

Health & Safety Risk Assessment

Conducted at

Rawdah School



Suggested date for review:

September 2026, or if any significant changes occur, whichever is soonest

Address of premises: Mustafa Mount , Emm Lane,
Bradford BD9 4JL

Responsible person (e.g. employer) or
person having control of the premises: Dr Azeem

Assessor: Mark Shaw

Reviewed by: Alex Haywood

Date of health & safety risk assessment: 16/09/2025

Site Representative: (*)	Date	Signature:

(*) For responsible person to sign upon receipt of this risk assessment to validate it.

The purpose of this report is to provide an assessment of safety and health for this site, and, where appropriate, to make recommendations to ensure compliance with health & safety legislation. The report does not address the risk to property or business continuity.

This health & safety risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates.

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Introduction

We recently visited your premises at Mustafa Mount , Emm Lane, Bradford BD9 4JJ, to carry out a Health & Safety Risk Assessment in line with The Management of Health & Safety at Work Regulations 1999.

The aim of this survey is to assess the health & safety risk in these premises, and, where appropriate, to make recommendations to ensure compliance with the health & safety legislation.

All the recommendations that are made in your report are aiming to account the specific requirements of the site, what is reasonably and practicable with consideration of manpower and budgeting. This health & safety risk assessment is only effective if you and your staff act on it. Therefore, in order to achieve compliance, the action recommended in this assessment must be undertaken.

As a result of the assessment of health & safety risk carried out at Rawdah School, Bison Assist recommends a risk assessment review to be carried out in September 2026, or if any significant changes occur, whichever is soonest.

Limitation

The assessment of risk was carried out only on parts of the building which were made available on the day.

We will not include in our report any parts of the building which were not made available to our team. Please note that exclusion of such parts does not indicate their absence. While we make every endeavour to ascertain the correct information regarding the site layout and systems, our consultant must rely on staff knowledge and any available relevant documentation. Lack of such knowledge or information may lead to assumptions on the part of the consultant.

Whilst every effort has been made to ensure the accuracy of the content of this document, Bison Assist Ltd will accept no responsibility for any omissions.

About Your Risk Assessor

Your risk assessor was Mark Shaw. He holds all the appropriate competencies and experience to undertake the assessment of risk on behalf of Rees Zane, who is the appointed responsible person in your organisation.

Bison Assist's risk assessors are regularly shadowed on the job. Their work will also be monitored, and their competencies regularly assessed. Find out more about your risk assessor's competencies and experience by emailing support@bisonassist.co.uk.

As your trusted partner in safety, here are some of the accreditations held by Bison Assist:



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Risk Assessment Goals

Goal 1 - Risk Assessment: About Your Report

A risk assessment is typically the starting point on your journey to improved Health & Safety, this should contribute to a more comprehensive plan for the effective management and control of safety and health within your premises.

Here is how we completed your risk assessment:

- Through visual inspection;
- Observation of existing policies, procedures, records, and other relevant documentation;
- By gathering knowledge from members of your team, whilst we were on site.

Goal 2 - Action Plan: Next Steps

Within the report, you will find an Action Plan section. It is vital that this is understood and implemented. Some of these actions may be achieved in house, by your responsible person or a member of your team, other will need to be carried out by specialists with the relevant qualifications, skills and competence. On receipt of this document, should you have any queries or would like any further assistance or advice, please do not hesitate to contact our Support team at support@bisonassist.co.uk.

Please remember, the risk assessment is the beginning of the journey, not the end.

The Health and Safety Executive warns: "*A risk assessment is only effective if you and your staff act on it. You must follow through with any actions required and review it on a regular basis*".

Goal 3 – Review: Legal Requirements

Risk management should always remain effective. Some risks that are "very low" today, may increase over time, therefore it is important that reviews are carried out annually.

The assessment should be reviewed regularly and, specifically when there is a reason to suspect that it is no longer valid. An indication of when to review the assessment and what needs to be reviewed should be recorded. This may result from, for example:

- A change in legislation.
- Alterations to the building, including internal layout.
- Significant change to furniture and fittings.

- A change in use of premises.
- The introduction or increase of hazardous substances.
- The availability of new technology or information about risks or control measures.
- The results of checks indicating that control measures are no longer effective.
- Change of key personnel or the introduction of people with disabilities.
- Any situation that may jeopardise the safety of those within the building with regards to health and safety.
- Upon receipt of an enforcement or prohibition notice or prosecution for a health & safety related issue.

Legislation

It is a legal requirement for every employer to conduct an assessment of the health and safety risks, arising out of their work activity. Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the purpose of such assessment is to identify what needs to be done in order to control health and safety risks. Further applicable legislation to Health & Safety has been listed in table 1.0 – Applicable Legislation, below:

Legislation applicable to Premises:	Duties Imposed by the Legislation:
<ul style="list-style-type: none">• Health & Safety at Work Act 1974	<ul style="list-style-type: none">• Appoint one responsible person to undertake any required preventative and protective control measures
<ul style="list-style-type: none">• Management of Health & Safety at Work Regulations	<ul style="list-style-type: none">• Provide all staff with clear and relevant information on the identified health & safety risks and measures taken in order to prevent harm
<ul style="list-style-type: none">• The Workplace (Health, Safety and Welfare) Regulations 1992	<ul style="list-style-type: none">• Conduct a health & safety risk assessment of the premises
<ul style="list-style-type: none">• Corporate Manslaughter and Corporate Homicide Act 2007	<ul style="list-style-type: none">• Write a Health & Safety Policy - http://www.hse.gov.uk/simple-health-safety/write.htm
<ul style="list-style-type: none">• Health & Safety (Consultation with Employees) Regulations 1996	<ul style="list-style-type: none">• Identify the safety measures necessary as a result of the risk assessment• Implement the safety measures contained within the assessment using risk reduction principles
<ul style="list-style-type: none">• Control of Substances Hazardous to Health (COSHH) Regulations 2002• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	<ul style="list-style-type: none">• Implement safety arrangements for the continuing control and review of the measures• Comply with the specific requirements of the current safety regulations
<ul style="list-style-type: none">• Provision and Use of Work Equipment Regulations 1998	<ul style="list-style-type: none">• Keep the assessment current through regular review• Keep written records of the findings and actions taken
<ul style="list-style-type: none">• HSG65 – Managing for health and safety (2013)	<ul style="list-style-type: none">• Inform non-employees, such as temporary staff or contractors of the relevant risks to them and relevant safety procedures

1.0 General Information

1.1 Premises overview

Description of Building:	Proposed preparatory school, forming a part of a large former university building
Number of Floors:	1
Main use of premises:	Preparatory school
Name of Responsible Person:	Rees Zane
Approximate number of employees at any one time:	6-10
Approximate maximum number of visitors/ occupants/ others:	Unable to verify
Persons involved or affected:	Employees, Others, Contractors
Are there any vulnerable groups which use the premises?	No
Are there any sleeping occupants on site?	No

1.2 Pre-audit checks

Have any high-risk areas or hazards been reported and not actioned within the last 12 months?

New site

Risk: Very Low

Is there an Asbestos register available for inspection?

Not required

Risk: Very Low

2.0 Evaluation of Risk

2.1 Health and Safety Management

Has a health & safety manager been appointed for the site?

Yes

Risk: Very Low

Do records demonstrate that health & safety procedures have been defined?

No

Effective health and safety procedures defining clear steps should be in place and followed for work activities in order to minimize the risk to health. Procedures also support in effectively managing the staff in terms of defining what is acceptable and unacceptable behaviour.

Risk: Medium

Does the company have a written health & safety policy?

No records available

Risk: High

Do records show that staff receive adequate health and safety instruction and training, at the time of induction?

New Site (in process of implementing)

The responsible person should have a process for providing instruction and training for all employees in how to deal with potential risks. Instruction, information and training need to be provided at the time of induction in order to enable all staff to work in a safe and healthy manner.

Risk:	Low
Do records show that staff receive occupational health & safety training relevant to their roles?	New Site (in process of implementing) INDG345 – The responsible person should make appropriate arrangements for all staff members (also self-employed people) to receive suitable occupational health & safety training to enable them to perform their roles safely and without risks to health.
Risk:	Low
Do records show that staff receive adequate periodic health & safety refresher training?	New Site (to be implemented) Refresher training should make no exception and be repeated by all staff periodically. INDG345 – Training records should be kept in date and monitored. This should take into account, but not be limited to factors such as: introduction of new work equipment, new systems of work, changes of risk to safety of staff.
Risk:	Very Low
Does the site have a health & safety notice board?	New Site A health & safety notice board will support in effectively communicating health and safety protocols. This could be deemed as good practice as long as all the documentation displayed is relevant and in date.
Risk:	Low
Has the Health & Safety Law Poster been displayed?	New Site
Risk:	Low
Is the employer liability insurance certificate dated within the last 12 months?	None present
Risk:	Medium
Do records demonstrate adequate implementation of Working at Height protocols?	No working at height
Risk:	Very Low

2.2 Accidents & Incidents

Are there written procedures for reporting, recording and investigating accidents and incidents?

New site (to be implemented)

It is a legal requirement to report and record specific types of accidents and incidents. However, continually measuring accident and incident numbers over time, allows trends to be plotted illustrating any fluctuations in performance levels, including adherence to health & safety protocols.

Risk:	Low
Have staff been nominated for reporting RIDDOR incidents?	Yes
Risk:	Very Low
Are accidents and incidents investigated?	None arisen
Risk:	Very Low
Are on-site records of all accidents and incidents kept?	None arisen
Risk:	Very Low
Do contractors receive basic site induction?	Yes
Risk:	Very Low

2.3 First Aid Facilities

Do records show that an appropriate number of staff have been trained to act as first aiders?

To be appointed

If the responsible person decides, after carrying out a needs assessment (first aid), that a first-aider is not required in the workplace, a member of staff should be appointed to take charge of the first-aid arrangements. The role of this person will include looking after the first-aid equipment and facilities and call the emergency services when required.

Risk:

Low

Is the First Aid Box located in an accessible place? New Site (to be purchased)

The responsible person should ensure that the first-aid box is located in an easily accessible place that is also clearly visible and has a "first aid kit" sign nearby.

Risk:

Low

Are defibrillators made available on site?

New Site (to be installed)

Defibrillators are not required by law, however their absence can in certain circumstances be deemed as negligence for failing to take all the appropriate safety precautions for the site. In accordance with the HSE's advice, if the site has an AED, staff should be fully trained in AED usage.

Risk:

Low

2.4 Manual Handling

Do records show that suitable hazardous manual handling risk assessments are carried out?

No hazardous manual handling involved

Risk:

Very Low

Are there adequate procedures to offer guidance in safely performing manual tasks?

No

Adequate manual handling procedures and/or instructions should be effectively communicated to all staff performing such work. The risk of injury from a manual handling operation will be increased where workers have not been provided with the information or training necessary to enable them to work safely.

Risk:

Medium

2.5 Electrical Safety

As far as it can be ascertained, is the use of extension cables and multi-adaptors appropriate and managed safely?	None present
Risk:	Very Low
Is electrical equipment suitably positioned in order to avoid overheating and/or fumes?	Yes
Risk:	Very Low
Do records demonstrate that fixed wire testing has been carried out within the last 5 years?	New Site
Risk:	Very Low
Has Portable Appliance Testing been carried out?	New Site
Risk:	Very Low

2.6 Lighting

Can natural light levels be deemed as adequate?	Yes
Risk:	Very Low
Could reflected light from walls and ceilings create glare?	No
Risk:	Very Low
Can artificial light be deemed as adequate?	Yes
Risk:	Very Low
Are external walkways adequately lit?	Yes
Risk:	Very Low

2.7 Commercial Cooking

Is cooking carried out on commercial basis?	No
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2.8 Chemical Safety

Do records show that a specific risk assessment has been carried out as required by the DSEAR regulations?	Not required
Risk:	Very Low
Has appropriate Personal Protective Equipment been provided for all staff using hazardous substances?	No hazardous substances in use
Risk:	Very Low

2.9 Workplace Safety

Have display screen equipment risk assessments been completed when required?

New Site

Risk:

Very Low

Do employees have suitable breaks throughout their working day?

New Site/ No staff employed at the time of the assessment

It is a legal requirement for the employer to plan for breaks or changes of activity for employees. Frequent short breaks are recommended over longer breaks taken less often. For example, 5 to 10 minutes break taken every hour would be more effective than 20 minutes break taken every 2 hours. The employer can effectively monitor breaks by using a "break-monitor" software that could also be used to remind employees to take regular breaks. Such software is not waiving the employer's responsibility to ensure that work activities are properly planned, and employees take suitable breaks.

Could all points of access and egress and associated walkways be rated safe to use?

Yes

Risk:

Very Low

Are external walkways clearly marked?

Yes

Risk:

Very Low

Does it appear that adequate ventilation is provided throughout the site?

Yes

Risk:

Very Low

Are all floor surfaces and walkways free from any potential hazards that can cause slips, trips and/or falls?

Yes

Risk:

Very Low

Do stairs appear to be safe to use?

No stairs

Risk:

Very Low

Can it be deemed that appropriate safety signage is visible?

In process to be added

Risk:

Low

Is any additional safety signage required?

No

Risk:

Very Low

2.10 Welfare

Does the site have drinking water facilities available?

No

It is a legal requirement under The Workplace (Health, Safety and Welfare) Regulations to provide adequate supply of wholesome drinking water for all employees at work. Every supply of drinking water needs to be readily accessible at suitable locations.

Risk:

Low

Have adequate changing facilities been provided?

Not required

Risk:

Very Low

Have reasonable arrangements for staff resting facilities been provided?

Yes

Risk:

Very Low

2.11 Housekeeping

Does the general cleanliness of the site appear to be satisfactory?

No

Regulation 9 of The Workplace (Health, Safety and Welfare) Regulations requires the employer to ensure that cleanliness of the premises is kept to a high standard.

Specific details:	At the time of inspection, building works were still ongoing
Risk:	Medium
Do storage facilities appear to be fit for purpose and kept tidy?	None observed
Risk:	Very Low
Have any items been observed on site that have not been stored correctly?	No
Risk:	Very Low
2.12 Waste Removal	
Does it appear adequate disposal provision for general waste is in place?	Yes
Risk:	Very Low
Is there adequate disposal provision for hazardous waste? (sharps, needles, chemicals etc.)	No hazardous waste
Risk:	Very Low
Is there adequate disposal provision for sanitary waste? (Nappy disposal, Sanitary disposal)	New Site
By law, the employer has a duty to provide safe means of disposal for sanitary towels, tampons, liners and nappies. The Workplace (Health, Safety and Welfare) Regulations, recommends that all female toilets within the workplace should have an appropriate number of bins for disposing sanitary waste. The Water Industries Act states that sanitary waste should not be flushed away as it can cause harm to the sewer system or drains.	
Risk:	Low
Do general waste bins appear to be overloaded?	No

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Risk:

Very Low

Additional Information

Observations:

None

3.0 Risk Rating

Risk Level

Please follow target dates if not advised otherwise

Very Low Risk	Low Risk
<p>No remedial action required at the time of the Risk Assessment.</p> <p>Very low likelihood of safety and health risk. There are no actions required, however processes and protocols should be monitored in order to ensure no increase in the risk level.</p>	<p>Recommended actions to be completed within 6 to 12 MONTHS.</p> <p>Usually low likelihood of hazard to create harm. Recommended actions are completed within 6 to 12 months. These are usually actions which represent or suggest minor improvements to existing procedures or conditions in line with best practice guidance.</p>
Medium Risk	High Risk
<p>Recommended actions to be completed within 3 MONTHS.</p> <p>Normal hazards generally subject to appropriate controls (other than minor shortcomings). Recommended actions are completed within 3 months. These are usually actions that represent a medium level of risk to existing procedures or conditions which if ignored could escalate to high risk, therefore should be targeted.</p>	<p>Recommended actions to be completed IMMEDIATELY.</p> <p>Lack of adequate controls applied to one or more significant hazards, such as to result in significant increase in likelihood of hazards to create harm. Recommended actions are completed as soon as reasonably practicable. These actions are classed as URGENT and IMPORTANT actions and directly relate to loss of control and exposure to unacceptable levels of risk.</p>

4.0 Action Plan

The remedial actions table highlights the issues identified during the assessment of safety and health. It is highly recommended the actions priority is followed.

Once the actions have been completed, these are required to be confirmed through signature by the designated responsible person. Completion of actions will lower the health & safety risk.

Action:	Priority:	Completion date:	Completed by:
The employer liability insurance certificate must be dated within the last 12 months.	Medium	Insurance will be taken out on approval of the school by DfE School GB	11/01/2026 GB
Ensure tasks are designed to prevent Occupational Overused Syndrome.	Low	This is part of Manual Handling Training and staff work habits do not involve OOS activity School GB	11/01/2026 GB
Ensure clear health & safety procedures are defined for the site.	Medium	Part of Health & Safety Policy 2025 School GB	11/01/2026 GB
It is recommended to have a written health & safety policy in place.	High	Health & Safety Policy 2025 School GB	11/01/2026 GB
Recommend to effectively communicate the health & safety policy to all members of staff.	Medium	Part of Health and Safety Training once staff have been employed School GB	11/01/2026 GB
In order to support effective communication	Low	A notice board has been placed in the admin office for H&S reminders School GB	11/01/2026 GB

of health & safety protocols, a notice board is recommended.			
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Ensure the Health & Safety Law Poster is suitably displayed on site.	Low	This has been placed in the admin office for H&S reminders School GB	11/01/2026 GB
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Re-locate the first aid box in an accessible place.	Low	This has been placed in the admin office for H&S reminders School GB	11/11/25
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Train an appropriate number of staff to act as first aiders.	Low	Training of staff is scheduled once staff have been recruited School GB	11/11/25
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Provide adequate supply of wholesome drinking water for all employees at work.	Low	This will be sourced once the school is approved School GB	11/11/25
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Ensure the cleanliness of the premises is kept to a high standard.	Medium	Maintenance contract and cleaning contact is in place with GVT School GB	11/11/25
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Provide safe means of disposal for sanitary towels, tampons, liners and nappies.	Low	This will be taken out once the school has been approved School GB	11/11/25
Ensure all staff receive adequate health and safety instruction and training, at the time of induction.	Low	This is scheduled once has been approved and staff have been recruited School GB	11/11/25
Ensure written procedures for reporting, recording and investigating accidents and incidents are in place.	Low	Accident Report Book Incident is placed in the admin office School GB	11/11/25
Adequate procedures guiding staff members in safely performing manual tasks should be implemented.	Medium	This is part of Manual Handling Policy School GB	

Appendix - Photos

Please find below pictures taken on the day of the assessment:

