



HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location(s)
ST JOHN LLOYD RC PRIMARY SCHOOL

Task/Activity – Primary Schools

Date: Autumn 2024

Signed.....

Assessment Review Date:2025

HAZARD	WHO MIGHT BE HARMED	RISK RATING	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?	RESIDUAL RISK
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:-</p> <ul style="list-style-type: none"> Slipping/tripping hazards Noise Electricity Fume Fire Vehicles Dust Violence Chemicals Moving parts of machinery Manual Handling Work at height Ejection of materials Poor lighting Pressure systems Low temperature 	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected e.g.:-</p> <ul style="list-style-type: none"> Office staff Operators Maintenance personnel Cleaners Contractors Members of the public People sharing your workplace <p>Pay particular attention to:-</p> <ul style="list-style-type: none"> Disabled persons Young persons Inexperienced staff Visitors Lone Workers Pregnant/Nursing women 	<p>Prioritise risk as high, medium or low</p>	<p>Have you already taken precautions against the risks from the hazards you listed, for example: have you provided:-</p> <ul style="list-style-type: none"> Adequate information, instruction or training? Adequate safe systems or procedures? <p>Do the Precautions:-</p> <ul style="list-style-type: none"> Meet the standards set by a legal requirement? Comply with a recognised standard? Represent a good practice? Reduce risk as far as reasonably practicable? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, etc. giving this information.</p>	<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-</p> <ul style="list-style-type: none"> Remove the risk completely Try a less risky option Prevent access to the hazard (eg by guarding) Organise work to reduce exposure to the hazard Issue personal protective equipment 	<p>Prioritise as High, medium or low</p>
<p>List hazards here: <u>Each hazard, corresponding people at risk and control measures should occupy a new row in the table.</u> <u>Please "TAB" forward to generate a new row.</u></p>	<p>List groups of people who are especially at risk from the significant hazards which you have identified:</p>	<p>Risk</p>	<p>List existing controls here – or note where the information may be found:</p>	<p>Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u></p>	<p>Residual Risk</p>

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Electrical installation (fixed wiring) Electrical equipment. Fire / electric shock / burns	Staff, pupils, contractors	H	Electrical installations are inspected every 5 years under the Building Consultancy statutory maintenance agreement. Inspection certificates are available to view on RAMIS together with details of any faults requiring attention. Staff do not change plugs/fuses etc, Portable electrical equipment is visually inspected regularly by staff for signs of damage and tested (PAT) records are retained in the main office area. Any faulty equipment is immediately taken out of service until repaired or safely disposed of. The use of multi-gang extensions is actively discouraged. Where used these are carefully sited to reduce slip trip hazards and prevent children accessing extensions/sockets. 'Daisy chaining' of extension sockets is prohibited.		
Boiler/heating system. Fire explosion	Staff, pupils, contractor	H	Boiler systems are inspected annually and maintained under contract via the Building Consultancy statutory maintenance agreement Access to boiler room is restricted to authorised personnel only.		
Water systems: Legionella monitoring. Legionnaire's disease.	Staff, pupils, contractor	M	Quarterly, six monthly and annual checks are completed by Aqua safe Monthly temperature checks and weekly flushing of little used outlets are completed by Ashley Molloy		

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Security	Pupils/Staff	M	<p>Pedestrian school gates are closed during school hours – access is provided to parents via signage which leads directly to the main entrance of the school. Security access door controls access to the school building.</p> <p>Suitable signage advises all visitors of the location of the main entrance and to report to reception.</p> <p>Staff are advised to challenge any person accessing the school site during the school day.</p>		
Fire Safety	Pupils/Staff / Contractors / Visitors	L	<p>A fire risk assessment has been undertaken on the school premises.</p> <p>Actions required by the risk assessment have been prioritised by School.</p> <p>School has an evacuation plan which is practised once a term.</p>		
Arson	Pupils/Staff/Premises	L	<p>Schools follow the advice of the H&S relating to security of the school premises.</p> <p>Bins are secured at least 5m away from the school building in staff car parks and on the infant and junior playgrounds</p>		

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<p>Asbestos Containing Materials (ACMs)</p> <p>Exposure to potentially harmful Asbestos Fibres.</p>	<p>Pupils / Staff / Contractors / Visitors</p>	<p>M</p>	<p>The school has an up to date Asbestos Survey which is located in the office in the infant building.</p> <p>Staff have been advised where there are known asbestos containing materials (ACMs) present in the school building.</p> <p>Staff have been advised that items should not be fixed/stapled to the fabric of the building as this may cause damage to ACMs</p> <p>Staff are vigilant and report any damage to ACM's to the Head Teacher.</p> <p>Prior to any work on the fabric of the building a Mini Management survey is completed.</p> <p>Any contractors working on site (inc. Council staff) are provided with the asbestos survey before any work that will or may affect the fabric of the building is permitted to commence. All contractors undertaking work on the school building (i.e. re-glazing, decorating, installing fixed equipment, wiring etc.) sign the Asbestos log book as confirmation.</p> <p>Any concerns with regards to ACM's are reported to the Corporate Health and Asbestos Team.</p>		

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Glazing	Pupils/Staff	M	<p>A survey has been undertaken on the glazed areas within the school. Internal and External glazing to a minimum height of 2m should be safety glass which includes:-</p> <p>Laminate Glass (identified by Kite mark) Toughened glass (identified by kite mark) Safety film applied (identified by Contractor safety mark)</p> <p>School ensures that any replacement glazing is appropriately marked to identify that it is safety glass.</p>		
<p>Playground surfaces and paths.</p> <p>Potholes, sunken drains, missing drain covers, uneven surfaces.</p>	Pupils/Staff		<p>Playgrounds and paths are visually inspected regularly by staff.</p> <p>Caretaker completes a visual inspection at least termly.</p> <p>Tripping hazards are drawn to the attention of School Management and remedial action is taken as soon as practicable.</p> <p>Areas which pose an unacceptable risk are cordoned off until remedial action is taken.</p>		

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<p>Play Equipment.</p> <p>Injuries to pupils from unsuitable or poorly maintained equipment.</p>	Pupils	H	<p>School ensures that play equipment meets European standards (CE Marked) and is purchased from a reputable supplier.</p> <p>Play equipment is sited on level ground which has where appropriate a suitable safety surface e.g. wetpour.</p> <p>Play equipment is visually inspected each day prior to use to ensure there are no defects and it remains safe.</p> <p>Fixed play equipment meets European standards for playground equipment and must be installed by competent contractors.</p> <p>Fixed play equipment is regularly inspected by a competent/qualified person inspection kept in the office in the infant building</p> <p>During periods of frosty/icy weather wetpour and other play equipment is closed/off limits.</p>		
<p>PE Equipment</p> <p>Injuries to pupils from unsuitable or poorly maintained equipment.</p>	Pupils/Staff	M	<p>All fixed PE Equipment is inspected annually by PE co-ordinator. Records are kept in stored in the office in the infant building.</p> <p>All PE Equipment including horse, box etc. is visually inspected prior to use.</p> <p>All pupils are instructed how to use equipment correctly.</p>		

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Finger Trapping Points. Damage/amputation to digits.	Pupils	M	Doors and external gates are checked to ensure they do not expose pupils to finger trapping points. Finger guards are fitted to doors in primary schools, unless doors are fitted with door closure devices which adequately reduce the speed of the door closing. Door closure devices are checked termly and defects reported/fixed. Potential finger trapping points in external gates are reported for remedial works.		
Copying Equipment Electric shock/burns	Staff	L	When required troubleshooting / unblocking paper jams is undertaken by staff not pupils. Staff to ensure they follow on screen instructions, and if unable to remove blockage/resolve issue contact IT/Service engineer. Maintenance and repairs are carried out by qualified staff/engineer only.	Copying Equipment Electric shock/burns	Staff
Recording/ Investigating accidents. Inadequate records, civil claims, future accidents.	Staff/Pupils	M	Accidents which result in first aid being given are recorded on the Authority's Accident Report Form Where appropriate, accidents are investigated to identify root causes and prevent reoccurrence.	Recording/ Investigating accidents. Inadequate records, civil claims, future accidents.	Staff/Pupils

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Needlestick Injuries Exposure to blood borne infections.	Pupils/Staff	H	<p>Suitable bins are provided via specialist nurse to safely store used sharps. Bins to be disposed of in accordance with recommendations from specialist nurse.</p> <p>Staff are aware of the procedure for reporting and removing any sharps found on site.</p> <p>Advice is available from School Health and Safety Liaison Team.</p> <p>Anyone who suffers a needlestick injury to seek medical advice from GP or accident & emergency unit immediately.</p> <p>An accident form is completed and submitted to the Health and Safety.</p> <p>Staff remain vigilant of evidence suggesting drug misuse by pupils or other staff and report to Headteacher immediately</p>		
First Aid Provision Inadequate assistance in the event of an emergency.	Staff/Pupils	M	<p>All TA's are first aid qualified staff located throughout school (27.5.22)</p> <p>First aid trained staff cover sporting events and educational visits.</p> <p>First Aid supplies are available in school and kits are taken on school trips etc.</p>		

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<p>Administering prescription medication.</p> <p>Access to medication, incorrect dosage etc.</p>	<p>Pupils</p>	<p>M</p>	<p>Medication for acute (short term) medications will not be administered in school.</p> <p>Where medication is needed for chronic/long term condition managing medicines in schools guidance forms are completed, medicines must be provided in the dispensed containers, be clearly labelled with pupil's name and correct dosage.</p> <p>Children who self administer are appropriately supervised and documentation confirming witness of administration completed by staff.</p> <p>Care must be taken to ensure that emergency medication which is needed quickly is readily accessible e.g. asthma pumps, Epipens etc.</p>		

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<p>Expectant Mothers (Staff)</p> <p>Manual Handling</p> <p>Communicable diseases</p>	<p>Staff/pupils</p>	<p>M/L</p>	<p>Risk assessments for expectant mothers are undertaken.</p> <p>Childhood diseases and viruses are potentially dangerous to expectant mothers and their unborn child. The communicable diseases advice is provided and, where appropriate the expectant mother is advised to contact her midwife for further advice.</p> <p>Suitable rest facilities are provided for new or expectant mothers.</p> <p>Where expectant mothers are supporting pupils with behavioural problems advice will be sought from School Health and Safety Liaison Team.</p>		

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<p>Manual Handling</p> <p>General handling bending, lifting and twisting Large and/or heavy awkward items.</p>	Caretaker/Teachers/ Assistant	H/M	<p>The Caretaker to attend mandatory manual handling training provided by the Corporate Health and Safety.</p> <p>Correct handling equipment is used as and when required i.e. trolley etc.</p> <p>Safe steps and ladders are provided that are regularly checked to ensure they remain in a safe condition.</p> <p>Heavy items are not to be stored above waist height.</p> <p>Care is taken when storing PE equipment such as goal posts/net ball posts. Consider safe access and egress.</p> <p>Employees must report any medical condition which could affect their ability to do the handling job safely.</p> <p>Where required specific manual handling assessments are undertaken</p> <p>Any pupil with mobility difficulties and moving and handling needs will be assessed and appropriate care handling plan put in place.</p>		
<p>Lone Working</p> <p>Ill health / injury</p>	Caretaker/relief	H/M	Complete separate lone worker risk assessment in line with Lone Working Policy.		

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<p>Threatening behaviour or verbal abuse to school staff (including discriminatory abuse).</p> <p>Verbal Abuse</p>	<p>Staff</p>	<p>M</p>	<p>Any case of verbal abuse or threatening behaviour may be reported to the School Health and Safety Liaison team using the Violent Incident Report Form.</p> <p>Any visitor/contractor who is displaying violent / aggressive behaviour will be asked to leave site and should be reported to the School Health and Safety Liaison team using the Violent Incident Report Form.</p> <p>Health and Safety will, where required, write to the parent/s and advise of the restrictions in place. Where relevant the incident is reported to the Police.</p> <p>Parents / guardians will be prohibited from accessing school site if their behaviour is threatening or abusive.</p> <p>Staff who undertakes home visits should contact the Health and Safety to run a check on the ALERT Database prior to undertaking the visit.</p>		

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School Pets Injury, allergic reactions etc.	Pupils/Staff	L	Careful consideration is given to any school pet. Only cold water fish are recommended as school pets that should be cleaned and fed under close supervision or only by staff members. School must consider animal welfare issues along with animal security and any RSPCA Guidance. School staff must be aware if any applicable communicable diseases apply to relevant pets/animals and introduce appropriate precautions. School to notify Health and Safety Liaison Team if any pupils or staff becomes ill with potential animal related illness.		
Smoking on site (by staff or visitors). Ill health	Staff, Pupils, Visitors	M/L	No smoking is permitted on school site. The School's Code of Conduct details the consequences of smoking on site. Visitors, contractors and staff are advised that should they wish to smoke they should do so off site.		