

# Risk Assessment Policy



**Approved by:** Governing Body

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# 1. POLICY STATEMENT

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, carers, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

This policy is based on the Learning Alliance risk assessment processes, which follow the five steps listed below:

1. Identification of risk: Where is it and what is it?
2. Who is at risk? (staff, children, parents, carers, cleaners...)
3. Assessment as to whether the level of risk is high, medium, low, taking into account both its likelihood and its possible impact.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
5. Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution?

## Procedures

- Our risk assessment process covers adults and children and includes:
  - Determining where it is helpful to make specific written risk assessments in relation to particular issues, to inform staff practice, and to demonstrate how the setting is managing risks if asked by parents, carers or inspectors.
  - Checking for and noting hazards and risks indoors and outside, in relation to our premises and activities.
  - Checking for and noting hazards and risks in relation to substances that may be hazardous to health (such as cleaning or gardening chemicals) and where they are stored, in accordance with [COSHH regulations](#).
  - Assessing the level of risk and who might be affected.
  - Deciding which areas need attention.
  - Developing and recording a plan that specifies any actions required, the time-scales for action, the person responsible for the action and any funding required.
  - Recording any action taken following a review or incident.
  - Ensuring that we have instructions on what to do if any hazardous materials are spilt, ingested, or come into contact with eyes or skin. This information is often printed on the container, but otherwise [Chemical Safety Data Sheets](#) will be obtained from the supplier.

## Legal Framework

- [Management of Health and Safety at Work Regulations 1999](#)

## Further Information

- [Five Steps to Risk Assessment \(HSE 2006\)](#)
- [Control of Substances Hazardous to Health \(COSHH\)](#)

## 2. INTRODUCTION

The purpose of this risk assessment document is to identify hazards that may be present whilst conducting everyday tasks within Cornfields school and to help identify ways to control the risks associated with them. The school also completes risk assessments relating to trips/visits and individual pupil risk assessments where appropriate. The school holds a folder for visits/trips and individual risk assessments in addition to the day to day risk assessments contained within this document.

The hazards identified within this document are those associated with:-

- Children
- Equipment
- Tools
- Procedures
- Tasks
- Processes
- Other persons

These hazards have been analysed and assessed for the effects and consequences they may have. Factors considered include;

- WILL CONTINUING A PROCESS OR CONDUCTING AN ACTION RESULT IN INJURY?
- WILL USING A PIECE OF EQUIPMENT RESULT IN AN INJURY?
- HOW SEVERE WILL IT BE?
- WILL THERE BE ANY DAMAGE?
- WHO WILL BE AT RISK?

If a hazard is identified, the question of whether it can be controlled in any way to reduce the likelihood of injury or harm has been addressed. The risk assessment has identified control measures that may already exist to make a process safe or has identified proposed control measures to make a process safer. If this is not possible, then the risk has been rejected by changing a procedure or use of a certain piece of equipment.

### A note to all Staff

"Significant findings" have been recorded in this risk assessment. This means anything that is key to you and your team to know. The control measures recommended and proposed must be used and monitored to ensure the risks are controlled. It will be necessary for staff to review the generic risk assessments on a regular basis (at least 12 monthly) to ensure that control measures are still being used and that work activities have not changed.

In addition, however, whenever work activities or equipment change, risk assessments should be reviewed and amended as necessary.

Should staff wish to conduct an activity which is not covered by a risk assessment found in this Policy, but it is felt it may pose a significant risk, then staff should complete a risk assessment using the blank form below, following guidance within this Policy and the Health & Safety Policy.

Staff need to identify what the activity or equipment is and all the likely hazards. It is also important to document all the controls necessary to conduct the task to prevent the hazard becoming a risk. Consider every aspect of control, from training to documented controls in the Health & Safety Policy for example: is equipment isolated? Should it be? Is signage appropriate? Add all of these controls to the Risk Assessment and ensure they are adhered to at all times.

### **3. GUIDANCE ON RISK ASSESSMENT AND REVIEW OF GENERIC RISK ASSESSMENTS**

#### **WHAT IS A RISK ASSESSMENT?**

It is legally required that all tasks or activities undertaken as part of a work activity that present a significant risk to the health and/or safety of employees or other persons must be assessed in terms of risk.

The purpose of risk assessment is to determine all the potential dangers with the task or activity and to identify how likely it is that the dangers may occur, and to identify what can reasonably be done to avoid them.

A blank Risk Assessment form is included in this Risk Assessment Policy.

#### **HOW SHOULD THE GENERIC RISK ASSESSMENTS BE REVIEWED?**

Head teacher's responsibilities:

- The Risk Assessment Policy and each of the assessments must be reviewed on a 12 monthly basis by the appropriate Head teacher.
- Each of the generic risk assessments must be reviewed individually.
- The Head teacher must ensure that the generic risk assessments are applicable to the venue/operations and must identify any specific activities or tasks that are not sufficiently covered by them. For example, the generic manual handling risk assessment may not account for a disabled child in the schools care who needs to be lifted on a frequent basis.
- If any amendments are identified as necessary, the Head teacher is responsible for making these changes by hand to the hard copy at the premises.
- The Head teacher must sign the bottom of each risk assessment once this has been undertaken.
- Special requirements relate to the generic fire risk assessment in the Risk Assessment Policy – guidance on reviewing this is contained in the Site pack.

#### **HOW TO REVIEW THE GENERIC HEALTH AND SAFETY RISK ASSESSMENTS (AND HOW TO COMPLETE A SITE-SPECIFIC RISK ASSESSMENT)**

The Head teacher must work through the sections of each of the risk assessments in the Policy, thinking about the unit and the operation and how each task or activity is completed. The sections of the generic risk assessments should be considered as follows:

##### ***What are the hazards (dangers)?***

The identification of all the hazards is a vital part of the risk assessment. Without recognising the dangers, it is very difficult to avoid them in a controlled way! Think about the task being considered and whether the generic risk assessment has covered all the foreseeable potential dangers associated with the activity at the unit.

##### ***Who is at risk from the activity? (Employees/others)***

This should usually be the same for all units, but possibly tasks for example, such as deliveries/visitors, may potentially affect the children in some premises and not in others.

##### ***What are the risks from the hazards (potential outcomes from the hazards)?***

This section should detail the potential damage or injuries to personnel (including staff, contractors, children), property etc. Detail the severity of risks before control measures are taken using the information in Section 4.0 of

this Policy. Likelihood of the risk occurring and severity of outcome before the control measures are implemented should be detailed.

***How do we control these risks (control measures)?***

This section should identify all measures reasonably needed to control the risk to the health and safety of persons or property in the task or activity being considered. Closely read these during the review and consider whether there is anything else needed to manage the hazards.

The aim of the risk assessment is to reduce the possibility of accidents and to manage the consequent risks inherent in the task. Further guidance on the "Risk Factor" is found below.

Unless a process or equipment change the hazards will still be present. The risk assessment is designed to ensure that the hazards are managed and controlled so that the risks are reduced to an acceptable safe level.

***What is the likelihood of the risk occurring and the severity of the outcome "Risk Factor"?***

This is quantified by the terms high, medium and low – this is decided for each task/activity before and after the 'control measures' have been introduced to help reduce and/or avoid the risk. Make sure anything in the unit or operation that alters the likely level of risk is considered, including frequency of the operation or any particular hazards to the School e.g. – medical conditions.

***References***

This makes reference to other information such as procedures in the Site pack. This information must be available.

***Who prepared this risk assessment and when?***

This will detail the date of original completion of the Risk Assessment Policy. The Head teacher will then review these 12-monthly and sign each risk assessment once completed, to ensure they apply to the school activity specifically.

***What next?***

Once the head teacher is familiarised with all the risk assessments, they must ensure the significant findings are brought to the attention of all relevant staff. An induction checklist in the Site pack is available to help do this.

**REVIEW OF GENERIC PREGNANCY RISK ASSESSMENTS AND COMPLETION OF FURTHER ASSESSMENT FORM**

The Risk Assessment Policy contains the generic risk assessments for pregnant and breastfeeding mothers and also 'new mothers' who have given birth in the last six months.

The assessment form with the generic risk assessment for pregnant workers must be completed at the beginning of each 'trimester' period of pregnancy. This means when the employee first advises Cornfields school of her pregnancy, and then at the beginning of each trimester period of her pregnancy e.g.:

- 0-3 months
- 3-6 months
- 6-9 months

If it is a new mother and/or she is breastfeeding, then the assessment form will have to be completed every three months and always on return to work from maternity leave, until six months after the birth.



## 4. DEFINITIONS

### INTRODUCTION

When carrying out a risk assessment it is the overall risk factor, which must be determined. Each generic risk assessment has a risk factor of LOW, MEDIUM or HIGH. In order to determine the risk factor, it is necessary to assess the probability and severity of the hazards associated with the activity and also any control measures which may already be in place. Therefore, the overall risk factor is an indication of how likely it is that a hazard will occur.

- Hazard a danger/something which may cause harm associated with the activity (e.g. cut finger – death).
- Likelihood the chance of something happening (e.g. unlikely – very likely).
- Significant Risk the potential result if a hazard has not been controlled (e.g. laceration, personal injury, fire, entrapment).
- Severity also referred to as the consequence or level of harm/disruption that would ensue from the hazard.
- Control Measures when initially carrying out the risk assessment it is the control measures which are already in place, which need to be considered.

Once the assessment is complete further control measures may be identified and these too must be recorded.

### RISK RATING GUIDE

Use the ratings High, Medium and Low to assess the Hazard Rating and the Likelihood Rating.

**NB – The likelihood of a hazard occurring must be considered in conjunction with any control measures already in place.**

#### Examples

- 1) Crossing a busy road with children is a hazard and the probability of being run over is extremely high, with the severity of injury very high as one could be killed or severely injured. The Hazard Rating is therefore HIGH. However, with correct supervision and all control measures in place and being adhered to, the Likelihood Rating is LOW.
- 2) The chances of a child slipping on a wet floor are quite high (likelihood) but the severity of their injury can vary from broken limbs to bruising to no injury. In such cases the Hazard Rating is MEDIUM. But, if the floor is mopped dry, the likelihood of slipping falls considerably, although the sort of injury will remain the same. So the Hazard Rating is Medium and the Likelihood Rating is LOW (if best practice is followed).

Hazard Rating	Likelihood	Residual Risk Rating and Action if required
HIGH	HIGH	High Risk, unacceptable – immediate attention
HIGH	MEDIUM	High Risk – action to be taken
HIGH	LOW	Low Risk, follow control measures to maintain Low Risk
MEDIUM	HIGH	High Risk – action to be taken
MEDIUM	MEDIUM	Medium Risk – attention required to improve control measures
MEDIUM	LOW	Low Risk
LOW	HIGH	Medium Risk – attention required to improve control measures
LOW	MEDIUM	Low Risk
LOW	LOW	Low Risk

**Risk Rating:.....**

<b>Task/Activity</b>	<b>Who is at risk?</b>	<b>Who needs to know?</b>
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<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
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**How do we currently control these risks?**

- 
- 
- 
- 
- 

**Benefits gained from this activity:**

- 
- 

**Who prepared this risk assessment:**

**Date:**

**When does the risk assessment need to be reviewed? Every three months for Children**  
For everything else: twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.

<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>

# GENERAL

Ref: G-1

**Residual Risk Rating: Low**

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Cleaning up spillages of blood, vomit, urine etc	All Staff, people in vicinity e.g. children, visitors, carers

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Blood Urine Vomit Body fluids Faeces	Infectious diseases Slips

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Staff provided with training on infectious disease control procedures.</li> <li>* All staff trained in chemical safety and knowledge of COSHH Manual and assessments.</li> <li>* Wet floor signs displayed as soon as possible.</li> <li>* Spillages cleared away immediately – children kept away from area until dry.</li> <li>* Use the Infection Control Kit, using individual sickness kit bags.</li> <li>* All items excluding clothing must be placed in clinical waste bag and disposed of in the correct bin.</li> <li>* Soiled clothing rinsed off and placed in sealed bags.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Staff training reviewed on an ongoing basis.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

**When does the risk assessment need to be reviewed?** (3 months for children & staff) & Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.

Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Vacuuming carpet and stairways	All Staff, people in vicinity e.g. children, visitors

<b>What are the hazards (dangers)?</b> Faulty electrical equipment Working at heights Trailing leads Manual handling	<b>What are the potential outcomes (risk)?</b> Trips Falls Electric shock Electrocution Manual handling injuries
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Vacuuming takes place during quiet periods or when the school is closed.</li> <li>* Equipment maintained in good repair and visually inspected by staff – not used if broken/damaged. Defects reported to the headteacher.</li> <li>* Visual inspection to include checks on leads for damage, exposed wiring, signs of overheating, cracked sockets on an ongoing basis.</li> <li>* Ensure extension leads are fully unwound prior to use (only use as last resort – try and use dedicated plug sockets).</li> <li>* Use signage where appropriate (e.g. hazard signage).</li> <li>* Restrict visitor and child access to area being cleaned to reduce risk of tripping.</li> <li>* There is to be no working at heights - all areas to be accessed from ground level.</li> <li>* Portable electrical appliances to be checked (PAT) on an ongoing regular basis and as part of safety checklist by H&amp;S Rep.</li> <li>* Staff trained in Health and Safety and safe working practices where applicable.</li> <li>* Staff training reviewed on an ongoing basis.</li> <li>* Ongoing attention to surroundings when cleaning.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>   
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<p><b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>
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Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Cleaning inside windows, on top of shelving, high level items/areas	Employees carrying out task, people in vicinity (employees, children, visitors, carers)

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Working at height Chemicals Damaged glass and fixtures Manual handling	Broken glass causing lacerations and cuts Falls from heights Personal injury Manual handling injuries

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Use of long handled cleaning appliances, where possible e.g. dusters on poles.</li> <li>* Personal protective equipment provided as per COSHH requirements and worn i.e. gloves.</li> <li>* Stepladders provided and maintained in good order and checked before use.</li> <li>* Restrict access to area while task is being completed.</li> <li>* Complete task when the School is closed and no children are present.</li> <li>* 6-monthly audits completed to ensure fixtures and fittings are maintained in a safe condition.</li> <li>* Staff trained in Health &amp; Safety and safe working practices where applicable.</li> <li>* Staff training reviewed on an ongoing basis.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Cleaning of walls, floors and ceiling	Employees carrying out task, people in vicinity (employees, children, visitors, carers)

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Water (slip hazard) Hot objects and hot water Working at height Chemicals	Slips, trips, falls and resultant injuries Burns, scalds, irritation to chemicals Broken bones

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Staff trained in Health and Safety and safe working practices where applicable.</li> <li>* Staff training reviewed on an ongoing basis.</li> <li>* Access to areas restricted to ensure children, visitors and carers are not in the area.</li> <li>* Where possible, cleaning should take place when children are not present.</li> <li>* Cleaning warning signs and 'wet floor' signage to be used.</li> <li>* When in the kitchen, let all equipment cool down before moving or cleaning around it.</li> <li>* If high level cleaning takes place, ensure safe access and use of ladders (see previous risk assessments).</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use and storage of chemicals	All staff, children, carers, visitors, contractors

<b>What are the hazards (dangers)?</b> Hazardous chemicals Slips/falls Manual handling	<b>What are the potential outcomes (risk)?</b> Chemical poisoning Burns Irritation Toxic fumes Slips Personal injury
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* When cleaning, use 'cleaning in progress' warning signs to alert others to operation.</li> <li>* Ensure all containers used for chemicals are correctly labelled.</li> <li>* Do not decant chemicals into other containers not for the purpose (such as drink bottles).</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Do not mix chemicals.</li> <li>* Store, away from children.</li> <li>* Follow manufacturer's guidelines.</li> <li>* Only use chemical for purpose it was intended for.</li> <li>* Do not leave buckets etc containing water and chemicals out; empty once finished.</li> <li>* Staff trained Health and Safety, and safe working practices where applicable.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>
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Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b> Changing light bulbs above 3m	<b>Who is at risk &amp; who needs to know about the activity</b> Those completing task and others in vicinity (staff, visitors, carers, children)
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<b>What are the hazards (dangers)?</b> Working at heights Electricity Faulty ladders/equipment Faulty electrics Over-balancing Glass from light bulbs	<b>What are the potential outcomes (risk)?</b> Falls Broken bones Head injury Electric shock Electrocutation Unconsciousness Cuts and lacerations from broken glass Death
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<b>How do we currently control these risks?</b>  <ul style="list-style-type: none"> <li>* Task outsourced to contractor</li> <li>* Ensure that contractor has and uses a safe system of work.</li> <li>* Contractors to sign in and out of school.</li> <li>* Contractors to advise of any maintenance required.</li> <li>* Contractors and/or staff to restrict access whilst task carried out.</li> <li>* Contractors to dispose of used light bulbs</li> </ul>
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<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>  
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<b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher



<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Changing light bulbs throughout school or office	Employees carrying out task, people in vicinity (employees, children, visitors, carers)

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Working at heights Electricity Glass	Falls Injury and injury to others Electric shock Electrocution Cuts and lacerations from broken glass

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Staff trained in Health and Safety, and safe working practice.</li> <li>* Staff training reviewed on an ongoing basis.</li> <li>* If bulb shatters or breaks, follow the broken glass procedure.</li> <li>* Two people to complete task – one to foot stepladder and pass bulbs etc.</li> <li>* Alert other staff and restrict access to the area whilst task is completed.</li> <li>* Restrictions put on height that maintenance staff or person conducting task can reach i.e. no higher than 3m.</li> <li>* Stepladders provided and maintained in good order.</li> <li>* Instructions given regarding switching mains power off.</li> <li>* Always turn power <u>off</u> prior to changing bulb.</li> <li>* Always use same size light bulb (wattage).</li> <li>* Never touch metal casing.</li> <li>* Stand back before switching light switch back on, in case bulb blows.</li> <li>* Once power is restored, if lights blow or do not work seek professional advice from a competent person.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
General child safety	All staff, children, visitors, carers

<p><b>What are the hazards (dangers)?</b></p> <p>Electricity Doors Equipment Hot food and liquids Chemicals</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Electrocution Electric shock Entrapment Burns Crushing and falling injuries Personal injury Missing/Lost child</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Staff trained in Health and Safety, and safe working practices.</li> <li>* Staff training reviewed on an ongoing basis.</li> <li>* Staff appraisals to maintain good practice.</li> <li>* Staff ratios maintained.</li> <li>* Supervision of children.</li> <li>* Morning checks to ensure child protection guards in place – eg door locks, door stops, finger guards on door hinges.</li> <li>* Morning checks on all equipment to ensure safety and suitability.</li> <li>* Daily checks that chemicals are stored safely away from children.</li> <li>* Regular checks on items to ensure equipment out of reach etc.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Person suffering a known medical condition, which may give rise to the need for emergency treatment	All employees, children, others in vicinity

<p><b>What are the hazards (dangers)?</b></p> <p>Unavailability of medicine          Ingestion of inappropriate food          Insect bite/sting          Aggravating asthma factors          Inappropriate or inadequate first aid          Failure to seek medical assistance          Off-site visits          Person not supervised or lone working</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Various conditions from discomfort → death</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Medical verification of type and extent of condition – controls to be defined once obtained.</li> <li>* Awareness amongst close contact staff.</li> <li>* Review of work arrangements and area to ensure no significant health hazards.</li> <li>* Care plans and Risk assessment for all children with known medical conditions.</li> <li>* Access to training and on-the-job coaching.</li> <li>* Medicine policy and procedure.</li> <li>* Special dietary requirements procedure. Plus, all relevant forms completed.</li> <li>* Paediatric and emergency resuscitation first aid training.</li> <li>* Staff ratios maintained.</li> <li>* Supervision of children.</li> <li>* Policy for off-site visits.</li> <li>* Staff health declaration form to be completed on commencement of employment.</li> <li>* Incident record completed.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of electricity (general)	All employees, anyone using electrical equipment, contractors, children, visitors

<b>What are the hazards (dangers)?</b>  Electricity Faulty electrics Water in vicinity of electrics Children in vicinity of electrics	<b>What are the potential outcomes (risk)?</b>  Fire Burns Electrocution Electric shock Illness due to incorrect functioning of equipment not allowing temperatures to kill bacteria
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Ensure that all equipment is turned off at the mains and where possible, plug removed from socket before cleaning or repair or when not in use.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Staff supervised until satisfactorily trained and then supervised and reviewed on an ongoing basis.</li> <li>* Visual checks of equipment before use to ensure wire, plug and socket intact and safe/good condition.</li> <li>* Only competent persons to repair electrical machinery.</li> <li>* Checks on safety of electrical equipment every two years by a competent person and recorded.</li> <li>* No adaptor plugs or extension leads to be used wherever possible (preference to dedicated sockets).</li> <li>* Young persons to be supervised when using electrical equipment.</li> <li>* Manufacturers instructions to be followed.</li> <li>* Socket covers are no longer used due to the higher risks they can cause.</li> <li>* All equipment in kitchen to be earth bonded where necessary – catering staff aware of risks of disconnected earth bonding and arrangements to reconnect properly.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>
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Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Legionella control	All employees, children, visitors using the water systems

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Legionella bacteria within the water system	Contracting infection Bacterial growth

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Design of water systems.</li> <li>* Temperature of water within storage (hot).</li> <li>* Cleaning taps regularly.</li> <li>* Running off water from systems not used regularly.</li> <li>* Checking condition of water tanks and systems.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>  Use of stepladders	<b>Who is at risk &amp; who needs to know about the activity</b>  User of ladder, those using equipment, others in the vicinity, contractors, cleaners and children
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<b>What are the hazards (dangers)?</b> Falls from height Defective ladder Slips Unsound grounding	<b>What are the potential outcomes (risk)?</b> Personal injury Injury to others.
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Wear suitable clothing that allows free movement.</li> <li>* Review guidance in Health &amp; Safety Policy.</li> <li>* Use warning signs to alert others of task taking place.</li> <li>* Ensure rubber non-slip safety feet are in position.</li> <li>* Check there are no overhead hazards.</li> <li>* Check ladder is locked in position prior to use.</li> <li>* Don't put tools where they could move or fall and cause injury (use a fixed work tray if necessary).</li> <li>* Ensure the ladder is on a firm, flat base.</li> <li>* Always have a person to hold the ladder and to pass things to/from.</li> <li>* Use when School is closed or restrict access to the area.</li> <li>* Ensure that the floor is clean and dry.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> <li>* Regular replacement/maintenance of stepladder where necessary.</li> <li>* Suitable storage.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>   
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<p><b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
General manual handling activities	All employees, staff in the vicinity, staff carrying out task, children, carers, visitors, contractors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Moving heavy or awkward shaped objects Lifting items manually	Injury. Injury to others. Damage to equipment/floor etc

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Training in manual handling and specific areas – where necessary.</li> <li>* If object is too heavy for one person, ensure two people lift (always assess before lifting).</li> <li>* Allow adequate space around object to be moved to allow easy access and remove the need to over-stretch (use second person to open doors etc where necessary).</li> <li>* Provision of trolleys and lifting devices where appropriate.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> <li>* Regular monitoring of lifting activities.</li> <li>* If having to open doors etc have someone else available to open them for you.</li> <li>* If going up or down stairs ensure safe practices observed.</li> <li>* Assess item to be lifted for other hazards such as chemicals and glass and take necessary precautions.</li> <li>* Assess route and environment and ensure safety before commencing task.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Provision of first aid and medicine administration	All first aid trained staff, children, staff and visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Untreated injuries requiring first aid may become worse Infectious disease Unsuitable treatment	Reaction to medicine Reaction to bandage or plaster Over-medicated Incorrect medication Incorrect treatment

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Full first aid kit on site.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* First aid trained staff on site.</li> <li>* All staff made aware of first aid policy on induction.</li> <li>* Comprehensive medicine procedure to be followed.</li> <li>* First aid staff to administer first aid.</li> <li>* All relevant medical and consent forms completed.</li> <li>* All medication to be administered by a qualified member of staff.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher



<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Risk of abduction, school security	All staff, children and others in the area

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Entry of stranger Kidnap of child Intruder violence	Injury from violence Child abuse Child abduction/kidnap Emotional damage/effects

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* All outside doors secure or supervised at all times.</li> <li>* Adherence to company procedure regarding children collection.</li> <li>* All visitors signed in and out and escorted at all times unless they are on the system.</li> <li>* New carers escorted and checked before entering premises (via security procedure).</li> <li>* All staff trained in Safeguarding and security.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Employment of young persons (under 18's)	Young employees (under 18's), other staff, those in vicinity, children and visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Young, unskilled personnel Immature personnel Lack of experience	Horse play Lack of understanding Lack of experience leading to personal injury

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Assess task types to be undertaken by young person and ensure appropriate training provided (refer to the Health &amp; Safety Policy).</li> <li>* Ensure suitable level of supervision provided.</li> <li>* Only allow tasks to be completed unsupervised once training received and understood.</li> <li>* Complete an induction process on arrival to ensure that they are aware of the risks associated with their role.</li> <li>* Provide adequate guidance, instruction and information to trainee to conduct task, work shadow until level of competency is displayed.</li> <li>* Do not allow persons under 18 to use/clean dangerous machinery.</li> <li>* Inform them of emergency procedures on arrival (fire, bomb, accidents/incidents).</li> <li>* Review all risk assessments and work tasks relevant to the young person and record any significant findings and inform trainers of them.</li> <li>* Ensure trained in chemical safety (if relevant to role).</li> <li>* Knowledge of COSHH Manual and assessments relevant to role.</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Communicate findings of the risk assessment to the parent prior to work commencing (for those under 16).</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Violence at work	All - particularly staff and management, children, carers, visitors and contractors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Violent, aggressive carers and visitors Emotional situations e.g. disciplining person at work Children being violent	Personal injury Stress

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Manage confrontational situations – management to receive training where necessary.</li> <li>* Staff training on violence and dealing with aggressive situations.</li> <li>* Senior member of staff on duty at all times.</li> <li>* Communication to be regular, open and honest to reduce the risk of confrontational situations developing.</li> <li>* School provided with security perimeters and door entry systems where necessary.</li> <li>* Should a situation escalate and a member of staff feel intimidated or unsafe by a parent or visitors conduct, then a staff member should call upon the and unsafe a senior member of staff should contact the local community support officer.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Remote/lone working	Carers, all staff, persons working alone and contractors/cleaning staff (employed)

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Dependant on location (being alone) e.g. starting early, working late	Employee suffering personal injury and unable to call for help Entrapment in isolated area Working alone in area where fire alarm is not audible

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Staff working in pairs wherever possible.</li> <li>* Always advise colleagues of whereabouts.</li> <li>* Staff to carry out regular checks on staff in these areas.</li> <li>* Review any areas where staff may work alone and define arrangements for alerting to fire/other emergencies.</li> <li>* Provision of mobile phone or other communication system wherever situation demands this as a necessary control.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

# SCHOOL

Ref: S-1

**Residual Risk Rating: Low**

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Needles/sharps disposal	Staff, any persons in the vicinity – contractors, children, carers, visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Contaminated needles - HIV, Aids, Hepatitis A etc	Personal injury including puncture, needle/stick wounds Contracting communicable diseases (as above)

<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Wear heavy duty gloves.</li> <li>* Cordon off area until needle is removed.</li> <li>* Handle as little as possible, act quickly - use dustpan and brush to remove needle from the area and place in a rigid closed container - label 'Hazardous Waste - Sharps'.</li> <li>* Contact local medical centre for information on sharps disposal.</li> <li>* Check areas prone to contamination (garden), using open and close checklist. – i.e. before children go out to play.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Childs play	All staff involved in supervision/area, all in area, children, visitors and contractors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Toys Equipment Area	Personal injury Entrapment

<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Staff ratio maintained.</li> <li>* Supervision of children.</li> <li>* Suitable toys provided.</li> <li>* All toys checked before use.</li> <li>* Suitable equipment used.</li> <li>* All equipment checked before use.</li> <li>* Play specific risk assessments to be referred to.</li> <li>* Room equipment suitably located for activity.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of machinery	Teachers, others in vicinity, children, visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Electricity Trailing of wires Sharp blades Broken guards Foul play Lack of supervision	Electrocutation Electric shock Trips and falls Injury. Injury to others. Amputation

<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Control of machinery so only trained people use machinery.</li> <li>* All machinery is checked by Allianz and Kent Supplies</li> <li>* All machinery has stop buttons in place and power lock offs.</li> <li>* All locks must be used when machines are not in use and isolated</li> <li>* Hand tools to be counted and checked back in and locked away.</li> <li>* Check of machinery before work starts and when returning equipment to ensure that cables are safe etc.</li> <li>* Use of warning signage that task taking place wherever necessary.</li> <li>* Restrict access to the area to staff only when task taking place.</li> <li>* Staff trained in safe working practices where applicable.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Minor tidying of car park, entry areas and part of garden areas	All staff, anyone carrying out activities, people in the vicinity - visitors, contractors, delivery personnel, children, carers.

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Slippery steps or uneven surfaces Uneven flagstones or tarmac Moving vehicles Faulty electrics Trip hazards	Slips Trips Personal injury Fire from cigarettes or faulty electrics Electric shock Electrocution

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Ensure that all electrical wires are secure so they cannot be damaged/exposed.</li> <li>* Restrict access to ensure cars and people cannot enter the area being cleaned.</li> <li>* Use cleaning at work signs to ensure others are alerted.</li> <li>* Ensure all staff completing the task are aware of the risks.</li> <li>* Tidy/sweep only when the area is quiet and in daylight, or when well lit. Complete the task before children arrive.</li> <li>* Ensure icy steps are gritted and/or leaves cleared.</li> <li>* Provide heavy duty gloves for use where appropriate.</li> <li>* Provide dustpan and long handled brush where necessary.</li> <li>* If cigarette ends are found; ensure all cigarettes are extinguished before disposal in bin bags.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Ensure adequate lighting.</li> <li>* Suitable footwear should be worn.</li> <li>* Regular monitoring of floor and fixtures in area and remedial action as necessary.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher



Ref: S-5

**Residual Risk Rating: Low**

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Putting up displays within the School	Staff putting up the display, those in the area, children, contractors, visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Falls from height Defective ladder Slips Unsound grounding Item being displayed	Personal injury Injury to others

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Plan how to “hang” the display before starting the task.</li> <li>* Two people to complete the task – one to hold the ladder and pass items.</li> <li>* Always use a suitable stepladder.</li> <li>* Refer to stepladder risk assessment.</li> <li>* Always wear suitable clothing and shoes.</li> <li>* Do not leave scissors or knives unattended in the area.</li> <li>* Do not over-reach.</li> <li>* Staff trained in Health and Safety, and safe working practices.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of internal play equipment	Staff, children, carers and visitors

<p><b>What are the hazards (dangers)?</b></p> <p>Broken toys, equipment          Height of equipment          Unsuitable toys          Stability of equipment</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Entrapment          Cuts          Bruises          Crushing injuries          Injuries due to falling          Puncture wounds          Choking</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Purchase of suitable equipment and toys for children (age related).</li> <li>* Daily checks of toys and equipment before children are allowed to play and/or use them.</li> <li>* Store toys and equipment in a safe manner to ensure that they do not topple out of the storage area.</li> <li>* Ensure that the floor is clean and dry to keep the equipment secure.</li> <li>* When setting up the equipment, make sure that it is stable and secure.</li> <li>* Supervision of children.</li> <li>* Staff/child ratio maintained.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> <li>* Ensure all other room equipment is suitably located for actioning.</li> <li>* Manual handling training as necessary.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of outdoor areas	Staff, others using the garden, children and visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Glass Needles Poisonous plants, thorns and sharp parts of plants Stones Animal faeces Missing children	Cuts Lacerations Bruises Puncture wounds Poisoning Infectious disease Lost child

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Ensure that all plants are suitable for children i.e. not poisonous, no thorns and maintained safely.</li> <li>* Complete daily checks to remove any animal faeces, glass, sharp stones, needles and remove safely. Complete before children enter the garden. Dustpan, brush and gloves to be used for animal faeces and needles.</li> <li>* Check weekly the paved areas to the garden to ensure all paving stones are secure and no trip hazards have developed.</li> <li>* Check all garden furniture and equipment before use to ensure safety/good condition.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* All children to be supervised when in the garden.</li> <li>* Any damaged areas/equipment to be cordoned off or removed to a safe area.</li> <li>* Regular headcounts whilst in play to prevent missing children</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of external play equipment	Staff, children and others in vicinity

<p><b>What are the hazards (dangers)?</b></p> <p>Unsealed and rough wood          Broken/loose joints of equipment          Height of equipment          'Rotten' wood and rusting metal          Sharp edges          Unstable equipment</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Puncture wounds          Entrapment          Fall injuries          Fall from height injuries          Injuries from crushing of equipment – broken bones          Cuts and bruises          Trips          Slips          Personal injury</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Visual check of equipment before children use it to ensure safe condition remove damaged equipment before children enter the area.</li> <li>* Quarterly H&amp;S Checklist completed by H&amp;S Representative and sent across to H&amp;S Officer.</li> <li>* Purchase from a reputable supplier.</li> <li>* Purchase equipment suitable for children.</li> <li>* Supervision of children to ensure safe behaviour.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Storage of equipment so doesn't become contaminated or damaged through animals, water or vandals.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of water in play areas and water in the garden	Staff, children and others in the area

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Pooling of water in garden and on equipment Water in play equipment Electricity in vicinity of water Restricted area unlocked	Drowning of children in water Electric shock Electrocutation Injury Slips Trips

<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Checks of all outdoor areas and removal of pooled water before children arrive or go into the garden.</li> <li>* Ensure pond areas are locked when not in use.</li> <li>* Supervision of children at all times where water is present.</li> <li>* Staff ratios to ensure effective supervision at all times.</li> <li>* Water never to be left unattended if children present. Children always to be supervised around water.</li> <li>* Warning signs to be posted when required.</li> <li>* Water not to be used in near vicinity to electricity/electrical equipment.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Off-site visits	All staff on trip, children and others in area

<p><b>What are the hazards (dangers)?</b></p> <p>Traffic, vehicles          Play equipment          Water          Heights          Slips, trips and falls          Animals</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Personal injury to the child – cuts, lacerations, entrapment          Infectious disease          Bites          Kicks          Bruising          Drowning (water)          Kidnap</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Staff supervision of all children at all times. Physical means of keeping children together where necessary.</li> <li>* First aider on trip.</li> <li>* Review of premises/area visiting prior to visit to ensure suitability.</li> <li>* Instructions to carers re clothing etc.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> <li>* Monitoring of children to ensure behaviour doesn't increase risk of harm.</li> <li>* Staff ratios maintained as per standards.</li> <li>* Vehicles maintained – seat belts and car seats available and in good condition.</li> <li>* Company driver to have received training and be familiar with guidance in the Health &amp; Safety Policy.</li> <li>* Follow off site visit procedure.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Driving and parking with children in a vehicle	Staff driving vehicles and within vehicle, children, others in vehicle

<p><b>What are the hazards (dangers)?</b></p> <p>Car breakdown          Transporting children          Car accidents          Children running out in front of vehicles when leaving or getting out vehicle</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Children on road – associated accidents and injury          Injury – whiplash and other from accident          Children exposed to weather          Personal injury</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Ensure that vehicle is road worthy by servicing as recommended by the manufacturer.</li> <li>* Ensure seat belts/car seats are fitted and used to all seats and children.</li> <li>* Ensure car seats/booster seats fitted in accordance with manufacturer’s instructions.</li> <li>* All staff must be trained in installing car seats and use of seat belts.</li> <li>* Driver must abide by all road traffic laws – driver to be assessed before taking children out.</li> <li>* Provide a complete, child safe, first aid kit in the vehicle.</li> <li>* In the event of an accident ensure that the children are kept at a safe distance from the road and are kept quiet, calm and warm.</li> <li>* Ensure children have outer clothing suitable for weather e.g. winter coats, hats and thin tops for summer.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Crossing road to other buildings on site	All staff, children and others in area

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Traffic, vehicles Play equipment Weather Animals Confrontation from strangers	Personal injury Missing child Injury to others Slips, trips and falls Conflict, Distress

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Staff supervision of all children at all times. Physical means of keeping children together where necessary.</li> <li>* Staff member to ensure the road is clear before proceeding across, another staff member is to follow closely behind and safely stand in middle of road to stop any oncoming traffic, as the children cross.</li> <li>* Explain the dangers to the children before leaving the building.</li> <li>* Headcount before leaving and after arriving into designated building.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> <li>* Monitoring of children to ensure behaviour doesn't increase risk of harm.</li> <li>* Staff ratios maintained as per standards.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.

Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher



<b>Task/Activity</b> Challenging behaviour	<b>Who is at risk &amp; who needs to know about the activity</b> All staff, children and others in area
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<b>What are the hazards (dangers)?</b> Impact with equipment Slips, trips and falls Personal harm Violence to others	<b>What are the potential outcomes (risk)?</b> Personal injury Injury to others
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"> <li>* Staff supervision of all children at all times. Physical means of keeping children together where necessary.</li> <li>* Clear communication with the children about appropriate behaviour.</li> <li>* Staff trained in Health and Safety, and safe working practices where applicable.</li> <li>* Monitoring of children to ensure behaviour doesn't increase risk of harm.</li> <li>* Staff ratios maintained as per standards.</li> <li>* Vehicles maintained – seat belts and car seats available and in good condition.</li> </ul>
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<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>
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<b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

# Kitchen

Ref: K-1

Residual Risk Rating: Low

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Descaling kettles	Staff completing task, other in vicinity and visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Hazardous chemicals	Chemical poisoning Burns Irritation Toxic fumes

<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Conduct task in kitchen where possible or in staff room.</li> <li>* Knowledge of COSHH Manual and assessments relevant to role.</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Follow manufacturers guidelines and ensure chemical is only used for purpose for which it is intended. Continue task through from start to finish - rinse kettle thoroughly - do not leave fluid in kettle unsupervised.</li> <li>* Add signs to kettles if you have to leave the area for any time.</li> <li>* Complete when staff are not using areas.</li> <li>* Staff trained in safe working practices where applicable.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b> Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Maintenance of insectocuter	Maintenance, all staff completing task, those in vicinity and contractors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Changing light bulbs, service Cleaning Falls	Burns Electric shock Electrocution Personal injury

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Turn off all electricity to machine before attempting to clean, maintain or repair it.</li> <li>* Clean the tray and grills monthly to maintain equipment.</li> <li>* Other work on insectocuter carried out by contractors or competent person.</li> <li>* Guidance provided on use of insectocuter from manufacturer/provider.</li> <li>* Do not spray with water.</li> <li>* In the event of light bulbs shattering, follow broken glass procedure in Food Safety Manual.</li> <li>* Where applicable use stepladders and safe access procedures.</li> <li>* Staff trained in safe working practices where applicable.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of knives	Staff, those using knives, others that enter kitchen or area where knives are being used e.g. contractors, visitors and children if entering area

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Sharp blades	Cuts Lacerations

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Sharp knives stored in lockable draw/cupboard.</li> <li>* Knives kept sharp to facilitate cutting.</li> <li>* Do not leave knives in sinks of water unattended.</li> <li>* Use scissors to open bags etc.</li> <li>* Ensure staff are instructed in the correct way to handle knives i.e. cutting away from body, not catching falling knives, not to cut into hand, walking with knives downwards.</li> <li>* Knives not to be left on the side.</li> <li>* Staff to ensure that knives are placed in the dishwasher and on the draining board in a safe fashion i.e. blade down, laid flat, pointing away from staff.</li> <li>* Only use knives for intended purposes, not opening mail unless a letter knife.</li> <li>* Area restricted access – no children should enter at any time when knives are being used.</li> <li>* Children to be supervised in designated cooking activity and all Sharp knives to be accounted for and returned to draw/cupboard once the session is over.</li> <li>* Staff trained in safe working practices where applicable.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Cleaning kitchen equipment	Those cleaning equipment – catering staff, those in vicinity, those completing task, contractors and visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
High temperatures, sometimes extremely high Chemicals Restricted access to areas, proving some difficulties to clean	Burns from heat and chemicals Injury from knocks and bumps Back injury from bending and manual handling

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* All staff trained in chemical safety.</li> <li>* Knowledge of COSHH Manual and assessments relevant to role.</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Do not clean equipment when hot, unless specifically trained to do so.</li> <li>* Task completed when food is not being prepared (where possible).</li> <li>* Use stepladders where necessary.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Alert other staff with 'cleaning in progress' signs where necessary.</li> <li>* Only trained staff to complete the task.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Cleaning overhead canopy and filter	Catering staff, people conducting task and people in the vicinity

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Overhead work/heights Chemicals	Fire Burns Chemical burns Inhalation Falls from heights

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Ensure that the floor is clean and dry so that the ladder is secure.</li> <li>* Restrict access to the area.</li> <li>* Use warning signs to ensure other staff are alerted to the task.</li> <li>* Complete the task when food is not being prepared.</li> <li>* Ladders provided and maintained in good order (see ladder safety).</li> <li>* Knowledge of COSHH Manual and assessments relevant to role.</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Staff trained in cleaning of filters/canopy.</li> <li>* Filters cleaned weekly and replaced before switching on equipment.</li> <li>* Staff to wear suitable footwear where appropriate.</li> <li>* All equipment to be turned off and cooled down before cleaning starts.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Ducting to be cleaned by a competent contractor on a regular basis.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of ovens, grills (i.e. cooking equipment), kitchen equipment	Catering staff and Teachers, people conducting task, people in vicinity and visitors

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
High temperatures Grill Hot oil Spills Oven Hot water Steam Kitchen equipment Naked flames Gas release	Fire Burns Slips Scalds Bruising

<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Staff to use oven cloths or oven gloves for handling hot objects.</li> <li>* Kitchen design to minimise risk of burns (height of equipment etc).</li> <li>* Fire blankets and extinguishers available and serviced regularly.</li> <li>* First aid equipment available in the kitchen.</li> <li>* Ensure oven gloves/cloths are dry prior to use.</li> <li>* Minimise travel distance whilst handling hot food and liquids.</li> <li>* Visitors to kitchen to be made aware of areas of safety (i.e. areas not in cooking zone).</li> <li>* Long hair and trailing clothing to be held back so it cannot catch fire or be entrapped.</li> <li>* Staff trained in Health and Safety and safe working practices where applicable.</li> <li>* Replacement of fire fighting equipment and first aid equipment when used.</li> <li>* Replace gloves and cloths when no longer effective.</li> <li>* Staff to wear suitable footwear.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>
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<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of microwave	Staff using microwave

<p><b>What are the hazards (dangers)?</b></p> <p>Electricity          Hot liquids, solids (food)          High temperatures          Cleaning chemicals          Minor emission of radiation due to damage to microwave equipment          Manual handling</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Burns and scalds to hands and/or face          Irritation from chemicals when cleaning          Electric shock          Electrocutation          Personal injury</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Staff trained in safe working practices and manual handling where applicable.</li> <li>* Staff training reviewed on an ongoing basis</li> <li>* Three monthly visual checks to ensure microwave is in safe working order/good condition, especially door seals.</li> <li>* Do not put food in sealed container; if microwave safe cling film is used, this must be pierced.</li> <li>* Pull cling film off containers away from body/leave items to cool for a period where appropriate, to avoid burns.</li> <li>* Do not obstruct the air vents or remove the back of the microwave.</li> <li>* Location of microwave to allow for safe access and retrieval of items.</li> <li>* Do not put food in metal containers in the microwave.</li> <li>* Follow correct cooking procedures</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Only approved chemicals to be used.</li> <li>* Annual electrical testing (PAT testing) by a competent person to ensure safety of item.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>
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Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher



<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of dishwashers	All staff using dishwasher

<p><b>What are the hazards (dangers)?</b></p> <p>Broken glass, crockery          Cleaning chemicals – spillage, use          Spillages          Moving of the dishwasher          Electricity          Manual handling</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Electric shock          Electrocutation          Personal injury</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>* Machines located to ensure safe access and movement around the machine.</li> <li>* Staff trained in safe working practices and manual handling, and training reviewed.</li> <li>* Spillages mopped up immediately.</li> <li>* Manufacturers instructions followed at all times.</li> <li>* Cleaning of around and inside equipment carried out during hours when area is non operational (or quiet time).</li> <li>* Personal protective equipment provided as per COSHH requirements and worn.</li> <li>* Annual electrical testing (PAT testing) by a competent person to ensure safety of item.</li> </ul>
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<p><b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b></p>   
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<p><b>When does the risk assessment need to be reviewed?</b></p> <p>Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

# FIRE

Ref: F-1

**Residual Risk Rating: Medium**

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Prevention of and protection against fire	All, everyone on the premises (children, carers and visitors)

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Fire Open fire doors Obstructed fire escape routes Inadequately maintained fire fighting equipment and alarms Faulty electrical appliances and wiring Combustible materials	Fire Smoke Toxic fumes Burns Death Property damage

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* All equipment purchased with suitable hazard rating.</li> <li>* All staff notified of fire procedures and safety on induction.</li> <li>* Staff trained in fire safety and prevention on annual basis.</li> <li>* All fire routes to be kept clear and fire doors closed.</li> <li>* Regular checks by Teachers to assess fire safety.</li> <li>* Staff familiar with their roles and responsibilities in the event of fire.</li> <li>* Staff familiar with special precautions in the event of fire i.e. children, disabled access evacuation etc, notifying remote working staff members, who calls fire brigade etc.</li> <li>* Weekly checks on emergency lighting and recorded in fire log book.</li> <li>* Regular full evacuation drill of building and recorded in fire log book.</li> <li>* Staff trained in specific requirements to ensure the safety of the children in the event of an evacuation.</li> <li>* Keep fire exits clear.</li> <li>* Maintain fire fighting equipment in correct locations and with yearly servicing.</li> <li>* Weekly fire alarm tests.</li> <li>* Ongoing inspection and hazard identification and control.</li> <li>* Daily checks by Teachers to ensure fire exits clear.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

# OFFICE

Ref: O-1

**Residual Risk Rating: Low**

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of VDU equipment (Display Screen Equipment)	All staff.

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
VDU screen Repetitive hand movements on keyboard Furniture and surroundings	Eye strain Headaches Repetitive strain injury Epilepsy Upper limb disorders Back pain

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Assessments of VDU undertaken in accordance with the Health &amp; Safety Policy.</li> <li>* Frequent breaks to be taken (VDU work to be interspersed with other activities).</li> <li>* Correct posture used whilst working at a VDU – staff trained.</li> <li>* Adjustable equipment provided where necessary – in accordance with VDU assessment.</li> <li>* Ensure display is clear and legible (i.e. no flickering characters, colour and brightness can be adjusted, screen is free from reflective glare).</li> <li>* Keyboard can be tilted, is made of matt surface, provided pad for hands where necessary.</li> <li>* Provide suitable environment, adequate lighting and temperature.</li> <li>* Advice note on correct positioning provided for non VDU 'users'.</li> <li>* Eye tests provided for all defined 'users' of VDU's (refer to the Health &amp; Safety Policy).</li> <li>* Foot rests provided where necessary.</li> <li>* Individual risk assessments for VDU use – reviewed regularly and whenever equipment is relocated.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Use of general office equipment (guillotines, photocopiers, laminators, shredders etc)	All staff, those using equipment and others in vicinity - contractors, carers, visitors, children

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Electricity Sharp blades Height and weight of equipment Moving parts	Electrocution Electric shock Injury

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Restrict access to area so that children cannot gain access to the equipment.</li> <li>* Warn others in the area to dangers.</li> <li>* Staff trained in safe working practices where applicable.</li> <li>* Site equipment on suitable tables (where required) - stability and height must be considered.</li> <li>* Purchase equipment that is safe to use.</li> <li>* Monthly visual checks to ensure that the wire and plugs to the electrical equipment is in good condition.</li> <li>* Yearly electrical checks by a competent person to ensure the safety of the equipment.</li> <li>* Keep all long hair and trailing clothing away from machinery such as the guillotine and shredder.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.

Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Changing of toner cartridge in a photocopier	All staff, those completing the task and others in the vicinity - contractors, carers, visitors, children

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Electricity Toner (COSHH) Moving parts Height and location of equipment	Electrocution Electric shock Injury Chemical irritation to eyes, skin, nasal passages and throat

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Restrict access to area.</li> <li>* Warn others of danger.</li> <li>* Only trained staff to complete process (COSHH, manual handling).</li> <li>* Provide suitable COSHH information and PPE required.</li> <li>* Machine to be moveable i.e. with wheels.</li> <li>* Electricity turned off before attempting task.</li> <li>* Keep all long hair and clothing from the machine.</li> <li>* Ensure suitable location and access to the machine.</li> <li>* Only move the machine if trained.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>	
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.	
Details of reviews or amendments	
Date of review/amendment	Carried out by
1/6/19	M McKeeman – Head Teacher

# Special Dietary Requirements

Ref: SPD-1

**Residual Risk Rating: Low**

<b>Task/Activity</b>	<b>Who is at risk &amp; who needs to know about the activity</b>
Dealing with children with food allergies	Head Teacher, Staff, children and others in the vicinity

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Consumption of item allergic to and reaction	Anaphylactic shock Rash Swelling Wheezing Allergic reaction Death

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>* Thorough knowledge of allergy and reaction type obtained from the carers, including medical verification – information disseminated to all relevant staff before the child commences at the School, and then on an ongoing basis.</li> <li>* Control of food in the kitchen to ensure that the food for the child with the allergy is not contaminated with the items providing the allergen.</li> <li>* Regular updates with the carers on care plan – carers advised that they are equally responsible for updating the School in writing of any developments.</li> <li>* Accurate information of the ingredients of brought in products with allergen information to be compiled.</li> </ul>

<b>Please identify any site-specific hazards associated with this task and list any additional control measures taken or necessary.</b>

<b>When does the risk assessment need to be reviewed?</b>
Every twelve months, or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.

<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
1/6/19	M McKeeman – Head Teacher
01/6/20	M McKeeman – Head Teacher
01/09/20	M McKeeman – Head Teacher