



Naunton Park Primary School

Whole School Operational Risk Assessment Toolkit

Completed by:	Gayle Fletcher	Date	May 2023
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Approved by Governors 25.5.23 

Risk Assessment for Naunton Park Primary School

Currently, please also read COVID-19 risk assessment

Activity: General circulation in building and access and egress			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Slips, trips and falls (same level)	Staff	<ul style="list-style-type: none"> Entrances, exits, corridors stairs, circulation and playgrounds in good condition and free from obstructions/tripping hazards. Adequate internal and external lighting and emergency lighting to main circulation routes. Spills cleaned up immediately. Cleaning at end of school day: correct mopping techniques and wet floor signage used. Contractor's works segregated from main school activities. Procedures in place for snow and ice gritting of principal access and egress routes. 	Y
	Pupils		Y
	Visitors		Y
	Contractors		Y
			Y
Finger entrapment in doors, powered doors & gates	Staff	<ul style="list-style-type: none"> Hinge guards fitted to doors where pupils are at risk, or doors inherently safe by design. Some rear doors have finger guards. Powered doors adjusted correctly to sense people. Gates cannot open significantly beyond 90 degrees creating a finger trap. Powered gates with insufficient closing force to injure people or sensor to stop operation. 	N
	Pupils		N/A
	Visitors		Y
			N/A
Impact with others during circulation	Staff	<ul style="list-style-type: none"> Corridors sufficiently wide to flow likely numbers of pupils. Keep corridors and staircases free from obstructions. Behaviour policy and conduct rules. Staff supervision. 	Y
	Pupils		MOSTLY new classrooms have bags in cupboards freeing up more space in the corridors Y Y
	Visitors		
Any additional actions identified: - Reminders re: clutter in corridors			

Activity: Transport Operations & Traffic Management			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Pedestrian or cyclist struck by vehicle	Staff	<ul style="list-style-type: none"> Footpaths segregated from vehicle traffic routes. Deliveries/contractors vehicles scheduled outside start and end of day. Adequate supervision to control vehicle movements at start and end of day. Transport providers given instructions around pick up and drop off locations. 	Y
	Pupils		Y
	Visitors		Y
			Y
Unlawful driving	Staff	<ul style="list-style-type: none"> Staff transporting pupils have business insurance. 	Y
	Pupils		
	Public		
Any additional actions identified: <ul style="list-style-type: none"> Continue to remind parents of the need for sensible parking at drop off and pick up times. Create log of staff members with business insurance. 			

Activity: Use of Playground & Play Equipment				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	
Equipment Defects	Pupils	<ul style="list-style-type: none"> Pre-use inspection (look for large splits, rot and another defects). Defective elements taken out of use. Play equipment maintenance – annual inspection by competent person. 	Y	
			Y	
			Y	
Behaviour	Pupils	<ul style="list-style-type: none"> Supervision/ numbers limited on play equipment. Equipment is appropriate for age and ability of pupil. Care plan/ behaviour plans. 	Y	
	Staff		Y	
			Y	
Weather	Pupils	<ul style="list-style-type: none"> Stop use if unsafe e.g. in high wind or icy conditions. 	Y	
	Staff			
Slips, trips & falls	Pupils	<ul style="list-style-type: none"> Pre-use check of surfaces. Supervision. Impact absorbing surfaces where required. 	Y	
			Staff	Y
				Y – TRIM TRAIL (new 2020)
Safeguarding/ security	Pupils	<ul style="list-style-type: none"> Access control of playground/ site security. Supervision. 	Y	
			Y	



Impact collisions	Staff	<ul style="list-style-type: none"> Play areas segregated from general thoroughfares and vehicle routes. Playground supervision ratios appropriate to control behaviour and prevent pupil collisions. Behaviour policy. Designated areas for ball games. First aid procedures and facilities. 	Y
	Pupils		Y
	Visitors		Y
			Y
			Y
Any additional actions identified:			
<ul style="list-style-type: none"> Continue to ensure that all staff adhere to playtime/lunchtime rota 			

Activity: Building Hazards: Electricity; Asbestos; Legionella; Fire; Gas; Glazing			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Electricity:	Staff Pupils	<ul style="list-style-type: none"> PAT testing annually – course booked for new Site Manager. Fixed wiring inspection every 5 years. Remedial works from inspection acted upon. Stage lighting inspected annually. Pre-use checks of equipment especially vacuums, hand tools etc. Electrical cabinets kept locked and free from combustible material. Personal electrical items PAT tested before use. Extension leads / sockets not overloaded. 	Y
Fire	Visitors		Y
Electrocution			Y
			Y
			Y
			Y
			Y
			Y
Asbestos exposure	Staff Pupils	<ul style="list-style-type: none"> Asbestos survey in place identifies known asbestos locations. Asbestos management plan in place. Routine condition monitoring of asbestos to identify deterioration. Key staff with asbestos awareness training. 	Y
	Visitors		Y
			Y
			Checks Oct 2023
			TBA – Site



			manager
Legionella exposure	Staff Pupils Visitors	<ul style="list-style-type: none"> Legionella survey carried out and recommendations acted upon. Key staff with legionella awareness training. Undertake temperature testing of water system – monthly. Flushing regime for infrequently used outlets. 	<p>Y</p> <p>Y April 2023</p> <p>Y</p> <p>Y</p>
<p>Fire:</p> <p>Property damage</p> <p>Life safety risk</p> <p>Disabled evacuation</p>	Staff Pupils Visitors	<ul style="list-style-type: none"> Fire risk assessment every three years, reviewed annually and actions acted upon. Combustible materials stored away from ignition sources. Fire doors kept shut. Emergency escape routes kept clear. Fire equipment tested appropriately – weekly fire alarm / monthly emergency lighting. Fire equipment serviced appropriately: alarm system, emergency lighting, and fire extinguishers. Personal Emergency Evacuation Plans in place where required (e.g. wheelchair users). 	<p>Y booked for May 2023</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y annually</p> <p>Y</p> <p>N/A</p>
Gas – fire, explosion		<ul style="list-style-type: none"> Gas appliances / installations serviced annually. Report gas leaks immediately. Gas isolation valve location known. Boiler rooms kept clear of combustible materials. Gas detectors in plant room. 	<p>Y 2023</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y 2023</p>
Glazing – cuts, falls through windows	Staff Pupils Visitors	<ul style="list-style-type: none"> Low level or vulnerable glass is safety rated or treated with safety film. Damaged glass panels are replaced as soon as possible. Glazing survey undertaken (see AMPS property 	<p>Y TBR</p> <p>Y</p>

		maintenance website). <ul style="list-style-type: none"> Windows have restricted opening where there is a risk of falling. 	Y Y
Any additional actions identified: Review of glass safety to be arranged			

Activity: Caretaking / Site and Grounds maintenance			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Contact with machinery	Staff Pupils Visitors	<ul style="list-style-type: none"> Pre-use checks of hand tools and grounds maintenance equipment. Guards in place where necessary e.g. strimmers etc. Equipment appropriately maintained. Training and instruction provided where necessary. Wear appropriate PPE – gloves, safety shoes as required. 	Y
			Y
			Y
			Y
			Y
Conflict e.g. materials or tools with building users	Staff Pupils Visitors	<ul style="list-style-type: none"> Site maintenance activities are programmed to avoid conflict with building users – work segregated as necessary. 	Y
Exposure to chemicals/hazardous substances	Staff Pupils Visitors	<ul style="list-style-type: none"> Material safety data sheets and CoSHH assessments undertaken for all hazardous chemicals (see section 20 on CoSHH). Where applicable appropriate controls are in place for spraying weeds etc, this includes CoSHH assessments for weed killing agents. The safe use of spraying equipment, scheduling any spraying during out of school hours and appropriate PPE used. Where repairs or other minor works are carried out the asbestos register is checked if necessary. 	Y
			Y
			Y
			Y
Fall from height	Staff	<ul style="list-style-type: none"> Appropriate controls in place for working at height including appropriate training for staff – January 2022. 	Y
Manual handling	Staff	<ul style="list-style-type: none"> Use appropriate lifting techniques – load is 	Y



injury		<p>manageable, keep back straight, 'lift with legs', keep load close to body, and avoid over-reaching and asymmetric carrying.</p> <ul style="list-style-type: none"> • Seek assistance (two person lift) for larger loads. • Lifting aids provided where appropriate e.g. sack trucks, trolleys etc. • Vary activities to avoid repetitive lifting. • Staff trained in good manual handling techniques. • Appropriate PPE worn e.g. footwear. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Any additional actions identified:</p> <ul style="list-style-type: none"> - Ladder training to be arranged. 			

Activity: Grounds maintenance			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
<p>Grounds work:</p> <p>Contact with machinery etc.</p>	<p>Staff Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Pre-use checks of hand tools and grounds maintenance equipment. • Guards in place where necessary e.g. strimmers etc. • Equipment appropriately maintained. • Training and instruction provided where necessary. • Wear appropriate PPE – gloves, safety shoes as required. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Conflict e.g. with machinery or weed-killer</p>	<p>Staff Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Grounds work is undertaken when areas such as playing fields are not in use. • Reputable contractor used – check PLI or use County negotiated contract. 	<p>Y</p> <p>Y</p>
<p>Any additional actions identified:</p> <p>Site Manager to check all tools in school</p>			

Activity: Contractors on site			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
<p>Contractor selection:</p> <p>Various arising from</p>	<p>Staff Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Reputable contractor used – seek references. • Check valid PLI in place. • Check work is risk assessed and method statement for larger works. 	<p>Y</p> <p>Y</p>



unsafe practices		<ul style="list-style-type: none"> • Use County 'Framework Contractors'. • CDM regulations followed for larger/ applicable works. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Contractor monitoring & completion of work</p> <p>Various arising from unsafe practices or poor quality work or exposure to asbestos</p>	<p>Staff Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Programme works outside of school hours if possible. • Pre-start briefing incl. instructions around not leaving tools unattended etc. • Check asbestos register. • Location of (buried) services identified. • Control arrangements – sign in and out. • Segregate areas of work from building users/ pupils • Designate storage or laydown areas if required. • Plan deliveries outside of critical pupil arrival and departure times. • Maintain good communications and check work progress/ monitor. • Check completion of work for quality and safety (e.g. fire detection not disabled). 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Any additional actions identified:</p> <p>n/a</p>			

Activity: Cleaning activities - Contractors			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
General	<p>Staff</p> <p>Pupils</p>	<ul style="list-style-type: none"> • Cleaners are contractors and responsibility for their H&S rests with them. • Contract monitoring arrangements in place – any 	Y



	Visitors	issues discussed with contract manager or cleaning supervisor.	Y
Exposure to chemicals	Staff	<ul style="list-style-type: none"> Sufficient space provided for cleaners to use for safe storage of equipment and materials. Cleaning materials are kept in locked cupboards secured from pupils. 	Y
	pupils		Y
Any additional actions identified: n/a			

Activity: Kitchen operations/ catering			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
General	Staff	<ul style="list-style-type: none"> Catering services are operated by Caterlink. Contract monitoring arrangements in place to maintain standards. Contractor has public liability insurance. Clear contract that defines responsibilities e.g. for equipment maintenance and deep cleaning. 	Y
	Pupils		Y
	Visitors		Y
Food poisoning	Staff	<ul style="list-style-type: none"> Routine inspection by District Council's Environmental Health team: Kitchens rated 5 stars. 	Y
	Pupils		Y
	Visitors		Y
Any additional actions identified: n/a			

Activity: Lone working			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Assault	Staff	<ul style="list-style-type: none"> Secure building. Report any strangers or people loitering around premises. Call for assistance. Procedure for responding to out of hours alarm calls including buddying with another person/ keyholder. Await Police if signs of break 	Y
			Y
			Y
			Y



			Y
Injury goes unnoticed	Staff	<ul style="list-style-type: none"> Avoid high risk activities e.g. work at height when alone. Means of summoning assistance (mobile phone). Exterior lighting to building. Procedure for responding to out of hours alarm calls including buddying with another person / keyholder. 	Y Y Y Y
Any additional actions identified:			

Activity: Work Related Stress			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Physiological and emotional harm from work related stress	Staff	Support mechanisms in the school from Headteacher and SLT.	Y
		Up to date job descriptions and clear roles and responsibilities.	Y
		Regular 1:1 supervision and annual performance review, plus mid-term review.	
		PPA time for staff to assist in workload.	Y
		Support staff (TAs, Volunteers) to assist.	
		Buy back Occupational Health support.	
		Access to additional Employee Assistance Programme (helpline) from GCC Occ. Health	Y
		Use flexible working arrangements to assist with work-life balance where practicable.	Y
		Seek advice and support from e.g. GCC SHE, Occupational Health, Headteacher Support, Governors, Diocese as appropriate.	Y
		Refer to GCC SHE Helpsheet on Stress Management and Stress Risk Assessment.	Y
Refer to HSE guidance on stress www.hse.gov.uk/stress	Y		
			Y



			Y
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Any additional actions identified:

Activity: Medical Matters and Infection Control

Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Exacerbated illness or injury from inadequate <u>First Aid</u> response	Staff Pupils	<ul style="list-style-type: none"> School First Aid Policy and emergency procedures in place. Sufficient first aid trained staff for numbers of pupils and staff and likely scenarios. Staff trained to appropriate level and competency maintained. Paediatric first aid trained staff where required by age of pupils (EYFS). Sufficient First Aid kits available and stock maintained. Spare inhaler and epipen held and staff trained. First Aid needs considered for off site visits – travel kits available. Defibrillator on site. 	Y
			Y
			Y
			Y
			Y
			Y
			Y
			Y
			Y
			Y
Misadministration of medicines leading to illness etc.	Pupils	<ul style="list-style-type: none"> School medicine administration policy. Parental permission for all medicines. School holds medicines not pupils. Medicines stored appropriately and securely in original containers. Dispense only prescribed medicines. Record (log) kept of medicine administered. Staff receive training where required in administering medication e.g. epipen. Pupil medical needs considered in planning off site visits. 	Y
			Y
			Y
			Y
			Y
			Y
			Y

			Y
			Y
			Y
Failure to support pupils with medical needs appropriately:	Pupils	<ul style="list-style-type: none"> Parents/guardian/carers provide school with information about their child's medical condition. Medical needs risk assessment undertaken. Health care plan drawn up for pupils with long term or complex medical needs. Training and support provided for staff. Staff who may deal with an emergency provided with information about a pupil's needs. Staff trained in managing specific medical conditions, administering a particular type of medication and dealing with emergencies. Appropriate number of support staff available. Information on dietary requirements, food intolerances and allergies shared with appropriate staff. Procedures and equipment to assist infection control – PPE (e.g. disposable gloves), hygiene waste disposal, personal hygiene etc. Support for staff where there is an incident, medical emergency or end of life of a pupil in their responsibility. 	Y
Incorrect care or treatment			Y
			Y
			Y
			Y
			Y
			Y
			Y
			Y
Any additional actions identified:			
- Investigate spare inhaler/epi pen.			

Activity: Behaviour Management			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Violence and aggression;	Staff	<ul style="list-style-type: none"> Pupils have individual risk assessment and behaviour management plan. Staff are aware of behaviours and triggers and are trained (e.g. Team Teach) where necessary in how to deal with behaviour. 	Y
	Pupils Visitors		Y

		<ul style="list-style-type: none"> Use de-escalation as first option where practicable. 	Y
Any additional actions identified:			
n/a			

Activity: Classroom			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Slips and Trips	Pupils Staff	<ul style="list-style-type: none"> Floors in good condition to prevent slips, trips and falls. Pupil bags and coats stored appropriately to prevent obstruction in corridors and circulation spaces. Trailing cables have been removed, relocated or tidied in such a way e.g. using cable ties etc. Housekeeping standards are adequate to prevent slips, trips and falls. 	Y
			MOSTLY
			MOSTLY
			Y
			Y
Electrocution & fire	Pupils Staff	<ul style="list-style-type: none"> Socket extensions are not overloaded. Portable Appliance Testing. Staff to report defects. 	Y
			Y
			Y
Cuts	Pupils Staff	<ul style="list-style-type: none"> Sharp objects or surfaces are identified and removed or adequate warning given. Report defective equipment or furniture. Tools or scissors etc. are not left unsupervised in classrooms. 	Y
			Y
			Y
Impact injuries	Pupils Staff	<ul style="list-style-type: none"> Chairs and desks are in good condition. Class sizes and space requirements have been assessed in line with Department for Education guidance. 	Y
			Y
Hygiene and infection risks	Pupils Staff	<ul style="list-style-type: none"> Adequate numbers of toilets and changing facilities are available for both pupils and staff including disabled facilities. Hand washing and personal hygiene is covered in pupil codes of conduct and appropriate facilities are available in all curriculum areas. School's cleaning regime including deep cleaning in the event of significant infection outbreaks. 	Y
			Y
			Y – Ryefords



Scalding/ Hot surfaces	Pupils Staff	<ul style="list-style-type: none"> Temperature testing for legionella also identifies scald risk from taps. Radiators (especially gas heaters) and pipework are covered / guarded to prevent access to hot surfaces. Report incidents or defects in equipment. Thermostatically controlled radiators – keep valves set to lower temperature. 	Y
			TBR
			Y
			Y
			Y
Any additional actions identified:			
- radiators			

Activity: Art, Design and Technology and Science			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Exposure to chemicals e.g. glues	Pupils Staff	<ul style="list-style-type: none"> Science - refer to CLEAPSS and other guidance e.g. 'Be Safe': http://science.cleapss.org.uk/ 	Y
Cuts from knives and scissors etc.	Pupils	<ul style="list-style-type: none"> Supervision of pupils when using scissors and craft knives. Teach correct technique. Count in and out knives and scissors. 	Y
			Y
			Y
Hot surfaces e.g. kilns, laminators	Pupils Staff	<ul style="list-style-type: none"> Pupils not to use laminators – adults only. 	Y
Clay dust	Pupils Staff	<ul style="list-style-type: none"> Clean up clay dust with wet mop and cloth. 	Y
Any additional actions identified:			
n/a			

Activity: Physical Education / Sport			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Slips & Trips	Pupils	<ul style="list-style-type: none"> Playing surfaces inspected before use. Maintain playing surfaces appropriately (do not over polish hall and gym floors). Pupils to wear appropriate footwear for surface type. 	Y
	Staff		Y



			Y
Failure of equipment - injury	Pupils Staff	<ul style="list-style-type: none"> Annual inspection of equipment by external agent. Pre-use inspection of equipment. Report defects. 	Y
			Y
			Y
Incorrect technique and contact with moving persons and equipment - injury	Pupils Staff	<ul style="list-style-type: none"> Pupils taught correct techniques. Supervision of pupils at appropriate ratio for their needs and the activity. Staff competent to deliver PE to the level it is being taught (consideration of any specific competencies) Follow current AfPE guidance on delivery of individual activities. 	Y
			Y
			Y
			Y
			TBR
Swimming in public swimming pools – Drowning; slips on poolside	Pupils Staff	<ul style="list-style-type: none"> School has checked qualifications of any independent swimming coaches used. Swimming pool provides qualified life guards Follow swimming pool operator rules No running or horseplay School provides additional staff to supervise poolside behaviour and during changing 	Y
			Y
			Y
			Y
			Y
			Y
Any additional actions identified: n/a			

Activity: Off Site Visit			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
General and Various	Pupils Staff	<ul style="list-style-type: none"> GCC <i>Off-site Visits Manual</i> and guidance followed. Educational Visits Coordinator (EVC) appointed and trained. Staff leading visits have appropriate training where required. Adventurous activities and residential trips are reviewed by GCC SHE. Risk assessments are prepared for all aspects of each trip by modifying GCC generic versions where applicable. HT/DHT or other responsible person has final approval of trips. Appropriate insurance arrangements are in place. 	Y
			Y new NF role
			SF March 2023
			Y
			Y
			Y



		<ul style="list-style-type: none"> Assurance obtained from any external activity providers which cover their safety management systems, either they hold a Quality Badge (from the Learning Outside the Classroom Council) or provider completes a questionnaire. Check operator has a valid AALA licence for licensable adventurous activities. DBS checks are carried out where necessary. Document checks for drivers are carried out where necessary. An annual review of all trips is undertaken which includes any health and safety issues. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Any additional actions identified:			

Activity: Office			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Manual Handling	Staff	<ul style="list-style-type: none"> Seek assistance from caretaker where required for heavier loads. 	Y
		<ul style="list-style-type: none"> Ask delivery driver to place where deliveries do not need to be moved immediately. 	Y
		<ul style="list-style-type: none"> Use handling aids (sack truck or trolley) where appropriate. 	Y
		<ul style="list-style-type: none"> Avoid lifting more than comfortable. 	Y
		<ul style="list-style-type: none"> Lift using good practice technique (i.e. straight back and lifting with leg strength). 	Y
Ergonomic/ Display	Staff	<ul style="list-style-type: none"> Staff to carry out DSE self-assessment and report any issues to manager. 	Y



Screen Equipment		<ul style="list-style-type: none"> Staff adjust chair and screen to correct height / positions. Staff take appropriate screen breaks. Staff aware of entitlement to free eyesight testing. Peripheral equipment (foot rests, document holders, mouse mats) provided as necessary. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Slips, trips & falls	Staff	<ul style="list-style-type: none"> Avoid storing equipment in thoroughfares. Safely place bags out of the way. Avoid trailing cables on office floor. Good housekeeping maintained. 	<p>Mostly</p> <p>Y</p> <p>Y</p> <p>Y</p>
Electrocution	Staff	<ul style="list-style-type: none"> Portable Appliance testing (PAT) regime in place. Faulty equipment taken out of service. Equipment used as intended and following manufacturer's instructions. 	<p>Y</p> <p>Y</p> <p>Y</p>
Environmental factors: Photocopier noise & emissions , heat, strong sunlight, lack of lighting	Staff	<ul style="list-style-type: none"> Photocopier serviced regularly. Photocopier sited appropriately to allow ventilation – placed in separate work area if possible. Blinds fitted where external windows. Adequate lighting and ventilation. Windows operable and fans available for cooling. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>N - ventilation</p> <p>Y</p>
<p>Any additional actions identified:</p> <p>n/a</p>			

Activity: Storage			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N



General	Staff	<ul style="list-style-type: none"> Good housekeeping to ensure gangways and general access is kept clear. 	y
Falls from height;	Staff	<ul style="list-style-type: none"> Appropriate steps / kick stools etc. provided to reach higher shelves (see working at height). 	y
Manual handling injuries;	Staff	<ul style="list-style-type: none"> Storage organised with heavier objects at waist height or lower levels. 	y
Collapse of shelving or items falling onto users.	Staff	<ul style="list-style-type: none"> Shelving and racking properly installed with secure fixings in place. 	Y
		<ul style="list-style-type: none"> Shelving and racking not overloaded. 	y
Chemical exposure	Staff	<ul style="list-style-type: none"> Hazardous substances stored in accordance with supplier instructions (e.g. out of sunlight etc). 	y
Fire	Staff	<ul style="list-style-type: none"> Flammable substances including petrol stored in a lockable fire resistance cabinet or approved safety container. 	Check
		<ul style="list-style-type: none"> Stored items do not touch light fittings or obscure smoke detectors. 	y

Any additional actions identified:

- Check where substances are stored e.g. petrol

Activity: Interface with other users on a shared site			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Various inc.: Fire, Equipment failure leading to injury.	Staff	<ul style="list-style-type: none"> Organisations briefed and provided with appropriate information on health and safety matters that affect them or require their cooperation e.g. fire procedures. Organisations share appropriate information with the school on their policies, procedures and risk assessments which may affect the schools operation. Clear definition of boundaries or buildings occupied by any organisation sharing/hiring and appropriate locking or access control systems in place to prevent inadvertent entry. Clear defined responsibilities regarding facilities management issues such as who owns and who is responsible for the maintenance of any plant and equipment etc. Policies and agreements in place to cover hiring arrangements. 	Y
	Pupils		Y
	Visitors		Y



			Y
			Y
Any additional actions identified: n/a			

Activity: Security			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Violence and aggression; Theft; Safeguarding	Staff	<ul style="list-style-type: none"> School Security Survey carried out to assess the adequacy of the security arrangements. Procedures in place for locking and unlocking buildings. 	Y
	Pupils		Y
		<ul style="list-style-type: none"> Security measures in place including fencing, access control systems, alarm system, CCTV 	
		<ul style="list-style-type: none"> Staff vigilance and challenge or report trespassers. Clear signage. Clearly signed reception. Legitimate visitors to site are clearly identifiable (e.g. badges). 	Y
		<ul style="list-style-type: none"> Child protection policy in place and consistently implemented. 	
		<ul style="list-style-type: none"> Recruitment and selection policies and procedures in place for any individual working in any capacity at, or visiting, the school. 	Y
		<ul style="list-style-type: none"> Pupils supervised at all times and not permitted to leave site unaccompanied Procedures at the end of the day for pupils to be collected by a responsible person (parent, home to school transport personnel or other recognisable adult). 	Y
		<ul style="list-style-type: none"> ICT browser control in place. 	Y
			Y
			Y



			Y
			Y
Any additional actions identified: n/a			

Activity: Working at Height by staff (other than caretaker - see separate risk assessment for caretaking duties)			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Use of kick-stool for accessing shelves.	Staff	• Displays restricted to head height wherever practicable.	Y
Use of stepladders to place displays and access shelves.		• Staff are instructed not to use chairs etc. as make shift steps.	Y
		• Lone working avoided when using step ladders.	
Falls from height		• Use appropriate sized stepladder to access higher displays.	Y
		• Kick stools or step ladders used appropriately to access high level storage.	Y
		• Pre-use checks are carried out of all ladders and step ladders.	
		• A register of step ladders and ladders is maintained and periodic checks are carried out and recorded.	Y
		• Floor surfaces suitable for use of steps.	
		• Stepladders not used sideways on (unstable).	Y
		• Ladders pitched at appropriate angle (75°) and footed.	Y
	• Ladder sufficiently clears whatever it rests upon so it can fall away.	Y	
• Avoid over-reaching or reaching sideways.	Y		
• Maintain three points of contact with ladder.			
• Staff wear appropriate footwear when using kick stools or step ladders.			
• Long handle poles or mechanical openers are used to open high level windows or blinds.	Y		
• Faulty ladders or step ladders are taken out of use.			
• Appropriate members of staff are trained (toolbox talk) or briefed in the use of step ladders.	Y		



			Y
			Y
			Y
			Y
			TBR
			Y
			TBR
Any additional actions identified: n/a			

Activity: Manual Handling by staff (not caretaker - see separate risk assessment for caretaking)			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Musculoskeletal injury	Staff	<ul style="list-style-type: none"> Manual handling is not carried out by staff that exceeds load limits or repetitious tasks set out in the Manual Handling Operations Regulations 2017 – i.e. no heavy or repetitious working undertaken and avoid twisting when lifting. 	Y
		<ul style="list-style-type: none"> Caretaking staff are given appropriate lifting and handling training. 	Y
		<ul style="list-style-type: none"> Other staff – request help with lifting operations – consider two person lift. 	Y
		<ul style="list-style-type: none"> Suitable lifting aids are available where required e.g. trolleys and sack trucks. 	Y
		<ul style="list-style-type: none"> Manual handling risks are considered for pregnant staff where necessary. 	Y
		<ul style="list-style-type: none"> Avoid manual handling if pre-existing injury especially to the back. 	Y
		<ul style="list-style-type: none"> Storage is arranged so that heavier items are at waist height and more light weight items stored at a higher level. 	Y
		<ul style="list-style-type: none"> The environment in which lifting and handling activities take place is suitable. 	Y
		<ul style="list-style-type: none"> Staff use correct techniques: stand close to object to be lifted, keep back straight, lift using leg strength, avoid twisting or over-reaching, hold weight close to your midriff. 	Y



			Y
			Y
Any additional actions identified: n/a			

Activity: Use of Volunteers/ Helpers			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
Safeguarding failures	Pupils	<ul style="list-style-type: none"> DBS check undertaken. Volunteers briefed on expectations / policy on confidentiality, disclosure etc. 	Y Y
Accident injury to volunteer e.g. from behaviour	Volunteers	<ul style="list-style-type: none"> Induction for volunteers to include safety arrangements and parameters of their role. Volunteers not asked to carry out tasks that require a qualified teacher or that they are not trained for (including use of equipment or chemical substances). Volunteers covered by insurance cover (check). Volunteers supervised to ensure adhering to any agreed rules and working safely. 	Y Y Y Y
Any additional actions identified: n/a			

Activity: School Events (such as PTA/ Summer Fete)			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
School Events - Various associated hazards	Staff Pupils Public	<ul style="list-style-type: none"> School fundraising etc. events are separately risk assessed using the GCC SHE guidance SHE/G013 <i>School Event Risk Assessment</i>. 	Y
PTA Events - Various associated	Staff Pupils	<ul style="list-style-type: none"> PTA events are separately risk assessed using the GCC SHE guidance SHE/G013 <i>School Event Risk Assessment</i>. 	Y



hazards	Public	<ul style="list-style-type: none"> PTA has its own insurance arrangement. PTA is a member of Parentkind (formerly PATA UK) and access to member content including risk assessments. School has oversight of PTA planned events and right to veto elements. 	<p>Y</p> <p>Check</p> <p>Y</p> <p>Y</p>
Any additional actions identified:			

Activity: Wildlife Pond			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
General	Pupils	<ul style="list-style-type: none"> School follows CLEAPSS guidance L221 'Developing and Using Environmental Areas in School Grounds'. Use of pond areas closely supervised. 	Y
	Staff		Y
Slips, trips	Pupils	<ul style="list-style-type: none"> Area around pond kept clear of trailing hazards e.g. thorns etc. 	Y
	Staff		
Fall into water/ drowning	Pupils	<ul style="list-style-type: none"> Supervised access only – area fenced and gated securely. Edges of pond well defined/ clear. Depth kept as shallow as possible. 	Y
	Staff		Y
			Y
Infection/ Zoonoses	Pupils	<ul style="list-style-type: none"> Pupils briefed on hazards. No eating when pond dipping. Wash hands afterwards. 	Y
	Staff		Y
			Y
Any additional actions identified:			
n/a			

Activity: Forest School			
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N
General	Pupils Staff	Forest School activity is separately risk assessed using Forest School risk assessment documentation. Forest School is led by Forest School trained leader.	Y

		Pupils wear appropriate clothing for the activities.	
Slips, trips	Pupils Staff	Area is deemed suitable for the activities. Pupils are briefed on safety standards and expectations. Pupils are supervised. Pupils wear appropriate footwear.	Y
Cuts and grazes	Pupils Staff	Forest School staff have outdoor first aid qualification. First Aid kit available.	Y – paediatric first aid
Burns	Pupils Staff	Pupils instructed on fire risk and closely supervised at appropriate ratio Forest School staff have outdoor first aid qualification. First Aid kit available. Bowl of cold water to hand.	Y Y – paediatric first aid Y
Contact with dangerous or toxic plants	Pupils Staff	Area is deemed suitable for the activities. Pupils instructed not to eat anything unless specifically instructed it is safe to do so. Avoid plants that may cause irritation e.g. Giant Hogweed. Brief pupils on plant risks present in the area e.g. nettles, brambles.	Y Y Y Y
Any additional actions identified: -			