	Where are these stored?	
	Have they received training in putting away and putting out?	
	Are they all in one foldable tables?	
	How many chairs are stacked? If applicable	
	Are they on a trolley?	
	How many lunch staff to move a table?	

	What happens at wet play at dinner time? Where do pupils go?	
	Who supervises at dinner time?	
MANUAL HANDLING		
	Has the caretaker and cleaners had manual handling training?	
	Have all staff received manual awareness training?	
	Equipment available such as trolleys?	

MEDICATION		
	Do you have a medicines policy?	
	Do you allow prescribed and unprescribed medicines?	
	Are all medicines given documented?	
	Have staff who administer medicines had training?	
	Where are medicines stored?	
	Where are controlled medicines stored (these need to be in a locked cabinet in a locked room)	
MORNING AND AFTERNOON BREAKS		
	Do you have afternoon breaks for keystage 1 and 2?	
	How many staff on duty for keystages?	
	Do you have separate playgrounds?	
	What happens for wet breaks?	
MINIBUS? (SCHOOL)		
	If you have one is it leased?	
	Is it school owned?	
	Where do you keep it at night?	
	Have staff had training (minibus competency training?)	
	Do you carry out minibus safety checks prior to use? Is it serviced regularly and MOT'd if applicable?	
MUD KITCHEN		
	Do you have a mud kitchen (EYFS)	
MUSIC LESSONS		
	Do you store heavy bulky musical instruments and where are these stored?	
NURSERY / RECEPTION		

	Are all toys age appropriate?	
	Do you have an internal or external sand pit or both?	
	What type of sandpit (static or on wheels) what cover for external ones?	
	Do you have any climbing equipment? If so what type?	
	Do you have a paddling pool?	
	Do you have wheeled toys? Bikes etc. Who checks these?	
	Do you have any slopes or steps in the play area?	
	Any other play equipment i.e. trim trail?	
OFFICE RECEPTION		
	What equipment do you have in the office? Computers	

	Printers Shredder Where are the photo copiers kept	
PARENTS EVENING		
	Where are these held? Classrooms, Hall	
	Are teachers in a room on their own?	
PE LESSONS		
	Benches, horses etc…	
	Do you have wall bars?	
	Do you have an indoor climbing wall?	
	Basketball nets in the hall?	
	Are hall lights covered to prevent smashing?	
	Are pupils allowed to take part in activities if they wear earrings?	
POND		
	Do you have one? Where located?	
	Is it fenced off?	
	Has the gate got a lockable system on it?	
	Is the pond used for pond dipping?	

	Is the pond covered with wire mesh?	
POWER TOOLS HIGH RISK (CARETAKER)		
	Use of: Circular Saw Band Saw etc….	
PRAM SHELTER/BIKE SHELTER		
	Do you have one?	
	Where is it kept?	
	Is it secure?	
	Children supply own locks?	
ROLLER SHUTTER DOORS		
	Do you have them and where?	
	Electric if so checked annually?	
	Manual checked annually by site manager or Electrical checked by contractor?	
SCHOOL DISCO		
	Do you have school discos?	
	Are they after school or in school time?	

	Do you operate a ticket system?	
	Do you have a DJ deck or a laptop and speakers?	
	Do you provide drinks and snacks?	
SCHOOL KITCHEN		
	Is it run by staff directly employed by the school or contractors?	
	Is it a cooking kitchen or warm up brought food from another school?	
	Who owns the equipment?	
	Who maintains the equipment?	
	Plates or food trays used?	
SECURITY IN SCHOOL		
	Do you have an air lock system in reception? i.e visitors can not get into areas where children are?	
	Do you only keep one pedestrian gate open in school time?	
	Do you have CCTV? External/Internal/Both?	
	Do visitors sign in book or electronic system?	

	Do you have a sliding window to talk to visitors?	
	Do you have a panic button installed in reception?	
SECURITY ALARMS		
	Who attends burglar alarms and Intruder Alarms? Contractor or Site Staff?	
	Do they attend on their own if Site Staff?	
SMALL POWER TOOLS (CARETAKER)		
	Battery Operated or 110volt?	
	Competent in use? Trained?	
	School owned or personal owned?	
SPORTS DAY		
	Do you have a school field	
	What games are played (traditional)	
	Can parents watch?	
	Do they stand or sit on chairs benches and who brings these out?	
STAFF ROOM		
	Do you have a staff room	
	Is it kept locked when not in use?	
	What equipment is in the staff room? Fridge, microwave, toaster, kettle, dishwasher?	
STAY AND PLAY		

	Do you have parents stop with children for stay and play activities. What ages are the children?	
STRESS / Well-being		
	How is stress managed in the workplace?	
	Open door policy?	
	Performance reviews?	
	Counselling service?	
	Stress assessments carried out?	
SUMMER FETE		
	Do you have them?	

	Where would you have them? Field, playgrounds?	
	If rains would you take it in the school hall?	
	Do you sell alcohol?	
	Alcohol as prizes?	
	BBQ gas or Charcoal?	
	Ice Cream Van on site?	
	What type of stalls?	
	Will school toilets be available?	
	Will pupils be doing any type of performance?	
SUN PROTECTION		
	How are we protecting children against sun rays?	
	Suitable clothing?	
	Sunscreen provided?	
	Hats worn?	
	Shaded areas What are these? Where are these?	
	Drinking water available? Water fountains, taps to fill water bottles?	
SWIMMING		
	Do you have a swimming pool?	
	Do you take your pupils off site swimming? Where?	
	Who is trained from the school in pool side helpers?	
TOILETS		
	Children's toilets anti- lock doors? Can open from outside?	
TWO YEAR OLD PROVISION YES/NO		
	Are all toys age appropriate?	
	Any bottle feeding?	
VEHICLE PEDESTRIAN INTERFACE		
	How do you keep pupils safe when walking into school from vehicles? Separate gate?	
WATER SYSTEMS		
	Who flushes the little used outlets on a weekly basis and records? (usually caretaker)	

	Who carries out the monthly temperature checks and records them? (caretaker if trained or use of contractor)	
	Do you have showers and who cleans the shower heads termly?	
WALKING BUS		
	Do you have a walking bus? Who supervises the pupils walking to school ? Hi Viz for adults and children?	
WHEELCHAIRS		
	Do you have wheelchair access throughout your school?	
	Do you have any staff or pupils in wheelchairs/frames etc?	
	Are PEEPS put in place? Temporary and permanent PEEPS (Personal Emergency Evacuation Plans)	
WORK AT HEIGHT		
	Have staff had awareness training for work at height (especially if staff put up displays)	