

RISK ASSESSMENT for Social Time and Spaces

Location:	All social spaces at Leigh Academy Tonbridge (Canteen, Main Playground, MUGA and Social spaces outside staff room and Technology block)		Rare	Unlikely	Possible	Likely	Certain
Activity:	The assessment will consider the risk associated with break and lunch times in secondary academies.	Minor injury	1	2	3	4	5
Date of assessment:	20th May 2025	Moderate injury	2	4	6	8	10
People affected: Consider all persons affected including those specially at risk	Students, staff, visitors	Serious injury	3	6	9	12	15
Assessor(s):	Mr Luke Fuller (Vice Principal)	Major injury	4	8	12	16	20
Review date: (or following accident/near miss/ other reason to suspect no longer valid).	August 2025	Catastrophic	5	10	15	20	25

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Identify the hazards	Who might be harmed & how?	Controls	Evaluation		
			Severity 1-5	Likelihood 1-5	Risk 1-25
Uneven ground or tripping hazards	Students and staff may injure themselves by tripping over an uneven surface or equipment.	Site team regularly checks the site to ensure any trip hazards are promptly rectified. Students are encouraged to clear away/store equipment and bags if not in use. Staff will communicate with the Site Team (via spotlight or radio) if there is a hazard or danger that needs dealing with.	3	2	6
Slippery surfaces (e.g.wet, icy ground, leaves)	Students and staff may injure themselves by slipping on untreated surfaces.	When ground is icy or slippery, salt/grit is used to grit pathways (see grit plan). Untreated playgrounds not to be used until made safe. Where possible, the site team will keep the grounds free from a build-up of leaves in autumn.	3	2	6
Unsuitable student supervision	Students may be at risk of sustaining injury or being exposed to unsafe actions if insufficiently supervised.	Any time the site is in use for non-lesson time, a daily duty rota is emailed out to all staff (and takes into consideration staff absence). Identifying areas of responsibility during social time and staffing. Supervising staff must report promptly to their designated area to ensure the level of supervision is adhered to at all times. Supervising staff are to be spread out and attentive at all times. Supervising staff should be trained on how to supervise students. Supervising staff should read and understand this risk assessment, the academy behaviour policy and any other relevant academy documents. Staff on duty are expected to wear high-viz and carry a radio (if available).	3	1	3
Students entering unsafe or unsupervised areas / unauthorised access to site	Students could be injured if they are unsupervised or they enter an unsafe area of the site. Unvetted visitors may cause harm to students or staff or other visitors.	Staff and students are fully aware of the free-time area boundaries and that these must not be breached. Staff use academy behaviour procedures to ensure compliance. Student areas are secure from access to outside the site during free time. Staff regularly check prohibited areas both inside and outside the building to ensure all students are supervised. Fencing and gates are regularly checked by the site team.	4	1	4

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		Visitors can only access the site via the main reception where they are requested to sign in and provide adequate authority/identification before being given access. If required, some visitors will be provided with an escort.			
Inappropriate use of moveable equipment (e.g. bats, balls, small objects, etc.)	Students and staff could be injured by objects striking them, by falling over them or by choking.	Staff members supervising each of the areas are responsible for challenging any dangerous or irresponsible use of equipment, immediately removing students from areas in which they are being unsafe both in the short-term and, if necessary, putting into place long-term sanctions according to the academy behaviour policy (MUGA bans for unsafe behaviour).. Students must be explicitly taught how to use all equipment safely. Ball games are permitted in designated areas only. All students are to be reminded of the risks of putting items in mouth with specific students identified as a possible risk.	3	2	6
Inappropriate use of fixed equipment (e.g. benches, wooden structures, outside gym, etc.)	Students could be injured by tripping or falling off of or into fixed equipment	Supervisor are situated within sight of these structures to ensure that students are using them appropriately. Students must be explicitly taught how to use all equipment safely. Supervising staff should read and understand any associated academy risk assessments such as for the 3G, MUGA and Main Playground. Appropriate use of the football goals (on MUGA) and Basketball Posts (on Main Playground) Equipment is stored safely when not in use. Students wear appropriate footwear and clothing.	3	2	6
Rules and codes of behaviour not followed during activities in free time	Students could be injured if rules are not followed	Students are only allowed to play games that are considered within the their individual capabilities as decided by staff. Games can be stopped at any time by staff if considered unsafe or inappropriate. Activities to be age appropriate and reflect the mix of ages within the school as well as special needs of students. The academy's behaviour policy applies within all areas used for free time. Staff to enforce school rules and report behaviour problems on the behaviour record. Supervising staff to discuss any unusual uses of play equipment with SLT.	2	3	6

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Foreign objects (e.g., broken glass, litter)	Students and staff could be injured by slips, trips and falls due to foreign objects.	Staff to perform regular dynamic risk assessments to identify any potential risks due to foreign objects. These should be removed prior to allowing students to enter the assessed area.	3	1	3
Unsafe environmental conditions	Students, staff and visitors could be injured or made unwell due to severe weather conditions	SLT to assess and decide if it is safe for students and staff to enter the free-time areas with regard to severe weather. All staff to be notified immediately if free time is to be held indoors (via Email and Radio's).. Students are encouraged to have appropriate clothing and/or sun protection e.g. coats for wet weather, hats or sunscreen for hot weather etc.	3	1	3
Animal faeces	Students and staff could be exposed to a range of illnesses carried by animal faeces	Staff to perform regular dynamic risk assessments to identify any potential risks due to animal faeces. If discovered, the site team should be immediately called and the area where faeces has been found restricted.	2	3	6
Broken, damaged or slippery equipment	Students could be injured through the use of broken or damaged equipment either falling on them, causing falls due to lack of 'sure footing' or cuts and abrasions due to wear and tear or intentional damage.	Students are encouraged to report and staff must report any potential risks and ensure the equipment is in good condition e.g. free from splinters, loose joints, protruding bolts, slippery surfaces. Site team to regularly assess the safety of fixed equipment. Fixed equipment is maintained and serviced annually by a competent person with remedial actions completed as required. All in-house and service checks are recorded. Broken equipment is taken out of use.	4	1	4
Collisions (people)	Students may collide with each other or with staff causing injury	There is to be an ordered and disciplined approach. Drills, games and activities to be structured mindful of restricted run offs and space.	2	3	6
Vulnerable students with medical conditions	Students with medical conditions such as diabetes, asthma, allergy issues, epilepsy, etc. may become seriously unwell if not monitored and/or treated correctly	Supervising staff are aware of students in their care with serious medical conditions and how to care for them. Specialist medical equipment and medication should be kept with the student or in a designated known place in accordance with the student's individual healthcare plan. Asthma pumps should be kept with the student. A trained first aider is immediately available and staff are fully aware of emergency procedures.	5	1	5

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Vulnerable students on the SEND register	Students and staff could be injured during difficult behaviour.	Supervising staff are aware of students on the SEND register and any behaviour issues which could be visible during free time and how to manage these situations. Available areas for SEND students are the library, Student Services, benches outside Technology block and lunchtime clubs.	2	2	4
Inadequate emergency and first aid provision	Students, staff and visitors could have injuries made worse by not providing immediate first aid and/or invoking the emergency procedures correctly.	The academy emergency procedure and accident procedure has been read and understood by all staff and is in place during free time. A trained first aider is immediately available at all times. Supervision is maintained when first aiders are dealing with injured people. First aid provisions are regularly checked and restocked. Accidents are recorded on Bromcom.	3	1	3
Hazards associated with Indoor break time	Students and staff could be injured due to overcrowding and/or lack of procedures, supervision and planning.	Supervision for indoor free time must be planned to take into account the building layout and the activities allowed in different areas. Supervision staff are trained in their role for indoor free time. Staff are to report any problems to SLT immediately.	2	2	4
Tree hazards	Students and staff could be injured by falling branches or falling from a tree	Students are not allowed to climb trees on the site at any time. Students are not allowed to swing on branches. Trees are inspected and maintained annually by a competent person. Staff report any low hanging branches, damage or any other tree concerns to the site team.	4	1	4
No access to safe welfare facilities	Students could be injured if they do not have monitored access to welfare facilities. Students and staff may become unwell if not given access to welfare facilities.	Students are fully aware of which welfare facilities they are allowed to access during free time. All welfare facilities are monitored by staff. Welfare facilities are kept in good repair and cleaned at least daily. Any unsafe issues are reported by staff.	2	2	4
Unreported hazards	Students, staff and visitors could be injured by an unreported hazard as there has not been an opportunity to make the hazard safe.	All staff are reminded to report any unsafe incidents or hazards. All staff are reminded to report any potential hazards and near misses. SLT or Compliance Managers will assess any reports and review or conduct an investigation as appropriate.	5	1	5

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<p>High 15-25</p>	<p>High risk is unacceptable; the task cannot start or must be stopped immediately</p> <p>A detailed action plan is required to reduce the risk to an acceptable level. The management must ensure that necessary control measures are implemented and that the risk does not increase by actively monitoring any changes to the controlled activity/environment</p>
<p>Medium 8-12</p>	<p>Medium risk is unacceptable: the task can only start or continue after consultation with line management to affect the necessary control measures</p> <p>The management must ensure that necessary control measures are implemented and that the risk does not increase by actively monitoring any changes to the controlled activity/environment</p>
<p>Low 1-6</p>	<p>Low risk is acceptable: the task may start or continue</p> <p>The workforce need to ensure that necessary control measures remain in place and that the risk does not increase by actively monitoring the controlled activity/environment</p>