



Whole School Risk Assessment

Date of Review:

Signature:

St. Joseph's Catholic Primary School Whole School Risk Assessment

RISK ASSESSMENT - ART & DESIGN MATERIALS

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|----------------------------------|-----------------|--|--|----------------------|
| Supervision / class sizes | Staff/Pupils | <ul style="list-style-type: none"> Group size should appropriate to the design and size of the room, take account of the nature of the task, the equipment, and the age, ability, aptitude and special education needs of pupils. Health and Safety forms part of curriculum work where relevant. | | L |
| Use of Equipment | Staff/Pupils | <ul style="list-style-type: none"> Ensure that all equipment handed out is returned at the end of the lesson. Identify and records kept of any servicing / maintenance requirements for equipment. Identify if there are any training or instruction needs for members of staff. Identify who is authorised to use the equipment. Identify the management system in place for preventing unauthorised use to ensure that it is removed from service. Specify any personal protective equipment that users must wear. | | M |

| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (to take account of local/individual circumstances). | Risk Rating H/M/L |
|---|-----------------|---|---|----------------------|
| Storage | Staff/Pupils | <ul style="list-style-type: none"> Equipment and substances stored safely and do not present a manual handling or trip, slip or fall hazard. Heavy items stored at the appropriate level. Flammable liquids (paint, white spirit, etc kept to a minimum). All highly flammable substances should be stored in suitably labelled, lockable cupboard designed for the purpose. Flammable materials should not be allowed to accumulate or be stored near naked flames, very hot objects or immediately against electrical equipment. | | L |
| Substances including Paints, inks, varnishes etc / may be toxic, cause allergic reactions, be irritants or react with other substances | Staff/Pupils | <ul style="list-style-type: none"> Any known hazards from substances and appropriate controls must be communicated to people who may be exposed to any risk, including teaching, cleaning staff and pupils. Only low hazard paints, glazes and inks used where possible. Food should not be consumed or brought into work areas where chemicals are used. Stored safely. PPE to be worn when using Batik process | | L |
| Use of plaster of paris. Heat generated when water added. | Staff/Pupils | <ul style="list-style-type: none"> Plaster of Paris not to be used to make casts / encase parts of body Wash off any splashes. Wear disposable vinyl gloves in event of prolonged contact. Use safer alternatives if moulding body parts. such as an alginate. | | L |

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|------------------------|--|---|------------------------------------|
| Inhalation of dusts including pottery glazes / Harm to health | Staff/Pupils | <ul style="list-style-type: none"> • Regular cleaning regime to keep dust to a minimum. • Clay dropped on the floor should be removed as soon as possible and the floor checked at the end of each session. • Controlled allocation of small quantities of glaze materials and use of leadless glazes. • All equipment to be washed down at the end of the session. • Floors washed or damp-cleaned and vacuumed. • Cleaning methods communicated to any external cleaning company if required | | L |
| Sharp blades / Cuts | Staff/Pupils | <ul style="list-style-type: none"> • Safety blades used where possible • Controlled storage and allocation of craft knives, etc. | | M |
| Electricity / Electric shock | Staff/Pupils | <ul style="list-style-type: none"> • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead. • Isolators for all circuits in readily accessible positions and local isolators fitted to each fixed machine. • Sufficient outlets to support the range of equipment normally used with resorting to regular use of multi-socket adaptors. • Visual check prior to use | See also use of electrical equipment | L |
| Kiln | Staff/Pupils | <ul style="list-style-type: none"> • Ensure that a specific kiln risk assessment has been carried out which identifies all of the generic hazards. | See kiln risk assessment | L |

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---------------|-----------------|--|--|----------------------|
| First Aid | Staff/Pupils | <ul style="list-style-type: none"> • At least one first aid kit in the school. • Contents regularly checked. • Mains tap water available for eye wash | | L |

RISK ASSESSMENT – ASBESTOS ON SITE

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|--|---|--|----------------------|
| Damage / deterioration to Asbestos Containing Material releasing fibres into the atmosphere. | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Copy of asbestos survey documentation retained on the school premises. • All employees are aware of its location and content. • No one, staff or contractors must carry out invasive work without reference to the survey. • Site Supervisors, Contractors and others must read and sign asbestos log before commencing any work on the fabric of the building. • All such work on fabric of building to be authorised by a schools 'Authorising Officer'. • Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. Asbestos Dept to advise. | | M |

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| <p>Damage / deterioration to Asbestos Containing Material releasing fibres into the atmosphere.</p> | | <ul style="list-style-type: none"> • If there is any suggestion of contamination of a particular area then (1) inform the premises manager, (2) evacuate the area, (3) seal it off and (4) contact asbestos helpline (01792 636000) • Where ACM's have been assessed as satisfactory to leave intact an annual visual inspection of the condition of these ACM's is conducted by the county and monitored by the schools site manager | | <p>L</p> |
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RISK ASSESSMENT – CARETAKING DUTIES

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(to take account of local/individual circumstances).</i> | Risk Rating H / M/L |
|--|-----------------|--|--|------------------------|
| Responding to intruder alarm holiday periods / out of hours accident, injury, Assault, delayed assistance in emergency | Staff | <ul style="list-style-type: none"> • Carry mobile phone/Radio to call for help. • Caretakers must not investigate intruder situations. Leave this to our key holders - PSM security, and where appropriate the Police. • If a break-in has occurred, do not attempt to enter the premises until the police arrive. • If confronted by intruder(s) before the police arrive, do not attempt to tackle or restrain them. • Restraining of intruders should be left to the police who are trained in dealing with such situations. | | L |

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| <p>General lifting and carrying / back injuries, sprain, strains</p> | <p>Staff</p> | <ul style="list-style-type: none"> • Specific Manual handling assessment to be carried out for all tasks involving lifting or carrying and the identified control measures implemented. • Training given in correct lifting techniques – Manual handling courses. • Minimise manual handling • Appropriate footwear worn • Mechanical lifting aids available (trolleys etc.) • Improve workplace layout ensure corridors free from obstruction • Store heavy items at waist level. | | <p>L</p> |
| <p>Cleaning using equipment / back injuries, sprains, strains</p> | <p>Staff</p> | <ul style="list-style-type: none"> • Manual Handling Assessment carried out for use of floor buffer etc. • Training given in correct procedure for use of such equipment through cleaning services. | | <p>L</p> |

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| Use of hand tools (drills, wood cutting equipment, hedge cutters, strimmers, etc.) | Staff | <p>If there is a significant risk then ensure that a work equipment risk assessment is carried out which will identify:</p> <ul style="list-style-type: none"> • Any known significant risks, • Guards that need to be in place, • Servicing / inspection requirements. PAT Tested • Identify authorized users, • PPE in place • Training / instruction required. • Is the equipment appropriate (being used for its intended purpose) | | L |
| Use of electrical equipment Electrical shock Burns | Staff/Pupils/Visitors | <ul style="list-style-type: none"> • All equipment PAT tested and carry out visual checks prior to use. • Ensure all connections are properly fixed. • A residual current device should be used in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • Use extension leads and adaptors only where necessary. | | L |

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| Cleaning / using chemicals health affected | Staff Pupils Visitors | <ul style="list-style-type: none"> • Less hazardous chemicals used wherever possible. • Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment. • Restrict access by others when hazardous substances in use. Activities undertaken outside of school hours where possible. • Immediate cleaning up of any spillage | | L |
| Repair / maintenance Release of asbestos fibres | Staff Pupils Visitors | <ul style="list-style-type: none"> • Check Site asbestos log information for location of asbestos containing material prior to undertaking any work which has the potential to disturb asbestos. Drilling, sanding cutting, etc. | If Asbestos is suspected – seek professional advice. DO NOT START WORK. | M |
| Lone working – locking / unlocking building accident, injury, Assault, | Staff | <ul style="list-style-type: none"> • Ensure there is adequate lighting. Security/floodlights lights timed and working. • Building locked down as soon as possible at end of school day. • On site security system • Use of visitor badges / signing in book • Challenging unknown visitors where safe to do so – during school hours. • Key holders should be strictly controlled and numbers kept to a minimum. • Access to phone to call for help | | L |

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| <p>Lone working - working in school alone in isolated locations</p> <p>accident, injury, assistance in emergency</p> | Staff | <ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); • Mobile phone/Radio available • Reduce time spent working alone as far as is reasonably practicable. • DO NOT USE LIFT SYSTEMS | Radios/Phones in operation | L |
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RISK ASSESSMENT – CLEANING

| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
|---|-----------------------------|--|---|----------------------|
| Use of cleaning chemicals / detergents | Staff Visitors Pupils | <ul style="list-style-type: none"> • Less hazardous chemicals used wherever possible. • All containers clearly labelled • Always read the labels before using Harmful Substances. • Appropriate Personal Protective Equipment (e.g. rubber gloves resistant to detergents etc.) provided and worn. • Restrict access by others when hazardous substances in use. • Activities undertaken outside of school hours where possible. | | L |
| Exposure to communicable diseases | Staff Visitors Pupils | <ul style="list-style-type: none"> • Potential hazardous wastes e.g. vomit / bodily fluids must be disposed of correctly and surfaces properly disinfected. • Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces. • Such PPE is double bagged and disposed of appropriately after a single use. | | L |
| Slips trips and falls | Staff Visitors Pupils | <ul style="list-style-type: none"> • All spillages to be dealt with immediately. • Wet floor signs to be used when appropriate • Dry mop floors after cleaning up initial spillage. • Pupils, visitors etc to be kept away from spill area during cleaning. | | L |

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| Use of electrical equipment Electrical shock Burns | Staff Visitors Pupils | <ul style="list-style-type: none"> • Annual, regular electrical test. • Ensure all connections are properly fixed. • Visual inspection pre-use. PAT tested by county. • A residual current device should be used in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. | | L |
| Cleaning using equipment / back injuries, sprains, strains | Staff Visitors Pupils | <ul style="list-style-type: none"> • Training given in correct procedure for use of equipment • Training given in correct lifting techniques. • Minimise manual handling • Appropriate footwear worn • Mechanical lifting aids available (trolleys etc.) • Improve workplace layout. • Store heavy items at waist level. | | L |

RISK ASSESSMENT – DSE (Display Screen Equipment)

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|-----------------|---|--|----------------------|
| Poor working environment (insufficient working area, lighting, temps) | Staff Pupils | <ul style="list-style-type: none"> • All obstructions from under desk cleared. • Adequate work space provided • Adequate lighting with blinds provided on windows to reduce glare and reflection. • Maintenance/reporting programme in place for replacement of lighting tubes. | | L |
| Uncomfortable working position (This includes moving the arm to an extreme position e.g. working with a very bent elbow, or holding something in the same place for a period of time) | Staff Pupils | <ul style="list-style-type: none"> • Position, height and layout of the workstation assessed appropriate for the work. • Staff aware they are to inform their manager of any pain they have that may be linked to their job. | | L |
| Carrying out a task for a long period of time (the risk of injury generally increases with the length of time that a task is carried out. | Staff Pupils | <ul style="list-style-type: none"> • Work periods involving a lot of repetition broken up with short breaks. • Short, frequent pauses allowed for very intensive work. | | L |

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| Underlying effects of the work and conditions (lack of control over the work and its speed, excessive demands) | Staff Pupils | <ul style="list-style-type: none"> • Staff are involved in decisions about them and their work. • Training provided • Good communication between staff. • Staff understand what their duties and responsibilities are. | | L |
| Workers' individual differences (body size, reach, age, ability – particularly in the case of new or pregnant employees, health and disabilities) | Staff Pupils | <ul style="list-style-type: none"> • Work station and equipment appropriate design for size, build, strength and left handed workers. • Adjustable chair • Position and height and layout of the workstation is appropriate for the work • Supplementary equipment such as foot rests, document holders etc. Must be provided if required. | | L |
| Laptop use | Staff Pupils | <ul style="list-style-type: none"> • Docking station / separate keyboard and mouse provided for those using a laptop for a prolonged period of time. • Regular breaks e.g. 5 – 10 minutes every 50 – 60 minutes • Carry out a work station assessment. • Suitable furniture provided. • Leads secured appropriately | | L |

RISK ASSESSMENT – CONTRACTORS ONSITE

| Hazard / Risk | Who is at Risk | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
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| Use of external companies / contractors Poor workmanship Poor practices | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> CCS approved contractors used. Where this is not possible, contractors vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned. Risk assessments and method statements provided. Appropriate public liability insurance in Pre-contract meeting of any works School monitors work of the contractors and have regular liaison meetings. | | L |
| Access / egress Blocked exit routes Unauthorised access Contact with children | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Designated access route to and from work area. Restricted access to construction areas all staff advised during team briefing. Children advised of hazards and risks during form. Contractors to report to school staff if pupils breach area. Ensure all debris is removed from walkways and disposed of safely. Daily inspection to be carried out by contractors and school representative. | Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff (and, if a school, parents if necessary) may need to be informed. | L |

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| | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. Contractors instructed not to engage in conversation with pupils. Adequate supervision in the vicinity of the work area if contact is possible. Agreed programme of work with school. | | L |
| Vehicular access Ineffective pedestrian vehicle segregation | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Restricted access, contractors advised accordingly. Contractors' vehicles not permitted into school grounds at start of school, during breaks, lunchtime and at end of school day. Pedestrian walkways maintained If vehicular access is required during school day, the vehicle must be directed by a responsible person. | | L |
| Asbestos Ill Health, asbestosis | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Copy of asbestos survey made available to all contractors Contractors must read and sign the asbestos log, prior to commencing the work. All such work on fabric of building to be authorised by a schools 'Authorising Officer'. | | L |
| Electrical equipment & sockets Using poorly maintained equipment Electrocution Fire Trailing cables- trips and falls | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Electrical tools and equipment subject to a Portable appliance testing regime All portable electrical tools on site to be protected by RCD's. All electrical equipment to be removed and/or stored appropriately at the end of each working day. Cable covers to be used where necessary. Ensure good housekeeping is maintained. Safe route to workplace has been agreed. | | L |

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| Health and Safety Information | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Contractors made aware of schools emergency procedures including evacuation and first aid. School provides all relevant information to enable contractors to control risks. | | L |
| Hazardous substances | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Contractor to inform school of any hazardous substances brought onto the site. Hazardous substances not left unattended. Clearly labelled and securely stored. Contractor to ensure dust/fume production is minimised. Appropriate PPE provided and worn by contractors Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE. | | L |
| Work at height Falling objects / Injury Unauthorised access | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Work area to be agreed between contractor and school Ladders adequately secured/removed at end of each working day. Area below work to be securely fenced off with warning signs displayed. Working platforms used to have toe boards and mesh panels to prevent falling objects Restricted access. Pupils reminded of hazards during assembly. Equipment not to be left unattended | | L |

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| Security Unauthorised entry to premises Theft | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Badge system in place for contractors • Contractors must sign in and out of the premises. • Principal contractor to record all contractors on site and advise Reception of all persons on site. • Adequate site security, fencing etc. • CRB checks in place | | L |
| Noise | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Noise is kept to a minimum or agreed working times have been arranged for any noisy working activities. • If noise to affect neighbours cooperation and communication has taken place. | | L |
| Stored materials / fire risk, injury | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Materials stored on site to be kept to a minimum. • Storage only in agreed designated secure compound. • Access restricted to authorised persons. • Appropriate fire fighting equipment is available and maintained for use | | L |
| Waste material / health risk, fire risk | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • So far as is reasonably practicable, waste to be removed from the site daily or in secure skips. • Waste stored on site to be in a suitable container according to type of waste and in a secure area e.g. Enclosed skips. | | L |

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| Fire Burns scalds Property damage / loss | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • All Staff and contractors advised of procedures and any alternative routes during contract work. • Smoking not permitted on site. • Hot works permits used where applicable • Appropriate fire extinguishers available. • Flammable liquids / compressed gases appropriately stored. | | L |
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RISK ASSESSMENT – ELECTRICAL WORK/PAT TESTING

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|--|---|--|----------------------|
| Use of extension leads Trip hazard Overloading External use | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Careful location Ensure sufficient sockets provided Use extension leads and adaptors only when necessary ensure they are of a suitable length (preferably no longer than 2 metres) and rated high enough for the job. Use of cable covers where cables are a trip hazard Use 1 adaptor per socket only, adaptors should not be plugged into adaptors. Block adaptors should not be used. RCD (Residual Current Device) used whenever equipment is used externally. Test RCD regularly to check that its mechanism is free and functioning. | | L |

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| <p>Electrical equipment & sockets / Electrocutation Fire</p> | <p>Staff Pupils Visitors Contractors</p> | <ul style="list-style-type: none"> • Ensure all electrical equipment is PAT tested and carry out visual checks prior to use. • All tested appliances to be labelled showing date tested / next test date • Inventory of PAT kept and maintained by the school. • Fixed Installation testing (every 5 years max) and any remedial work actioned. • Records retained of these checks by CCS. • Recognised competent contractors used for repairs / maintenance. • All electrical equipment brought on to the school by contractors must have been electrically tested. • Mains isolating switches clearly labelled and accessible. • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead | | <p>L</p> |
| <p>Defective Equipment / Injury Electrocutation Fire</p> | <p>Staff Pupils Visitors Contractors</p> | <ul style="list-style-type: none"> • Any unsafe electrical items removed from use to secure location until properly repaired / disposed of • Visual inspections of electrical equipment prior to use. | <ul style="list-style-type: none"> • No one must be permitted to bring their electrical equipment on to the premises unless that equipment has been electrically tested. | <p>L</p> |

RISK ASSESSMENT – EVENTS

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|-----------------------------|---|---|------------------------------------|
| Overcrowding Inadequate space / exits | Staff Pupils Visitors | <ul style="list-style-type: none"> • Maximum number of attendees established. • Adequate space, circulation routes and emergency exits. • Designated entrance and exit points. • Adequate numbers of staff / HAS supervising • Agreed emergency procedures in place | | L |
| Use of external companies / contractors | Staff Pupils Visitors | <ul style="list-style-type: none"> • Vet for competence • Risk assessments provided • Appropriate public liability insurance in place • CRB checks where appropriate | | L |
| Use of specialist equipment (separate risk assessment may be needed e.g. bouncy castle, vehicles etc) | Staff Pupils Visitors | <ul style="list-style-type: none"> • Supplied / erected by competent persons. • Barriers and adequate supervision to prevent unauthorised use and control access and egress • Limit on numbers using equipment. • Sited in appropriate location. • Attendants must constantly watch the activities on the equipment • Supplier/manufacturer to monitor high risk activities – Bouncy Castle/Climbing wall/Paintball | | L |
| Pedestrian vehicle segregation | Staff Pupils Visitors | <ul style="list-style-type: none"> • Access strictly controlled Vehicle movements restricted • Clear route maintained for emergency services | | L |

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| Insufficient and/or unsuitable first aid cover | Staff Pupils Visitors | <ul style="list-style-type: none"> • First aid equipment on site and close to use. • Designated qualified first aiders available. • Telephones available in school. | | L |
| Unauthorised entry to premises | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Lock areas of building not in use • Tape off / mark areas as out of bounds. • Adequate supervision | | L |
| inadequate welfare facilities | Parents Pupils Staff Public | <ul style="list-style-type: none"> • School toilets are used. • Adequate supervision | | L |
| Manual handling hazards Moving of heavy equipment Sprains, strains | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Adequate numbers of personnel • Mechanical aids available if required • Adequate maintenance of equipment • Pre use check of equipment • Use of safe manual handling procedures in place | | L |
| Surface of field / internal areas Slips, Trips and Falls | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Immediate cleaning up of spillages • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections. • Any holes are filled in. • If heavy rain prior to event, the event is cancelled/ relocated. • If heavy rain during event, vehicle movements are prohibited on the field. | | L |

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| Trailing electrical cables / Trips, Falls | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Safely route cables • Use of cable covers where cables are a trip hazard | | L |
| Electrical equipment & sockets / Electrocution Overloading extension leads Using poorly maintained equipment | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Ensure extension leads PAT tested, not overloaded or damaged and of appropriate type e.g. for external use • Portable appliances and extension leads are PAT tested and pre use checks carried out • Hired equipment has a certificate of electrical safety • RCD's used for external use | | L |
| Fire / hot activities Burns scalds | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Barriers to keep public away from hot / hazardous areas i.e. tables or barriers. • Signage in place • Only designated persons allowed in immediate area. • Area is kept clear of rubbish and trip hazards. • Fire extinguishers and blankets available | | L |
| BBQ | Parents Pupils Staff Public | <ul style="list-style-type: none"> • Frozen food properly thawed before cooking • Meat kept in cool box / fridge until needed • Small portions cooked, evenly / thoroughly • Access to hand washing facilities / antiseptic wipes • Keep cooked food separate from raw meat – use separate utensils. • Seek further advice from Schools Organisation unit re: food Prep | | L |

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| <p>Supplying Food and Drink Poor standards of hygiene</p> <p>Physical contamination</p> <p>Incorrect storage of food</p> <p>Poor temperature control</p> <p>Salmonella Listeria</p> <p>Allergies Anaphylaxis</p> <p>Scalds from urns and kettles Scalds from hot drinks</p> | <p>Parents Pupils Staff Public</p> | <p>Personal hygiene</p> <ul style="list-style-type: none"> • Exclusion for food handlers following illness. • Tie back long hair. • Staff to wash hands before handling food and after visits to the toilet etc. • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings <p>Transport / Storage</p> <ul style="list-style-type: none"> • Food that requires refrigeration must not be supplied unless adequate facilities for taking to school and keeping in a chilled state exist. • Buffets, sandwich fillings etc. kept out of fridge for shortest time possible. • Keep food covered wherever possible outdoors. | | <p>L</p> |
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| | | <p>Food handling</p> <ul style="list-style-type: none">• Minimise handling of ready to eat foods, use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands.• High risk / raw foods kept apart at all times• Limit preparation of food in advance if displayed at ambient temperatures.• Ensure food appropriately signed to prevent allergies and anaphylaxis – NB seek advice from CCS.• Ensure urns and kettles sited on firm level surfaces, not over filled & labeled to identify hazard | | L |
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RISK ASSESSMENT – KITCHENS

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|------------------------|--|---|------------------------------------|
| Hot surfaces liquids / Burns, scalds | Staff Pupils | <ul style="list-style-type: none"> • Adequate supervision and safe working procedures in place • Staff /Pupils aware of risks whilst using area with hot surfaces and handling hot liquid • Heat resistant gloves/cloths/aprons provided • Ensure adequate space is available around the ovens at all times when handling hot items. | | L |
| Sharp equipment / Cuts | Staff | <ul style="list-style-type: none"> • Controlled storage and use of knives – instruction provided for pupils • Knives are kept sharp. • Wash separately do not leave in sink | | L |
| Machinery / Injury | Staff | <ul style="list-style-type: none"> • Guards fitted and interlocks fully operative on any mixers, blenders etc or restricted use • Formal visual inspection before use • Inspected by CCS regularly | | L |
| Slippery floors / Slips and trips | Staff Pupils | <ul style="list-style-type: none"> • No obstacles in walkways and regular cleaning of floors • Spillages should be dealt with immediately. • Paper towels to be used on small areas of water-based contamination. • Ensure good housekeeping and that any food debris / spills are cleared up immediately. | | L |

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| <p>Use of cookers (Electric / gas)</p> <p>Electric shock Fire, explosion</p> | <p>Staff</p> | <ul style="list-style-type: none"> • Electrical equipment is subject to regular safety inspection and test ('PAT testing) by County. • Gas equipment is under planned maintenance • Gas isolation valve should be available to isolate the gas supply when not in use. • Portable cookers permanently wired into a fixed spur. • Ovens for food preparation not to be used for other purposes e.g. heating plastics. • Fire blanket kept in the area and staff should know how to use it. • Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes. • There should be no wall displays, pin boards etc in the close vicinity of naked flames. • Kitchen thoroughly cleaned by DLO at regular intervals. | | <p>L</p> |
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| <p>Food poisoning Poor standards of hygiene Incorrect storage of food)</p> | | <p>Personal hygiene</p> <ul style="list-style-type: none"> • Teach pupils the need for personal hygiene. • Staff and pupils to wash hands before handling food and after visits to the toilet • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings. • Tie back long hair. • Aprons hygienically maintained. <p>Storage</p> <ul style="list-style-type: none"> • All fridge/freezer temperatures taken daily and recorded • Only small quantities of food should be stored, and correct stock rotation should be ensured. • “Use by” and “best before” dates should be checked AND ADHERED TO. • Food stored in suitable containers (covered / protected from contamination). | | <p>L</p> |
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| | | Food handling <ul style="list-style-type: none"> • Minimise handling of ready to eat foods, use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands. • High risk / raw foods kept apart at all times • Separate chopping boards and utensils used for raw and cooked foods. • Limit preparation of food in advance if displayed at ambient temperatures. Cleaning <ul style="list-style-type: none"> • All work surfaces cleaned thoroughly and disinfected prior to any food preparation. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. • Adequate rubbish bins for waste food and they must be emptied daily. | | L |
| Pupils with food allergies Inadvertent contact Staff not aware of pupil's allergies | | <ul style="list-style-type: none"> • All staff are made aware of pupils who are sensitive to foods and food additives. • Staff should be aware of ingredients/food additives present in foodstuffs. | | L |

Risk Assessment Gym

| RISK ASSESSMENT – GYM Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|-----------------------------|---|---|------------------------------------|
| Defective flooring / Slips Trips Falls | Staff Pupils Visitors | <ul style="list-style-type: none"> • Condition of premises regularly checked • Prompt maintenance of defects. • Floors regularly cleaned to reduce slip accidents. | | L |
| Sports equipment storage area / Injury, dust, fire | Staff Pupils Visitors | <ul style="list-style-type: none"> • Equipment safely stacked • Regular inspection of area • Good housekeeping, area kept clean and tidy | | L |
| Misuse of sports equipment / injury | Staff Pupils Visitors | <ul style="list-style-type: none"> • Adequate supervision by trained authorised staff • Induction for users in correct method of use • Secured against unauthorised access • First aid trained staff to deal with injuries | | L |
| Defective sports equipment / injury | Staff Pupils Visitors | <ul style="list-style-type: none"> • Planned inspection and maintenance routine with testing where appropriate for type of equipment – County. • Defective items removed from area or locked away where possible or marked clearly to indicate they should not be used. | | L |

RISK ASSESSMENT – ART & DESIGN – KILN

| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Residual Risk Rating |
|--|-----------------------------|--|---|----------------------|
| Heat (burns) Metal casing of kiln / firing objects | Staff Pupils | <ul style="list-style-type: none"> • Hot materials handled with tongs or other suitable tools. • Gloves to be worn (to EN 407) when removing ware whilst kiln still warm • Kilns situated in working areas should be caged | | L |
| Fire | Staff Pupils Visitors | <ul style="list-style-type: none"> • Detailed Fire Risk Assessment conducted and reviewed annually • Rubbish not allowed to accumulate Located in separate room / area. • Flammable materials are not to be stored in the kiln room. • Clear circulation space is maintained at all times (450mm). • CO2 fire extinguisher present. | | L |

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| Electrocution Electrical shock Burns | Staff Pupils Visitors | <ul style="list-style-type: none"> • No access to live heating elements - interlocking device where the kiln door can not be opened before the mains supply is switched off. • Electrically fired kilns installed by a competent. • Accessible and labelled isolation point. • Extension leads and multiway plugs not to be used to connect kiln. • Kiln must be regularly inspected by a competent person – County. • Visual inspection pre-use. | Also see Use of electrical equipment | L |
| Use of ceramic materials Ingestion of toxic substances Skin irritation / sensitisation | Staff Pupils | <ul style="list-style-type: none"> • Less hazardous chemicals used wherever possible. • No food or drink to be prepared or consumed in any area used for pottery. • Effective hand washing after using ceramics materials and chemicals. • All materials are properly labelled and stored, and appropriate warnings are included in the labelling. • Immediate cleaning up of any spillage | | L |

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| Non authorised use | Staff Pupils | <ul style="list-style-type: none"> • Used only by competent operators • Students use only under supervision • Kiln should be sited in a lockable, specialist room which has an external red warning light. • Written procedures on safe use and emergency procedures posted next to kiln. | | L |
| Inhalation of dusts including pottery glazes causing harm to health. | Staff Pupils Visitors | <ul style="list-style-type: none"> • Cleaning routines used must limit the generation of dusts. • Dry materials should be stored in sealed containers, and both wet and dry spillages should be cleaned up immediately. • Area regularly cleaned to prevent build up of clay dust. • Floors wet moped daily. • Tables and surfaces to be cleaned whilst clay is damp. • Aprons to be regularly laundered. | | L |
| Fumes | Staff Pupils Visitors | <ul style="list-style-type: none"> • Good natural (general) ventilation e.g. through doors / windows • Do not use lead based glazes. | If fumes are inhaled remove the affected person to the fresh air until they have recovered. | L |
| Glazes to be used with foodstuffs | Staff Pupils | <ul style="list-style-type: none"> • Do not use lead based glazes. • Ensure glazes or colour do not release metallic compounds when they come into contact with acids contained in food stuffs. • Ensure glazes are used in accordance with the manufacturer's instructions. | | L |

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| Spray application glazes (if used). | Staff Pupils | <ul style="list-style-type: none"> • Spray glazes should only be used in properly designed spray booth or in outside areas. • Operator should wear a mask. | | L |
| Slips / Trips | Staff Pupils Visitors | <ul style="list-style-type: none"> • Ensure good housekeeping in the kiln room. • Provide wet floor signs when floor is moped. Dry mop floors after spillages. | | L |
| Manual handling loading / unloading ware | Staff Pupils | <ul style="list-style-type: none"> • Teachers or technicians should load kilns. • Minimise manual handling • Appropriate footwear worn • Mechanical lifting aids available (trolleys etc.) • Improve workplace layout. • Store heavy items at waist level. | | L |

RISK ASSESSMENT – LONE WORKING

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H /M/L |
|---|--|--|--|--------------------------------------|
| <p>Lone working - working in school alone / in isolated locations</p> <p>accident, injury, delayed assistance in emergency</p> | <p style="text-align: center;">Staff</p> | <p>Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height)</p> <p>Notify manager/head teacher of start time and when finished.</p> <p>Reduce time spent working alone as far as is reasonably practicable.</p> <p>Means to summon assistance close to hand, mobile phone/radio carried.</p> <p>Notify staff on site of location / estimated duration of task if working on site remote from others.</p> <p>Adequate security in place.</p> <p>Access to site controlled</p> <p>Use of visitor badges / signing in book</p> <p>Ensure all external doors / windows secured to prevent unauthorised access.</p> <p>Do not allow access to unknown callers.</p> <p>External lighting adequate</p> <p>Key holders should be strictly controlled and numbers kept to a minimum.</p> <p>NO LIFT USE WHEN LONE WORKING</p> | <p>Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.</p> | <p style="text-align: center;">L</p> |

RISK ASSESSMENT – OFFICES

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|-----------------------------|---|--|----------------------|
| Use of photocopier/ laser printers Ozone, Carbon monoxide & dust emission – eye irritation, headaches | Staff Pupils Visitors | <ul style="list-style-type: none"> • Adequately separated from people. • Sited to allow adequate ventilation (offices are considered to be well ventilated provided copier is not in constant use) • Where there are no windows or, windows cannot be opened, then fresh air must be provided by air inlet and extraction outlets. | | L |
| Use of other equipment Shredder etc | Staff | <ul style="list-style-type: none"> • Equipment to be suitable for purpose and appropriately located. • Regular servicing / maintenance arrangements. • Staff to receive demonstration in use. • Report any defects immediately. | | L |

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| <p>DSE use</p> <p>Musculo skeletal problems including back pain and RSI</p> <p>Headaches</p> <p>Eye strain</p> | Staff | <ul style="list-style-type: none"> • Adequate work space provided. • Workstations properly established for all users, with appropriate supportive seating and a desk large enough to accommodate the work. • Adequate lighting with blinds provided on windows to reduce glare and reflection. • Users must be encouraged to take regular breaks away from the screen. • Users must be encouraged to report any faults with equipment or any medical problems. • Supplementary equipment such as foot rests, document holders etc. Must be provided if needed. | | L |
| <p>Storage</p> | Staff | <ul style="list-style-type: none"> • Ensure shelves are not overloaded and that items do not overhang. • Ensure office furniture (shelving, cupboards etc.) are well maintained and any defects reported immediately and actioned. | | L |

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| <p>Manual handling of office supplies / equipment</p> <p>Musculoskeletal strain / injury</p> <p>Dropping / Falling items</p> | <p>Staff Pupils Visitors</p> | <ul style="list-style-type: none"> • Office supplies arrive in small amounts. • Caretakers to deliver supplies – Manual Handling Course attended. • Heavy items stored at waist height with light objects on top & bottom shelves. • Kick stool available for access to high storage. Where practicable do not store items above head height. • Effective use of storage facilities- these should be accessible, not overloaded, items not stored on tops of cupboards. • Avoid heavy / bulky loads. • Ensure staff do not overload themselves, team handling to be used where necessary. • Ensure staff use appropriate handling aids where necessary. • Staff to have been trained in the use of such equipment. | | <p>L</p> |
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RISK ASSESSMENT – PLAY AREAS

| Hazard / Risk | Who is at risk | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|-----------------------------|---|---|------------------------------------|
| Play area equipment Injury due to fault | Staff Pupils Visitors | <ul style="list-style-type: none"> Regular checks for defects Annual maintenance and repairs undertaken where necessary by County/Gower Charcoal | | L |
| Falls from climbing apparatus / major injury | Staff Pupils Visitors | <ul style="list-style-type: none"> Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). Consider segregating age groups (Specify the age or year groups if appropriate) Supervision of use required at all times Apparatus not to be used when wet and slippery. Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) Children to wear appropriate footwear Ensure that impact absorbing surfaces are present where there is a significant risk of a fall | | L |
| Play items (e.g. Skipping ropes, footballs etc) / injury | Staff Pupils Visitors | <ul style="list-style-type: none"> Ensure items are used only for their intended purpose. Games to be played in appropriate location Zone activities e.g. for ball games. | | L |
| Bullying / stress, physical injury | Pupils | <ul style="list-style-type: none"> School has a behaviour policy Adult supervisors should be familiar with the policy Training for supervisors in identification and prevention of bullying | | L |

| Hazard / Risk | Who is at risk | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
|---|-----------------------------|---|--|-----------------------------|
| Fighting / injury | Pupils | <ul style="list-style-type: none"> Supervisors aware of school rules on appropriate behaviour Supervisors trained in how to deal with this type of situation | | L |
| Rough games / injury | Pupils | <ul style="list-style-type: none"> Prohibit inappropriate games from the school | | L |
| Security Unsupervised contact with adults / abduction, assault, child protection issues | Staff Pupils Visitors | <ul style="list-style-type: none"> Maintained, unbreached fencing (no holes or gaps) Points of access onto the site for visitors minimised with clearly signed routes to the reception Where possible provide alternative routes for visitors which will bypass playing areas. Traffic Gates closed / secured at break times Avoid children playing in areas out of sight of supervisors Areas of site identified as higher risk made "out of bounds" EG Woodland Area Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of the gates and where there are public footpaths through the school grounds. (Identify on a plan) | See also security risk assessment | L |

| Hazard / Risk | Who is at risk | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
|---|-----------------------------|--|--|-----------------------------|
| Absconding / children leaving the school grounds unobserved. | Pupils | <ul style="list-style-type: none"> Parental consent obtained for children who need to go home for lunch Identify any blind spots due to walls, trees, bushes, play equipment, etc. | . | L |
| Steps and steep slopes / slips, trips, falls | Staff Pupils Visitors | <ul style="list-style-type: none"> Games not to be played on steps Ensure these areas are gritted in the winter when ice and snow No running | | L |
| Inadequate response to accidents / more serious injury | Staff Pupils Visitors | <ul style="list-style-type: none"> Adequate numbers of supervision to account for emergency situations First aid kits located close by in school buildings Trained first aiders present on the site and available during lunch and break times Supervisors who do not have first aid training are aware of the action they should take in the event of an injury. | What would be the arrangements should a member of staff report sick. | L |
| Litter, glass / injuries, cuts | Staff Pupils Visitors | <ul style="list-style-type: none"> Inspection of the area and litter pick as required. | | L |
| Used Needles / HIV, Hepatitis B | Staff Pupils Visitors | <ul style="list-style-type: none"> Inspection of the area and litter pick (identify measures for preventing needle stick injuries) | Contact County immediately to advise on disposal methods of such materials. | L |

| Hazard / Risk | Who is at risk | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|-----------------------------|---|--|------------------------------------|
| Dog faeces / infection, Toxicariasis | Staff Pupils Visitors | <ul style="list-style-type: none"> • Where possible prevent dog walking within the school grounds. • Provide equipment so that faeces can be removed safely. • No owners & animals allowed onto school site for exercise. • Grounds secured/locked after hours. | | L |
| Trees, poisonous or thorny plants | Staff Pupils Visitors | <ul style="list-style-type: none"> • Grounds maintenance contract in place which includes a tree survey to identify any foreseeable risks from falling branches etc. | | L |
| Hard Surfaces / slips trips and falls | Staff Pupils Visitors | <ul style="list-style-type: none"> • Ensure that the play areas are even and regularly inspected • Area periodically checked for missing drain covers, uneven surfaces, etc. | <ul style="list-style-type: none"> • Uneven surfaces repaired ASAP – where practical. | L |

RISK ASSESSMENT – POND AREA

| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
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| Drowning | Staff Pupils Visitors | Design: <ul style="list-style-type: none"> Edges of the pond clearly visible. Deeper zone positioned away from the edges. The depth should be kept as shallow as possible. Pond regularly maintained to ensure that the perimeter does not become obscured and that the area around the pond does not deteriorate. Slip / tripping hazards eliminated from the surrounding area. | | L |
| | Staff Pupils Visitors | <ul style="list-style-type: none"> Edges that are open for access for pond dipping should be gently sloping, or flat and well defined. Appropriate level of supervision in place taking into account age of pupils and any special needs Pond area fenced to (1.1m high min) with lockable gate to deter unsupervised entry | | L |

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| <p>Hygiene Infection Weils disease Poisoning (blue-green algae)</p> | <p>Staff Pupils Visitors</p> | <ul style="list-style-type: none"> • Adequate provision for hand washing is readily available. • Provide paper towels rather than communal hand towels. • Do not allow children to touch any part of their face with their hands before hands are washed. • All wounds on exposed skin are suitably covered; • No eating in the pond area • Prevent access to the area by cats/dogs, checks always made of the area to remove (hygienically) any faeces before children enter the area. • Any algal scum should be removed, avoiding skin contact. Pupils should be supervised carefully so that they have no opportunity to eat any parts of the plants growing in or around the pond. | | <p>L</p> |
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RISK ASSESSMENT – PREMISES

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|--|--|---|------------------------------------|
| Defective flooring Slips Trips Falls | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Condition of premises regularly checked Prompt maintenance of defects | | L |
| Liquid spillages / Slips, Falls | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Supervision in use of liquids in class Reporting procedure for identified spillages with prompt action to clean up Immediate cleaning up of spillages | | L |
| Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Good housekeeping maintained Regular inspection Ensure bags and coats are not blocking corridors / walkways Designated storage areas | | L |
| Trailing electrical cables / Trips, Falls | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Avoid use of extension leads Ensure sufficient sockets Use of cable covers where cables are a trip hazard | | L |
| Electrical equipment & sockets Electrocution Fire Electrical burns | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> All electrical equipment is PAT tested and visual checks conducted prior to use Fixed Installation testing completed (5yearly min) and any remedial work actioned. Mains powered portable equipment protected by RCD to distribution board, wall socket or lead. | Also see Electrical Risk Assessment | L |
| Hot Surfaces Burns | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Low surface temperature radiators where young or special needs children are present | | L |

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| Hot water from taps Scalding | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Thermostatic mixing valves fitted to all sinks to which nursery, KS1 and special needs pupils have access. • Temperatures monitored in accordance with Legionella Assessments. (44 C) | | L |
| Open or broken windows / Falls, cuts, injury | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Opening limiters fitted to windows above ground floor where risk of falling exists. • All glazing either filmed or safety glazed. • All such glazing to be appropriately marked / etched. • As replacement is necessary glazing to BS standard used | | L |
| Defective furniture/ equipment Injury | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Furniture and fittings must be regularly inspected and defects reported. • Broken furniture removed immediately. | | |
| Access / egress Trips, Falls, fire risk, obstructed escape | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Adequate space, circulation routes and emergency exits. • Entrances and exits are clearly signed and well lit and kept free from obstructions. • Arrangements in place to ensure access maintained in snowy / icy conditions | | |

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| <p>Fire Property damage Smoke inhalation Physical injury Burns</p> | | <ul style="list-style-type: none"> • Detailed Fire Risk Assessment conducted and reviewed annually • Rubbish not allowed to accumulate. • Storage areas kept tidy. • Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested by county, drills conducted regularly. Please consult Fire Alarm book – CT room. • Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom. • Fire doors checked regularly (self closures operating, doors close freely, smoke seals / strips in place etc.) | <p>Fire Risk assessment attached</p> | |
| <p>Service cupboards / pant rooms Inappropriate use Fire Electric shock</p> | | <ul style="list-style-type: none"> • All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. | | |

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| <p>Inadequate lighting / other welfare facilities Dissatisfaction / stress</p> | | <ul style="list-style-type: none"> • Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are maintained in a clean state. • Hot water, soap and disposable paper towels provided. • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place. | | |
| <p>Poor Water Quality Coliforms, legionella etc</p> | | <ul style="list-style-type: none"> • Water risk assessment conducted by competent person - County • School identified seldomly used outlets and flushes regularly. • All taps run for several mins after holiday periods • Showers disinfected / descaled by county. • Tanks / calorifier sterilisation conducted by county during summer holidays. • Legionella assessment carried out in house monthly (as recommended by County) | | |

RISK ASSESSMENT – SECURITY

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|--------------------------------------|---|--|----------------------|
| <p>Children leaving site</p> <p>Visitors gaining access without staff knowledge.</p> | <p>Staff Pupils Visitors</p> | <ul style="list-style-type: none"> • Supervision levels appropriate. • Culture in which strangers are challenged. • Maintained unbreached fencing (no hole/gaps) • Areas of site identified as higher risk out of bounds to pupils • All visitors report to office and sign in /out. Visitors wear visible visitors badge and escorted when on site if appropriate. • Restricted / controlled access to site. – Master Keys. | | <p>L</p> |

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| <p>Intruders gaining access outside school hours</p> | <p>Staff Pupils Visitors</p> | <ul style="list-style-type: none"> • Exterior gates / doors kept locked when school not in use. Windows fitted with crime shield where appropriate. • Members of the public prevented from entering unauthorised parts of the buildings during community or evening use. • Good relationship with community. • Adequate external / security lighting. • CCTV <i>full / partial</i> fitted and <i>recorded/monitored</i>. • All boundaries well defined. Fencing min 1.8M high and in good condition. • Intruder alarm fitted and maintained. • Valuable property security marked and secured during periods that the building is not in use. • Connections with local police/security firms. | | <p>L</p> |
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RISK ASSESSMENT – SNOW & ICE

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---------------------|-----------------------------|--|---|----------------------|
| Slips, Trips, Falls | Staff Pupils visitors | <ul style="list-style-type: none"> • Nominated member of staff to monitor weather conditions and anticipate when snow / ice clearance may be required.(may be necessary for them to start work earlier to implement procedures) • Prioritised areas for clearing of snow and gritting of paths, steps and slopes. (main access routes , paths from car parks to buildings etc to be dealt with ASAP) • Other areas cleared as time permits. • Direct access to the main entrance from the site access point is created (1 M wide) • Regular inspection of all areas and identification of those such as steps, slopes etc which may not be safe even when cleared. • Treat cleared paths with salt and grit if freezing temperatures continue. | If slopes and steps remain in a dangerous condition it may be necessary to prevent access to affected area – cones / barrier/ tape etc. | L |

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| | Staff Pupils Visitors | <ul style="list-style-type: none"> Where playgrounds remain slippery due to compacted snow / ice it may be necessary to accommodate pupils indoors at break time. If playgrounds remain in use supervision levels may need to be increased. | | L |
| Manual handling Physical exertion Back injuries, strains/sprain | Staff | <ul style="list-style-type: none"> Staff who are responsible for gritting / clearing paths have adequate equipment and clothing to carry out the work. Ensure staff clearing snow are physically capable Work at sensible pace and take frequent breaks Training given in correct lifting techniques. Appropriate footwear worn Mechanical lifting aids available (trolleys, gritter etc.) | | L |
| Closure | ALL | <ul style="list-style-type: none"> Head teacher & County to liase if school is to be closed due to conditions. Closure of the school will be relayed on local radio, text message alerts and manned phone calls. | Local caretakers to attend if practical. They will be informed of the schools decision, and information passed onto relevant parties. | L |

RISK ASSESSMENT – STORAGE

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|-----------------------------|---|---|------------------------------------|
| Cleaner/caretaker storage areas Access to potentially hazardous equipment/ materials | Staff | <ul style="list-style-type: none"> • Hazardous substances to be stored safely and securely. • Substances to be in original container with clear labels and hazard warnings – no decanting • Restricted access. Store to be locked except when in use • Switch rooms and boiler rooms kept clear of storage and locked when not in use | | L |
| Flammable substances / fire, explosion | Staff Pupils Visitors | <ul style="list-style-type: none"> • Flammable substances to be stored in a purpose-made, lockable fire-resisting cabinet, labelled with hazard warnings • Minimise amount stored and used. • Lids to be kept on containers • No smoking or other sources of ignition permitted in areas where flammable vapours may be present • Dispose of flammable waste including contaminated cloths etc. safely | | L |
| Falling objects Not secured, poorly installed. Sited too high /overloaded | Staff | <ul style="list-style-type: none"> • Shelving etc. properly installed, secure fixings in place • Shelves not overloaded • Storage to be organised with heavy objects at NO access to pupils. • Provision of access equipment nearby or in place. | | L |

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|---|-----------------------------|---|--|---|
| Reaching high shelves / Falls, strains | Staff | <ul style="list-style-type: none"> • Appropriate steps, kick stools etc provided to reach high shelves • Store frequently used items at easily accessible locations • Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries | | L |
| Cleanliness/tidiness Fire Tripping Struck by falling object | Staff Pupils Visitors | <ul style="list-style-type: none"> • Rubbish is regularly removed. • Recycling bins provided and used. | | L |

RISK ASSESSMENT – WORK EQUIPMENT

| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
|---------------------------------|--|--|---|----------------------|
| Working equipment | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> If there is a significant risk then ensure that a work equipment risk assessment is carried out which will identify: <ul style="list-style-type: none"> Any known significant risks, Guards that need to be in place, Servicing / inspection requirements, Identify authorized users, PPE in place Training / instruction required. Is the equipment appropriate (being used for its intended purpose) | | L |
| Mobile Tower Scaffolding | Staff Pupils Visitors | <ul style="list-style-type: none"> Ensure that a risk assessment has been carried out before use. Ensure that the equipment is secured to prevent unauthorized use. | | L |
| Asbestos | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Check Site asbestos log information for location of asbestos containing material prior to undertaking any work which has the potential to disturb asbestos. Drilling, sanding cutting, etc. | Refer to Asbestos RA | L |

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|--|---|---|------------------------------------|
| Unplanned ignition or overheating | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Ensure that all flammable or highly flammable substances are not used in the area. • Ensure equipment is maintained and serviced. • Ensure ventilation holes are not blocked or cooling system operational. | | L |
| Risk to pedestrians / from dust, fumes, falling objects | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Segregate working area. • Where appropriate carry work outside normal school hours. | | L |
| Lifting and carrying of heavy or awkward equipment / back injuries, sprain, strains | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Training given in correct lifting techniques. • Minimise manual handling • Appropriate footwear worn | | L |
| Use of electrical equipment Electrical shock Burns | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Ensure all connections are properly fixed and that the equipment has been PAT tested. • Visual inspection pre-use • A residual current device should be used in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. | | L |

| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (To take account of local/individual circumstances). | Risk Rating H/M/L |
|---|-----------------|--|---|----------------------|
| Lone working - working in school alone in isolated locations | Staff | <ul style="list-style-type: none"> Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); Mobile phone/Radio carried Notify staff on site of location / estimated duration of task if working on site remote from others. Reduce time spent working alone as far as is reasonably practicable. Notify manager of start time and when finished. Refer to Personal Safety and Lone Working | | L |
| Working at height. | Staff | <ul style="list-style-type: none"> If work equipment is to be used whilst working at height then a specific risk assessment will need to be carried out. | | L |

RISK ASSESSMENT – VEHICLES

| Hazard / Risk | Who is at Risk? | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|--|--|---|---|------------------------------------|
| Vehicles parked outside school entrance Obscured view Access restricted / blocked Death or major injury to pedestrian. | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Co-operation of parents sought e.g. persuading them to park away from the entrance. Parents encouraged to walk their children to school. School travel plan in place. Barriers in place | | L |
| Playtime. Children running into path of vehicles to retrieve balls ,etc. | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Gates closed / locked during break times. | | L |
| Reversing vehicles death or major injury to pedestrian, damage to building or other vehicle | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Provision of designated delivery points. Minimise vehicles allowed onto site, particularly during start and end of school day. Physical protection around vulnerable areas of buildings e.g. barriers. Ensure safe movement of vehicles. | | L |
| Speeding vehicles / death or major injury to pedestrian, traffic accident, damage to building or other vehicle | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> Speed limit on site with clear signs and markings displayed Communication of speed limit to staff and visitors. Separate pedestrian and vehicle routes with physical segregation. Traffic calming measures in place prior to higher risk areas, such as crossing points. | | L |

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|--|--|--|--|----------|
| <p>Impact with vehicle, building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle</p> | <p>Staff Pupils Visitors Contractors</p> | <ul style="list-style-type: none"> • Separate pedestrian and vehicle routes with physical segregation such as barriers. • Pedestrian routes clearly indicated • Designated crossing points located at safe places with appropriate signs and markings Provide signage/road marking (e.g. "zebra crossing") • Supervision and control of school buses • Clear rules for parents and regular site users regarding entry to the school grounds with vehicles. • Restricted access for vehicles (e.g. by closing the gates at the beginning and end of the school day). • Restrict delivery times (e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes • Reception/school office clearly identified (e.g. by signage). | | <p>L</p> |
|--|--|--|--|----------|

RISK ASSESSMENT – WORKING AT HEIGHT

| <i>Hazard / Risk</i> | <i>Who is at Risk?</i> | Normal Control Measures <i>(Brief description and/or reference to source of information).</i> | Additional Control Measures <i>(To take account of local/individual circumstances).</i> | Risk Rating H/M/L |
|---|--|--|---|------------------------------------|
| Use of incorrect equipment (desk, chairs etc) Falls, falling objects | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs/ tables etc) • Restrict displays to head height where practical • Ensure display boards are accessible | | L |
| Defective equipment / Falls, falling objects | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Reporting procedure in place for identified defective items with prompt removal /remedial action. | | L |
| Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects | Staff Pupils Visitors Contractors | <ul style="list-style-type: none"> • Displays prepared as far as possible before putting them up. • Use of access equipment restricted to those trained and competent in use. • Staff to re-position kick stool rather than overstretch. • Floor surfaces suitable to use kick stool (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Do not leave unattended to avoid unauthorised use. | | L |

Head teachers Agreement for School Risk Assessment.

I, Mrs. Juliet Stack, Head teacher of St. Joseph's Catholic Primary School Clydach have read the School Risk Assessment and I am satisfied that it covers all necessary steps within our operation. I have read and understood the School Risk Assessment and will co-operate fully to fulfil the requirements set out.

I understand that as the responsible person it is my responsibility to maintain the risk assessment as a live document which should be referred to as and when necessary. In addition I will ensure that when any changes are made to the procedures or structure of the premises, the risk assessment will be update to reflect these changes.

Signed

Signed..... (Site Manager / Burser)