


| Risk Assessment | People's Services Department | | |  ST HELENS BOROUGH COUNCIL | | | | | | | | | | | | | | | |
|--|---|--|---|--|------------------------------|-------------------------------------|---------------------------------|---|-------------------------|--|---|---|--|--|---|---|--|--|--|
| Activity or site: | General School Activities (Model) | | | | | | | | | | | | | | | | | | |
| Date of assessment: | September 2024 | Approved by: | L. Dingsdale | Review date: Annually or as changes occur | | | | | | | | | | | | | | | |
| <p>This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.</p> | | | | | | | | | | | | | | | | | | | |
| <p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate:</p> | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>What are the hazards?</th> <th>Who might be harmed and how?</th> <th>Current control measures</th> <th>Any additional control measures required</th> <th>Date implemented</th> </tr> </thead> <tbody> <tr> <td> <p>Don't forget long term health hazards</p> </td> <td> <p>Identify groups of people and how the hazard could cause them harm</p> </td> <td> <p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> </td> <td></td> <td></td> </tr> <tr> <td> <p>Chemical/Hazardous Substances (Art/Science/D&T, Cleaning, etc)</p> </td> <td> <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer skin diseases and breathing difficulties as a result of contact with hazardous chemicals. Long term exposure can trigger allergic reactions in some people.)</p> </td> <td> <ul style="list-style-type: none"> • Non-hazardous or less hazardous products purchased/substituted, wherever possible. • Inventory of hazardous substances maintained by the Headteacher/Head of Department. • COSHH Assessment of hazardous substances undertaken by School's COSHH Assessor (where applicable) with support from the Health Safety Section (Tel: 673231/3234/3236/3246 or Email: corporatesafetysection@sthelens.gov.uk), where required. • Hazardous substances to be stored safely in accordance with COSHH Assessment and supplier's information. • Personal Protective Equipment to be issued to staff as required by Assessment. • CLEAPSS Model Risk Assessments (MRATS) provided by the Local Authority (LA) and tailored where necessary. </td> <td></td> <td></td> </tr> </tbody> </table> | | | | | What are the hazards? | Who might be harmed and how? | Current control measures | Any additional control measures required | Date implemented | <p>Don't forget long term health hazards</p> | <p>Identify groups of people and how the hazard could cause them harm</p> | <p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> | | | <p>Chemical/Hazardous Substances (Art/Science/D&T, Cleaning, etc)</p> | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer skin diseases and breathing difficulties as a result of contact with hazardous chemicals. Long term exposure can trigger allergic reactions in some people.)</p> | <ul style="list-style-type: none"> • Non-hazardous or less hazardous products purchased/substituted, wherever possible. • Inventory of hazardous substances maintained by the Headteacher/Head of Department. • COSHH Assessment of hazardous substances undertaken by School's COSHH Assessor (where applicable) with support from the Health Safety Section (Tel: 673231/3234/3236/3246 or Email: corporatesafetysection@sthelens.gov.uk), where required. • Hazardous substances to be stored safely in accordance with COSHH Assessment and supplier's information. • Personal Protective Equipment to be issued to staff as required by Assessment. • CLEAPSS Model Risk Assessments (MRATS) provided by the Local Authority (LA) and tailored where necessary. | | |
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| Display Screen Equipment (DSE) | <ul style="list-style-type: none"> • Employees (May suffer fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE.) | <ul style="list-style-type: none"> • Assessment of 'users' workstations by School's DSE Assessor. Criteria for the identification of 'users' contained within Safe Use of Display Screen Equipment Procedure. • Assessments completed when a new workstation is set up, a new user starts work, when a substantial change is made to an existing workstation (or the way it is used), or if there is any reason to suspect they may no longer be valid ie, if users start complaining of pain or discomfort. • Eyesight test/vision screening provided for 'users' of DSE, where required. • Training on the Safe Use of DSE course to be completed by all staff. • Visual Display Work: Guidance for staff issued to users of DSE. • Work organised to include regular breaks or changes in activity from DSE work. | | |
| Electrical Equipment/Electrical Installation | <ul style="list-style-type: none"> • Employees • Pupils • Visitors/Parents (Staff may suffer electric shock/burns injuries from faulty electrical equipment or installation.) | <ul style="list-style-type: none"> • Fixed electric installation subject to inspection/test every 5 years via Building Surveyor. • Sufficient outlets available to support the range of equipment used to negate the regular use of extension leads. • An inventory of electrical equipment maintained and updated, as necessary. • Users carry out visual checks of equipment before use. • Equipment subject to electrical test in accordance with Procedure for: Maintaining Portable and Transportable Electrical Equipment. • When using extension reels, it must be ensured that they are fully unwound prior to use. These must not create a trip hazard when in use. • When extension leads are used, they must not be connected into each other (daisy chained), to reach the required location. • Faulty equipment is promptly taken out of use and repaired/replaced as necessary. | | |

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| Infection Risks (Hepatitis B, Tetanus, Toxicariasis) | <ul style="list-style-type: none"> • Employees • Pupils (May suffer long term ill health through coming into contact with infected bodily fluids and blood.) | <ul style="list-style-type: none"> • Good Hygiene Practice booklet issued to all staff. • Personal protective equipment (eg, disposable gloves/apron) available for use by First Aiders and those staff dealing with blood and bodily fluid spillages. • Hot and cold water, soap and hand drying facilities available. • Staff and pupils encouraged to practice good hand and respiratory hygiene practices, ie, cover their nose and mouth when coughing and sneezing; and wash their hands. • Dogs prohibited on school grounds, with the exception of guide and therapy dogs. Signage provided at entrance points. • Bodily Spillages must be cleaned up immediately, following the guidance in the good hygiene booklet. • Regular cleaning of school premises. • Room kept well ventilated, ie, by opening windows and non-fire doors or mechanical means. • Staff/pupils who are immune-suppressed, or have other specific medical conditions that may reduce their ability to fight infections and other diseases, are to follow any national or condition-specific advice they have been given by their specialist. | | |
| Manual Handling | <ul style="list-style-type: none"> • Employees (May suffer from acute or chronic musculo-skeletal Disorders, through lifting, carrying, pushing or pulling heavy or awkward objects or materials, or repetitive movements such as Moving furniture, moving laptop trolleys and taking deliveries.) | <ul style="list-style-type: none"> • Manual handling tasks to be avoided whenever practicable. • For tasks which cannot be avoided the following controls shall be applied: lifting equipment used (ie, trolleys, trucks, etc), loads broken down into more manageable loads, team lifting used where necessary. • Tasks involving significant risk of injury shall be subject to detailed assessment by School's trained Manual Handling Assessor (where applicable) with the support of the Health & Safety Section, where required (Tel: 673231/3234/3236/3246 or Email: corporatesafetysection@sthelens.gov.uk). • Training in correct Manual Handling techniques provided to all employees who undertake significant manual handling tasks, with refresher training every 3 years. • Advice and support available via the Occupational Health Unit (Tel: 677022/6679 or Email: occupationalhealth@sthelens.gov.uk). | | |

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| Outdoor Learning, Off-Site Visits and Learning Outside the Classroom | <ul style="list-style-type: none"> • Employees • Pupils (May suffer serious injury or ill health due to poor planning and lack of supervision.) | <ul style="list-style-type: none"> • Approval for off-site visits given by Headteacher/Governing Body in accordance with LA Procedures. • EVOLVEvisits electronic system provided by the LA for the planning, approval and management of educational visits. • Outdoor Learning, Off-site Visits and Learning Outside the Classroom: Guidelines for Schools provided by the LA. • Staff/Adult/Pupil Supervision ratios in accordance with LA Guidelines. • Outdoor education licensed providers used. • Activity supervision/competencies in accordance with relevant National Governing Body Guidelines. • Parental consent obtained and briefing/information provided. • Information/briefing for participating pupils. • Risk Assessment completed for individual trips/off-site activities. | | |
| Violence and Aggression | <ul style="list-style-type: none"> • Employees (May experience ill health or serious injury from verbal abuse/assault) | <ul style="list-style-type: none"> • Violence and Aggression at Work Policy in place. • Access to school buildings controlled by a single point of access (staffed). • 'Signing in/out' procedure in place. • Incidents of verbal/physical assault recorded and arrangements subject to regular review by Headteacher. • Incidents reported using the LA template form available on the St Helens Schools Portal. • Where incidents result in an injury, this must also be recorded using the accident reporting system. • Bullying Policy in place and subject to ongoing monitoring. | | |
| Physical Education (Equipment) | <ul style="list-style-type: none"> • Employees • Pupils (May suffer serious injury if the equipment is defective or not used in their intended way.) | <ul style="list-style-type: none"> • Equipment checked prior to use for obvious damage by supervising Teacher. • Equipment set out and used in accordance with the Association for Physical Education (afPE) Guidelines: Safe Practice in Physical Education, School Sport and Physical Activity. • Recorded checks of PE equipment undertaken during the termly site inspection. • Annual inspection of PE equipment by competent person via Property Services. • Damaged equipment promptly taken out of use and repaired/replaced. | | |

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| Physical Education (Activities) | <ul style="list-style-type: none"> • Employees • Pupils <p>(May suffer injury such as fractures, sprains, abrasions and head injuries from coming into contact with other persons or from inappropriate use of equipment)</p> | <ul style="list-style-type: none"> • Play area/surface to be subject to pre-use inspection for obvious damage/debris by supervising Teacher. • afPE Guidelines followed in respect of equipment, supervisor/pupil ratios, supervisor competence, etc. • Pupils to use protective equipment as directed by afPE Guidance. • Activities to be delivered in a manner consistent with the requirements of afPE. • Risk Assessment in Physical Education: Guidance for St. Helens' Schools is available for adaptation to support local delivery of activities. | | |
| Slips, Trips and Falls | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer injury such as bruising, fractures, strains, sprains, cuts if they trip over objects or changes in floor levels, or slip on spillages or ice)</p> | <ul style="list-style-type: none"> • Work activities arranged to minimise floor contamination with water, food, oil etc. • Teaching areas kept free from obstruction and trip hazards by supervising staff. • Spillages to be cleaned up immediately with equipment and signage readily available to staff. • External surfaces, pathways and hard standings to be well-maintained, and free of defects that may cause a person to trip. Regular checks for potholes/broken flagstones/accumulation of moss, algae, leaves and standing water undertaken. • System of repair of actionable defects in place (25 mm and above in depth on pedestrian routes/40 mm and above on road surfaces). • Corridors, fire doors, stairwells and final exits checked on a daily basis for defects/obstructions. • Formal site inspections (entire premises up to and including the perimeter boundary) carried out on a termly basis. • Barrier matting adjacent to all entrances to absorb rainwater, where required. • Edges of stairs highlighted in a conspicuous colour, where the steps are hard to distinguish. • Handrails of sound construction installed on stairways. • Adequate lighting provided. • No trailing leads or cables. | | |

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| | | <ul style="list-style-type: none"> • Mopping of floors is scheduled to minimise exposure by employees, pupils or the public. Where unavoidable, safe mopping techniques are adopted. • All floors have adequate slip resistance for their intended use. | | |
| Science Activities | <ul style="list-style-type: none"> • Employees • Pupils <p>(May suffer ill health or injury through contact with chemicals not stored appropriately or inadequate supervision during the lesson causing chemicals to be used improperly)</p> | <ul style="list-style-type: none"> • Schools has access to Consortium of Local Education Authorities for the provision of Science Services (CLEAPSS), and their guidance is to be followed for all Science activities. • All experiments to follow curriculum and CLEAPSS guidance/hazards. • Risk assessments and lesson plans completed for all practical work. • Pupils and staff to wear PPE in accordance with CLEAPSS guidelines. • Hazardous substances subject to assessment, in consultation with the guidance provided by CLEAPSS. • Laboratory Rules for pupils prominently displayed in each Laboratory. • Fume cupboards subject to test and examination every 14 months by a competent person. • All substances/materials safely stored in appropriate containers. • All radioactive sources to be used, stored and monitored in accordance with LA Ionising Radiation Guidelines. • Gas supply pipework subject to regular test and examination. • Gas, electric and water isolation valves/buttons accessible, working and labelled. • Staff trained in the use of equipment and resources, and working safely. • Health & Safety Audit of Science (teaching, preparation and storerooms and the equipment within them) conducted on an annual basis by the Head of Department. | | |

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| Art & Design (A&D) Activities | <ul style="list-style-type: none"> • Employees • Pupils <p>(May suffer serious injury of ill health through contact with equipment or chemicals.)</p> | <ul style="list-style-type: none"> • School has access to Consortium of Local Education Authorities for the provision of Science Services (CLEAPSS), and their guidance is to be followed for all A&D activities. • Hazardous substances subject to assessment, in consultation with the guidance provided by CLEAPSS. • Risk assessments and lesson plans completed for all practical work. • Pupil Rules prominently displayed in each Workshop. • Wax melting pots not left unattended when in use. • Kiln caged/segregated from teaching area. • Kiln subject to annual test and examination by competent person. • LEV system subject to test and examination every 14 months by a competent person. • Pupils and staff to wear PPE in accordance with CLEAPSS guidelines. • Staff trained in the use of equipment and resources, and working safely. • Health & Safety Audit of A&D (teaching, preparation and storerooms and the equipment within them) conducted on an annual basis by the Head of Department. | | |
| Design & Technology (D&T) Activities | <ul style="list-style-type: none"> • Employees • Pupils <p>(May suffer fatal injuries from coming into contact with defective machinery or equipment. As well as suffering broken bones, cuts and bruising from inappropriate use of equipment.)</p> | <ul style="list-style-type: none"> • School has access to Consortium of Local Education Authorities for the provision of Science Services (CLEAPSS), and their guidance is to be followed for all D&T activities. • Hazardous substances subject to assessment, in consultation with the guidance provided by CLEAPSS. • Risk assessments and lesson plans completed for all practical work. • Pupil Rules prominently displayed in each Workshop. • All machinery and equipment subject to annual test, service and examination by a competent person. • Local Exhaust Ventilation (LEV) subject to test and examination at least every 14 months by competent person. • Guards fitted to all machines as necessary. • Pupils and staff to wear PPE in accordance with CLEAPSS guidelines. | | |

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| | | <ul style="list-style-type: none"> • Staff trained in the use of equipment and resources, and working safely. • Health & Safety Audit of D&T (teaching, preparation and storerooms and the equipment within them) conducted on an annual basis by the Head of Department. | | |
| Work at height using portable ladders (extension and stepladders) | <ul style="list-style-type: none"> • Employees • Pupils <p>(May suffer possibly fatal injuries as a result of inadequate work at height procedures and if the correct equipment is not used, maintained and inspected regularly.</p> | <ul style="list-style-type: none"> • Work at height to be avoided, wherever possible. • Work at height tasks to be individually planned and assessed to ensure that portable ladders are suitable for use. • All portable ladders used for work to comply with EN 131 Professional (or meet the previous BS2037/BS1129 (Class 1) or BS EN 131 standard, providing they are still in good condition and fit for purpose). • Short duration (15/30 minutes) and light work activities only to be conducted from a portable ladder. • Visual inspection of portable ladder to be undertaken by employee prior to use. • All portable ladders to be inspected and tagged annually by a competent person. • Suitable footwear to be worn when using a portable ladder. • Portable ladders to be of a suitable height. • Staff instructed that school furniture is not to be used as a work platform. • Portable ladders to be placed on firm level ground and positioned facing the work activity. • Secure handhold to be available at all times. • Training and guidance provided to all employees required to work at height. • Work at height prohibited when employees are working alone in the building or working remote from others. • Weather conditions assessed prior to outdoor working with a portable ladder and work prohibited in inclement conditions (ie, high winds, rain, snow, ice, etc). | | |

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| Outdoor Fixed Play Equipment | <ul style="list-style-type: none"> • Pupils • Other children <p>(May suffer injury as a result of the equipment being defective and not used, maintained and inspected in the appropriate way. Injury may include broken bones, lacerations, bruising and bumps.)</p> | <ul style="list-style-type: none"> • Outdoor Fixed Playground Equipment and Impact Absorbing Playground Surfacing, where provided, to comply with BS EN 1176 and 1177. • Post-installation inspection to be completed for all new equipment by an independent competent person. • Daily/pre-use visual inspections of equipment and surfacing to be undertaken by supervising staff prior to use, with weekly routine inspections by a competent member of staff on a recorded basis. • Quarterly operational and annual main inspections of equipment to be undertaken by a competent person on a recorded basis. • Damaged equipment to be taken out of use, suitably cordoned/signed, and repaired/replaced as required. • Children to be supervised at all times whilst using fixed play equipment. • Use of outdoor fixed play equipment to be assessed and restricted/prohibited during inclement weather conditions. • Appropriate staff to pupil ratio to be in place, with supervising staff familiar with the equipment, the rules for use and ability of the children. • Number of pupils on apparatus at any one time to be restricted as per assessment. • Equipment appropriate for the age/height of the pupils using it. • Use of equipment segregated by age group, where appropriate. • Pupils educated in the use of the equipment and appropriate behaviour. • Pupils to wear appropriate footwear when using the equipment. • Parents informed that the apparatus is for school aged children only and is not to be used before and after school. | | |

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| Moveable Play Equipment (Scooters, Trikes, Moveable Play Houses, Slides, etc) | <ul style="list-style-type: none"> • Employees • Pupils (May suffer injury as a result of the equipment being defective and not used, maintained and inspected in the appropriate way. Injury may include broken bones, lacerations, bruising and bumps.) | <ul style="list-style-type: none"> • Play equipment subject to daily/pre-use visual inspections for signs of obvious damage/wear and tear. • Damaged equipment to be taken out of use and repaired/replaced as required. • Children to be supervised at all times whilst using play equipment. • Use of play equipment outside to be assessed and restricted/prohibited during inclement weather conditions. • Pupils educated in the use of the equipment and appropriate behaviour. • Moveable play equipment to be positioned away from edges/other equipment. | | |
| Fire | <ul style="list-style-type: none"> • Employees • Pupils • Visitors • Contractors (May suffer serious, possibly fatal, injuries from smoke inhalation and burns.) | <ul style="list-style-type: none"> • Fire Risk Assessment completed which is subject to annual review. • Suitable firefighting equipment provided which is regularly tested and serviced. • Fire exits and escape routes signposted and kept free from obstructions at all times. • Fire Action Notices displayed in prominent locations. • Fire drills conducted termly to practice safe evacuation of the school. • No Smoking Policy enforced on site, with 'no smoking' signage displayed at entrance points to school. • Good housekeeping standards maintained to avoid accumulations of combustible materials and isolate combustibles from sources of ignition and heat. • Personal Emergency Evacuation Plans completed for any vulnerable or disabled staff, pupils and regular visitors. • Online Fire Awareness training via the e-learning platform to be undertaken by all employees. • Fire Evacuation Plan developed for the site and communicated to all staff. | | |

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| Asbestos | <ul style="list-style-type: none"> • Employees • Contractors <p>(May cause asbestos related ill health if exposed following release into the air.)</p> | <ul style="list-style-type: none"> • Asbestos Management Survey completed and available on site, which is subject to regular review. • Management Plan in place. • Employees and visiting contractors who may disturb asbestos containing materials must be made aware of the locations and instructed not to damage such materials, in accordance the Management of Asbestos Materials. • Asbestos Awareness training undertaken by Headteacher, School Business Manager, Site Manager/Caretaker, etc, who have responsibilities for the building; undertake inspections; or undertake work on the fabric of the building. | | |
| Vehicle Movement | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer serious/fatal injuries from coming into contact with moving vehicles.)</p> | <ul style="list-style-type: none"> • Separate/segregated pedestrian and vehicular traffic routes provided. • Speed restrictions in place on site with appropriate signage displayed. • Road markings, directional signage and speed calming measures in place and clearly defined. | | |
| Inadequate First Aid Arrangements | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(Could result in loss of life, or serious injuries due to their being no one on site to preserve life while waiting for medical assistance.)</p> | <ul style="list-style-type: none"> • Adequate numbers of First Aiders available at all times to render first aid. • Fully stocked first aid kits provided, which are replenished regularly. • First aid information notices displayed in prominent locations around the school. • Automatic External Defibrillators subject to weekly inspection and test on a recorded basis. | | |

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| Trees or Thorny Plants | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer serious injury from falling branches/trees or abrasions from overgrown vegetation.)</p> | <ul style="list-style-type: none"> • Annual tree survey undertaken to identify any foreseeable risks from falling branches, etc. • Vegetation adjacent to play areas to be appropriately pruned (no sharp stakes, no vegetation protruding at eye level). • No poisonous plants used on school premises. | | |
| Young Person on work experience or placement (<i>under 18 years old</i>) | <ul style="list-style-type: none"> • Young Person <p>(May experience injury relating to undertaking tasks not appropriate for their level of knowledge, skill, experience, maturity and physical capability.)</p> | <ul style="list-style-type: none"> • Upon employing a young person, a risk assessment will be completed to determine whether any additional control measures/support are necessary to protect the young person, based on their level of knowledge, skills, experience, maturity or physical capability. This may include tailored training and/or closer supervision. The findings will be shared with the young person, and parents/guardians where required, prior to their commencement. • Regular checks of the young person's progress will be undertaken to identify where any additional adjustments are necessary. | | |
| New and Expectant Mothers | <ul style="list-style-type: none"> • Mother • Unborn Child <p>(Risk of injury and premature birth due to undertaking prohibited tasks as detailed within the risk assessment.)</p> | <ul style="list-style-type: none"> • New & Expectant Mothers at Work Procedure followed. • Upon notification of pregnancy, an individual Risk Assessment will be completed by the employee's line manager to determine whether any additional control measures are necessary to protect the new and expectant mother and their unborn child. • Staff who are immuno-suppressed, or have other specific medical conditions that may reduce their ability to fight infections and other diseases, are to follow any national or condition-specific advice they have been given by their medical specialist. | | |

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| Legionella | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer ill health, such as legionnaires disease, if exposed to legionella bacteria.)</p> | <ul style="list-style-type: none"> • Recorded weekly flushing of all little used outlets is undertaken. • Monthly inspections of the water system are undertaken by a competent contractor on a recorded basis. • Risk Assessment undertaken by a competent person and a copy held on site. • Contract monitored by the Council's Property Services Section. • Technical advice by Property Services Section. • Legionella Awareness training undertaken by Headteacher, School Business Manager/Site Manager, etc, who have responsibilities for the management of the building. | | |
| Inadequate welfare facilities | <ul style="list-style-type: none"> • Employees • Pupils <p>(May cause ill health should they come into contact with bacteria and contaminants and could lead to sickness, fatigue, colds, flu and stress.)</p> | <ul style="list-style-type: none"> • Adequate number of toilets and hand wash basins provided for the number of employees and pupils onsite along with a suitable supply of soap and hand drying facilities. • Adequate rest facilities are provided for employees with suitable numbers of tables and chairs for the numbers likely to be using them at one time. • Access to clean drinking water and means of preparing or obtaining a hot drink and heating food. | | |
| Temperature/Ventilation | <ul style="list-style-type: none"> • Employees • Pupils <p>(May suffer discomfort or ill health from regular exposure to extreme temperatures.) develop illnesses such as Hypothermia if in cold conditions</p> | <ul style="list-style-type: none"> • A reasonable working temperature maintained throughout the school. • Each room is provided with an opening window or mechanical ventilation and heating provision to ensure a suitable temperature can be maintained at all times. | | |

| What are the hazards? Don't forget long term health hazards | Who might be harmed and how? Identify groups of people and how the hazard could cause them harm | Current control measures List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc | Any additional control measures required | Date implemented |
|---|--|---|---|-------------------------|
| Winter Maintenance Activities | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(may suffer serious injuries through slips and falls, manual handling of equipment, etc)</p> | <ul style="list-style-type: none"> • Winter gritting and snow clearance plan in place. • Primary pedestrian routes identified that are kept free of ice and snow. • Staff undertaking winter maintenance tasks follow a safe system of work and have been instructed in writing to wear suitable footwear, clothing and gloves or been provided with PPE that has been issued on a recorded basis. • Supply of grit maintained. • Appropriate work equipment provided to clear snow and ice. | | |
| Lifting Operations and Lifting Equipment (LOLER) | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(may suffer serious injuries from failure or incorrect use of lifting equipment and/or accessories)</p> | <ul style="list-style-type: none"> • Passenger carrying/goods lifts, hoists and accessories (ie, slings) subject to regular servicing and maintenance by competent person. • Passenger carrying/goods lifts, hoists and accessories subject to thorough examination and testing by a competent person as per LOLER requirements. • Emergency communication systems (ie, intercoms, bells etc) fitted and maintained in good working order. • Access to passenger carrying/goods lifts, hoists and accessories restricted from unauthorised users. • Lifting equipment and accessories subject to a pre-use check by employees. • Employees trained on the safe use of lifting equipment and accessories. • Personal handling plans completed for pupils. | | |
| Shutters | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(may suffer serious injuries from failure or incorrect use of shutters)</p> | <ul style="list-style-type: none"> • All shutters subject to regular inspection and maintenance by a competent person. • All shutters checked as part of school opening and closing procedures and termly inspections to ensure they are in good working order. • All shutters installed to meet the requirements of Regulation 18 of the Workplace (Health, Safety and Welfare) Regulations 1992. • Anti-drop devices (ie, counterbalance, ratchet mechanism) installed on upward opening door or gate shutters. | | |