

	REFERENCE:	General Classroom Risk Assessment	<b>Referenced accompanied additional documentation:</b> Blood and Bodily Fluids H&S guidance Fire risk assessment Manual handling risk assessment Working at height risk assessment Working at height guidance Asbestos Register and Plan Stress risk assessment				
		St John Lloyd Primary School					
	ASSESSED BY:	D.H.T. John Ivins					
	APPROVED BY:	H.T. Claire Hart	ISSUE DATE:	Sept 24	NEXT REVIEW:	Sept 25	
Overall Risk Rating: LOW							
<b>Work Activities: -</b> Generic Classroom activities							
What is the hazard	Who might be harmed	How might people be harmed	Existing risk control measures	Additional Controls	Risk rating		
					L	M	H
<b>Movement around the classroom</b>	School Staff Pupils Visitors Contractors	Slips, Trips and Falls	<p>Teaching staff are to check the floor daily to ensure it stays in good condition. Where there are any concerns with the condition of the floor, staff are aware of the reporting procedure should they note any defects in the flooring which could pose as a trip hazard. Such as missing floor tiles creased or worn carpets, and missing carpet grips on doorways which could all pose a trip hazard.</p> <p>Termly site inspections are undertaken by a member of the SLT, the Governing Body, the caretaker and/or the Health and Safety Officer. Any defects are noted and reported to the Head Teacher.</p> <p>The internal flooring is in good condition, with no changes of levels within classroom environments.</p> <p>Any changes in floor level are conspicuously marked.</p>	Refer to H&S guidance -Hygiene Precautions Blood and Other Bodily Fluids		<b>M</b>	

			<p>Walkways and areas between desks are kept clear of objects such as bags, coats etc. The classroom layout should be planned to provide adequate spacing between walkways and desks.</p> <p>All coats and school bags to be correctly hung up and stored correctly in the classroom. All chairs should be pushed back under the table when pupils and staff are leaving the classroom to prevent any trip hazards.</p> <p>All electrical cables and leads are kept free from trailing across the floor. Where laptops are used by pupils, ideally these are charged prior to use, but if a charging cable is needed, these (and the pupil) are positioned so this does not pose a risk to others.</p> <p>Lighting within the classroom is adequate to allow safe movement, access and egress. Procedures are in place for dealing with spillages (including bodily fluid spillages).</p> <p>A specific risk assessment is in place for dealing with the cleaning of bodily fluids.</p> <p>Access steps or ramps are properly maintained and provided with handrails.</p>			
<b>Working at Height</b>	School Staff Pupils Visitors Contractors	Falls	<p>Staff are informed they are not to stand on tables and chairs to access things at height.</p> <p>Staff are informed that no work at height is to be undertaken whilst lone working.</p> <p>Appropriate equipment is provided around the school i.e. steps/ step stools which can be utilised by staff.</p>	<p>Steps / ladder are appropriately stored out of the reach of pupils.</p> <p>Refer to the H&amp;S Guidance: Working at Height</p> <p>There is a working at height toolbox talk for working at height in the classroom for staff to complete and sign.</p>	<b>L</b>	

			<p>A generic working at height risk assessment has been completed and relevant staff informed of the content.</p> <p>High level windows are opened using window openers rather than staff expected to access them at height.</p>			
<b>Furniture &amp; Fittings</b>	<p>School Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	Crushing injuries	<p>All cupboards, display boards and shelving are in good condition and securely fixed to ensure their stability.</p> <p>Staff are aware they are to notify the Caretaker (CT) or Headteacher (HT) of any defective/ damaged equipment which will be assessed and subsequently removed from the classroom if required.</p> <p>Adequate furniture is provided for staff including suitable sized table and chairs. Tables and chairs are in a good state of repair, and are monitored frequently by school staff, and annually by estates staff.</p> <p>Chairs should be used correctly; staff and pupils must maintain all four legs of contact on the floor at all times. Rocking on two legs on a chair is not allowed. All walkways should be kept clear and free from obstruction and not blocked or obstructed by any school bags, coats or chairs.</p> <p>Where window restrictors are fitted, these are in good working order. Staff are aware they are to notify the HT of issues with window restrictors that pose a risk to safety or safeguarding.</p> <p>Radiators and heaters are fitted with guards/ adequate insulation if they pose a risk of scalds/burns.</p> <p>Staff are aware they are to store portable equipment in suitable locations when not in use.</p>	<p>Estates staff are notified of any defective equipment, which is then subsequently removed from the classroom and appropriately disposed of.</p>	<b>L</b>	

<b>Manual Handling</b>	School Staff Pupils Visitors Contractors	Back/muscle/ posture	<p>There is a specific manual handling risk assessment in place, and the content shared with relevant staff.</p> <p>Trolleys and manual handling aids are provided for moving heavy objects.</p> <p>Staff identified as key personnel for lifting heavy objects have attended appropriate manual handling training and undertake regular refresher training.</p> <p>Relevant staff undertake positive handling training on a regular basis.</p>	Manual handling refresher training should be undertaken on a 3 yearly basis.	<b>L</b>		
<b>ICT equipment</b>	School Staff Pupils Visitors Contractors	Posture/back/neck, shoulder/eyes	<p>Display Screen Equipment (DSE) assessments are available/ undertaken for staff who use ICT equipment for a significant part of their workday. Control measures are identified and implemented as necessary.</p> <p>Pupils are reminded about good posture and good practice whilst using ICT equipment.</p> <p>Eye tests are available for staff who are considered to be 'users' of ICT equipment.</p> <p>Staff are reminded about good practice and posture regarding the use of ICT equipment, and encouraged to discuss with management should they experience any discomfort or issues.</p> <p>Those who use ICT equipment for a large part of their day are encouraged to take frequent breaks from the screen.</p>	<p>The assessment is reviewed when the equipment changes, or when there is a change to the user's health (where requested).</p> <p>Information on eye tests can be found using the link <a href="#">HR People Services - Eye Tests (sharepoint.com)</a></p>	<b>L</b>		
<b>Electrical Equipment (&amp; other Services)</b>	School Staff Pupils Visitors Contractors	Burns, electric shock	Fixed electrical sockets and switches are in good repair.	Staff to be made aware they are not to bring in portable appliances from home unless they have received permission from the HT.		<b>M</b>	

			<p>Staff check the condition of plugs and sockets when using portable electrical equipment and are aware of the reporting procedure should they identify an issue.</p> <p>All portable appliances are checked prior to use, and any found to be in disrepair are taken out of use immediately.</p> <p>Staff are aware they are not to 'daisy chain' electrical equipment by plugging an extension cable into another one.</p> <p>Electrical cables are appropriately situated to prevent trips.</p> <p>Portable appliances form part of an annual inspection (or frequency determined by assessment) and are provided with a sticker evidencing the test and highlighting the next test date.</p> <p>Any new equipment is checked for defects/damage prior to use.</p> <p>Statutory fixed electrical equipment testing is carried out five yearly by LA Facilities Management, and any faults that pose an immediate risk are rectified at the time of the inspection.</p> <p>Where necessary, staff are trained in the use of electrical equipment.</p>			
<b>Asbestos</b>	School Staff Pupils Visitors Contractors		<p>The condition and whereabouts of known asbestos containing materials are identified in the asbestos register within the school's asbestos management plan. This plan is available for staff to view upon request.</p>	<p>See the school's asbestos management plan and asbestos register.</p> <p>Permit to work forms are completed whenever work is done on the fabric of the building.</p> <p><b>The school has an asbestos free certificate</b></p>		<b>M</b>

			<p>An (at least annually) condition monitoring regime is in place to ensure known asbestos containing materials are maintained in good condition.</p> <p>All staff are aware that they must consult with the HT prior to affixing anything to walls or ceilings.</p>	<p>Staff should be aware of (accessible) asbestos containing material so they can promptly notify the HT if there is any damage and follow the correct procedures so as not to put themselves and others at risk.</p>			
<b>Fire</b>	School Staff Pupils Visitors Contractors.	Loss of life, burns, loss of limbs	<p>All staff are aware of the procedure to follow in the event of an emergency evacuation.</p> <p>A Fire Risk Assessment has been undertaken at the school, ensuring the procedures, equipment and structure of the building allow for a safe evacuation in the event of a fire.</p> <p>Fire exit doors and routes are unobstructed at all times. Any doors that are lockable using a key are opened at the beginning of the day and remain open whilst the building is in use.</p> <p>Fire detection systems and emergency equipment is maintained and inspected regularly by school staff and external companies.</p> <p>Fire action notices are clearly displayed within classrooms.</p> <p>Staff and pupils participate in fire drills on a termly basis to ensure they're aware of the arrangements.</p> <p>Fire wardens are trained and aware of their specific responsibilities.</p> <p>Personal Emergency Evacuation Plans (PEEPs) are in place for any person that needs assistance in the event of an evacuation, and staff are aware of their responsibilities.</p>	<p>The schools recent Fire Risk Assessment is available on Ramis and is undertaken three yearly.</p> <p>Firefighting equipment is provided, but the emphasis is for a safe evacuation of person's onsite, fire extinguishers should only be used when an exit is blocked by fire <b>OR</b> to tackle a very small fire after the alarm has been raised and the school evacuated.</p> <p>Fire doors should be checked monthly to ensure they remain in good working condition.</p> <p>Annual fire awareness training should be undertaken with staff attendance recorded.</p> <p>Refer to H&amp;S guidance- means of escape for disabled people</p>		<b>M</b>	

<b>Emergency Lockdown</b>			A lockdown policy has been documented, and all staff are aware of the procedures to follow should an emergency lockdown be required.			<b>M</b>	
<b>Workplace (ventilation and heating)</b>	School Staff Pupils Visitors Contractors.		<p>Classrooms are naturally ventilated via the opening of windows. Window restrictors are fitted to upper-level windows- or those considered an absconding risk.</p> <p>Blinds are fitted to classroom windows where glare, or temperature may be an issue.</p> <p>Heaters/radiators are provided within teaching spaces to ensure the temperature is comfortable whilst working/learning.</p> <p>Fans/heaters can be provided when required. Where these are provided, care is taken so that other risks are not introduced e.g. scalding/ trips etc.</p>				
<b>Hazardous Substances</b>	School Staff Pupils Visitors Contractors.	Skin, ingestion, inhalation, physical	<p>Clear instructions are available for each hazardous substance in use e.g. paints, glues etc.</p> <p>Control of Substances Hazardous to Health (COSHH) assessments have been undertaken by a competent person using the Chemical Management System (SYPOL) and these are viewed prior to using hazardous substances.</p> <p>In line with the COSHH assessment, control measures are implemented where required, such as increasing ventilation and the use of personal protective equipment (PPE).</p> <p>Information from CLEAPSS can be obtained in relation to science and technology activities. <a href="#">CLEAPSS - Primary</a></p>	<p>Staff are informed they are not permitted to bring in chemicals from home.</p> <p>There is a COSHH Toolbox talk for staff to complete and sign</p>		<b>M</b>	

			Hazardous substances are stored safely, with staff aware they should not be accessible by pupils.			
<b>Stress</b>	School Staff Pupils Visitors Contractors	Mental and physical	<p>Staff are able to talk to senior colleagues about any problems with their work and action is taken where needed.</p> <p>Staff have access to the <b>Employee Counselling Service through Care First on tel. 0800 174319</b> (individual counselling) / or email: <a href="mailto:wellbeinggroupsupport@cardiff.gov.uk">wellbeinggroupsupport@cardiff.gov.uk</a> (group sessions)</p> <p><b>Staff have access to the Employee Counselling Service on Tel: 2046 8565 or Teacher support line Cymru on 0800085 5088</b></p>	<p>Where considered to be a significant risk, stress risk assessments are carried out using the HSE's Management Standards.</p> <p>Refer to H&amp;S Guidance Stress Risk Assessment</p>		<b>L</b>

Review Date	Reason for Review	Signed
September 2025	Annual review	

**I have read the risk assessment and agree to follow the control measures listed.**

Staff Name	Date	Signed



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