



## Milton Primary Academy Risk Assessment for Smoke/Vape Free



This risk assessment should be used in conjunction with the suite of WAT documents, local procedures and relevant DfE guidance.

|                                 |                  |                   |                         |                               |  |
|---------------------------------|------------------|-------------------|-------------------------|-------------------------------|--|
| <b>Assessment conducted by:</b> | <b>J Garside</b> | <b>Job title:</b> | <b>Exec Headteacher</b> | <b>Covered by assessment:</b> |  |
|---------------------------------|------------------|-------------------|-------------------------|-------------------------------|--|

|                            |                |                         |               |                             |               |
|----------------------------|----------------|-------------------------|---------------|-----------------------------|---------------|
| <b>Date of assessment:</b> | <b>31.8.25</b> | <b>Review interval:</b> | <b>Annual</b> | <b>Date of next review:</b> | <b>1.9.26</b> |
|----------------------------|----------------|-------------------------|---------------|-----------------------------|---------------|

| Related Documents  |
|--|
| <b>WAT Documents: Health and Safety Policy, Behaviour Policy, Exclusions Policy.</b> |

### Risk matrix

| Risk rating<br>High (H), Medium (M), Low (L) |   | Likelihood of occurrence |          |        |
|--|---|--------------------------|----------|--------|
|  |   | Probable                 | Possible | Remote |
| Likely impact                                | <b>Major:</b> Causes major physical injury, harm or ill-health.       | H                        | H        | H      |
|  | <b>Severe:</b> Causes physical injury or illness requiring first aid. | H                        | M        | L      |
|  | <b>Minor:</b> Causes physical or emotional discomfort.                | M                        | L        | L      |



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| Risk Assessment          |                                    |                                      |  |   |                                       |     |
|--------------------------|------------------------------------|--------------------------------------|--|---|---------------------------------------|-----|
| Notes                    |                                    |                                      |  |   |                                       |     |
| Hazard/<br>Activity      | Persons at<br>Risk                 | Risk                                 | Control measures in use  | Residual Risk<br>Rating<br>HIGH<br>MED<br>LOW | Are Existing<br>Controls<br>Adequate? |     |
|                          |                                    |                                      |  |   | Yes                                   | No* |
| <b>Smoking<br/>Staff</b> | <b>Pupils<br/>Staff<br/>Others</b> | <b>Health<br/>Issues<br/>Illegal</b> | <ul style="list-style-type: none"><li>• The school is a smoke free environment (includes vapes and electronic cigarettes) and this includes smoking or vaping anywhere on the school grounds (internal and external).</li><li>• All staff are informed of the Legislation regarding smoking in workplaces,</li><li>• The school Health and Safety Policy includes a section on no smoking permitted on school premises.</li><li>• Staff who smoke (includes vapes and electronic cigarettes) must do so away from the academy.</li></ul> | <b>LOW</b>                                    | <b>YES</b>                            |     |



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|   |                                    |                                      |  |            |            |  |
|---|------------------------------------|--------------------------------------|--|------------|------------|--|
| <b>Smoking<br/>Parents &amp;<br/>Visitors</b> | <b>Pupils<br/>Staff<br/>Others</b> | <b>Health<br/>Issues<br/>Illegal</b> | <ul style="list-style-type: none"><li>• The school is a smoke free environment (includes vapes and electronic cigarettes) and this includes smoking or vaping anywhere on the school grounds (internal and external).</li><li>• Parents will be challenged if the smoke free environment is breached.</li><li>• Parents are informed of the no smoking rules (includes vapes and electronic cigarettes) when entering the school site and attending events (i.e. sports day)</li></ul>   | <b>LOW</b> | <b>YES</b> |  |
| <b>Smoking<br/>pupils</b>                     | <b>Pupils<br/>Staff<br/>Others</b> | <b>Health<br/>Issues<br/>Illegal</b> | <ul style="list-style-type: none"><li>• The school is a smoke free environment (includes vapes and electronic cigarettes) and this includes smoking or vaping anywhere on the school grounds (internal and external).</li><li>• If pupils bring a vape on site, or uses a vape on site they will be managed using the behaviour/exclusions policy and guidance sought from the DfE Searching, Screening and Confiscation document.</li><li>• External agencies brought in to support with educating pupils around the dangers of vaping/smoking.</li></ul> | <b>LOW</b> | <b>YES</b> |  |