Paisley Primary School

Whole Site Risk Assessment
&
Safe Working Procedures Form

Paisley Primary School	**Assessment Date: 07/09/2026**
Task or Operation: Adverse Weather **Location:** Whole Site **Who is at Risk:** All site users	**Risk Factor:** **5 x 2 = 10** **Medium**
Hazard(s): Premises, inclement weather.	
Responsible Person: Headteacher	

Risk:	Controls:
1. Harm caused as a result of inclement weather.	1. Ensure the site, building, plant, equipment, systems and procedures are adequately maintained in a safe manner, including through regular site checks. Monitor weather conditions and ensure: • An action plan which assists and informs decision making in the event of an emergency is in place. • Staff emergency contact details are recorded and available. • Local authority contact details are available. • Contractor contact details are available. • Emergency services and utilities contact details are available For the safety of staff and site users, consider closing the premises when access becomes too hazardous.

Safe Working Procedures

Ensure that the premises, systems, equipment, plant and procedures are adequately maintained.

Maintain an emergency action plan and communicate to all staff.

Conduct, record and communicate activity specific risk assessment as required.

Monitor weather conditions and where necessary close the site to users.

Adopt and implement an emergency action plan.

Report all defects, near misses and accidents to the Headteacher, site manager and/or trust estates manager using the agreed procedure.

Review and revise the controls to address any new hazards or higher risks which arise.

Task or Operation Risk Factor:
On Completion of this Risk Assessment, using the matrix below, please workout the remaining Risk Factor:

Low:		Medium**:**	**5**	High**:**	
SEVERITY			**LIKELIHOOD**		
Description:	Value:		Description:	Value:	
Negligible	1		**Unlikely**	**1**	
Slight	2		Possible	2	
Moderate	3		Quite Possible	3	
Severe	4		Likely	4	
Very Severe	**5**		Very Likely	5	
Multiply chosen Severity Value with Likelihood Value will give you the level of **Risk Factor**:			Low is equal to:	1 to 4.	
			Medium is equal to:	5 to 12.	
			High is equal to:	13 to 25.	

Personal Protective Equipment:

As required by activity specific risk assessment.

Work Equipment:

As required by activity specific risk assessment.

COSHH:

As required by activity specific risk assessment.

Manual Handling:

As required by activity specific risk assessment.

Training:

First Aid
Safe procedures
Emergency action plan

Risk Remaining:

If all the above control measures are implemented the risk remaining will be minimal.

Risk Assessment Review Date:

12 months time and when significant changes in circumstances occur

Any Other Comments & Notes:

Assessed by:	**Approved By:**
Name: Jack Danson	**Name:** V.Hone
Signature: J Danson	**Signature:** V.Hone
Date: 7.9.26	**Date: 7.9.26**
Reviewed and amended: 7.9.26	

A copy of this Risk Assessment & Safe Working Procedure Form should be supplied for each employee involved in organising the event.