



Health and Safety Risk Assessment

Hazard/Activity	Persons at Risk	How Harmed	Control measures	✓ x	Residual risk rating	Comments Actions
Enter/Exit Car Park	Staff Children Parents/ Carers	Run over by car	<ul style="list-style-type: none"> Parents instructed not to park in car park Parents instructed not to turn around, or drop off children in car park entrance Gate marked for 'Staff Only' 		High, Med, Low	
Visitors gaining access to building	Children Staff Visitors	Child security Staff security Visitor Safety	<ul style="list-style-type: none"> CCTV/intercom for main entry installed Other entries locked during session times and lone working Visitors ring buzzer to gain admittance to school office Visitors staying on school premises sign in the visitors log and are given an ID badge In the event of a person entering the building without permission a search will take place All staff to be vigilant at all times to check strangers within the school building 			
Pedestrian access to school	Pupils Staff Parents Visitors Contractors	Slips, trips and falls.	<ul style="list-style-type: none"> Access and exit routes to school should be maintained in a good condition. Regular inspections should be made of all areas to ensure that they remain in good condition. 		Low	
Paved areas	Pupils Staff Parents Visitors Contractors	Slips, trips and falls. Animal excrement.	<ul style="list-style-type: none"> All paved areas and paths should be maintained in a good condition. Inspections should be made to ensure that the paved areas remain in a good condition. Damaged areas should be fenced off in some way to keep people away. Ensure soft play areas are inspected for any 		Low	



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			<p>damage and any repairs needed to be reported to the Head of School.</p> <ul style="list-style-type: none"> • Caretaker to sweep all paved areas within school and remove any excrement to avoid infection/slipping etc. • Caretaker to clear paved areas of snow/ice within the school grounds. 			
Vehicle access	Pupils Staff Parents	Being hit by moving vehicles.	<ul style="list-style-type: none"> • Appropriate separation of pedestrians and traffic should be in place. • Where appropriate lock gates to keep vehicles out. • Arrange for delivery vehicles outside of busy pedestrian times. 		Low-Med	
Steps	Pupils Staff Parents Visitors Contractors	Slips, trips and falls.	<ul style="list-style-type: none"> • Handrails to be fitted on all ramps. • All stepped areas to be maintained in a good condition. • Ensure moss is removed from all steps. • Paint edges of steps regularly with bright yellow or white paint/Illuminate steps where necessary. 		Low	
Vehicle Parking	Pupils Staff Parents	Contact with people, property, vehicles.	<ul style="list-style-type: none"> • Parking bays should be clearly marked. • Parking outside of marked bays to be actively discouraged. • Suitable barriers should be considered to prevent 		Low	



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			vehicles coming into contact with pedestrians or buildings when close to parking areas.			
Ice or Snow	Pupils Staff Parents Visitors Contractors	Slips, trips and falls	<ul style="list-style-type: none"> • Areas to be suitably salted and gritted. • Fence off, or place out of bounds, non-gritted areas that could be dangerous. 		Low	
Accident reporting	Pupils Staff Parents Visitors Contractors	Legal requirement	<ul style="list-style-type: none"> • All accidents to be recorded in the accident book and banged head/nose bleed letters issued for pupils. • All staff, visitors or contractors suffering an accident to be recorded on LEA form. • Pupils taken to hospital, record on LEA form. • The Health and Safety Executive to be informed by telephone of serious accidents as identified on the “Notifiable Major Injuries Chart” or LEA information. • Governors to review accident book and LEA forms to identify trends and initiate control measures. 		Low	

* Please refer to copy of Accident/Incident report form attached to health & safety policy.



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Animals in school	Pupils Staff	Bites, scratches, infection	<ul style="list-style-type: none"> • Only keep suitable animals in school. • Ensure hands are washed before and after handling. • Keep animal house/cage clean and disinfect regularly. • Prevent contact between kept animals, and their food, and wild animals to avoid disease transmission. • If animals wander on floors or tables clean immediately after use. • Carefully wash all animal scratches or bites. If in any doubt about infection seek medical advice. • Be aware of any pupil/staff allergies. 		Low	
Animals Visiting school	Pupils Staff	Possible bites, scratches and infections.	<ul style="list-style-type: none"> • Children to be well supervised by staff members at all times. • Children not to be left alone or touch animals unsupervised. • If petting animals, hands should be washed before and afterwards to prevent any risk of infection. • Any surfaces that are touched by animals to be sanitised immediately after session. 		low	



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Hazard/ Activity	Persons at Risk	How Harmed	Control measures	✓ x	Residual risk rating	Comments Actions
Boiler rooms	Caretaker Contractors	Explosion, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling.	<ul style="list-style-type: none"> • Boiler rooms to be kept locked when not in use and free from storage materials/flammables. • Fire control measures to be in place, and tested, with easy access to them, i.e. extinguishers, fire buckets. • Gas, mains isolator switches to be clearly marked. • Caretaker to be aware of lone working procedure when working alone. • Housekeeping to be to a good standard at all times. • Adequate ventilation to be maintained at all times. • Floor areas to remain clear of spills, grease, oil etc. • Manual handling assessments for ash buckets etc. 		Low-Med	



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Caretaking

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	✓ x	Residual risk rating	Comments Actions
Cleaning chemicals	Caretaker Cleaners	Chemical splashes, fumes	<ul style="list-style-type: none"> Caretaker to be aware of COSHH assessments and inform cleaners of risk control measures when using cleaning chemicals. Guidance on cleaning products is on display on the cleaner's cupboard for easy reference and is referred to during annual performance management reviews. 		Low -Med	
Roof work	Caretaker People below	Falls from height, hit by falling object	<ul style="list-style-type: none"> If working on the roof caretaker to be trained in roof work. Area below to be roped off. Do not go on roof in high winds. Fall arrest equipment to be available if necessary. Edge protection to be available where necessary. 		Low-Med	
Ladders	Caretaker Staff People below	Falls from height	<ul style="list-style-type: none"> Ensure proper training or instruction has been received by persons who use ladders, ensure correct footing, clear area below. Ladders to be maintained in a good condition. If stepladders are used, ensure there is no side loading on them. 		Low-Med	
Lone working	Caretaker Staff	Personal security, injury, abuse	<ul style="list-style-type: none"> Be aware of procedures to deal with threats of violence or aggression. Lone working procedures to be in place. Do not undertake any hazardous tasks when working alone. When caretaker is present he carries a mobile. A panic button with a link to the office is available if required. 		Low	



Classrooms

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Hazard/ Activity	Persons at Risk	How Harmed	Control measures	✓ x	Residual risk rating	Comments Actions
Electric wires/sockets Coats/Bags/ Scissors/ Carpet edges/ Water Glass windows	Pupils Staff, Visitors	Slips, trips and falls, electric shock, cuts	<ul style="list-style-type: none"> • Floor to be in a good condition to prevent slips, trips and falls, not littered with bags and coats. • Do not allow cables to trail across walkways. • Mains outlet socket to be in a good condition not damaged or cracked in any way. • Child safety covers to be used in unused sockets. • No pointed scissors to be left out in classroom. • Replace damaged or broken glass in windows. • Low level glass to be filmed or safety glass. • Chairs and desks to be in a good condition. • Class sizes to be risk assessed. • Spillage's cleaned up promptly. 		Low	
Small objects	Children	Choking	<ul style="list-style-type: none"> • Classroom rules/management, teacher/assistant observation. 		Low	
Computer	Children Adults Visitors	Too long looking at screen/ Internet access	<ul style="list-style-type: none"> • Limit amount of time spent on computer. • Possible use of filter screens. • Filters in place / adult supervision. 		Low	
Resources	Children/ Adults/ Visitors	Sharp edges/broken or damaged	<ul style="list-style-type: none"> • All staff to monitor condition of resources – replace/repair any damaged items. 		Low	



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Cleaning

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	✓ *	Residual risk rating	Comments Actions
Body Fluids	Children Staff Visitors	Risk of contracting infection	<ul style="list-style-type: none"> • See Body Fluids Information and Guidance attached to this manual • Copy to be found on wall in school office and staffroom 	✓	Low-med	
Window cleaning	Caretaker, people below	Falls from height	<ul style="list-style-type: none"> • Contract window cleaners should only be taken on when they can demonstrate a formal risk assessment has been carried out, control measures identified, and are competent 	✓	Low-Med	
Contract cleaners not employed by the school	Cleaners and staff	Slips, trips and falls, electric shock, exposure to hazardous substances	<ul style="list-style-type: none"> • Contract cleaners must ensure that portable electrical appliances used in the school have been electrically tested and labelled accordingly. • All cupboards used for the storage of cleaning chemicals and electrical equipment should be locked/bolted when not in use. • Storage areas should be maintained to a good standard of housekeeping at all times. • Personal protective clothing such as rubber gloves, etc. should be available at all times. • COSHH assessments and control measures for cleaning chemicals must be available. 	✓	Low	
Directly employed cleaners	Cleaners Staff	Electric shock, slips, trips and falls, exposure to hazardous substances.	<ul style="list-style-type: none"> • The school is to ensure that the portable electrical appliances used by the cleaners are subject to regular portable electrical appliance testing and labelled to show dates. 	✓	Low	



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			<ul style="list-style-type: none"> • All cupboards used for the storage of cleaning chemicals and electrical equipment should be locked/bolted when not in use. • Storage areas should be maintained to a good standard of housekeeping at all times. • Personal protective clothing such as rubber gloves, etc. should be available at all times. • COSHH assessments and control measures for cleaning chemicals must be available. • The school is to ensure that cleaning staff receive appropriate training and information on the safe use and storage of cleaning chemicals. • Within a caring and supportive culture, cleaning staff are encourage to raise concerns to line managers (including requests for extra equipment and this will be addressed accordingly. 			
Hazardous substances, flammable, cleaning materials	Pupils, staff, cleaners	Fire, explosion, spillage, inhaling fumes, absorption via skin	<ul style="list-style-type: none"> • Hazardous substances, those with an orange square on the container, to be stored in a secure, well ventilated store which is locked when not in use. • Do not store them in gas or electricity cupboards • Fire extinguisher to be in place if required. • COSHH assessments to be carried out and control measures in place. • Staff to be informed of COSHH control measures where necessary. • Cleaning chemicals, even small amounts should not be kept in classrooms 			



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Contractors						
General	Pupils Staff Visitors Contractors	Personal and property	<ul style="list-style-type: none"> • Contractors are required to comply with the school safety policy. • Contractors are required to sign in and out as for all visitors. • The Head of School or Caretaker to ask contractors, at a pre contract meeting, if they are going to create any hazards and how they are going to control them. • When contractors are to be used they must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any up front payment etc. • Contractors to be properly supervised and monitored while on school premises. • Contractors to be informed if there are any dangers they will encounter i.e. asbestos in the building. 		Low-Med	
Corridors	Pupils Staff Visitors Contractors	Personal and property, slips, trips, falls	<ul style="list-style-type: none"> • Ensure floors remain in a good condition. • Do not allow corridors to become blocked with bags, coats etc. • 		Low	



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<p>Electricity Portable appliances and fixed installation</p>	<p>Pupils Staff Cleaners</p>	<p>Electric shock, burns, fire</p>	<ul style="list-style-type: none"> • All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Executive guidelines. • All electrical equipment to be visually checked before it is used each time. • Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person. • No repairs are to be attempted by an unqualified person • All persons to be made aware of the added danger when cables or socket outlets are near sinks or water. 		<p>Low-Med</p>	
<p>Electric service cupboard/ plant rooms</p>	<p>Caretaker Pupils Staff</p>	<p>Fire, electric shock</p>	<ul style="list-style-type: none"> • Electric plant rooms to be kept locked when not in use. • Plant rooms not to be used for general storage. • Plant room doors to display appropriate safety notices i.e. Authorised personnel only, Main electrical supply, Not to be used for storage etc. 		<p>Low</p>	
<p>Fire</p>						
<p>Fire alarm indicator panel</p>	<p>Pupils Staff Visitors</p>	<p>People and property</p>	<ul style="list-style-type: none"> • Panel to be checked each working day for normal operation, i.e. is the indicator light on? • Any fault to be reported to the contractor immediately. • Records to be maintained. 		<p>Low</p>	



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Fire Alarm and Fire Alarm Call Points	Pupils Staff Visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> • The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract. • The caretaker to undertake a 2 weekly test of the system by activating a different Fire Alarm Call Point each time and the findings recorded. • Any faults found to be reported immediately for corrective action and recorded. • Records to be maintained in the fire log book. 		Low	
Smoke and heat detectors	Pupils Staff Visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> • If fitted they are to be tested on a quarterly basis by a contractor. • Records to be maintained. 		Low	
Fire signs	Pupils, staff, visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> • Designated fire exit routes to be suitably signed with a pictogram and arrows to comply with the new regulations. • Sufficient fire signs to be in the public areas of the school, hall etc. 		Low	
Fire extinguishers Fire hoses	Pupils, staff, visitors	People and property	<ul style="list-style-type: none"> • Fire extinguishers to be tested annually by contract or service agreement. • All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them. • Caretaker to visually check pressure gauges, where fitted, on a regular basis • Records to be maintained, normally on the side of the extinguisher. 		Low	



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Fire blankets	Pupils, staff	People and property	<ul style="list-style-type: none"> • Fire blankets where provided should receive a visual inspection annually by the contractor. • If used they should be checked, re-packed or replaced by the contractor. • 		Low	
Internal fire doors and closer mechanisms	Pupils, staff, visitors	People and property	<ul style="list-style-type: none"> • Fire door closer mechanisms should be checked each school day by the caretaker. If faulty or leaking oil they should be replaced as soon as possible. • If doors do not close correctly they should be repaired as soon as possible. • Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround. • Check door closers are not too stiff for small children. • Doors to open and close correctly and not be impeded in any way or kept open. • Expanding strips in fire doors to be in good condition. • Fire doors should not be propped open. 		Low	
External fire doors	Pupils, staff, visitors	People and property	<ul style="list-style-type: none"> • Caretaker to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal school activities. • Ensure fire doors are not locked or chained during school time. 		Low	



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Evacuating the school	Pupils, staff, visitors	Personal injury	<ul style="list-style-type: none"> • Regular fire drills to be in place, normally once per term. • Try to have at least one drill per year in which one exit is notionally blocked off to simulate fire conditions. • If there are any pupils with access/mobility problems ensure that someone is nominated to assist them during an evacuation. • Ensure there is a method for taking an effective role call to account for everyone. • Nominate fire monitors to “sweep” the building to ensure that it is empty. • Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service. 		Low	
First aid						
First aiders	Pupils, staff, visitors	Injury treatment	<ul style="list-style-type: none"> • There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school. • Sufficient first aiders to provide cover for holidays, illness etc. • Sufficient cover to provide first aid on school trips etc. based on risk assessment. • All staff to be aware of how to summon first aid assistance. • List of first aiders to be displayed in prominent position. • Provide refresher training before expiry dates of first aider’s certificates. 		Low	



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First aid kits	Pupils, staff, visitors	Injury treatment	<ul style="list-style-type: none"> • There should be sufficient first aid kits in the school at strategic places. • The kits are to be regularly checked to ensure they remain adequately stocked. • There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc. 		Low	
Gas Gas appliance servicing, maintenance	Pupils, staff	Explosion, carbon monoxide poisoning	<ul style="list-style-type: none"> • All gas appliances to be tested annually for safety by registered gas fitter • Gas appliances to be regularly maintained. • Non registered people are prohibited from carrying out any work on gas appliances/ 		Low-Med	
Internal gas meter rooms	Pupils, staff	Explosion, leaks	<ul style="list-style-type: none"> • Gas meter rooms to be secured at all times when not in use. • Gas meter rooms to have adequate ventilation at all times. • Gas meter rooms to be “no smoking” areas. • Not to be used for general storage. 		Low	
External gas meters	Pupils, Staff	Explosions, leaks	<ul style="list-style-type: none"> • Cupboard to be locked when not in use. • Not to be used for general storage. 		Low	
Glass	Pupils, staff	Cuts, splinters	<ul style="list-style-type: none"> • Low level glass to be safety glass or treated with safety film. • Damaged glass to be replaced as soon as possible. • If glass is not treated or safety glass a survey is required to determine what is required. 		Low	
Grounds maintenance						



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Sheds	Pupils, staff	Slips, trips, falls, falling items	<ul style="list-style-type: none"> Sheds to be kept locked when not in use. Shed to be kept tidy. Keep storage of hazardous/flammable items to a minimum, petrol, paint, chemicals etc, to be kept locked at all times. 		Low	
Garden furniture	Pupils, staff	Collapse, splinters, cuts	<ul style="list-style-type: none"> Garden furniture to be inspected regularly and subject to annual maintenance. 		Low	
Flower tubs	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> Tubs to be safely positioned to prevent people falling over them. 		Low	
Bridges, viewing platforms	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> Bridges and platforms to be regularly inspected and maintained. Suitable hand rails and guard rails to be fitted. If used after dark adequate lighting should be provided. 		Low-Med	
Grassed areas	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> Grassed areas to be inspected regularly by the Caretaker to ensure they remain in a safe condition, no holes etc. P E Teachers to check before use. <p><i>Other:</i></p>		Low	
Manhole covers, stop cocks etc.	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> Caretaker to visually check covers to ensure they remain in a safe condition, fence off if causing hazard. 		Low	
Spraying of chemicals	Caretaker, ground staff, pupils,	Inhalation, chemical absorption through skin	<ul style="list-style-type: none"> Chemical spraying not to be carried out if spray could reach pupils or in windy weather. Spraying only to be undertaken by trained, competent persons. 		Low-Med	



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	staff		<ul style="list-style-type: none"> • COSHH assessments to have been completed for chemicals used and control measures rigorously followed. 			
Landscape maintenance machinery	Caretaker, ground staff	Cuts, lacerations, amputations	<ul style="list-style-type: none"> • Landscape maintenance machinery to be used by competent and authorised personnel. • Machinery to be securely stored when not in use. • No machinery to be left unattended when out of storage. • Adequate personal protective equipment to be available, and used, when operating machinery. • Appropriate access equipment to be used for access to high hedges, ladders etc. • If using 240 volt electrical equipment a Residual Current Device must be used. If extension leads are used they must be heavy duty outdoor type. • Burning of landscape waste only to be undertaken on proper brazier. • Machinery and equipment to be regularly serviced and maintained. 		Low-Med	
Hall	Pupils, staff	Slips, trips, falls, stairs, stage	<ul style="list-style-type: none"> • All exits to remain clear. • Floor to be in a good condition. • Steps to be kept clear to hall doors and external stage area. • Chairs to be suitably stacked when not in use. • P.E. equipment to be stored safely in P E corner • Benches to be stored along wall. • Music area to be kept tidy. 		Low	
Dinner Hall						
Food / spilt	Staff/	Danger of	<ul style="list-style-type: none"> • All spillages to mopped up immediately and 			



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drinks	Children/ Visitors	slipping	<p>wet floor sign placed on wet surface.</p> <ul style="list-style-type: none"> Children not to throw food on floor – place it in the bins provided or back in lunch boxes. 	Medium	
Lunch boxes/Coats thrown on floor	Staff/ Children	Tripping /falling	<ul style="list-style-type: none"> Lunch boxes to be placed on trolleys provided Coats to be kept in a tidy pile in corner of hall. 	Medium	
Cutlery	Staff/ Children	Dropped/ waved around	<ul style="list-style-type: none"> Supervision to avoid accidents, pick up dirty cutlery and place to be washed to avoid contamination. 	Medium	
Running /running with food	Children	Falling/ colliding Pushing/ Falling/ unable to hear adults instructions.	<ul style="list-style-type: none"> Adult supervision at all times – Children to follow rules. Rules of behaviour to be given regularly before entering dinner hall. 	Medium	
Un-organised queuing /High noise level	Children		<ul style="list-style-type: none"> Adult supervision. 		
Lunchbox food le No NUTS	Children/ Staff	Allergies/ choking	<ul style="list-style-type: none"> Regular bulletins on newsletter about contents of lunchboxes Within school prospectus to ensure parents are aware. Staff trained to treat in case of emergency 	High	



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Wetplay	Children	Accidents	<ul style="list-style-type: none"> • Midday staff to take children to classrooms and supervise until teachers return. • All members of staff to be aware of the Fire drill and which exit to use in case of emergencies. 	Medium	
ICT Resources	Children/ Staff	Lack of space, Eye damage, Germs / Infections, Electrocution/ Risk of fire, Things falling from shelves. Dehydration/ Overheating, Tripping	<ul style="list-style-type: none"> • .Behaviour management to assure children's safety/ restrict numbers of persons. • Limit time spent on computers/filter screens • Regular cleaning of keyboards and mice. • Socket covers for all unused plugs, computers to be switched on only when needed, all switches off at end of day. Staff to be aware of isolation switch. • Annual electrical testing. • Keep shelves tidy and monitor. • Open windows for ventilation/possible air conditioning. • Chairs to be placed under desks when not in use 	Low-Med	



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Kitchen						
General	Kitchen staff, pupils, staff	Personal hygiene measures	<ul style="list-style-type: none"> • All staff who handle food must be instructed in food hygiene to a level appropriate to their job. • Always wash hands before handling food. • Kitchen staff to inform their supervisor of any medical condition they may have. • Appropriate first aid kits to be available. • All accidents to be recorded in the accident book in kitchen. • Kitchen to be clean and in good repair. • Adequate welfare facilities to be available, separate and clean. • Kitchen staff to wear proper uniform and footwear. 		Low	
Ventilation	Kitchen staff	Heat stress	<ul style="list-style-type: none"> • There must be sufficient ventilation. • Ventilation systems to be regularly cleaned and working efficiently. • Fly screens to be fitted to opening windows and doors. 		Low	
Lighting	Kitchen staff	Slips, trips, falls	<ul style="list-style-type: none"> • The kitchen must have adequate natural or artificial lighting. • Lighting covers or diffuser units should be regularly removed and cleaned. 		Low	
Welfare facilities	Kitchen staff	Personal hygiene	<ul style="list-style-type: none"> • Adequate changing facilities to be provided. • Area to be maintained in a clean and tidy condition. 		Low	
Food preparation	Kitchen staff, pupils, staff	Hygiene	<ul style="list-style-type: none"> • All surfaces that come into contact with food must be well maintained and easily cleaned. • Cleaning programmes to be in place including arrangements for deep clean at times. 		Low	



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Food storage	All	Hygiene	<ul style="list-style-type: none"> • Fruit and vegetables to be stored away from other foods in a cool area with adequate ventilation. • Dry foods to be stored in cool, dry, well ventilated rooms. • Food should not be stored on the floor but on suitable racking. • Frozen foods should be put in the freezer as soon as they are delivered. • Frozen food should be date marked to facilitate correct rotation. • Freezer temperatures to be taken and recorded twice per day, at least. • Perishables to be stored in the fridge. • Cooked and raw meat to be stored separately. 		Low	
Cleaning	All	Hygiene	<ul style="list-style-type: none"> • COSHH assessments to be carried out for cleaning chemicals. • Never mix cleaning materials. • Use cleaning materials suitable for the job 		Low	
Waste storage and disposal	All	Hygiene	<ul style="list-style-type: none"> • Suitable storage and waste disposal arrangements to be in place for waste food products and refuse. • Waste food is to be disposed of in easy to clean containers with self closing lid. • Waste food not to be left in the kitchen overnight. • Always wash hands after handling waste. • Waste storage areas to be washed down and cleaned regularly using disinfectant as required. • Ensure lids remain in place on waste bins. • Suitable arrangements to be in place on waste bins. • Suitable arrangements to be in place for the removal of waste food. 		Low	



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Pest control	All	Hygiene	<ul style="list-style-type: none"> • Pest control measures to be in place where appropriate. • Inspect dried food regularly. • Look for signs of droppings and damage to packets. 		Low	
Gas	Kitchen staff	Explosion	<ul style="list-style-type: none"> • Gas cut off valves to be clearly labelled. • Access to the valves is to remain clear at all times. • Relevant staff to be aware of where the valve is and receive instruction in its operation. • All fire extinguishers to remain free of obstruction. • Never leave kitchen unattended when food is cooking. 		Low-Med	
Ladders- stepladders						
	Caretaker, staff	Falls from height	<ul style="list-style-type: none"> • Ladders and stepladders should only be used by people trained or instructed in how to use them. • Ladders and step ladders to be regularly inspected and maintained. 		Low-Med	



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Lessons						
General	Pupils, staff	Slips, trips, falls, chemical splashes, cuts	<ul style="list-style-type: none"> Where lessons involve any degree of risk then the teacher must be competent to take that activity. Do not allow leads to trail across walkways. Flooring to be in a good condition. PE takes place in a calm and quiet manner. Mini risk assessments for trainee teachers or other staff requiring support – decision made within a supportive, yet transparent culture. 		Low	
Art	Pupils, staff	Adhesives, knives, glazes, glue guns	<ul style="list-style-type: none"> Adhesives to be water based rather than solvent and be non-toxic. Craft knives should only be used under supervision. Glazes should be of the non-toxic type. Glues should be of approved type. Glue guns should be used under supervision. 			
Technology	Pupils, staff	Tools, scissors, cuts, electricity – burns/shock	<ul style="list-style-type: none"> Pupils to be properly instructed in the safe use of all tools used and suitably supervised. Tools and equipment to be properly stored. Use only batteries for experiments never mains. Portable mains electrical appliances to be regularly tested and maintained. 			
P.E. Indoor	Pupils	Cuts, bruises, fractures, equipment	<ul style="list-style-type: none"> P.E. teachers to be suitably qualified. Equipment to be tested on an annual basis by a competent person, and checked each time before use. Suitable clothing to be worn. Class size to be assessed for activities undertaken. First aid to be available. 			



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		<p>Clothing/ footwear, jewellery</p> <p>Emergency Procedure</p>	<ul style="list-style-type: none"> • Jewellery not to be worn during school. Some children will come to school having forgotten to remove at the weekend. In such instances, the child should be encouraged to remove them themselves. Individual care to be shown to children who have recently undertaken ear piercing or cannot remove their earrings themselves as risk to the child of infection when removing stud too quickly is generally greater than risk of injury caused during PE if wearing said stud. • Behaviour management by teaching staff. • Lone teaching staff to send child in for help if necessary. • Higher risk of injury due to activities undertaken • PE to be undertaken as quietly as possible to ensure instructions are heard. • First aider to be sent for using 2 children in the event of serious accident. 			
<p>Library area</p>	<p>Pupils, staff</p>	<p>Back injury, personal injury</p>	<ul style="list-style-type: none"> • Tall book cases to be secured to walls. • Free standing book cases to be filled from the bottom to prevent them becoming unstable. • Suitable lighting to be available. • Do not allow trailing leads from computers to cross walkways. • Adequate access to be available for high shelving, stepladders, kickstools etc. • Flooring to be in a good condition. 		<p>Low</p>	



Health and Safety Risk Assessment

Manual handling of pupils	Back injury, personal injury	Pupils, staff	<ul style="list-style-type: none"> Where the school has disabled children there must be a manual handling assessment carried out by a competent person. Where pupils have to be assisted to move, or assisted from wheelchairs the staff assisting them must be suitably trained. Suitable areas should be available for disabled pupils, i.e. changing facilities. See Continence Policy 		Med	
Manual handling of inanimate objects	Back injury, personal injury	Staff, caretaker	<ul style="list-style-type: none"> Manual handling assessments to be conducted for handling tasks. People who may be at risk are to have completed suitable training. Suitable mechanical aids to be available. 		Low-Med	
Nursery Nappy Changing	Pupils, staff	Personal injury, slips, trips, falls, electric shock	<ul style="list-style-type: none"> Staff involved in lifting small children to have been suitably trained. Mains outlet sockets to be fitted with blanks. Floor area to remain in tidy condition to prevent falls Clear up sand and water spills as soon as possible. Where there are animals kept in the nursery animal section above to be followed. Door jambs to have suitable finger protection. Adequate changing facilities to be provided. 		Low-Med	All staff trained in nappy changing have been issued with the following :- Continence Management – Advisory Guidance for School Nurseries



Health and Safety Risk Assessment

Office or admin area	All office staff	Eye strain, RSI, muscular difficulties Slips, trip, falls	<ul style="list-style-type: none"> • Office staff to receive training in correct set up of computer equipment. • Ensure a good standard of cable management is observed. • Do not allow cables to trail across walkways, use rubber protecting strips. • Do not leave filing cabinet or desk draws open. • New filing cabinets to be filled from the bottom up. • Only open one draw at a time. • Cabinets which allow more than one draw to open at a time to be fixed to the wall. • Floor to be free from tripping hazards, torn carpets etc. 		Low	
Off site visits	Pupils, staff, volunteers	Slips, trips, falls, personal injury, Animal excrement, Unpredictability of children.	<ul style="list-style-type: none"> • Care to be taken to avoid uneven pavements, supervision by adults for traffic, street furniture, rubbish, animal excrement (infection), ice, strangers etc. • Adults to supervise children at all times, parent helpers to have instruction leaflets and meeting with staff prior to visits. • LEA guidelines to be followed for off site visits. • Arrangements to be checked by Head Teacher. • Qualifications of any activity providers to be checked. • When using mini buses, seat belts to be fitted and used. • Minibus drivers to be suitably qualified and licensed. • First aid cover to be provided, based on risk assessment. • First aid kit to be taken on visit. • Any child's prescribed medication to be taken on visit. 		Low-Med	



Health and Safety Risk Assessment

Plant rooms					
Gas and electric service cupboards	Pupils, staff, caretaker	Fire, electric shock	<ul style="list-style-type: none"> • Service cupboards are not to be used for general storage, never block access to equipment. • Service cupboards should have appropriate sign on outside of door, i.e. gas intake, mains electric intake. • Service cupboards are always to be locked when not in use. 		Low
Play equipment, Outdoor garden area (reception)	Pupils, staff, visitors,	Falls, cuts, fractures, Play bridge Animal excrement, Splinters, Easels, Concrete steps, Plants, berries etc, Sand/water	<ul style="list-style-type: none"> • Play equipment to be inspected regularly by caretaker and maintained. • Play equipment to be inspected annually by a competent person, insurance company etc. • Regular inspection of wooden fences to avoid risk of splinters. • Equipment to be inspected after wet weather, children not to use if wet to avoid danger of slipping. • Edges of concrete steps to be repainted regularly. • Plants and berries to be inspected/removed to avoid poisoning, rashes and allergies. • Adult supervision of sand and water trays to avoid eye irritation, drowning, choking. 		Low
Playground	Pupils, Parents, Visitors, Staff	Slips, trips, falls, cuts	<ul style="list-style-type: none"> • Playground surface to remain in a good condition and not breaking up which could make it slippery. • There should not be any holes in the surface • Damaged areas to be fenced off with suitable barriers. • If moss or fallen leaves are a problem they should 		Low-Med



Health and Safety Risk Assessment

Playtime	Pupils, staff	Slips, trips, falls	<p>be removed regularly.</p> <ul style="list-style-type: none"> • In icy conditions surface may need gritting or be placed out of bounds. • Steps slippery when wet, care to be taken or adults to keep stage area clear. • Play equipment to be maintained in good condition • Adult supervision of children at all times when equipment in use • Any damaged areas to be cordoned off until repairs are completed. • Not to be used when wet – adults to supervise. <ul style="list-style-type: none"> • Adequate supervision to be available during playtime. • Adequate first aid provision to be available during playtime. • Arrangements to be in place for dealing with intruders to the playground during playtime. • Arrangement for dealing with dogs in playgrounds during playtime. 			
Security of children when running errands	Children	Child security	<ul style="list-style-type: none"> • Send children in pairs 		Low	
Safety training	Pupils, staff	Personal safety	<ul style="list-style-type: none"> • New staff to receive training during induction training, to include fire safety arrangements, first aid arrangements etc. • Staff to receive adequate training to carry out health and safety duties, i.e. be trained to carry out risk assessments, be trained to carry out fire risk assessments. 		Low	



Health and Safety Risk Assessment

Staff room	Staff	Slips, trips, falls, scalds, hygiene	<ul style="list-style-type: none"> • Attention to be paid to good housekeeping in the staff room. • Electrical items to be tested annually. • Kettles and boilers to be placed in a safe position to avoid burns and scalds. • Fridge's to be regularly defrosted and out of date food removed. • Floors and carpets to be in a good condition. • Furniture, chairs etc. to be in reasonable condition. 		Low	
Steps	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> • Steps to be in a good condition, damaged noses to be repaired, there should be no loose treads. • There should be no loose carpets or mats on stairs. • Hand rails to be kept in good condition, regularly checked for splinters and securely attached to walls. • Electromagnetic closers to hall fire doors are fitted 		Low	
Store rooms	Staff	Slips, trips, falls, falling items	<ul style="list-style-type: none"> • Good housekeeping to be maintained at all times. • Storage racking and bookcases etc. to be secured to wall. • Racking and shelving are not to be overloaded. • Kick-stools or step ladders to be available where high shelving is in place, any chairs to be removed. • The store room to have suitable lighting. • Store rooms to be locked when not in use. • Heavy items to be stored on waist high shelving, with light items at the top and bottom. 		Low-Med	
Temperature	Pupils, staff, Visitors	Cold, heat stress	<ul style="list-style-type: none"> • School boiler to be capable of maintaining suitable temperature in school. • Sufficient means of ventilation to be available in 		Low	



Health and Safety Risk Assessment

			<p>hot weather.</p> <ul style="list-style-type: none"> • If hot pipes or radiators can cause contact burns they should be guarded, particularly in nursery and primary areas. • If hot water in taps can cause scalding they should be fitted with anti-scald valves, particularly in nursery and primary areas. 			
Toilets	Pupils, staff	Hygiene, slips, trips, falls, trapped persons	<ul style="list-style-type: none"> • Toilet areas to be maintained in a good condition • Toilet areas to be maintained in hygienic condition. • Anti-scald valves to be fitted where necessary. • Spillage's on floors to be moped up as soon as possible. • Soap and drying systems/towels to be available. • Where toilets are adapted for disabled use they should have suitable hand rails and alarms. • Sanitary disposal system in place where necessary. 		Low	
Violence	Pupils, staff	Personal injury	<ul style="list-style-type: none"> • Staff to be aware of how to deal with violence or aggression from or between pupils. • Staff to be aware of how to deal with violence or aggression from parents or public. • Systems to be in place for dealing with intruders. 		Low	
Waste	Pupils, staff	Slips, trips, falls, hygiene	<ul style="list-style-type: none"> • Adequate systems to be in place to remove normal waste. • Adequate systems to be in place to remove clinical waste where necessary. • External bin areas to be kept clean, well ventilated and free from pests. • Bin areas to be washed down on a regular basis and disinfected if necessary • Rubbish should not be allowed to accumulate in 		Low	



Health and Safety Risk Assessment

			bin areas. <ul style="list-style-type: none"> • Bins should be fitted with lids. • Bin areas are not to be used for other storage. 			
Water systems, tanks, taps	Pupils, staff, visitors	Bacterial infection	<ul style="list-style-type: none"> • Children must be attended by 2 adults if possible. • Water management and inspection routines to be in place in accordance with COSHH, where necessary. 		Low	



Health and Safety Risk Assessment

Educational Visits

We refer to the School's Policy for Educational Visits, which also contains specific risks assessments for individual visits.

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating	Comments Actions
Getting on and off the coach.	Children and adults	Trips, slips and falls, Getting lost. Hurt in a pedestrian accident.	<ul style="list-style-type: none"> • Enough adults to supervise the children safely. Adults to be shared equally between the number of children going. • Children must have a signed consent form. They cannot go without this. • Children have a badge with the school name and address but not their own name • Children and adults to be counted on and off the coach. Each group stays in the charge of a teacher, with adults and children allocated to that group. Children are never to be left alone. • Each coach to have a list of children and adults on it. • Only adults named on the list to be taken. 	Med	
Travelling.		Hurt in a traffic accident.	<ul style="list-style-type: none"> • Reputable coach companies. Every child to have a seat with a seat belt that is done up. • Children must remain seated on the coach. • No eating or drinking on the coach. • Each coach must have a first-aider. 	Med	
At the venue.	Children and adults	Getting lost. Hurt in a pedestrian accident.	<ul style="list-style-type: none"> • Children and adults to be counted on and off the coach. • Each group stays in the charge of a teacher, with adults and children allocated to that group. • Children and adults to be counted at each stage of the activity. • Children are never to be left alone. • Children have a badge with the school name and address but not their own name • A member of staff to have visited venue prior to visit. 	Med	



Health and Safety Risk Assessment

Pregnancy	Female members of staff	<p>Falling, / tripping</p> <p>Contagious diseases</p> <p>Lifting moving objects</p> <p>Bumps.</p>	<ul style="list-style-type: none"> Make sure there are no wires or objects trailing on the floor area, make sure coats are hung on coat pegs so as not to obstruct the corridors and lunch box trolleys are against the walls. Female members of staff should be aware of the dangers of some communicable diseases such as Chicken Pox, Measles and Mumps in the early months of pregnancy and must be notified if children in the school have any of these illnesses. Pregnant members of staff are not to lift or move objects in the classroom or around the school – including P.E. equipment. Pregnant members of staff to be extra careful when in school or playground, making sure they are observant of children running, filing cabinet draws / cupboard doors being left open. 	<p>Med</p> <p>Med</p> <p>Med</p> <p>Med</p>	
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Health and Safety Risk Assessment

<p>Broken Limb Stress fracture to leg - using crutches & wheelchair</p>	<p>Staff Children</p>	<p>Falling, / tripping</p>	<ul style="list-style-type: none"> Make sure there are no wires or objects trailing on the floor area, make sure coats are hung on coat pegs so as not to obstruct the corridors and lunch box trolleys are against the walls. Member of staff is not to lift or move objects in the classroom or around the school – including P.E. equipment. Member of staff to be extra careful when in school or playground, making sure they are observant of children running, filing cabinet draws / cupboard doors being left open. Member of staff to make use of disabled facilities as necessary. Head of School will provide TA to provide support in class. Member of staff to be extra careful when moving around school particularly in corridors and in the classroom. To be very aware at all times when using crutches of proximity of other adults/children (bumping into others/ risk of falling/hitting others with crutches). Wheelchair to be used in class to assist movement around class – safer than use of crutches for children and TA. To be used in conjunction with crutches if appropriate. Member of staff to be extra careful when moving around in the wheelchair in the classroom. To be very aware at all times when using wheelchair of proximity of other adults/children (bumping into others/running over feet, etc). 		<p>Med</p>
		<p>Lifting moving objects Bumps.</p>		<p>Med</p>	
		<p>General</p>		<p>Med</p>	
		<p>Use of crutches</p>		<p>Low</p>	
		<p>Use of wheelchair in class</p>		<p>Med</p>	



Pet Care

Health and Safety Risk Assessment

Background

Thames View Infants is an animal-friendly School. There are hens and a three-legged School Cat. Previously, there have been school-owned rabbits and guinea pigs. Governors of Thames View Infants considered the options regarding the possibility of the Headteacher's dog attending School and adopting it as the spirit of the "School Dog". The Headteacher's previous dog – Patch – would attend School for a number of years prior to its death, and it was very much felt that this spirit and ethos should continue.

The rationale behind this decision was as follows:

1. For the school to have a pet that was able to live as naturally as conditions would allow.
2. For the animal to be properly cared for outside of the school day.
3. To have a pet that the children could interact with and also be of benefit to the children's social and emotional development.

Pear is a 'rescued' adult Jack Russell Terrier. Prior to adopting the dog, the Head Teacher, Paul Jordan had an extensive dialogue with the rescue centre to identify a suitable, well-trained dog, with the correct type of temperament for a School setting. Pear was chosen as she presented with a suitable temperament for interaction with children. Prior to the introduction into school, 6 weeks intensive training took place with Pear by the Headteacher, an experienced dog owner.

Pear is solely and entirely owned by the Headteacher and leaves in his home at his own expense. Each year, she will be introduced to the school environment and the staff and children gradually. A Vet's practice - local to the Headteacher's home - thoroughly check Pear for any illnesses and is responsible for her vaccination programme. There are no diseases that could be caught from the dog as she is kept up to date with immunisations and her worming treatment is in line with vet guidelines. A register of her annual health check is kept both by Paul Jordan and the vets' surgery. There are no incidences of rabies in the UK and Pear will not be taken out of the country.

It is accepted that interacting with animals is not appropriate for all children but that for some it has the potential to provide many positive benefits. Any parent who does not wish their child to interact with the dog is invited to write to inform the Headteacher of their wishes. This risk assessment will be reviewed annually and the impact of a school dog will be continually evaluated by Governors, as per all School Risk Assessments presented in this document.



Health and Safety Risk Assessment

Hazard	Risk	Risk 1-5 *	Likelihood 1-5*	Controls in place	Comments /Action
<p style="color: red;">Dog getting over excited when interacting with children.</p>	Child knocked to ground	1	1	<p>The dog will always be in the care of a responsible adult and will never be allowed to freely roam the school premises.</p> <p>Children are not left with the dog unsupervised.</p>	
	Child scratched by Dog	1	1	<p>The dog will always be on a lead when she is out of the Head's office, except when she is undergoing structured training with her primary trainer or accompanied closely by the Headteacher.</p> <p>The dog is trained not to jump up or bite the children.</p>	
	Child bitten by Dog	1	1	<p>Pupils have been, and continue to be, taught the impact of their actions. Education of this nature is continually given to children, and often to whole school during assemblies, form time and PSHE lessons.</p> <p>Pupils will be taught "dog-friendly" lessons and what to do to prevent the dog from chasing them. (i.e. stand still, cross arms)</p> <p>The dog will attend the vets' regularly to make sure her claws are kept short and is also walked on concrete/tarmac to keep them trimmed.</p> <p>Pear shows no signs of aggression or harmful temperament whatsoever and should this change, then this arrangement will cease and she will be excluded from School.</p>	



Health and Safety Risk Assessment

Hazard	Risk	Risk 1-5 *	Likelihood 1-5*	Controls in place	Comments /Action
<p style="color: red;">The dog gets loose from the Headteacher's office/lead.</p>	<p>As above</p>	<p>1</p>	<p>2</p>	<p>The dog will be based in the Headteacher's office, which is big enough for her to be happy and safe during the school day and the children are taught not too tease her.</p> <p>Staff and Children are taught on what to do should they see Pear wandering around School unattended. If the dog does get loose, a member of staff will come and put her back in the Headteacher's office.</p> <p>There are four members of staff who will be called upon in the event of the dog getting loose or if she needs attention at any other time, they are:</p> <ol style="list-style-type: none"> 1. Paul Jordan (Head Teacher) 2. Claire Smith (Deputy Head) 3. Kelly Ager (School Business Manager) 4. Donna Bonifico (Officer Lead) 	



Health and Safety Risk Assessment

Hazard	Risk	Risk 1-5 *	Likelihood 1-5*	Controls in place	Comments /Action
Dog hair causing allergies	Children have allergic reactions	1	1	<p>Parents have been asked to inform the school of any known allergies prior to introduction of the dog to school. A list of any children who should not interact with the dog will be kept by the Head Teacher and Reception staff.</p> <p>Children will have the opportunity to interact with the dog as they wish and those with allergies will be able to opt out of interaction.</p> <p>Children have been taught to wash their hands after active participation with the dog.</p>	
Children getting germs from the dog	Children/staff will contract diseases that can be carried by dogs	1	1	<p>Pear will be toileted before and after school at the Headteacher's home. Should the dog defecate on the school site a member of staff will clear this up immediately and dispose of it in a safe manner. The area will then be disinfected with an appropriate animal disinfectant. Should Pear have an upset stomach, she will not be brought to School for 48 hours.</p> <p>All immunisations are kept up to date in accordance with veterinary guidance.</p> <p>A register of this is kept by the Head Teacher.</p> <p>Flea treatment is carried out at 6 weekly intervals.</p> <p>Worming treatment is carried out at 3 monthly intervals.</p> <p>The dog will not go in the school dining hall at meal times; she will never goes into the food preparation area of the kitchen.</p>	

Non Health and Safety Risks



Health and Safety Risk Assessment

Hazard	Risk	Risk 1-5 *	Likelihood 1-5*	Controls in Place	Comments/Action
Financial cost of the dog's upkeep	School unable to afford ongoing cost of the dog's day to day upkeep or medical bills	1	1	The dog is the responsibility of Paul Jordan. He is financially responsible for all her care. The dog is the responsibility of Paul Jordan outside of school hours.	
Claim is made against the school dog re behaviour	School not adequately covered financially.	1	1	The dog is insured privately by the Headteacher and the the School has public liability insurance cover. The value of this cover is currently £2,000,000. The certificate is kept in the school office. The insurance is renewed annually.	

KEY:

1- Low risk, 5-High risk of injury

Equal opportunities

All young people will be treated equally, regardless of race, creed or gender.

The policy will be applied regardless of culture, faith or belief.