

Operations / Work Activities covered by this assessment:	Whole School Risk Assessment
School / College Name and Address:	Newton Burgoland Primary School
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers	

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (---/---/---)	Done? ✓/✗
ACCESS AND EGRESS – (Including corridors, entrances and exits and external areas)												
Slips and trips	<p>Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on:</p> <ul style="list-style-type: none"> damaged carpets /mats, spillages from cleaning substances / beverages items of equipment obstructing walkways defective surfaces inside or outside of the building. ice in winter weather <p>This may result in bumps and blows, bruising and fractures.</p>	<ul style="list-style-type: none"> Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round. Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated). Efforts made to grit external floors in icy weather. Defected areas to be highlighted and cordoned off where possible. 	M	L	L							
Exposure to inclement weather	<p>Staff may suffer from conditions of hypothermia and sun burn and dehydration as a result of working in external areas for long periods of time.</p>	<ul style="list-style-type: none"> Staff to bring in Sun screen. Drinking water provided to staff in hot weather. Suitable clothing to be worn by staff. Regular communication with staff to take place in extremes of temperature. 	M	L	L							
Contact with people and property	<p>Staff, pupils, and visitors may be injured as a result of making contact with large obstructive items and other people</p>	<ul style="list-style-type: none"> Due courtesy of staff, pupils and visitors when moving through site. Slopes provided and maintained for people with mobility difficulties. 										

	walking through the school. This may result in bumps and blows, bruising and possibly lacerations.	<ul style="list-style-type: none"> Staggered entry / exits of large numbers of pupils out of the buildings. 	L	L	L						
Fire	Large numbers of staff, pupils and visitors may be injured or killed as a result of poor evacuation procedures / house keeping.	<ul style="list-style-type: none"> Escape routes and exits checked regularly for obstructions and recorded. No fire escapes to be kept locked. Fire drills to ensure that all staff and children are aware of where to exit and assemble in the event of a real fire & recorded. Fire exits not to be blocked outside of the building. 	H	L	M						

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ANIMALS IN SCHOOLS

<p>Contact with animals</p>	<p>Staff and children may be injured as a result of being bitten or scratched by school pets, stray animals on site and pets / animals brought onto site.</p> <p>Animals may also be injured or stressed as a result of aggressive behaviour / contact with staff / children.</p>	<ul style="list-style-type: none"> • Children supervised when looking at visiting/ event animals. • Children instructed by staff on suitable handling methods. • No pets allowed in play grounds . • Children to be escorted inside premise in the event of a stray animal on site. • Animals kept a suitable distance away from children during events with animals. • Visiting animal providers to produce a risk assessment 	M	L	L								
<p>Infectious diseases and allergies</p>	<p>Children or staff may be infected with disease in the event of being bitten / stung by animals / insects on site.</p>	<ul style="list-style-type: none"> • At risk children to be kept away from dangerous animals / insects. • Specific assessment to be conducted in the event of a dangerous animal being brought into school. 	M	L	L								

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CLASSROOM ACTIVITIES

<p>Slips and trips</p>	<p>Children, teachers and visitors may fall over obstructive items on the floor of the classroom including chairs, toys, tables and damaged carpets. Staff, children and visitors may slip on spillages of water, sand, paints etc... Staff and children may also trip over trailing cables near ICT equipment. These slips and trips may result in bumps, bruises and potentially fractures.</p>	<ul style="list-style-type: none"> Daily visual inspection of classrooms for obstructions prior to start of each day; continual observations during day by staff. Any defects which may pose a trip hazard to be reported to office and rectified accordingly. All tables to be correctly aligned and chairs to be stored appropriately at the end of each day. Encourage children to tidy as they go in schools. All cables to be kept tidy and away from egress routes. All spillages to be cleaned immediately. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Violence and aggression</p>	<p>Staff and children may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities. (Teachers may identify that children have been subject to violence outside of school activities)</p>	<ul style="list-style-type: none"> Adequate supervision and awareness of pupil behaviours at all times during classroom activities. Individual behaviour assessments conducted for difficult children. Pupils encouraged to be polite and courteous towards their fellow pupils, teachers & school visitors. Staff aware of safeguarding children reporting procedures and designated safeguarding leads. Discipline procedures in place. School community receive annual reminder of school rules & procedures 	<p>M</p>	<p>L</p>	<p>L</p>									

<p>Stress</p>	<p>Staff and pupils may be subject to stress as a result of increased work loads, lack of communication, emotional involvement with pupils and staff, disruptive children and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.</p>	<ul style="list-style-type: none"> • Staff survey carried out at school significant findings acted upon. • Open door policy implemented with Head Teacher and staff. • Staff encouraged to express any stressful concerns during whole staff meetings. • LCC Wellbeing service available for all staff. • Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed. • Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom. • Regular term time breaks from work activities. • Head Teachers involved in Heads Count support functions. • Head Teachers to engage in regular liaison with governors. 	<p>M</p>	<p>L</p>	<p>L</p>							
<p>Contact with substances</p>	<p>Teaching staff and children may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and design technology substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.</p>	<ul style="list-style-type: none"> • Separate COSHH assessments conducted for all harmful substances. • Children instructed on the safe use of particular substances. • Safety Eyewear conforming to BS EN 166 supplied where required. • Protective aprons and gloves to be worn where required. • CLEAPSS guidance available for all substances used in Science and D&T areas. • Low risk purchase policies implemented to ensure that dangerous substances are not brought onto site. • Premises cleaner to ensure that there are no conflicting substances used on site. 	<p>M</p>	<p>L</p>	<p>L</p>							
<p>Burns / Scalds</p>	<p>Staff / Children may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using soldering irons, glue guns, kettles and hot drinks.</p>	<ul style="list-style-type: none"> • Hot drinks to be kept away from children at all times and not to be carried across the classroom. • All children instructed in the safe use of tools and equipment and provided with PPE where required. • No kettles to be kept in classrooms. • 	<p>M</p>	<p>L</p>	<p>L</p>							

<p>Contact with sharp edges</p>	<p>Staff and children may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.</p>	<ul style="list-style-type: none"> • Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture. • Safety scissors provided where possible. 	L	L	L							
<p>Contact with electricity</p>	<p>Staff and children may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.</p>	<ul style="list-style-type: none"> • PAT testing carried out on all portable electronic items of equipment on an annual basis. • Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis. • Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to Head Teacher & Business Manager. 	H	L	M							
<p>Exposure to adverse environmental conditions</p> <p>(Including noise, lighting, ventilation, temperatures etc...)</p>	<p>Staff and children may be subject to injury / ill health as a result of exposure to adverse weather conditions and poor environmental conditions within the school. For example, a child may suffer ill health as a result of a classroom being too cold. Other injuries may include sun burn, hypothermia, dehydration, eye strain and ear ache.</p>	<ul style="list-style-type: none"> • All classrooms are regularly inspected for adequate ventilation, lighting and temperature. Any inadequacies to be reported to the site duty holder for rectification. • Heating systems to be serviced regularly. 	M	L	L							
<p>Falling items from height</p>	<p>Staff and children may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.</p>	<ul style="list-style-type: none"> • Only light items to be stored at height. • Only adults to reach for items stored at height ensuring that no children are below the potential "drop zone." • Items at height to be stored in a sensible manner to ensure that the potential for falls is limited. • Suitable access equipment to be provided and maintained for staff to access items stored at height. 	M	L	L							

<p>Falls from height</p>	<p>Staff or children may fall from a height if climbing on furniture, using access equipment inappropriately or climbing on play equipment. This could potentially result in bumps, blows and fractures and has been known to cause fatality.</p>	<ul style="list-style-type: none"> No staff or children to climb on furniture. Failure to comply with this may result in disciplinary proceedings. Access equipment such as stepladders are provided for staff to access high level items. Staff who are required to access heights on a regular basis to be suitably trained. All play equipment to be inspected for defects prior to use. Any defective equipment to be condemned until repaired. 	<p>H</p>	<p>L</p>	<p>M</p>							
<p>Contact with people and property</p>	<p>Staff and children may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.</p>	<ul style="list-style-type: none"> All walkways to be kept tidy at all times. Due courtesy and respect of staff and children for their fellow staff / pupils. All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms. 	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Use of equipment</p>	<p>Staff and children may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.</p>	<ul style="list-style-type: none"> All electrical equipment to be PAT tested on an annual basis. All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed. PPE to be provided where required. Training and instruction given to all staff and children who operate the equipment. Children to be supervised when using equipment. No loose hair, clothing or jewellery to be worn when using equipment. Trailing cables to be secured to prevent trips. 	<p>M</p>	<p>L</p>	<p>L</p>							
<p>Fire</p>	<p>Staff, children and visitors may be injured as a result of inability to effectively escape in a fire situation.</p>	<ul style="list-style-type: none"> Fire drills practiced each term. Exits cordoned during evacuations to simulate a fire. School has conducted a Fire Risk Assessment and implemented effective controls. Extinguishers and call points well established throughout the site. Fire detection mechanisms in place. Assembly points effectively communicated on Fire Action Notice and School's Emergency Action Plan. 	<p>H</p>	<p>L</p>	<p>M</p>	<ul style="list-style-type: none"> Staff to receive Fire Safety Awareness and Use of Extinguishers training. 						<p>Done</p>

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AFTER/BEFORE SCHOOL CLUBS

Security – escape or loss of pupil	Pupils	<ul style="list-style-type: none"> Bibs to be worn during any club using Wraggy or sport club Induction of club provider & club H&S folders provided 	M	L	L							
Accident during club	Pupils	<ul style="list-style-type: none"> Red card to fetch adult first aider Induction of club provider & club H&S folder provided 	M	L	L							
Security – stranger/intruder	Pupils & adults	<ul style="list-style-type: none"> Staff to be on guard, pupils not left alone. Lock down procedures in place After School club procedures followed All building security to be followed Induction of club provider & club H&S folder provided 	M	L	L							
Fire Safety	Pupils & adults	<ul style="list-style-type: none"> Fire Safety information up to date. Fire Safety equipment & exits all checked on a regular basis Induction of club provider & club H&S folder provided Inspection records kept 	H	L	L							

<p>Fire</p>	<p>Staff, children and visitors may be unable to escape a building in the event that delivered items are obstructing walkways / exits. This may result in severe burns or death.</p>	<ul style="list-style-type: none"> • Deliveries never to obstruct a fire exit (inside or outside of a building), walkways or any other access routes. • Deliveries to be put away immediately. 	<p>H</p>	<p>L</p>	<p>M</p>									
<p>Falling items from height</p>	<p>Staff, children and visitors may be injured as a result of insecure storage of items falling from a height. Such injuries may include bumps and blows, bruising, cuts and lacerations.</p>	<ul style="list-style-type: none"> • No items to be stacked in an unsafe / insecure manner at height. • Lighter items to be stored at height where possible. • Deliveries to be stored in designated areas immediately to prevent the need to store delivered items at height. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Falls from height</p>	<p>Staff may fall from height if attempting to store items at height upon receipt of a delivery. Such falls may result in bumps, blows and fractures.</p>	<ul style="list-style-type: none"> • Suitable access equipment available where there is a need to store items at height. • Storage at height to be minimised as far as possible. • Sensible footwear to be worn by staff. • Work at height training provided for staff who regularly work at height. 	<p>H</p>	<p>L</p>	<p>M</p>									

<p>Property damage</p>	<p>All persons on site may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.</p>	<ul style="list-style-type: none"> • Regular premise inspections conducted to identify any issues with the property's fabric. • Regular checks of asbestos on site conducted and recorded to monitor its condition. • Condition survey team identify major works required and allocate funds for remedial works on a priority basis. • If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately. • Further assessment to be conducted if a dangerous property issue arises. 	<p>H</p>	<p>L</p>	<p>M</p>							
<p>Exposed / Damaged services</p>	<p>Staff, children and visitors may be injured as a result of exposure to or contact with mains services. I.e. gas, water and electric. Such injuries may include waterborne illnesses, electrocution, gas exposure, fire/explosion resulting in burns. All have the potential to result in fatality.</p>	<ul style="list-style-type: none"> • Hardwire testing conducted on a 5 yearly basis to ensure that all circuitry is safe. • Any construction / maintenance work where mains services may be exposed are conducted when school is not operational. • Regular servicing and inspection of gas boilers. • All exposed gas piping painted mustard colour or labelled for awareness. • Plans available or sought in the event that construction work is conducted. • If gas smell is apparent, do not use lights, isolate supply and call Transco. • Isolation switches clearly labelled for all mains supplies. 	<p>H</p>	<p>L</p>	<p>M</p>							
<p>Lockdown Procedures</p>	<p>Threat to pupils/staff from an intruder in school grounds</p>	<ul style="list-style-type: none"> • Lockdown Procedure in place • Emergency action plan devised, communicated and tested. 										

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GROUNDS MAINTENANCE (If conducted by School employees)

COSHH	Staff, children and visitors may be exposed to substances associated with grounds maintenance. Potentially resulting in irritation of skin and eyes or ill health.	<ul style="list-style-type: none"> COSHH assessments conducted for all hazardous substances. Pesticide / fertilisers / herbicides etc all applied while people are inside or off site. All substances used and stored in accordance with manufacturer's guidance. COSHH training provided for operatives using substances / conducting assessments COSHH reviewed annually or when changes occur. 	M	L	L						
Cuts and lacerations	Grounds maintenance staff may be subject to cuts and lacerations resulting from contact with sharp plants and tools and moving equipment.	<ul style="list-style-type: none"> Due care and awareness of staff. Protective gloves available to reduce likelihood of cuts to hands. Grounds operatives trained and instructed in safe use of equipment. Power to be isolated when maintaining / inspecting tools. Guards to be in tact and in use where required. 									
Manual handling	Grounds staff may be injured as a result of excessive lifting and repetitive lifting / handling of items. Such injuries may include MSDs, RSI and back pain.	<ul style="list-style-type: none"> MH risk assessment conducted and recorded for regular for handling activities which present a significant risk. Staff encouraged to assess loads prior to lifting. MH Training provided for staff who conduct significant handling activities on a regular basis. 	M	L	L						
Application of pesticides	Staff, children and visitors may suffer ill health as a result of exposure to pesticide sprays.	<ul style="list-style-type: none"> Pesticides not to be used by staff Contractors to be used should pesticides be required. 	H	L	M						

<p>Exposure to insects / animals / vegetation</p>	<p>Grounds staff, children, visitors and other persons in the vicinity may be injured by bites and stings in the event of an insect nest being disturbed, animals being threatened and accessing defensive vegetation (nettles, thorns etc).</p>	<ul style="list-style-type: none"> • Grounds operatives to demonstrate due care and courtesy towards other living species. • Insect repellent provided for at risk staff. • Area to be cordoned to prevent unauthorised access. • Pest control to be called where necessary. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Falls from heights</p>	<p>Grounds staff may fall from heights when using trestles, ladders. These falls may result in bumps, blows, fractures and potentially fatality.</p>	<ul style="list-style-type: none"> • Grounds staff to receive working at height training if necessary. • Ladders and trestles to be inspected for defects before use. • Work at height eliminated where possible. • No access equipment to be left up unattended. 	<p>H</p>	<p>L</p>	<p>M</p>									
<p>Falling items from height</p>	<p>Staff, children, visitors and members of the public may be injured as a result of items falling from a height and making physical contact. For example, tools and substances may fall and hit a passer by. Such injuries may include cuts and lacerations, bumps and blows, bruising and potentially fractures.</p>	<ul style="list-style-type: none"> • Contractors only to work at height. And to follow all Contractors Health & Safety requirements. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Slips and trips</p>	<p>Staff and people in the work vicinity may be injured as a result of a slip or trip, walkways are obstructed, work areas are left untidy and when handling items which may obstruct views of walkways.</p>	<ul style="list-style-type: none"> • All work areas to be kept tidy by staff conducting the work. • Staff not to work on steep banks when ground is wet. • Areas to be cordoned to prevent unauthorised access to work area. • Suitable footwear to be worn by grounds staff. • Walkways not to be left obstructed. 	<p>M</p>	<p>L</p>	<p>L</p>									

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KITCHEN ACTIVITIES/Food Handling – cleaning items are stored in locked kitchen cupboards. Food & Catering from outside provider – School Food Support

COSHH	Cleaning/Catering Staff may be injured as a result of contact with a hazardous substance. Such injuries include; skin and eye irritation, chemical burns and breathing difficulties.	<ul style="list-style-type: none"> Low risk substance purchase policy on site. Separate COSHH assessments conducted for all hazardous substances used on site. Appropriate PPE provided for staff. Instruction and training provided for catering staff in safe use of substances. 	L	M	L							
Fire / Explosion	Staff, children and visitors to the school may be injured / killed as a result of a fire / explosion being caused in the kitchen.	<ul style="list-style-type: none"> Fire / Heat / Smoke detection systems available on site. Staff trained / instructed in what to do in the event of a fire evacuation. Evacuation drills practiced termly. Fire Safety Awareness and Extinguisher training provided for staff. Gas and Electric power isolation switches available in kitchens. Fire risk assessment conducted on site. 	H	L	M							
Use of Toaster –	Staff, children and visitors to the school may be injured / killed as a result of: - A fire being caused in the kitchen. Risk of burns Slips, trips and falls. Electric Shock	<ul style="list-style-type: none"> Staff awareness of dangers. Siting toaster to minimise risk of tripping over cables. Always operate with dry hands. Portable Appliance Testing is current. Use for bread/bread products only Site toaster to minimise risk of possible contact with persons with hot surfaces. Operator must be in attendance – do not leave the toaster in case of fire 				<p>Notice to remind staff not to leave toaster unattended.</p> <p>Regular emptying of crumbs from inside of machine.</p> <p>Use kitchen extractor fan if necessary</p> <p>Only use wooden tweezers provided to remove items from toaster & turn off power first</p>						LF 9/1/19

<p>Slips and trips</p>	<p>Catering staff may be subject to slips and trips during cleaning operations, food preparation, receiving deliveries, spillages of substances / food and premises defects. These injuries may result in burns, bumps and blows, bruising, lacerations and potentially fractures.</p>	<ul style="list-style-type: none"> • Floor cleaning to take place as last task in kitchen when no staff will walk over wet floor. • Training provided to staff to raise awareness of the risks associated with slips and trips in kitchens. • Regular visual inspection of kitchen to identify premises defects and slip / trip hazards. • Equipment inspected regularly to ensure that no liquids are leaking onto floor. Defective equipment condemned from use and reported to responsible person. 	M	M	M							
<p>Burns and scalds</p>	<p>Staff may be injured as a result of contact with hot pots, pans, liquids, and equipment. These injuries may result in burns and blisters.</p>	<ul style="list-style-type: none"> • Protective gloves, arm bands and/or long sleeved aprons provided. • Correct handling techniques of hot items. • Pans not to be overfilled with hot water / substances. • Hot pans not to be left unattended. • Active communication of staff to highlight any risks of hot items. • Pupils not allowed access to the kitchen 	M	L	L							
<p>Cuts and lacerations</p>	<p>Staff may be injured as a result of contact with sharp knives, pan and tray edges and other sharp surfaces. These may result in cuts and lacerations.</p>	<ul style="list-style-type: none"> • Correct knives used for task. • Correct methods used for task. • Knives sharpened regularly to ensure effectiveness. • Knife training issued to kitchen staff. • Safe storage of sharp knives. • Defective trays and pans to be discarded. • Visual inspection of all surfaces to take place on a regular basis. 	L	L	L							
<p>Falling items from height</p>	<p>Staff may be injured as a result of items falling from height and making physical contact with them.</p>	<ul style="list-style-type: none"> • Items not to be stored at height where possible. • Only light / little used items to be stored at height if necessary. • Items to be stored in a safe and secure manner. • Shelving to be checked regularly for durability and suitability. Defects to be reported to the responsible person. 	M	L	L							

<p>Falls from heights</p>	<p>Staff may be injured as a result of falling from ladders and steps. This may result in bumps and blows, fractures, burns and potentially death.</p>	<ul style="list-style-type: none"> • Suitable access equipment provided where there is a need to store or retrieve items at height. • Access equipment to be inspected before use. • Staff instructed on and made aware of risks associated with working at height. • Staff NOT to stand on kitchen side boards or furniture to access higher level items / equipment. • Window poles available to open high level windows. • Extendable equipment available for high level cleaning. • Outsourced high level clean where necessary. 	<p>H</p>	<p>L</p>	<p>M</p>									
<p>Exposure to adverse environmental conditions</p> <p>(Including noise, lighting, ventilation, temperatures etc...)</p>	<p>Staff may suffer illness / injury as a result of exposure to adverse environmental conditions. Such injuries / illnesses may include eye strain, hearing difficulties, dehydration and breathing difficulties.</p>	<ul style="list-style-type: none"> • Adequate ventilation systems in place in kitchens. • Rest breaks provided where appropriate. • Noise assessments conducted if necessary. • Drinking water available. 	<p>M</p>	<p>L</p>	<p>L</p>									
<p>Lone Working</p>	<p>Cleaning staff may be subject to further risk of injury / violence if lone working activities are taking place.</p>	<ul style="list-style-type: none"> • Regular communication between staff and line managers / other members of staff on site. • Lone worker training provided to "at risk" staff. • Necessary unused doors locked to prevent unauthorised access. • Safe working procedures to be adhered to minimise the extent of an injury. Example, no work at height late at night when lone working. • Training provided for challenging difficult behaviour. 	<p>M</p>	<p>L</p>	<p>L</p>									

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OFFICE & REPROGRAPHICS

<p>DSE</p>	<p>Staff, children and visitors may be harmed by:</p> <ul style="list-style-type: none"> Muscular Skeletal Disorders (MSDs) Repetitive Strain Injury (RSI) Headaches Eye Problems 	<ul style="list-style-type: none"> DSE Users to be DSE Assessed by a competent DSE Assessor. DSE Users to be provided with/informed of following:- Any equipment deemed necessary resulting from DSE Assessment (e.g. footrest, anti-glare screen) Adequate lighting to be provided at DSE Workstations Blinds on windows to be provided to reduce glare and reflection. Made aware of their entitlement to eye tests and payment towards glasses. encouraged to take regular breaks away from the screen encouraged to report any faults with equipment or any medical problems. 	M	L	L							
<p>Electrocution</p>	<p>Staff, children and visitors may be harmed by:</p> <ul style="list-style-type: none"> Poor maintenance of electrical equipment Exposed cabling/wires <p>This may result in death electrical burns or fire.</p>	<ul style="list-style-type: none"> All fixed electrical installations must be checked periodically. All portable electrical appliances to be PAT Tested (at yearly intervals) and a log kept. (including equipment used infrequently i.e. Christmas lights) No personal portable electrical equipment to be brought onto site unless it has been electrically tested. Any modifications or repairs to electrical items must only be done so by a competent person. Any 'unsafe' electrical items to be removed from use until properly repaired. Staff to be encouraged to make visual inspections of electrical equipment prior to use. All equipment that is hire must be electrically sound (the onus is on the school to check this) Information, training and instruction to be provided to those staff using electrical equipment. 	H	L	M							

<p>Exposure to adverse environmental conditions</p> <p>(Including noise, lighting, ventilation, temperatures etc...)</p>	<p>Office staff may be harmed by:</p> <ul style="list-style-type: none"> • Stress • Skin disorders (e.g. eczema) • Fatigue • Nausea • Headache • Dehydration 	<ul style="list-style-type: none"> • Adequate lighting to be provided • Blinds on windows to be provided to reduce glare and reflection. • Ventilation of fresh air wherever possible (either by opening windows or where there are no windows through air inlet and extraction outlets. • All extraction and air inlets must be maintained and cleaned periodically. • Ventilation must not create uncomfortable draughts. • Offices must not be allowed to drop below 18°C. • Individually controlled Radiators/Heaters to allow for individual preference of temperatures. • Adequate drinking water to be made available. • Prevention of any nuisance source of noise. 	M	M	M							
<p>Falls from heights</p>	<p>Staff, children and visitors may be harmed by:</p> <ul style="list-style-type: none"> • Broken/fractured bones • Bruising • Cuts/Lacerations 	<ul style="list-style-type: none"> • Avoid working at height whenever possible • Safe means of access provided to reach items at height 	M	L	L							
<p>Falling items from height</p>	<p>Staff, children and visitors may be harmed by:</p> <ul style="list-style-type: none"> • Head Injuries (e.g. concussion) • Crushing • Impact • Cuts and Lacerations • Bruising 	<ul style="list-style-type: none"> • Ensure only light items or infrequently used items are stored at height • Ensure items are stored securely • Provide safe means of access to items at height (e.g. foot-stool) • Ensure items at height are suitably secured (e.g. clocks shelving etc.) 	M	L	L							

<p>Manual handling</p>	<p>Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in:</p> <ul style="list-style-type: none"> • Sprains • Back Injuries • Muscular Skeletal Disorders (MSDs) • Impact 	<ul style="list-style-type: none"> • Staff have received Manual Handling training. • Shared lifting practices to be adopted where appropriate. • Large / heavy items to be assessed before handling. • Lifting and Handling aids to be provided where necessary. • Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling. 	M	L	L							
<p>Slips and trips</p>	<p>Staff, children and visitors may be injured as a result of a slip or trip on:</p> <ul style="list-style-type: none"> • damaged carpets /mats, • trailing cables • spillages from cleaning substances / beverages • items of equipment obstructing walkways <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Breaks • Fractures • Sprains • Cuts • Lacerations 	<ul style="list-style-type: none"> • Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round. • Spillages to be cleaned up immediately as identified. • Avoid trailing cables • No items to be left in walkways • Good Housekeeping. 	M	L	L							
<p>Violence and aggression</p>	<p>Office staff may be a victim of violence and aggression either verbally or physically.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Physical Harm • Stress 	<ul style="list-style-type: none"> • Staff received team teach training. • Building to be secure to prevent unauthorised entry. • Staff encouraged to report all incidents of violence (verbal or physical). 	M	L	L							

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (---/---/---)	Done? ✓/✗

PE ACTIVITIES – BALPE guidelines should be followed and a specific assessment should be conducted for activities where a significant risk of injury is present.

<p>Slips and Trips</p>	<p>Children may slip or trip on:</p> <ul style="list-style-type: none"> • Uneven Surfaces • Wet surfaces • Damaged carpets/mats. • Incorrectly Stored Equipment <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Breaks • Fractures • Sprains • Cuts • Lacerations 	<ul style="list-style-type: none"> • Spillages to be cleaned up immediately as identified. • When PE is undertaken in multi-use accommodation (i.e. dining halls) pre-use checks should be carried out to ensure spillage or other contamination is not present. • Suitable floor surface. • Floor surface maintained in a good condition. • Appropriate footwear to be worn. When 'barefoot' activities are required no footwear or socks to be worn. • PE Staff should ensure that there is sufficient space for the planned activities. • All PE Equipment not in use to be stored away securely. 	M	M	M							
<p>Falls from height</p>	<p>Children may fall from height whilst carrying out PE activities,</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Bruises • Sprains • Breaks • Fractures 	<ul style="list-style-type: none"> • All PE equipment fixed or mobile must be formally examined annually and a written record kept. • Equipment should be visually checked prior to use. • Defective Equipment must be removed from use until repaired or replaced. • Suitable matting to be provided for activities involving being at height. • Children to be supervised by competent staff at all times. 	M	M	M							

Use of equipment	<p>Children may incur injury as a result of incorrect use of equipment or as a result of faulty equipment.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Bruises • Sprains • Breaks • Fractures • Impact • Crushing 	<ul style="list-style-type: none"> • Children to be supervised by competent staff at all times. • Defective Equipment must be removed from use until repaired or replaced. • Staff should ensure that children are suitably dressed. Jewellery etc should normally be removed • Staff should ensure that pupils are taken through warm-up and warm-down processes prior to and after strenuous physical activity. 	M	L	L							
Contact with people and property	<p>Staff and children may incur injury as a result of making contact with large obstructive items and other people during PE.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Lacerations 	<ul style="list-style-type: none"> • PE Staff should ensure that there is sufficient space for the planned activities. • All PE Equipment not in use to be stored away securely. 	L	L	L							
Falling items from height	<p>Staff and children may incur injury as a result of items falling from height.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Cuts • Lacerations 	<ul style="list-style-type: none"> • Only lightweight items to be stored at height. • All items stored at height to be secure. • Where items such as beanbags or shuttlecocks have become stuck on high ledges a lightweight telescopic pole may be used to remove the items. Alternatively, these could be removed periodically during planned maintenance using appropriate access equipment, operated by someone competent to do so. 	L	L	L							

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Who: (Initial)	Date By: (---/---/---)	Done? ✓/✗			

PLAYGROUND ACTIVITIES (Including playtimes and arriving to and departing from school)												
Contact with people and property	<p>Staff and children may incur injury as a result of making contact with large obstructive items and other people during break times.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Lacerations 	<ul style="list-style-type: none"> • All equipment not in use to stored away. • Adequate supervision. • Sufficient space for the amount of children. • All hard and sharp edges of equipment to be minimised. 	L	M	L							
Falls from height	<p>Children may fall from height whilst carrying out PE activities,</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Bruises • Sprains • Breaks • Fractures 	<ul style="list-style-type: none"> • All play equipment fixed or mobile must be formally examined annually and a written record kept. • Suitable ground surface. • Ground surface maintained in a good condition. • Equipment should be visually checked on a regular basis. • Defective Equipment must be removed from use until repaired or replaced. • Children to be supervised by competent staff at all times. 	M	M	M							

<p>Slips and trips</p>	<p>Children may slip or trip on:</p> <ul style="list-style-type: none"> • Uneven Surfaces • Snow/Ice • Poorly Maintained Ground Surface • Incorrectly Stored Equipment <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Breaks • Fractures • Sprains • Cuts • Lacerations 	<ul style="list-style-type: none"> • Efforts made to grit external floors in icy weather. • Defected areas to be highlighted and cordoned off where possible. • Ground surfaces to be maintained in a good condition. • Infrequently used equipment to be stored away. • Good Housekeeping. • Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round. 	M	M	M								
<p>Violence and aggression</p>	<p>Staff and children may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.</p> <p>(Teachers may identify that children have been subject to violence outside of school activities)</p>	<ul style="list-style-type: none"> • Adequate supervision and awareness of pupil behaviours at all times during break times. • Individual behaviour assessments conducted for difficult children. • Pupils encouraged to be polite and courteous towards their fellow pupils, teachers and school visitors. • Staff aware of safeguarding children reporting procedures and designated safeguarding leads. • Discipline procedures in place for offending children. 	M	M	M								
<p>Use of play equipment</p>	<p>Children may incur injury as a result of incorrect use of equipment or as a result of faulty equipment.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Bruises • Sprains • Breaks • Fractures • Impact • Crushing 	<ul style="list-style-type: none"> • Children to be supervised by competent staff at all times. • Defective Equipment must be removed from use until repaired or replaced. 	M	L	L								

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Who: (Initial)	Date By: (-/--/--)	Done? ✓/✗			

Wraggs Yard – see separate risk assessment for Forest Schools												
Litter	Pupils & adults	<ul style="list-style-type: none"> Field to be checked on a regular basis. Small amounts of litter to be collected Large items to be reported to the office who can then report to Wraggs Yard 	M	L	L	Litter picker required – purchased 2014						
Animal Faeces	Pupils & adults	<ul style="list-style-type: none"> Area to be checked before use & cleared safely and hygienically. 	M	L	L							
Strangers	Pupils & adults	<ul style="list-style-type: none"> Staff to be on guard, pupils not left on field alone. Lock down procedures in place After School club procedures followed 	M	L	L							
Pond	Pupils	<ul style="list-style-type: none"> Pupils clearly informed of areas on field that are “out of bounds” 	M	L	L							
Harmful plants e.g. nettles	Pupils	<ul style="list-style-type: none"> Pupils clearly informed of areas on field that are “out of bounds” Adults to retrieve balls or PE equipment 	M	L	L							
Animals	Pupils & adults	<ul style="list-style-type: none"> Adults to be on guard. Lock down procedures to be followed 	M	L	L							
Security	Pupils & adults	<ul style="list-style-type: none"> Wraggy gate to be kept padlocked when the field is not in use. Lockdown procedures to be followed 	M	L	L							

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)	Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
					Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (---/---/---)	Done? ✓/✗

PREMISES											
Asbestos	<p>Staff, children, visitors and contractors may be harmed by inhaling airborne asbestos fibres.</p> <p>This may result in:</p> <ul style="list-style-type: none"> Chronic long term illness Death 	<ul style="list-style-type: none"> Where an asbestos survey has been undertaken, a copy of that survey must be retained on site. Locations of ACM's to be clearly identified through the use of stickers or other suitable means. A copy of the asbestos survey must be communicated to contractors before any work commences and a records kept. The condition of identified asbestos to be monitored at regular intervals. Contractors not to start work unless a full risk assessment has been carried out. Where there is doubt whether a substance or material contains asbestos no work must be undertaken until it has been checked by a competent person. Only approved asbestos consultants and contractors can take samples and remove asbestos. When there is a suspected exposure of asbestos a suitable procedure should be followed. LAMP reviewed on a regular basis, see file 	H	L	M						
Legionella	<p>Staff, children, visitors and contractors may be harmed by legionella bacteria which may be present within water systems.</p> <p>This may result in Legionnaires Disease.</p>	<ul style="list-style-type: none"> Water Risk Assessment to be carried out by a competent person - LA Infrequently used outlets to be flushed on a weekly basis for a minimum of two minutes and recorded. Water temperatures to be monitored monthly and recorded. Showers disinfected/descaled quarterly and recorded - see notes, shower not used. Tanks to be disinfected/descaled annually and recorded – no tanks on site Business Manager & Cleaner/key holder to carry out Premises Officer Training. 	H	L	M	Shower in disabled toilet is not used. Shower head has been removed and a new shower head is available if needed. Shower is run weekly and recorded					

<p>Electricity</p>	<p>Staff, children, visitors and contractors may be harmed as a result of contact with electricity from damaged cables / plugs / switches etc. Unsafe electrical wiring could also potentially cause a fire.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • electrocution • death 	<ul style="list-style-type: none"> • All fixed electrical installations must be checked periodically (minimum of five years) and recorded. • Any modification or repairs to the fixed electrical system must only be carried out by a competent person. • All fixed residual current devices must be periodically checked for correct operation and a record of the check retained by the school. • When purchasing electrical equipment, the correct type of equipment must be purchased for the task. The equipment must comply with British and/or European standards (Kite mark and/or CE mark). • A log of all portable electrical equipment must be kept and maintained by the school. • All portable electrical equipment must be examined and tested by a competent person at least once every two years and a record of that testing retained by the school. This must include equipment used infrequently e.g. Christmas tree lights etc. • All portable equipment to be undergo visual inspection prior to use. • Any unsafe electrical items to be removed until properly repaired. • All electrical equipment that is hired, must be electrically sound – the onus is on the school to ensure this. • All electrical equipment brought on to the school by contractors must have been electrically tested. • Mains isolating switches must be clearly labelled and accessible. • Information, training and instruction must be provided to those staff using electrical equipment. 	<p style="text-align: center;">H</p>	<p style="text-align: center;">L</p>	<p style="text-align: center;">M</p>								
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<p>Fire</p>	<p>Staff, children, visitors and contractors may be harmed as a result of a fire by:</p> <ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	<ul style="list-style-type: none"> • A Fire Risk Assessment to be carried out that covers all the times the premises are occupied. This should be reviewed annually. • Emergency Evacuation Plan to be produced and held on site. This should be communicated to any other groups that share the premises. • Staff to carry out Fire Safety Awareness Training. • Fire Drill carried out termly and recorded. (This should include permanent contractors i.e. cleaners, contractors). • Appropriate signage throughout the school identifying escape routes. • Appropriate fire extinguishers to be provided with clear labelling of their contents and intended use. • Extinguishers must be checked/tested on an annual basis and the last test date to be clearly identified on each extinguisher. • All automated alarms must be maintained at regular intervals. • Call points to be tested and recorded on a weekly basis from different points on a rotational basis. • Fire Exits must be suitable to aid evacuation in an emergency without a key (i.e. push bar). • Fire doors, exit routes and corridors must not be obstructed and maintained in a good condition. • Emergency Lighting must be checked on a monthly and tested on an annually. • Written fire procedures and fire action notices must be displayed throughout the school. • Combustible materials not to be stored in sensitive areas. • Furniture and Furnishings to be made of fire retardant materials. 	H	L	M								
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Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Who: (Initial)	Date By: (---/---/---)	Done? ✓/✗			

SITE SECURITY												
Violence and aggression	Staff, children, visitors and contractors may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.	<ul style="list-style-type: none"> Ensure perimeter fencing is secure and maintained in a good condition. Ensure all external gates locked if possible. Ensure there is a system to control entrance to the building(s). Ensure there is signage to steer visitors to the main entrance. Minimise the number of entrance points into the school. Limit the number of keys issued to staff. Ensure there is a system in place to lock doors and windows when the school is unoccupied. Visitors must all sign in. 'Visitor' badges are available if needed. Visitors to be asked for proof of identity and not permitted to wander the school alone. Intruder alarms must be tested regularly and recorded. Emergency out of hours telephone contacts should be available. 	M	M	M	<ul style="list-style-type: none"> Staff received De-escalation training. 						
General premise condition	All persons on site may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	<ul style="list-style-type: none"> Regular premise inspections conducted to identify any issues with the property's fabric. Regular checks of asbestos on site conducted and recorded to monitor its condition. Condition survey team identify major works required and allocate funds for remedial works on a priority basis. If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately. Further assessment to be conducted if a dangerous property issue arises. 	H	L	M							

During this activity, what could go wrong resulting in an emergency situation?	Problems could occur if staff are not trained or have not received induction, if regular emergency practices are not carried out, regular training not done, premises checks not done
How could this emergency situation be prevented / controlled?	Staff training up to date, emergency practices regular, training up to date, premises checks carried out. Policies all up to date and circulated
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	All staff are trained to respond to an emergency situation – see Fire Practice folder, induction folder, circulated H&S documents folder and training log
Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?	H&S changes are made in a timely fashion to ensure the Health, Safety and Wellbeing of our school community

Risk Assessor(s) Name(s):	Linda Foster 11/9/18	Risk Assessor(s) Signature(s):			
	Read by all staff – see start of year folder				
Authorised By:	Sue Ward 11/19/18	Authoriser Signature:			
Date Conducted:	1/9/16 ongoing assessment	Date Review Required:	11/9/19	Date of Last Review:	11/9/18

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.