

Department: BARNDALE HOUSE SCHOOL/RESI	Service: EDUCATION	Reference: Whole School Allergy Management Risk Assessment
Activity: use of outdoor play areas/spaces on school premises	Site: Alnwick and Amble sites / residential provision / Windsor garden site/all outdoor spaces	
People at Risk: Children, Young People, staff and visitors	Additional Information: to be used in conjunction with the following risk assessments, policy and procedures: ➤ Site security risk assessment – updated September 2022 ➤ Child protection and safeguarding Policy – updated September 2024	
Name of Person Completing Form: KATRINA GREEN	Job Title: HEAD OF CARE	Date: 06/07/2026 Review Date: SEPTEMBER 2027

RISK EVALUATION

RISK ASSESSMENT FOR: Allergy Management				
Identified Hazard	To Whom	Severity	Likelihood	Risk
Medication not readily available, incorrectly stored or identified, lack of spare AAI, medication not accessible within 5 minutes, inappropriate self-carry arrangements.	Children, Young People, staff and visitors	5	2	10
Staff not trained to recognise and manage anaphylaxis, inadequate refresher training, insufficient trained staff available, delayed emergency response or incorrect AAI administration	Children, Young People, staff and visitors	5	2	10
Exposure to allergens through meals, incorrect allergen information, cross-contamination, poor communication between catering staff, parents and school staff	Children, Young People, staff and visitors	5	2	10
Exposure to allergens during parties, cake sales, treats and other events, poor allergen labelling, lack of inclusive planning or hand hygiene	Children, Young People, staff and visitors	5	2	10
Exposure to allergens during cooking, science, art, music or sensory activities through ingredients, materials or shared equipment causing cross-contamination.	Children, Young People, staff and visitors	5	2	10
Delayed access to emergency medication during PE, Forest School, breaktime, clubs or sporting events; insufficient trained staff present.	Children, Young People, staff and visitors	5	2	10
Allergic reactions to therapy animals or environmental allergens due to inadequate risk assessment or supervision.	Children, Young People, staff and visitors	4	1	4

Visitors or supply staff unaware of allergy procedures, pupil needs or emergency arrangements, increasing the risk of accidental exposure or delayed treatment. Educational visits and residential	Children, Young People, staff and visitors	5	2	10
Increased risk of allergen exposure off-site due to unfamiliar environments, catering, activities, communication difficulties or delayed emergency response	Children, Young People, staff and visitors	5	3	15
Activity	Control Measures		Probability	Impact
Medication storage and accessibility	Emergency medication is carried by designated staff during the school day and stored securely when not in use. Spare AAIs are available on each site in clearly labelled emergency kits. Medication remains accessible within 5 minutes, including on visits. Pupils may self-carry where assessed as appropriate. Expiry dates are routinely checked.		Low	High
Training and emergency response	All staff receive annual allergy and anaphylaxis training, including recognising symptoms, emergency response and AAI administration. New staff receive induction training. Sufficient trained staff are available across all sites and on educational visits. Individual Healthcare Plans are accessible to relevant staff.		Low	High
Food preparation and Catering	Catering and lunchtime staff are aware of pupils' allergies. Up-to-date allergen information is available, cross-contamination is minimised, menu changes are communicated, and emergency procedures are understood.		Low	High
Food based activities and Celebrations	Food-based activities are risk assessed. Parents are informed where required, allergens are identified, non-food alternatives are encouraged, and emergency medication is available.		Low	High
Curriculum Activities	Activities involving food or allergens are adapted where possible. Materials are checked, cross-contamination is minimised, and individual risk assessments are completed where required. Emergency medication is readily available.		Low	High
PE & Outdoor activities	Emergency medication accompanies pupils during PE, outdoor learning and breaktime. Supervising staff are allergy trained and aware of emergency procedures.		Low	High
Animals and environmental allergen	Individual risk assessments are completed where required. Contact is supervised, allergen-free areas are provided if needed, and hand hygiene is promoted.		Low	Medium

Visitors & Supply Staff	Visitors and temporary staff are informed of relevant allergy procedures, Individual Healthcare Plans where appropriate, and emergency medication arrangements.	Low	High
Off-site Visits & Residential	Allergy risks are included in visit risk assessments. Trained staff accompany visits, emergency medication is carried and accessible, venues are informed of dietary needs, and emergency arrangements are confirmed before travel.	Low	High

Overall Risk Assessment Summary

- Individual Healthcare Plans (IHPs) are in place for pupils with diagnosed allergies.
- Annual allergy and anaphylaxis training is provided to all support staff by the specialist nursing team.
- Emergency adrenaline auto-injectors (AAIs) are available on each school site and carried by designated staff during the school day.
- Clear emergency procedures are displayed, and incidents, near misses, and medication administration are recorded and reviewed.
- Parents, healthcare professionals, catering staff, and school staff work together to ensure risks are minimised while allowing pupils to participate fully in school life

