

<b>Activities Covered by this Assessment</b>	General School Activities		
<b>Site Address / Location</b>	All Saints CE Wigston	<b>Department / Service / Team</b>	Schoolks
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
<b>ACCESS AND EGRESS – (Including car parks, corridors, entrances and exits and external areas)</b>												
<b>Slip and trip hazard (General)</b>	Staff, pupils, visitors and contractors may be injured because of a slip or trip on: <ul style="list-style-type: none"> <li>damaged carpets /mats,</li> <li>spillages from cleaning substances / beverages</li> <li>items of equipment obstructing walkways</li> <li>defective surfaces inside or outside of the building.</li> <li>ice in winter</li> </ul>	<ul style="list-style-type: none"> <li>Visual inspection of surfaces, walkways and doors are conducted as part of site walk round.</li> <li>Spillages are cleaned up immediately after being identified (if not possible to clean up immediately then area should be cordoned off).</li> <li>Gritting is carried out in icy weather.</li> <li>Defected areas are reported and cordoned off where possible.</li> </ul>	M	L	L		M	L	L			

	<p>weather</p> <p>This may result in bruising and fractures.</p>										
<b>Contact with vehicles</b>	<p>Staff, pupils or visitors, in the car park may be struck by a moving vehicle resulting in impact injuries, fractures, fatality.</p>	<ul style="list-style-type: none"> <li>• Speed limits are displayed and enforced where necessary.</li> <li>• Designated walkways are established.</li> <li>• Staff working in car park to wear high visibility jackets/vests</li> <li>• Staff informed to take care when driving into the premises.</li> </ul>	H	L	M						
<b>Exposure to extreme weather</b>	<p>Staff may suffer from conditions of hypothermia or sun burn and dehydration if working in extreme weathers for long periods of time.</p>	<ul style="list-style-type: none"> <li>• Sun screen and drinking water is provided to staff in hot weather.</li> <li>• Suitable clothing is worn by staff.</li> <li>• No lone working is carried out during times of extreme weather.</li> </ul>	M	L	L						
<b>Objects falling from height</b>	<p>Staff, pupils and visitors may be injured as a result of items falling down stairs and high-level walkways. This may result in impact injuries, bruising</p>	<ul style="list-style-type: none"> <li>• Toe-boards are installed where platforms are at height.</li> <li>• Due disciplined behaviour of staff and pupils</li> <li>• Due care of staff, pupils and visitors when walking on stairs.</li> </ul>	M	L	L						

	lacerations.											
<b>Falls from height</b>	Staff, pupils and visitors may be injured as a result of a fall from a height. This may result in impact injuries, fractures or fatality.	<ul style="list-style-type: none"> <li>Handrails are installed throughout the school</li> <li>Lifts / slopes are provided and maintained for people with mobility difficulties.</li> <li>Window opening restrictors are in place where appropriate.</li> <li>Staggered entry / exits of large numbers of pupils is implemented for exit from the buildings.</li> </ul>	H	L	M							
<b>Impact with people and property</b>	Staff, pupils, and visitors may be injured as a result of impact with large items and other people walking through the school. This may result in impact injuries, bruising and possibly lacerations.	<ul style="list-style-type: none"> <li>Pedestrian traffic system implemented within schools. E.g. Walk on the right-hand side of the corridor.</li> <li>Staggered entry / exits of large numbers of pupils out of the buildings.</li> </ul>	L	L	L							
<b>Fire</b>	Staff, pupils and visitors may be injured as a result of poor	<ul style="list-style-type: none"> <li>Escape routes and exits are checked regularly, and any obstructions removed.</li> <li>No final emergency exit doors</li> </ul>	H	L	M							

	housekeeping and inadequate fire arrangements.	<p>are locked.</p> <ul style="list-style-type: none"> <li>Fire drills are carried out termly to ensure that all staff and pupils are aware of the fire evacuation procedure</li> </ul>									
<b>ADMINISTERING MEDICATION</b>											
<b>Exposure to substances</b>	Staff and pupils may be exposed to substances intended for specific medical conditions resulting in illness.	<ul style="list-style-type: none"> <li>Staff follow specific instructions from parents on how to administer medication</li> <li>Appointed staff have had sufficient training on administering medication.</li> <li>Staff t always read instructions supplied with the medication before administering.</li> <li>Staff are aware of signs / symptoms which indicate a need for medication or which indicate an overdose may have been administered.</li> </ul> <p>Staff are trained in what to do in situations where an overdose has been administered</p>	<b>H</b>	<b>L</b>	<b>M</b>	Medicines kept in locked cupboard					
<b>Exposure to bodily fluids</b>	Staff and pupils may come into contact with bodily fluids resulting in illnesses such as hepatitis, AIDS, and other blood borne illnesses.	<ul style="list-style-type: none"> <li>A sharps box is provided for used needles.</li> <li>Only sterile syringes are used.</li> <li>Pupils self-administer where possible.</li> <li>A secured medical cabinet is on site for medication.</li> <li>Records are kept of medicines administered.</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>						

		<ul style="list-style-type: none"> <li>Staff are trained for emergency procedures in case of incorrect administering of medication.</li> </ul>										
<b>ANIMALS IN SCHOOLS</b>												
<b>Contact with animals</b>	Staff and children may be injured as a result of bites or scratches, asthma.	<ul style="list-style-type: none"> <li>Children are supervised when looking after school pets.</li> <li>Children are instructed by staff on suitable handling methods.</li> <li>Pets are not allowed in the playground unless on leads.</li> <li>Children will be escorted inside premise in the event of a stray animal on site and lock down procedures followed.</li> <li>Animals are kept at a suitable distance away from children during “Show and Tell” events.</li> <li>Children with known allergies do not have contact with the animals.</li> </ul>	M	L	L	Each animal visitor has its own individual risk assessment						
<b>Zoonoses</b>	Staff, pupils, support staff. Contracting diseases from animals, zoonoses	<ul style="list-style-type: none"> <li>Cuts or abrasions on hands are covered.</li> <li>Hands are washed after contact with animals.</li> <li>Hands are washed before eating.</li> </ul>	M	L	L	No school pets						

		<ul style="list-style-type: none"> <li>School pets are purchased from a reputable supplier.</li> </ul>									
<b>CLASSROOM ACTIVITIES</b>											
<b>Slip and trip hazard (General)</b>	<p>Staff, pupils, visitors and contractors may be injured because of a slip or trip on:</p> <ul style="list-style-type: none"> <li>damaged carpets /mats,</li> <li>spillages from cleaning substances / beverages</li> <li>items of equipment obstructing walkways</li> <li>defective surfaces inside the building.</li> </ul>	<ul style="list-style-type: none"> <li>Visual inspection of classrooms for obstructions are carried out prior to start of each day and after lunch break.</li> <li>Any defects which may pose a trip hazard are reported to premise duty holder and rectified accordingly.</li> <li>Pupils are encouraged to tidy as they go in schools.</li> <li>All cables are kept tidy and away from egress routes.</li> <li>All spillages are cleaned up immediately.</li> </ul>	M	L	L						
<b>Violence and aggression during teaching / learning activities.</b>	<p>Staff and children may suffer stress, bruising and fractures resulting from violent incidents.</p> <p><i>(Teachers may identify</i></p>	<ul style="list-style-type: none"> <li>There is always adequate supervision and awareness of pupil behaviours during classroom activities.</li> <li>Individual behaviour assessments are conducted for difficult children.</li> <li>Pupils are encouraged to be polite and courteous towards their fellow pupils</li> </ul>	M	L	L	Individual pupil risk assessments / PHP/ PSP in place for high profile children					

	<i>that children have been subject to violence outside of school activities)</i>	<p>and teachers.</p> <ul style="list-style-type: none"> <li>• Staff have received De-escalation training as necessary.</li> <li>• Staff are aware of safeguarding children reporting procedures and designated safeguarding officers.</li> <li>• Discipline / Isolation procedures are in place for offending children.</li> </ul>									
<b>Stress</b>	Staff and pupils may be subject to stress because of increased workloads, lack of communication, emotional involvement with pupils and staff, disruptive children and violence and aggression. This may result in negative emotional, behavioural, withdrawal from socialising, self-harm.	<ul style="list-style-type: none"> <li>• Stress surveys are carried out and significant findings acted upon.</li> <li>• An open-door policy has been implemented with Head Teacher and staff.</li> <li>• Staff are encouraged to express any stressful concerns in team meetings.</li> <li>• LCC Wellbeing service is available for all staff.</li> <li>• A responsible person monitors the staff workloads and considers implementing support mechanisms for staff who may feel stressed.</li> <li>• Time is allocated for staff to prepare for lessons and engage in other activities outside of the classroom.</li> </ul>	M	L	L	Well being governor/ mental health first aiders in place; well being Wednesdays/ PPA at home					

<p><b>Contact with hazardous substances</b></p>	<p>Staff pupils and contractors may come into contact with hazardous substances during classroom activities. Substances may include science chemicals, paints, cleaning substances, adhesives. Injuries may include eye and skin irritation, burns and breathing difficulties.</p>	<ul style="list-style-type: none"> <li>• Separate COSHH assessments are carried out for all harmful substances.</li> <li>• CLEAPSS guidance is available for all substances used in Science and D&amp;T areas.</li> <li>• Pupils are instructed on the safe use of substances.</li> <li>• Safety eyewear is supplied where required.</li> <li>• Protective aprons and gloves are supplied and worn where required.</li> <li>• Only substances purchased through the school's procurement policy are brought on to site.</li> <li>• Contractors / premise users disclose any substances they intend to use on on site.</li> </ul>	<p>M</p>	<p>L</p>	<p>L</p>							
<p><b>Burns / Scalds</b></p>	<p>Staff and pupils may be injured as a result of contact with hot substances / surfaces. Injuries may include burns, scolding.</p>	<ul style="list-style-type: none"> <li>• Hot drinks are always kept away from pupils and not taken into the classroom.</li> <li>• No kettles are kept in classrooms.</li> <li>• All children are instructed in the safe use of tools and equipment and provided with PPE where required.</li> </ul>	<p>M</p>	<p>L</p>	<p>L</p>	<p>Lidded cups always in use: challenged when not</p>						
<p><b>Contact with sharp edges</b></p>	<p>Staff and pupils may come into contact with sharp edges. Injuries</p>	<ul style="list-style-type: none"> <li>• Visual inspections are carried out on a regular basis to ensure that no</li> </ul>		<p>L</p>	<p>L</p>							



	may include cuts, scratches and lacerations.	<p>sharp edges are present on furniture.</p> <ul style="list-style-type: none"> <li>Safety scissors are provided where possible.</li> </ul>	L							
<b>Contact with electricity</b>	Staff and pupils may come into contact with electricity from damaged cables / plugs / switches etc. This may result in electrical burns (internal and external).	<ul style="list-style-type: none"> <li>PAT testing of all portable appliances is carried out annually.</li> <li>A 5-year fixed electrical test is carried out by a competent person.</li> <li>Visual inspection of all plug's cables and sockets before use of any electrical equipment is carried out.</li> <li>Any damage / defects are reported to premise duty holder.</li> </ul>	H	L	M					
<b>Exposure to adverse environmental conditions</b> <small>(Including noise, lighting, ventilation, temperatures etc...)</small>	Staff and pupils may be exposed to adverse weather conditions and poor environmental conditions. Injuries may include sun burn, hypothermia, dehydration, eye strain, tinnitus, permeant or temporary hearing loss.	<ul style="list-style-type: none"> <li>All classrooms are regularly inspected for adequate ventilation, lighting and temperature.</li> <li>Any environmental insufficiencies are reported to the site duty holder for rectification.</li> <li>Gas / Coal / Electric based heating systems are serviced regularly.</li> <li>Portable heaters are available if temperatures drop below 16°C.</li> </ul>	M	L	L	Fresh air monitors and air purification systems in place in all classrooms and key communal spaces				
<b>Objects falling from height</b>	Staff and pupils may be injured as a result of	<ul style="list-style-type: none"> <li>Only light items are stored at height.</li> </ul>								

	items stored at high level falling onto them. Injuries may include impact injuries, bruising, concussion and fractures.	<ul style="list-style-type: none"> <li>Only adults reach for items stored at height ensuring that no children are below the potential “drop zone.”</li> <li>Items stored at height are stacked correctly to ensure that the potential for falls is limited.</li> <li>Suitable access equipment is provided and maintained for staff to access items stored at height.</li> <li>Staff have received working at height training.</li> </ul>	M	L	L						
<b>Falls from height</b>	Staff or pupils may fall from height if climbing on furniture, using access equipment inappropriately or climbing on play equipment. Injuries may include impact injuries and fractures.	<ul style="list-style-type: none"> <li>No staff or pupils climb on furniture. Failure to comply with this may result in disciplinary proceedings.</li> <li>Access equipment such as stepladders and “elephant’s feet” are provided for staff to access high level items.</li> <li>Staff who are required to access heights are suitably trained.</li> <li>All play equipment is inspected for defects prior to use. Any defective equipment is condemned until repaired.</li> </ul>	H	L	M	Individual risk assessments for pupils who are ‘climbers’/ regular reminders					
<b>Contact with people and property</b>	Staff and pupils may suffer injuries as a result of making	<ul style="list-style-type: none"> <li>All walkways are kept free from obstructions.</li> <li>All furniture is situated to</li> </ul>	L	L	L						

	physical contact with property, furniture and people. These injuries may include impact injuries, fractures.	cause minimum obstruction to personnel accessing and egressing classrooms.									
<b>Use of equipment</b>	Staff and pupils may be injured as a result of contact with moving equipment, interactive equipment and classroom equipment. Injuries may include cuts, lacerations, electric shock and eye strain / irritation, slips and trips.	<ul style="list-style-type: none"> <li>All electrical equipment is PAT tested on an annual basis.</li> <li>All equipment is visually inspected prior to use and removed until repaired / replaced if any defects noticed.</li> <li>PPE is provided where required.</li> <li>Training and instructions are given to all staff and pupils who operate the equipment.</li> <li>Pupils are supervised when using equipment.</li> <li>No loose hair, clothing or jewellery is worn when using equipment.</li> <li>Trailing cables are secured to prevent trips.</li> </ul>	M	L	L						
<b>Fire</b>	Staff, children, contractors and visitors may be injured as a result of being unable to escape in the event of a fire.	<ul style="list-style-type: none"> <li>Fire drills are practiced each term.</li> <li>A Fire Risk Assessment is carried out annually and any findings rectified.</li> <li>Staff have received Fire Safety Awareness and Use of Extinguishers training.</li> </ul>	H	L	M						

		<ul style="list-style-type: none"> <li>Extinguishers and call points are throughout the site.</li> <li>Fire detection mechanisms is in place and serviced and checked regularly.</li> <li>Roles and responsibilities in the event of a fire are communicated to staff</li> <li>Fire marshals have been trained</li> </ul>										
<b>COMPUTER SUITES</b>												
<b>Contact with Electricity</b>	Staff and pupils may be injured as a result of making contact with defective electrical computer equipment. Injuries may include electrocution, burns (internal and external).	<ul style="list-style-type: none"> <li>All portable ICT equipment is PAT test annually.</li> <li>All equipment is visually inspected prior to use and any defective equipment is removed.</li> <li>A 5-year fixed electrical test is carried out.</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>							
<b>Fire</b>	Staff, pupils and visitors may be injured as a result of fire caused by overloaded of circuits, overloaded sockets, use of damaged electrical equipment. Injuries may include burns, smoke inhalations, loss of property.	<ul style="list-style-type: none"> <li>All electrical equipment is PAT tested on an annual basis.</li> <li>All equipment, plugs, sockets and cables are visually inspected prior to use and condemned / decommissioned if any defects found.</li> <li>Training and instruction is given to all staff and pupils who operate the equipment.</li> <li>CO2 extinguishers are</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>							

		<p>provided in or near ICT rooms.</p> <ul style="list-style-type: none"> <li>No “daisy chaining” of electrical extension cables.</li> <li>Cable extension reels are fully uncoiled when in use to prevent heat accumulation.</li> <li>Electrical equipment is switched off and unplugged when not in use.</li> </ul>									
<b>Use of Display Screen Equipment (DSE)</b>	Staff and pupils may suffer as a result of poor ergonomic set-up of workstations. Injuries may include musculoskeletal disorders eye strains, back pain, carpal tunnel syndrome etc.	<ul style="list-style-type: none"> <li>All DSE users carry out a DSE assessment.</li> <li>Rooms have adequate lighting, temperature and ventilation.</li> <li>Regular breaks are taken.</li> <li>Staff/pupils are trained in the use of DSE equipment and workstation set up.</li> </ul>	L	L	L						
<b>Trailing cables</b>	Staff and pupils may trip as a result of trailing cables. This may result in impact injuries, bruising, fractures.	<ul style="list-style-type: none"> <li>All equipment is positioned to ensure that there are no trailing cables.</li> <li>Visual inspections of the floor area are carried out before work/class begins.</li> </ul>	M	L	L						
<b>DELIVERIES INTO SCHOOL PREMISES</b>											
<b>Contact with vehicles</b>	Staff, pupils, visitors and contractors may be injured as a result of physical contact with a vehicle delivering goods to site. Injuries	<ul style="list-style-type: none"> <li>Deliveries take place outside of school hours where possible.</li> <li>Banks man available to support reversing vehicles.</li> <li>Designated delivery areas</li> </ul>	H	L	M	Staff supervision Reminders to parents re supervision Main school gates closed and manned at key start and end					

	may include impact injuries, crush injuries, fractures and fatality.	<p>away from pedestrians.</p> <ul style="list-style-type: none"> <li>Adequate signage on site to direct drivers.</li> </ul>				points to the school day						
<b>Manual handling</b>	Staff may be injured as a result of using incorrect lifting techniques. Injuries may result in sprains, strains, Muscular Skeletal Disorders (MSD's) and back injury.	<ul style="list-style-type: none"> <li>Staff receive Manual Handling training.</li> <li>Lifting and Handling aids are used where necessary.</li> </ul>	M	L	L							
<b>Lone working</b>	Staff may be injured as a result of violence, manual handling, stress, becoming ill, having an accident.	<ul style="list-style-type: none"> <li>Mobile phone/radio contact is provided for all workers.</li> <li>Lone worker training and procedures is provided.</li> </ul>	M	L	L							
<b>Objects falling from height</b>	Staff, pupils and visitors may be injured as a result of unsecure items falling from height. Such injuries may include impact injuries, bruising, cuts and lacerations.	<ul style="list-style-type: none"> <li>No items are stacked above head height.</li> <li>Lighter items are stored at height where possible.</li> <li>Deliveries are stored in designated areas only.</li> </ul>	M	L	L							
<b>Falls from height</b>	Staff. falls from height may occur if staff attempt to store items at height. Falls may result in bumps, blows and fractures.	<ul style="list-style-type: none"> <li>Suitable access equipment is available where there is a need to store items at height.</li> <li>Storage at height is minimised as far as possible.</li> </ul>	H	L	M							

		<ul style="list-style-type: none"> <li>Sensible footwear is worn by staff.</li> <li>Work at height training is provided for staff who regularly work at height.</li> </ul>									
<b>EMERGENCY SITUATIONS</b>											
<b>Fire</b>	Staff, pupils, contractors and visitors may be injured as a result of fire. Injuries may include burns, smoke inhalation, fatality.	<ul style="list-style-type: none"> <li>Fire extinguishers are installed around the site.</li> <li>Emergency action plan and drills are in place, communicated and tested.</li> <li>All visitors and contractors have a site induction including fire procedures.</li> <li>Fire Safety Awareness training provided for staff.</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>	Fire safety training undertaken by all staff annually (Hays)					
<b>Unauthorised persons/intruders on site</b>	Staff, pupils, visitors and contractors may be injured as a result of physical or verbal abuse.	<ul style="list-style-type: none"> <li>Staff receive training.</li> <li>Building is secured to prevent unauthorised entry.</li> <li>Emergency action plan and drills are in place, communicated and tested.</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>						
<b>Bomb or unidentified package</b>	Staff, pupils, contractors and visitors may be injured as a result of exploding bomb. Injuries may include loss of limbs, fatality.	<ul style="list-style-type: none"> <li>Emergency evacuation procedures are effectively communicated and tested throughout school.</li> <li>Alternative assembly point for bomb evacuations are provided.</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>	Church					
<b>Property damage</b>	Staff, pupils, contractors and visitors may be injured as a	<ul style="list-style-type: none"> <li>Regular premise inspections will be conducted to identify any issues with the</li> </ul>									

	<p>result of significant property damage. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.</p>	<p>property's fabric.</p> <ul style="list-style-type: none"> <li>Regular checks of asbestos on site will be conducted and recorded to monitor its condition.</li> <li>Funds will be allocated for remedial works for damage to priority.</li> <li>If major damage is noted the area will be cordoned off to prevent access. Damage will be rectified as soon as is reasonably practicably.</li> <li>Further assessment will be conducted if a dangerous property issue arises.</li> </ul>	H	L	M						
<b>Exposed / Damaged services</b>	<p>Staff, pupils and visitors may be injured as a result of exposure to or contact with mains services. i.e. gas, water and electric. Injuries may include waterborne illnesses, electrocution, gas exposure, burns., fatality.</p>	<ul style="list-style-type: none"> <li>Hardwire testing is conducted on a 5 yearly basis to ensure that all circuitry is safe.</li> <li>Any construction / maintenance work where mains services may be exposed are conducted when school is not operational.</li> <li>Regular servicing and inspection of gas boilers is carried out.</li> <li>All exposed gas piping is painted mustard colour or labelled for awareness.</li> </ul>	H	L	M						



		<ul style="list-style-type: none"> <li>Plans are available or sought if construction work is conducted.</li> <li>If gas smell is apparent, lighting is isolate and competent gas fitter is contacted.</li> <li>Isolation switches are clearly labelled for all mains supplies.</li> </ul>													
<b>GROUNDS MAINTENANCE (if conducted by School employees)</b>															
<b>Hazardous substances</b>	Staff, pupils and visitors may be exposed to substances associated with grounds maintenance. Or exposure to pesticide sprays. Injuries may include irritation of skin and eyes, respiratory illness.	<ul style="list-style-type: none"> <li>COSHH assessments conducted for all hazardous substances.</li> <li>Pesticide, fertilisers, herbicides etc are all applied while persons are inside or off site.</li> <li>All substances used are stored in accordance with manufacturer's guidance.</li> <li>COSHH training is provided for operatives using substances / conducting assessments.</li> <li>Grounds staff trained to PA1 and PA6 standards when spraying pesticides.</li> <li>PPE and RPE is worn by all staff working with pesticides.</li> <li>Pesticides are only sprayed</li> </ul>	M	L	L										

		in suitable weather conditions.										
<b>Electricity</b>	Grounds maintenance staff. Injuries may include electrocution when operating electrical equipment.	<ul style="list-style-type: none"> <li>• Grounds operatives are trained and instructed in safe use of equipment.</li> <li>• Power is isolated when maintaining / inspecting tools.</li> <li>• Guards are intact and in use where required.</li> <li>• Inspection of plugs and cables is carried out before use of electrical equipment.</li> <li>• PAT testing of portable electronic items is conducted annually.</li> </ul>	M	L	L							
<b>Manual handling</b>	Grounds staff. Injuries may include musculoskeletal, Work related Upper Limb Disorder and back pain.	<ul style="list-style-type: none"> <li>• Staff assess loads prior to lifting.</li> <li>• Manual handling training is provided for staff who conduct significant handling activities on a regular basis.</li> </ul>	M	L	L							
<b>Work in or near watercourses</b>	Grounds staff. Injuries may include drowning, hypothermia due to exposure to cold water, Weils disease.	<ul style="list-style-type: none"> <li>• Grounds operatives do not lone work near watercourses.</li> <li>• PPE is worn.</li> </ul>	H	L	M							

<b>Exposure to insects / animals / vegetation</b>	Grounds staff, pupils, visitors and contractors Injuries may include bites and stings, cut, lacerations.	<ul style="list-style-type: none"> <li>• Insect repellent is provided for at risk staff.</li> <li>• Area is cordoned off to prevent unauthorised access.</li> <li>• Pest control operate where necessary.</li> <li>• PPE is worn</li> </ul>	Yellow	Green	Green	Grey	Green	Green	Green	Grey	Grey	Grey	Grey	Grey
<b>Falls from heights</b>	Grounds staff may be injured as a result from falling from heights. Injuries may include bumps, blows, fractures and fatality.	<ul style="list-style-type: none"> <li>• Grounds staff receive working at height training if necessary.</li> <li>• All harnesses and ropes etc are inspected prior to use and tested for integrity on an annual basis.</li> <li>• Ladders and trestles are inspected for defects before use.</li> <li>• Work at height is eliminated where possible.</li> <li>• No access equipment is left up unattended.</li> </ul>	Red H	Green L	Yellow M	Grey	Green	Green	Green	Grey	Grey	Grey	Grey	Grey
<b>Objects falling from height</b>	Staff, pupils and visitors may be injured as a result of objects falling from height. injuries may include cuts and lacerations, bumps and blows, bruising and fractures.	<ul style="list-style-type: none"> <li>• Area is cordoned off around the area where work at heights being conducted.</li> <li>• If access is required beneath works at height, then hard hats are worn.</li> <li>• Toe boards are installed to prevent tools and items being kicked off scaffoldings.</li> <li>• Tools are suitably secured.</li> </ul>	Yellow M	Green L	Green L	Grey	Green	Green	Green	Grey	Grey	Grey	Grey	Grey

<p><b>Poor housekeeping</b></p>	<p>Staff, people and visitors. may be injured as a result of slips or trips.</p>	<ul style="list-style-type: none"> <li>All work areas are kept tidy by staff.</li> <li>Walkways are left unobstructed.</li> </ul>	<p>M</p>	<p>L</p>	<p>L</p>									
<p><b>KITCHEN ACTIVITIES (Only Catering Staff Should be in Food Handling Areas)</b></p>														
<p><b>Hazardous substances</b></p>	<p>Catering Staff may be injured as a result of contact hazardous substances. Injuries may include skin and eye irritation, chemical burns, respiratory injuries.</p>	<ul style="list-style-type: none"> <li>Separate COSHH assessments are conducted for all hazardous substances used on site.</li> <li>Appropriate PPE is provided for staff.</li> <li>Instruction and training are provided for catering staff in safe use of substances.</li> </ul>												
<p><b>Manual handling</b></p>	<p>Catering staff. Injuries may include musculoskeletal, Work related Upper Limb Disorder and back pain.</p>	<ul style="list-style-type: none"> <li>Staff assess loads prior to lifting.</li> <li>Manual handling training is provided for staff.</li> <li>Handling aids are provided.</li> <li>Shared lifting is used where possible.</li> </ul>												
<p><b>Gas leak</b></p>	<p>Catering staff. Injuries may include carbon monoxide poisoning, explosion, fire.</p>	<ul style="list-style-type: none"> <li>Carbon Monoxide monitors are supplied, tested and maintained in kitchens.</li> <li>Gas isolation valves in place and signage installed.</li> <li>Staff have been trained in gas leak awareness procedures.</li> </ul>												

		<ul style="list-style-type: none"> <li>Annual servicing of gas installations is carried out.</li> </ul>										
<b>Fire / Explosion</b>	Staff, pupils, visitors and contractors. Injuries may include burns, smoke inhalations, fatality.	<ul style="list-style-type: none"> <li>Smoke detection systems are installed.</li> <li>Staff are trained and instructed in what to do in the event of a fire.</li> <li>Evacuation drills are practiced termly.</li> <li>Fire Safety Awareness and extinguisher training is provided for staff.</li> <li>Gas and Electric power isolation switches are available in kitchens and signage installed.</li> <li>Fire risk assessment conducted on site.</li> </ul>										
<b>Wet floors / Housekeeping</b>	Catering staff. Injuries may be as a result of slips and trips during cleaning operations, food preparation, receiving deliveries, spillages of substances / food and premises defects. Injuries may include burns, bumps and blows, bruising, lacerations and potentially fractures.	<ul style="list-style-type: none"> <li>Staff wear sensible low-heeled footwear which covers the whole of the foot.</li> <li>Clean as you go procedures are enforced in kitchens.</li> <li>Floor cleaning is carried out at end of service.</li> <li>Training is provided to staff to raise awareness of the risks associated with slips and trips in kitchens.</li> <li>Regular visual inspection of kitchen is carried out to identify premises defects</li> </ul>										

		<p>and slip / trip hazards.</p> <ul style="list-style-type: none"> <li>• Equipment is inspected regularly to ensure that no liquids are leaking onto floor.</li> <li>• Defective equipment is removed from service and reported to responsible person.</li> </ul>									
<b>Contact with hot surfaces and equipment</b>	Catering staff may be injured as a result of contact with hot pots, pans, liquids, and equipment. These injuries may result in burns and blisters.	<ul style="list-style-type: none"> <li>• Protective gloves, arm bands and/or long-sleeved aprons are provided.</li> <li>• Pans are not overfilled with hot water / substances.</li> <li>• Hot pans are not left unattended.</li> <li>• Active communication of staff to highlight any risks of hot items.</li> </ul>									
<b>Contact with sharp objects/knives/slicer</b>	Catering staff may be injured as a result of contact with sharp knives, pan and tray edges and other sharp surfaces. These may result in cuts and lacerations.	<ul style="list-style-type: none"> <li>• Correct knives are used for the task.</li> <li>• Knives are sharpened regularly to ensure effectiveness.</li> <li>• Knife training is issued to kitchen staff.</li> <li>• Knives are stored safely.</li> <li>• Defective trays and pans are discarded.</li> <li>• Visual inspection of all surfaces is carried out on a regular basis.</li> </ul>									
<b>Objects falling from</b>	Catering staff may be	<ul style="list-style-type: none"> <li>• No items are stacked above</li> </ul>									

<b>height</b>	injured as a result of objects falling from height. injuries may include cuts and lacerations, bumps and blows, bruising and fractures.	<p>head height.</p> <ul style="list-style-type: none"> <li>• Lighter items are stored at height where possible.</li> <li>• Deliveries are stored in designated areas only.</li> </ul>	Yellow	Green	Green	Grey	Light Green	Light Green	Light Green	Grey	Grey	Grey
<b>Falls from heights</b>	staff may be injured as a result from falling from heights. Injuries may include bumps, blows, fractures	<ul style="list-style-type: none"> <li>• Suitable access equipment is available where there is a need to store items at height.</li> <li>• Storage at height is minimised as far as possible.</li> <li>• Sensible footwear is worn by staff.</li> <li>• Work at height training is provided for staff</li> </ul>	Red	Green	Yellow	Grey	Light Green	Light Green	Light Green	Grey	Grey	Grey
<b>Exposure to adverse environmental conditions</b> <small>(Including noise, lighting, ventilation, temperatures)</small>	Catering staff may suffer illness or injury as a result of exposure to adverse environmental conditions. Such injuries or illnesses may include eye strain, hearing difficulties, dehydration and respiratory difficulties.	<ul style="list-style-type: none"> <li>• Adequate ventilation systems are in place in kitchens.</li> <li>• Rest breaks are provided where appropriate.</li> <li>• Noise assessments are conducted if necessary.</li> <li>• PPE is worn.</li> </ul>	Yellow	Green	Green	Grey	Light Green	Light Green	Light Green	Grey	Grey	Grey
<b>Lone Working</b>	Catering staff may be injured as a result of violence, manual	<ul style="list-style-type: none"> <li>• Mobile phone/radio contact is</li> <li>• provided for all workers.</li> </ul>	Yellow	Green	Green	Grey	Light Green	Light Green	Light Green	Grey	Grey	Grey

	handling, stress, becoming ill, having an accident.	<ul style="list-style-type: none"> <li>Lone worker training and procedures is provided.</li> <li>Necessary unused doors are locked to prevent unauthorised access.</li> </ul>												
<b>OFFICE &amp; REPROGRAPHICS</b>														
<b>Display Screen Equipment (DSE)</b>	Staff and pupils may be harmed by, Muscular Skeletal Disorders (MSDs), Repetitive Strain Injury (RSI), headaches, eye strain	<ul style="list-style-type: none"> <li>DSE users are provided with any equipment deemed necessary resulting from DSE Assessment (e.g. footrest, anti-glare screen)</li> <li>Adequate lighting is provided at DSE Workstations</li> <li>Blinds on windows are provided to reduce glare and reflection.</li> <li>DSE users are encouraged to take regular breaks away from the screen</li> <li>A reporting system for faults with equipment or any medical problems is available.</li> </ul>												
<b>Electricity</b>	Staff. may be harmed by, poor maintenance of electrical equipment, exposed cabling/wires. Injuries may include internal and external electrical burns, fire.	<ul style="list-style-type: none"> <li>All portable electrical equipment is PAT test annually.</li> <li>All equipment is visually inspected prior to use and any defective equipment is removed.</li> <li>A 5-year fixed electrical test</li> </ul>												



		<ul style="list-style-type: none"> <li>is carried out.</li> <li>Any modifications or repairs to electrical items is carried out by a competent person.</li> </ul>									
<b>Violence and aggression</b>	Office staff may be subjected to violence and aggression either verbally or physically. Injuries may result in, physical harm, stress	<ul style="list-style-type: none"> <li>Staff receive training to deal with aggressive/violent situations.</li> <li>Building is secured to prevent unauthorised entry.</li> </ul>				SLT support					
<b>PE ACTIVITIES – BALPE guidelines should be followed and a specific assessment should be conducted for activities where a significant risk of injury is present.</b>											
<b>Uneven/wet surfaces Damaged carpets/mats. Incorrectly stored equipment</b>	Staff and pupils may slip or trip. Injuries may include bruising, fractures, sprains, cuts.	<ul style="list-style-type: none"> <li>Wet surfaces are immediately mopped or cordoned off as identified.</li> <li>When PE is undertaken in multi-use accommodation (i.e. dining halls) pre-use checks are carried out.</li> <li>Floor surface is maintained in a good condition.</li> <li>Appropriate footwear is worn.</li> <li>PE Staff ensure that there is sufficient space for the planned activities.</li> <li>All PE Equipment not in use is stored away securely.</li> </ul>									
<b>Falls from height</b>	Pupils may be injured as a result of fall from height whilst carrying out PE activities.	<ul style="list-style-type: none"> <li>All PE equipment fixed or mobile is examined annually by a competent person and a written record</li> </ul>									

	Injuries may include bruising, fractures, sprains, cuts.	<p>kept.</p> <ul style="list-style-type: none"> <li>• Equipment is visually checked prior to use.</li> <li>• Defective equipment is removed from use until repaired or replaced.</li> <li>• Suitable matting is provided for activities involving being at height.</li> <li>• Pupils are always supervised by competent staff.</li> </ul>											
<b>Contact with people and equipment</b>	Staff and pupils may incur injury as a result of collisions with equipment or other people. Injuries may include, bruising, bumps, lacerations.	<ul style="list-style-type: none"> <li>• Staff ensure that there is enough space for the planned activities.</li> <li>• All PE Equipment not in use is stored away securely.</li> </ul>											
<b>Objects falling from height</b>	Staff and pupils may be injured as a result of objects falling from height. injuries may include cuts and lacerations, bumps and blows, bruising and fractures.	<ul style="list-style-type: none"> <li>• Only lightweight items are stored at height.</li> <li>• All items stored at height are secure.</li> <li>• A lightweight telescopic pole is used to remove items that have become lodged in rafters.</li> <li>• Lodged items are removed periodically during planned maintenance using appropriate access equipment, operated by a</li> </ul>											

		competent person.									
<b>PLAYGROUND ACTIVITIES (Including playtimes and arriving to and departing from school)</b>											
<b>Contact with people and equipment</b>	Staff and pupils may incur injury as a result of collisions with equipment or other people. Injuries may include, bruising, bumps, lacerations.	<ul style="list-style-type: none"> <li>• Staff ensure that there is enough space for the number of children.</li> <li>• All equipment not in use is stored away securely.</li> </ul>				Play leader training					
<b>Falls from height</b>	Pupils may be injured as a result of fall from height whilst on play equipment. Injuries may include bruising, fractures, sprains, cuts.	<ul style="list-style-type: none"> <li>• All play equipment fixed or mobile is formally examined annually and a written record kept.</li> <li>• Ground surface is maintained in good condition.</li> <li>• Equipment is visually checked on a regular basis.</li> <li>• Defective equipment is removed from use until repaired or replaced.</li> <li>• Children are always supervised by competent staff.</li> </ul>									
<b>Uneven/wet surfaces Damaged carpets/mats. Incorrectly stored equipment</b>	Pupils may slip or trip. Injuries may include bruising, fractures, sprains, cuts.	<ul style="list-style-type: none"> <li>• External floors are gritted in icy weather.</li> <li>• Defected areas are highlighted and cordoned off where possible.</li> <li>• Ground surfaces are maintained in a good</li> </ul>									

		<p>condition.</p> <ul style="list-style-type: none"> <li>• Infrequently used equipment is stored away.</li> <li>• Good Housekeeping is carried out.</li> <li>• Visual inspection of surfaces, walkways and doors is conducted as part of site walk round.</li> </ul>										
<b>Violence and aggression</b>	Staff and pupils may be subjected to violence and aggression either verbally or physically. Injuries may result in, physical harm, stress	<ul style="list-style-type: none"> <li>• Adequate supervision and awareness of pupil behaviours always during break times.</li> <li>• An individual behaviour assessment is conducted for challenging children.</li> <li>• Staff are aware of safeguarding children reporting procedures and designated safeguarding officer.</li> <li>• Discipline / Isolation procedures are in place for offending children.</li> </ul>										
<b>PREMISES</b>												
<b>Asbestos</b>	Staff, pupils, visitors and contractors may be harmed by inhaling airborne asbestos fibres. This may result in chronic long-term illness, death.	<ul style="list-style-type: none"> <li>• Where an asbestos survey has been carried out, a copy of that survey is retained on site.</li> <li>• Locations of ACM's are clearly identified using stickers, signage or other suitable means.</li> </ul>										

		<ul style="list-style-type: none"> <li>• A copy of the asbestos survey is communicated to contractors before any work commences and records kept.</li> <li>• The condition of identified asbestos is monitored at regular intervals.</li> <li>• Contractors do not start work unless a full risk assessment has been carried out.</li> <li>• Where there is doubt whether a substance or material contains asbestos no work is undertaken until it has been checked by a competent person.</li> <li>• Only approved asbestos consultants and contractors can take samples and remove asbestos.</li> <li>• When there is a suspected exposure of asbestos a suitable procedure should be followed.</li> </ul>										
<p><b>Legionella</b></p>	<p>Staff, pupils, visitors and contractors may be harmed by legionella bacteria which may be present within water systems.</p>	<ul style="list-style-type: none"> <li>• Water Risk Assessment are carried out by a competent person.</li> <li>• Infrequently used outlets are flushed on a weekly basis for a minimum of two minutes and recorded.</li> </ul>										

		<ul style="list-style-type: none"> <li>All water outlets are flushed through for at least two minutes during holiday periods on a weekly basis and recorded.</li> <li>Water temperatures are monitored monthly and recorded.</li> <li>Showers are disinfected/descaled quarterly and recorded.</li> <li>Tanks are disinfected/descaled annually and recorded.</li> <li>Premises officer has legionella awareness training.</li> </ul>													
<b>Electricity</b>	Staff, pupils, visitors and contractors may be harmed by, poor maintenance of electrical equipment, exposed cabling/wires. Injuries may include internal and external electrical burns, fire.	<ul style="list-style-type: none"> <li>All portable electrical equipment is PAT test annually.</li> <li>All equipment is visually inspected prior to use and any defective equipment is removed.</li> <li>A 5-year fixed electrical test is carried out.</li> <li>Any modifications or repairs to electrical items is carried out by a competent person.</li> </ul>													
<b>Fire</b>	Staff, pupils, visitors and contractors. Injuries may include	<ul style="list-style-type: none"> <li>Smoke detection systems are installed.</li> <li>Staff are trained and</li> </ul>													

	burns, smoke inhalations, fatality.	<p>instructed in what to do in the event of a fire.</p> <ul style="list-style-type: none"> <li>• Evacuation drills are practiced termly.</li> <li>• Fire Safety Awareness and extinguisher training is provided for staff.</li> <li>• Gas and Electric power isolation switches are available in kitchens and signage installed.</li> <li>• Fire risk assessment conducted on site.</li> </ul>									
<b>SCHOOL TRIPS AND OFF-SITE VISITS –A specific risk assessment is required for all educational visits.</b>											
<b>Contact with vehicles</b>	Staff and pupils may be injured as a result of physical contact with a vehicle. Injuries may include impact injuries, crush injuries, fractures and fatality.	<ul style="list-style-type: none"> <li>• Adequate supervision of children at all times.</li> <li>• Minimise the need for walking near roads.</li> <li>• Ensure children walk in single/double file when near roads.</li> <li>• Cross roads at suitable points (i.e. pedestrian crossings)</li> <li>• Vis-vests provided where possible</li> </ul>				Each school trip/ visit has its own individual RA and pre - visit; all recorded on Egress and reported to LA H/S and checked off by HT					
<b>Road traffic accident</b>	Staff and pupils may be injured as a result of a road traffic accident. Injuries may include, impact injuries, bruising, fractures, sprains, lacerations, entrapment, crushing,	<ul style="list-style-type: none"> <li>• All drivers hold valid driving licenses and ensure that they are in date.</li> <li>• All persons always wear seatbelts (where possible) throughout the journey.</li> <li>• Parental consent is given for transport of children in</li> </ul>									

	fatality.	<p>private vehicle.</p> <ul style="list-style-type: none"> <li>DVLA checks are made to ensure vehicles are roadworthy. i.e. MOT in date, valide Driving licence,</li> <li>Booster seats are available for smaller children.</li> </ul>										
<b>Lack of first aid</b>	Staff, pupils and volunteers may require first aid during a school trip	<ul style="list-style-type: none"> <li>First Aid arrangements are made prior to the visit taking place.</li> </ul>				Qualified paediatric first aider on every visit						
<b>Medical conditions</b>	Pupil may require medication due to medical condition	<ul style="list-style-type: none"> <li>Any relevant information about medical conditions etc. is obtained from children's parents prior to the trip.</li> <li>A "school trip" care plan is established and taken on the trip.</li> </ul>										
<b>SHARED OCCUPANCY</b>												
<b>Non-communication of emergency arrangements</b>	Staff, pupils, visitors and contractors may be harmed as a result of a lack of communication of emergency arrangements.	<ul style="list-style-type: none"> <li>Anyone sharing the premises, inside or outside of normal working hours, are provided with appropriate information and guidance relating to fire safety, first aid arrangements etc.</li> <li>Relevant risk assessments and associated control measures are communicated to all shared occupants.</li> </ul>										



		<ul style="list-style-type: none"> <li>The school and other occupants exchange emergency plans and arrangements.</li> </ul>											
<b>SITE SECURITY</b>													
<b>Lack of site security</b>	Staff, pupils, visitors and contractors may be harmed as a result of intruders gaining access to the site. This may also result in theft, damage to property.	<ul style="list-style-type: none"> <li>The school communicate its security precautions to all groups sharing the premises.</li> <li>Shared users follow the school's security precautions and procedures and incorporate these into their own precautions</li> </ul>											
<b>Unauthorised persons on site</b>	Staff and pupils may be subjected to violence and aggression either verbally or physically. Injuries may result in, physical harm, stress	<ul style="list-style-type: none"> <li>Staff receive De-escalation training.</li> <li>Perimeter fencing is secure and maintained in a good condition.</li> <li>All external gates are locked if possible.</li> <li>There is a system to control entrance to the building(s).</li> <li>There is signage to steer visitors to the main entrance.</li> <li>Inventory of keys issued to staff.</li> <li>There is a system in place to lock doors and windows when the school is unoccupied.</li> </ul>											


		<ul style="list-style-type: none"> <li>• Visitors sign in and wear a 'visitors' badge.</li> <li>• Visitors must produce proof of identity and area accompanied by staff during their visit.</li> <li>• Intruder alarms are tested regularly and recorded.</li> <li>• Emergency out of hours telephone contacts are available.</li> </ul>										
<b>Poor condition of premises</b>	All persons on site may suffer injury if significant property damage poses a risk. Such damage may include asbestos damage, structural instability, broken / missing windows, loose roof tiles etc. The resulting consequences of such defects could be entrapment, impact injuries, crushing, fatality.	<ul style="list-style-type: none"> <li>• Regular premise inspections are conducted to identify any issues with the property's fabric.</li> <li>• Regular checks of asbestos are conducted and recorded to monitor its condition.</li> <li>• A Condition survey is carried out and any identify major works required are allocate funds for remedial works on a priority basis.</li> <li>• If major damage is noted, area is cordoned off to prevent access to the area. Efforts made to rectify problems immediately.</li> <li>• Further assessment is conducted if a dangerous property issue arises.</li> </ul>										
<b>Poorly maintained</b>	All persons on site may	<ul style="list-style-type: none"> <li>• Perimeter fencing is</li> </ul>										



<p><b>Toileting</b></p>		<ul style="list-style-type: none"> <li>• Will pupil remain in class or go out to play? Consider staffing.</li> <li>• Social skills - should child be encouraged to play with friends during breaks and lunchtimes through non-contact activities.</li> <li>• Supervise equipment usage, bikes, trim trail, etc.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Consider which toilet to use</b> - accessible facility or cubicle</li> <li>• Assistance required, e.g. supervision, adjusting clothing</li> <li>• Do transfers require adults to support, could moving and handling training be required?</li> <li>• Accessible toilet facility - maintenance checks, e.g. pull cord, hygiene, storage of supplies, change of clothes, uncluttered space</li> <li>• Additional equipment - e.g. rise-and-fall changing bed, cabinet for supplies</li> <li>• Wet room facility - compliance with legionella guidance, checks of shower outlets</li> <li>• Encourage child to wear clothing for comfort and ease of changing.</li> </ul>										
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Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Head Teacher and in her absence Deputy and SLT
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	No

Risk Assessor (s) Name(s):	Julie Wright (HT)	Risk Assessor(s) Signature (S):		
Authorised By:	Julia Hancock (CoG)	Authoriser Signature:		<b>Initial</b>
Date Conducted:	30 August 2022	Date of Next Review:	August 2023	
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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

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