

St. Patricks Primary School



Risk Assessment Policy

Last Reviewed: June 2018



St. Patrick's Primary School and Nursery Unit, Loughguile

Contents

	Activity Detail		Activity Detail
1	Assault by a Child	11	Outdoor Play
2	Child Running Out of School	12	Outdoor Supervision
3	Climbing Equipment	13	Putting Up Displays
4	Contractors on Site	14	School Premises
5	Control of Infectious Disease	15	Site Security
6	Dining Hall	16	Swimming
7	Educational Visits	17	Traffic Management
8	Fire Safety	18	Use of Electrical Equipment
9	First Aid Provision	19	Using a Step Ladder
10	Manual Handling	20	Winter Weather

Risk Assessment Procedures

Risk Rating: Calculation

The risk assessments contained within this document have been developed using the scales outlined in *Table 1 (Probability/Likelihood)* and *Table 2 (Severity)* below. They are an honest attempt to represent the circumstances in our school and the associated risk factors. The risk rating is calculated using the formula: -

$$\text{Likelihood} \times \text{Severity} = \text{Risk Rating}$$

Use of the Risk Assessment Matrix (*Table 3*) and the Risk Level Descriptions (*Table 4*) will facilitate the appropriate interpretation of risks and the resultant measures needed to effectively manage and control them.

Table 1 Probability Rating - Likelihood		
very likely	Likely to occur immediately or in the short term	4
likely	Could occur in time, or if repeated enough	3
unlikely	Though unlikely, may occur over time	2
very unlikely	Unlikely to occur	1

Table 2 Severity Rating		
very serious	Single or multiple fatalities, widespread illness, large scale property/equipment damage	4
serious	Serious injury or illness, serious property/equipment damage	3
significant	Significant injury or illness, significant property/equipment damage	2
minor	Minor injuries and/or illness, minor property/equipment damage	1

Risk Assessment Matrix: Table 3

	Severity				
	X	1	2	3	4
Likelihood	1	1 Insignificant/ Trivial	2 Low/Trivial	3 Tolerable	4 Tolerable
	2	2 Low/ Tolerable	4 Low/Tolerable	6 Medium/ Substantial	8 Medium/ Substantial
	3	3 Low/Tolerable	6 Medium/ Substantial	9 Medium/ Substantial	12 High/ Intolerable
	4	4 Low/Tolerable	8 Medium/ Substantial	12 High/ Intolerable	16 High/ Intolerable

Risk Level Description: Table 4

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk	12 - 16
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	6 - 9
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	2 - 4
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1

Contents

	Activity Detail		Activity Detail
1	Assault by a Child	12	Outdoor Supervision
2	Child Running Out of School	13	Putting Up Displays
3	Climbing Equipment	14	School Premises
4	Contractors on Site	15	Site Security
5	Control of Infectious Disease	16	Swimming
6	Dining Hall	17	Traffic Management
7	Educational Visits	18	Use of Electrical Equipment
8	Fire Safety	19	Using a Step Ladder
9	First Aid Provision	20	Winter Weather
10	Manual Handling		
11	Outdoor Play		

Risk Assessment Procedures

Risk Assessment

Activity: Assault by a Child

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Assault by a child	Pupil Member of Staff	<ul style="list-style-type: none"> School Policy for Positive behaviour established and followed Policy for safe handling and use of reasonable force followed Use of observation, time out, withdrawal, shortened day, internal suspension, suspension at home, etc Use of parent meetings and early SEN reviews, individual education plans, classroom assistants, Behaviour Support with children showing EBD 	1	1	1	<ul style="list-style-type: none"> Strategy meetings as required Request full time classroom assistance for children demonstrating physical aggression to peers, staff and property

Risk Assessment

Activity: Child Running Out of School

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Child leaving school grounds, unaccompanied, becoming lost, distressed and agitated	Child	<ul style="list-style-type: none"> Monitoring doors (magnetic and security coded locks fitted) External gates secured Staff Vigilance One to one Classroom Assistance (specific SEN pupils) Children highlighted as being at risk from running from school grounds are supervised closely when playing in outdoor play area Timetabled staff supervision in external/play and risk areas Proper hand over of children in the mornings and end of day from parent to member of staff (Especially with younger children) Emergency Procedures in place 	2	1	2	
Injury Road Traffic collision	Child/ Staff when trying to apprehend child		1	4	4	

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

Risk Assessment

Activity: Climbing Equipment

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING N/Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Child may fall from a height	Child	<ul style="list-style-type: none"> Clear rules regarding safe use and behavioural expectations articulated to children / users prior to, and during P.E. and Play 	2	2	4	<ul style="list-style-type: none"> Children and staff to ensure appropriate clothing and footwear worn when on equipment routinely
Child may stand on another child's fingers.	Child	<ul style="list-style-type: none"> Appropriate footwear and clothing (no wellingtons) 				<ul style="list-style-type: none"> Safety surface to be checked for wear and tear on a regular basis and defects reported immediately by all staff
Child may become stuck at the top and require adult assistance.	Child / Staff	<ul style="list-style-type: none"> Appropriate safety surface fitted and maintained. 				<ul style="list-style-type: none"> Play equipment inspected on a regular basis, by school staff and suitable qualified inspectors (August/September annually). Repair and maintenance completed promptly
Incorrect clearance between objects	Child	<ul style="list-style-type: none"> Children to take turns in each area Numbers limited and supervision ratios correct and appropriate Staff to remain in full visual range and/or close proximity at all times as appropriate 				

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

Risk Assessment

Activity: Contractors and Maintenance Personnel On Site (Page 1 of 2)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Hazardous Substances Ill health Falling objects Injury Stored materials Fire risk, injury Waste material Health risk, fire risk Trips and Falls Children coming into contact with tools, equipment or machinery	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Contractor to inform school of any hazardous substances brought on site Contractor to ensure dust production is minimized Asbestos register in place Contractor to follow EA management plan and procedures for all work in buildings. Work area to be agreed between school and contractor (separate from pupils/ staff if possible) Area of work to be securely fenced/coned off with warning signs displayed Working platforms used to have toe boards and mesh panels to prevent falling objects Materials stored on site to be kept to a minimum Storage only in agreed designated secure compound or area So far as is reasonably practicable, waste to be removed from the site daily Waste stored on site to be in a suitable container according to type of waste and in a secure area Waste containers not blocking fire escape routes 	2	3	6	<ul style="list-style-type: none"> Building Supervisor to remain responsible for all Contractors or Maintenance Staff All Visitor sign-in procedures to be followed Building Supervisor to ensure all asbestos registers etc to be shown to, and signed by Contractor Any potential risks, changes in circumstance or to agreed procedures to be brought to the immediate attention of the Principal by the Building Supervisor at all times

Risk Assessment

Activity: Contractors and Maintenance Personnel On Site (Page 2 of 2)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
---------	--------------------	------------------------------	----------------------	-------------------	--------------------------	-------------------------------------

Trailing cables Trips, falls	Pupils Staff	<ul style="list-style-type: none"> Avoid wherever possible Cable covers to be used 	2	1	2	<ul style="list-style-type: none"> Building Supervisor to remain responsible for all Contractors or Maintenance Staff
Electrical equipment & sockets Electrocution	Visitors Contractors	<ul style="list-style-type: none"> Electrical tools and equipment to be subject to a Portable appliance testing regime 	1	4	4	<ul style="list-style-type: none"> Works to be monitored whilst contractors on site by BS to ensure the safety and daily operation of all other school areas and procedures
Contact with children Child protection issues		<ul style="list-style-type: none"> Where possible work to be carried out outside of school hours Agreed programme of work with school Work area to be fenced/coned off at a distance to prevent children from being in close proximity to contractors Adequate supervision in the vicinity of the work area if contact is possible e.g. break / lunch playground 	1	2	2	<ul style="list-style-type: none"> Building supervisor to ensure all asbestos registers etc to be shown to, and signed by Contractor Any potential risks, changes in circumstance or to agreed procedures to be brought to the immediate attention of the Principal by the Building supervisor at all times

Risk Assessment

Activity: CONTROLLING SPREAD OF INFECTIOUS DISEASE

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability	Severity	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
			1 - 4	1 - 4	Max 16	
Exposure to communicable disease	Staff	<ul style="list-style-type: none"> Potential hazardous waste e.g. vomits/ bodily fluids must be disposed of correctly and surfaces properly disinfected 	2	2	4	<ul style="list-style-type: none"> Awareness of guidance 'Guidance on Infection Control in Schools & other Childcare settings' available from the Health Promotion Agency www.hpa.org.nz
	Visitors	<ul style="list-style-type: none"> Disposable gloves and appropriate PPE (Personal Protective Equipment) used for all activities that may result in contamination of clothing with blood, body fluids or faeces Such PPE is double bagged and disposed of appropriately after a single use Staff informed of procedures to follow and Building Supervisor informed of all incidents Procedures in place for dealing with children who become unwell during the school day. 				
	Pupils					

Risk Assessment

Activity: Break/Dining Hall

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Defective flooring Slips, trips, falls	All Staff Pupils	<ul style="list-style-type: none"> Inspection of flooring throughout break and meal times Prompt reporting and repair of defects by Building Supervisor Provision of appropriate cleaning equipment e.g. mop, brush, shovel, cloths, bin etc Regular cleaning of floors Prompt clearing of spillages Adequate signage Use of plastic items if possible Breakages cleared up promptly Chipped or damaged items discarded Walkways to be kept clear Adequate space allowed between tables for access Appropriate manual handling techniques, monitored and if necessary directed/corrected by Building Supervisor Trolley and equipment deployed As deemed appropriate by Building supervisor 	1	1	1	<ul style="list-style-type: none"> None Identified
Spilt food and liquids Slips, falls			3	1	3	
Broken Glass Cuts			1	2	2	
Obstacles Trips, falls			2	1	2	
Hall Set-Up / On Completion Injury / Strain	Building Supervisor (BS) Staff		2	1	2	

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

Risk Assessment

Activity: Educational Visits (Page 1 of 6)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Inadequate planning and organization Accidents / Injuries	Staff	<ul style="list-style-type: none"> Group leaders will have read and will follow the EA 'Educational Visits' Guidance All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities All leaders will meet prior to departure to discuss and share risk assessments and implement management plans All leaders will be made aware of their roles and responsibilities prior to departure Leaders will brief young people regarding hazards and involve them in the risk assessment and management process Parents will be informed of arrangements prior to visits and written consent obtained Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (<i>inc. hat, sunscreen etc.</i>) Specialist personal protective clothing and equipment will be made available to group members if appropriate Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares Staff will obtain daily weather forecast and adjust plans accordingly 	2	2	4	
	Pupils Volunteers		2	1	2	
Exposure to adverse effects of weather <i>Cold injury, heat injury, over exposure to sun etc.</i>						

Risk Assessment

Activity: Educational Visits (Page 2 of 6)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Young person lost or separated from group Trauma, Upset, Injuries	Staff Pupils Volunteers	<ul style="list-style-type: none"> Group leader will ensure that supervising staff are competent and understand their roles Staffing ratios will be appropriate and sufficient Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements Young people will be briefed as what to do if separated from group Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups 	2	1	2	
Visit returns after school hours Accident, Upset, Lost Abduction		<ul style="list-style-type: none"> Parents/guardians and young people will be fully informed regarding collection arrangements after a visit Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off A clear pre-planned procedure will be agreed for young people who are not collected A young person will not be left alone with just one member of staff 	2	1	2	

Risk Assessment

Activity: Educational Visits (Page 3 of 6)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS		PEOPLE AFFECTED	EXISTING CONTROL MEASURES		Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Emergencies Delayed help/support Deterioration of condition Inadequate procedures		Staff Pupils Volunteers	<ul style="list-style-type: none">The school has an emergency plan for dealing with an incident on a educational visitAt least one member of staff will carry a mobile phone (with ready charged battery and call credits if "pay as you go")Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal)Staff will have immediate access to a copy of Emergency Procedures, including all emergency contact numbersTeacher Leader and Principal/Emergency Home Contact will have instructions regarding what to do in an emergencyStaff will have an appropriate level of first aid trainingA travel first aid kit will be checked and taken with the groupThe first aid kit will be easily accessed by all staffContact details of parents, school and, if appropriate, Principal/school contact's after-hours number will be held by group leader and school contactStaff will brief young people regarding emergency procedures prior to, and during any visit as requiredStaff will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home)	2	2	4	<ul style="list-style-type: none">Investigate travel sickness equipment	

Risk Assessment

Activity: Educational Visits (Page 4 of 6)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
---------	-----------------	---------------------------	----------------------	-------------------	--------------------------	-------------------------------------

Activities in, on or near water
Drowning
Hypothermia

Staff
Pupils
Volunteers

- All accompanying staff are made aware of the particular and higher risks associated with water based activities
- Activities involving water will be carefully pre-planned and appropriate control measures put in place, including availability of life saving equipment and competent, trained staff.
- Staff will know the swimming ability and confidence of group members and will plan activities accordingly
- Up to date information regarding special/medical needs of all group members will be obtained and advice sought from SENCO, doctor, and parents/guardians, if appropriate
- Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel
- Young people will have written parental consent where self-administered medication (e.g. inhaler) is appropriate. All other medication to be taken will be supervised by staff.
- Young people (and parents in letter) will be reminded to bring personal medication if required
- Visit leader(s) will carry information regarding medical conditions and any relevant medication
- Staff will check before departure that young people and/or leaders carry (and store securely) any necessary medication
- Staff will be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly
- The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group
- Young people will be briefed to eat/drink sensibly and to have sufficient sleep
- Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and activities

2

4

8

2

1

2

Special medical, behavioural needs of specific young people
Injury
Illness

Risk Assessment

Activity: Educational Visits (Page 5 of 6)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Misbehaviour Misconduct Accidents Injuries Periods of remote supervision Accident Separation from group Abduction Attack by stranger Obtaining illegal substances	Staff Pupils Volunteers	<ul style="list-style-type: none"> Staffing supervision will be sufficient and appropriate to manage the group safely Young people will be briefed regarding conduct/behaviour Advice will be taken from SENCO and other staff if there are concerns over behavior Individual risk assessments will be carried out if required <ul style="list-style-type: none"> Group members will be assessed as sensible and competent Parents informed of arrangements and give written consent Individuals for whom indirect supervision is not considered suitable will be more directly supervised. Group will be briefed regarding conduct/behaviour required Group will be briefed regarding response if approached inappropriately by a stranger Young people will remain in groups or buddy systems at all times, including visits to toilets Young people will be briefed about what to do and how to contact staff if required in an emergency Young people will be briefed regarding procedure if lost/separated All leaders and young people will be briefed clearly regarding rendezvous times and places Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities 	1	1	1	
			2	3	6	

Risk Assessment

Activity: Educational Visits (Page 6 of 6)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING N/OX 16	ADDITIONAL PRECAUTIONS NECESSARY
<p>Allergic reactions</p> <p>Poisons</p> <p>Stings, bites</p> <p>Trauma Illness</p>	<p>Staff</p> <p>Pupils</p> <p>Volunteers</p>	<ul style="list-style-type: none"> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly Staff will check that young people and/or leaders carry any necessary medication Known high risk situations will be avoided, and appropriate avoidance action taken if necessary Emergency Procedures known by staff 	2	2	4	

Risk Assessment

Activity: Fire Safety (Page 1 of 4)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
<ul style="list-style-type: none"> Storage of combustible materials e.g. paper, packaging, scenery, props, spare furniture External storage of waste Cleanliness of the premises Effective control of storage Textiles, curtains and displays Storage/ use of flammable liquids chemicals 	All Staff Pupils Visitors Maintenance and Contractors	<ul style="list-style-type: none"> Storage of combustible materials located away from sources of ignition i.e. in designated stores <u>not</u> in boiler/ electrical rooms External waste stored away from building, in an enclosed areas and bins secured. Regular collections of waste by competent contractors General good housekeeping rooms maintained in tidy condition, no accumulation of materials Foam mats stored in dedicated store with Fire Alarm/Ventilation All flammable liquids kept in small quantities and in a locked cupboard or store 	1	4	4	<ul style="list-style-type: none"> None Identified

Risk Assessment

Activity: Fire Safety (Page 2 of 4)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Means of escape	All Staff	<ul style="list-style-type: none"> • Drills planned each term and recorded in fire log book (date, time, evacuation time, problems noted) • Adequate means of escape from all parts of the premises articulated • Fire doors in place and kept closed (unless on automatic self closers) • Exit doors open in the direction of travel • Main routes and escape unobstructed and free from storage • All people can get to a specified place of safety in under 3 mins • All fire doors can be opened immediately without a key • Emergency plan in place, for raising alarm, calling 999, assembly points locations and all staff aware of plan • Staff aware of Fire Evacuation Policy and Procedures – Distributed Annually • Access route for emergency vehicles kept clear 	1	4	4	<ul style="list-style-type: none"> • None Identified
Emergency Planning	Pupils Visitors Maintenance and Contractors					

Risk Assessment

Activity: Fire Safety (Page 3 of 4)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Fire detection and warning (Alerting building occupants)	All Staff Pupils Visitors	<ul style="list-style-type: none"> Staff aware of sound made by alarm system, how to activate call points and actions to take Alarm system tested on a weekly basis (BS) Fire action notices located at each call point School procedures articulated to all staff System maintained and serviced regularly by competent contractor and details recorded as appropriate Records kept by school in fire log book All fire doors and directional signage clear and operational All escape routes sufficiently lit for people to exit safely All Emergency/Fire Evacuation articulated to all event audiences BS to ensure all lighting, signage and panels are operational and/or maintained in line with EA protocol 	1	4	4	<ul style="list-style-type: none"> None Identified
Signage/ Lighting	Maintenance and Contractors					

Risk Assessment

Activity: Fire Safety (Page 4 of 4)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Arson Faulty/ misuse of electrical appliances Fixed wire installation Use of fixed/ portable heaters Smoking Gas fire boilers/boiler plant room	All Staff Pupils Visitors Maintenance and Contractors	<ul style="list-style-type: none"> Clear signage externally to ensure adequate visitor control. Maintain fencing in good condition/ School gates closed/ locked out of hours Portable appliance testing by competent person and dates recorded Visual inspection of electrical equipment by staff before use Fixed wire test conducted every 5 yrs (EA Led) Office Staff advised to keep heaters away from combustibles and not to leave on when area unoccupied, ensure vents are kept clear No smoking site Plant and boiler rooms kept free from obstructions, allowing unrestricted access to equipment 	1	4	4	<ul style="list-style-type: none"> Intruder Alarm set on exit of building Staff to exercise safe practice, not overloading sockets Principal and BS to monitor all storage/boiler/plant areas to ensure appropriate usage

Risk Assessment

Activity: Provision of First-Aid

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability	Severity	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
			1 - 4	1 - 4	Max 16	
Injuries from slips/ trips/ falls	All Staff	<ul style="list-style-type: none"> School policy statements and other and personalized medical plans in place where required 	3	1	3	<ul style="list-style-type: none"> Provision of appropriate update first-aid training for staff
Cuts/ grazes/ puncture wounds	Pupils	<ul style="list-style-type: none"> The responsible teacher for first aid clearly displayed and known to all staff 				<ul style="list-style-type: none"> Provision of appropriate PPE and disposal equipment
Contact injuries	Visitors	<ul style="list-style-type: none"> Appropriate teachers receive annual Anaphylactic training 	1	4	4	<ul style="list-style-type: none"> Staff Awareness of child medical plan and emergency procedures outlined within the plan
Anaphylactic shock		<ul style="list-style-type: none"> Adequate first-aid items available at all times and accessible First-Aid kit taken to school events, trips, sports fixtures etc. Accidents reported and recorded First Aid teacher 'Heart Start' trained All staff aware of emergency procedures and regularly reviewed 				<ul style="list-style-type: none"> Investigating provision of defibrillator

Risk Assessment

Activity: Manual Handling

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
<p>Transporting heavy loads <i>Back or upper limb injury</i></p> <p>Lifting a heavy load above shoulder height <i>Back or upper limb injury</i></p> <p>Injury sustained due to lack of knowledge and appropriate manual handling awareness <i>Back or upper limb injury</i></p> <p>Carrying loads over distances e.g. Storage of classroom supplies <i>Back strain, Slipped disc, Hernia</i></p> <p>Pushing/pulling heavy or awkward items <i>Back strain, Slipped disc, Hernia</i></p>	Staff	<ul style="list-style-type: none"> When purchasing stock such as clay ingredients the guideline weights are taken into consideration and smaller weight items purchased where possible e.g. 5kg bag of clay instead of 12.5kg bag An appropriate trolley is used to transfer heavy loads Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley Storage of regularly accessed utensils or equipment is arranged so that heavier items are stored on middle shelves not on floor or above shoulder height Staff awareness through meetings and development sessions Awareness of appropriate posture e.g. when cleaning or bending when lifting classroom items Re-organise work area to ensure materials are stored close to point of use or source a handling aid Appropriate trolley provided for moving items Items are made lighter or less bulky Individuals ask for help when moving heavy items All potential obstructions are removed Choose safest route for moving items particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels e.g. use of ramp 	3	2	6	

Risk Assessment

Activity: Outdoor Play Areas

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Slips, trips, falls, collisions, misuse of equipment	All Staff Pupils Others in play areas	<ul style="list-style-type: none"> • Clear rules regarding safe use and behavioural expectations articulated to children / users prior to, and during play • Playgrounds checked for glass, ice, faeces, litter etc. daily • Outdoor play equipment sourced from approved EA suppliers and complies with European Standards • Equipment checked on a regular basis and recorded on checklist. • Safety surfaces regularly checked and maintained in good condition. • Sandpits kept covered when not in use • All toys/ equipment checked on each occasion used 	2	2	4	<ul style="list-style-type: none"> • All surfaces to be cleared of debris, moss and silt • Drains cleared • Routines, supervision levels and effectiveness reviewed regularly • Condition of surfaces checked on a regular basis and issues reported to Principal • Regular checks on equipment and play surfaces by specialist contractors as instructed by EA • All maintenance issues reported to helpdesk promptly

Risk Assessment

Activity: Outdoor Supervision

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
---------	-----------------	---------------------------	----------------------	-------------------	-----------------------	-------------------------------------

Potential for accidental falls	Pupils Staff	<ul style="list-style-type: none"> • Grounds checked daily for dangerous objects • Climbing frames/equipment checked daily for flaws (Nursery and 'Garden' Areas) • Children taught rules for appropriate behaviour and continually reinforced • All exits from outdoor play area secured • Adequate staff supervision during periods of indoor/outdoor play reflecting the needs and capabilities of the children • Utilise any additional staff/volunteers/ students to improve adult/pupil ratio in outdoor areas at identified times • Staff briefed in importance of close supervision and avoiding prolonged conversations with parents/other members of staff while outdoors • Ensure play materials are arranged in safe manner and not overcrowded or misused • Supervision Staff made aware of children with specific needs: Medically/Physically and Socially as relevant to play and outdoor environment 	3	1	3	
Children challenging own limits						

Risk Assessment

Activity: Outdoor Play Areas

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Slips, trips, falls, collisions, misuse of equipment	All Staff Pupils Others in play areas	<ul style="list-style-type: none"> • Clear rules regarding safe use and behavioural expectations articulated to children / users prior to, and during play • Playgrounds checked for glass, ice, faeces, litter etc. daily • Outdoor play equipment sourced from approved EA suppliers and complies with European Standards • Equipment checked on a regular basis and recorded on checklist. • Safety surfaces regularly checked and maintained in good condition. • Sandpits kept covered when not in use • All toys/ equipment checked on each occasion used 				

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

Risk Assessment

Activity: Outdoor Supervision

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Potential for accidental falls	Pupils Staff	<ul style="list-style-type: none"> • Grounds checked daily for dangerous objects • Climbing frames/equipment checked daily for flaws (Nursery and 'Garden' Areas) • Children taught rules for appropriate behaviour and continually reinforced • All exits from outdoor play area secured • Adequate staff supervision during periods of indoor/outdoor play reflecting the needs and capabilities of the children • Utilise any additional staff/volunteers/students to improve adult/pupil ration in outdoor areas at identified times • Staff briefed in importance of close supervision and avoiding prolonged conversations with parents/other members of staff while outdoors • Ensure play materials are arranged in safe manner and not overcrowded or misused • Supervision Staff made aware of children with specific needs: Medically/Physically and Socially as relevant to play and outdoor environment 				
Children challenging own limits						

Risk Assessment

Activity: Putting Up Displays

(low height approximately 0.5m above average person height) using a kick stool

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
<p>Use of incorrect equipment (desk, chairs etc.) falls, falling objects</p> <p>Defective equipment/ Falls, falling objects</p> <p>Inappropriate use of access equipment</p> <p>Over-reaching, stretching etc. Falls, falling objects</p>		<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc.) and to restrict going above head height Staff to consult Building Supervisor if unsure about safe working heights /practice and to request stool if needed Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) Do not leave equipment unattended to avoid unauthorised use. Restrict displays to head height where practical Ensure display boards are accessible Kick stool provided for users to access display areas safely All access equipment suitable for purpose, checked before use and maintained in good condition Reporting procedure in place for identified defective items with prompt removal/ remedial action 	1	3	3	<ul style="list-style-type: none"> Use of access equipment restricted to those trained and competent in use Staff to reposition kick stool rather than overstretch Floor surfaces suitable to use kick stool (i.e. firm and even surface)

Risk Assessment

Activity: General School Premises *(Page 1 of 5)*

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Defective flooring Slips Trips Falls	All Staff Pupils	<ul style="list-style-type: none"> Condition of premises regularly checked Prompt maintenance of defects 	1	1	1	
Liquid spillages / Slips, Falls	Visitors Maintenance Staff and Contractors	<ul style="list-style-type: none"> Supervision in use of liquids in class Immediately report to the building supervisor for identified spillages with prompt action to clean up using appropriate equipment and signage to highlight wet floor areas Immediate cleaning up of spillages 	3	1	3	
Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape		<ul style="list-style-type: none"> Good housekeeping maintained Regular inspection Ensure bags and coats are not blocking corridors / walkways Designated storage areas 	2	1	2	

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

Risk Assessment

Activity: General School Premises (Page 2 of 5)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Trailing electrical cables Trips, Falls	All Staff Pupils	<ul style="list-style-type: none"> Use only suitable, PAT Tested extension leads Ensure sufficient sockets Use of cable covers where cables are a trip hazard 	2	1	2	
Electrical equipment & sockets Electrocution Fire Electrical burns	Visitors Maintenance Staff and Contractors	<ul style="list-style-type: none"> All electrical equipment is PAT tested and visual checks conducted prior to use Fixed Installation testing completed (5 yearly min) Mains powered portable equipment protected by RCD to distribution board, wall socket or lead. Low, surface temperature radiators where young or special needs children are present Hot surfaces in kitchen / Staffroom protected.. 	1	4	4	
Hot Surfaces Burns			1	3	3	

Risk Assessment

Activity: General School Premises *(Page 3 of 5)*

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Hot water from taps Scalding	All Staff Pupils	<ul style="list-style-type: none"> • Temperatures monitored at outlets where vulnerable users have access • Staff use of boiler/kettles in staffroom only 	1	2	2	
Open or broken windows Falls, cuts, injury	Visitors Maintenance Staff and Contractors	<ul style="list-style-type: none"> • All glazing in vulnerable areas, (>250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing. 	1	2	2	
Finger trapping Entrapment injury		<ul style="list-style-type: none"> • Vigilant supervision by teaching staff and assistants of opening and closing doors in vulnerable areas • External windows have limiters fitted which must not be removed 	1	2	2	<ul style="list-style-type: none"> • Investigate finger guards fitted in doors in vulnerable areas i.e. nursery, KS1 and Special Needs

Risk Assessment

Activity: General School Premises (Page 4 of 5)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Defective furniture/ equipment Injury Access / egress Trips, Falls, fire risk, obstructed escape	All Staff Pupils Visitors Maintenance Staff and Contractors	<ul style="list-style-type: none"> Furniture and fittings regularly inspected and defects reported. Staff aware of arrangements for above, remaining vigilant Adequate space, circulation routes and emergency exits Entrances and exits (incl. fire) are clearly signed and well lit and kept free from obstructions Arrangements in place to ensure access maintained in snowy / icy conditions Rubbish not to accumulate Storage areas kept tidy Layout allows for unrestricted movement and safe circulation Staff are familiar with evacuation procedure, location of nearest extinguisher. 	1	1	1	<ul style="list-style-type: none"> Daily sight inspection of all areas carried out as a matter of routine by Building Supervisor
Fire, Property damage, smoke inhalation, physical injury, Burns			1	4	4	

Risk Assessment

Activity: General School Premises *(Page 5 of 5)*

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Service cupboards / plant rooms Inappropriate use, Fire, Electric shock Inadequate lighting / other welfare facilities Dissatisfaction / stress	All Staff Pupils Visitors Maintenance Staff and Contractors	<ul style="list-style-type: none"> • All such areas to be locked and access restricted to authorised persons • Appropriate signage in place • No general storage to be kept in such areas • Adequate lighting available • Firefighting equipment, detection etc in place • Lighting sufficient for tasks • Supply of wholesome drinking water • Adequate welfare facilities for staff and service users, maintained in a clean state • Hot water, soap and disposable paper towels provided • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place 	1	4	4	
			1	2	2	

Risk Assessment

Activity: Site Security

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability	Severity	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
			1 - 4	1 - 4	Max 16	

Harassment Verbal abuse Injury from intruders or uninvited persons on school site Damage to property	Pupils	<ul style="list-style-type: none"> Ensure all visitors to the school are directed to the main reception area Clear and adequate signage throughout site and school All doors have visible glazed panels School operates a signing in system Pupils aware not to open doors to unauthorised people Perimeter of premises protected where possible from person(s) gaining access to the site through unrecognised entrances. Perimeter fencing to be maintained and repaired to maintain a clearly marked and physical barrier Good relationship with local community and crime prevention officers Parental Letters to communicate entry, exit and contact procedures Procedure in place for speaking to staff by phone or face to face meeting while maintaining an open door policy Emergency Procedures know by staff 	2	2	4	<ul style="list-style-type: none"> Staff Training and update as how to handle difficult or abusive contact from adults Reporting procedures known and followed by all staff
	Staff					
	Visitors					

Risk Assessment

Activity: Swimming Pools (Page 1 of 5)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Inadequate Leadership	Staff	<ul style="list-style-type: none"> Staff will read and follow guidance in Swimming Guidance for Primary Schools (EA), Managing Health and Safety in Swimming Pools HSG 179 (HSE), Safe Practice in PE and School Sport, and Educational Visits Best Practice Guidance 2009 publications and Educational Visits EA 2017 Use only employed staff (i.e. teacher) with appropriate leadership experience and competence, and knowledge of the group If the group is under the direct supervision and care of instructors at the pool, at least one teacher will remain present and immediately available to assist (i.e. with behavioural / pastoral issues) if required, beside the pool 	1	4	4	<ul style="list-style-type: none"> Where possible, if required a gender mix of staff to supervise

Risk Assessment

Activity: Swimming Pools (page 2 of 5)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Inadequate Leadership	Staff	<ul style="list-style-type: none"> All accompanying staff will remain accessible and available to assist with supervision throughout the pool session (as required) Staff will have an established emergency procedure in the event of a group member being injured and needing hospitalisation Meeting points will be agreed for the start and end of sessions School staff will not be directly responsible for providing instruction/supervision of groups in the pool. This is the role of qualified pool staff only Only group members whose parents have given permission will be allowed to swim Teaching staff to remain vigilant at all times for appropriate level of suitably qualified lifeguards provided by the pool, as well as their alertness to the children 	1	4	4	<ul style="list-style-type: none"> Parental Consent obtained prior to swimming sessions commencing Staff awareness of required procedures communicated
Inadequate Safety Provision Drowning	Pupils	<p><i>If, for any reason, there are no lifeguards provided by the pool management, the Group leader will ensure that:</i></p> <ul style="list-style-type: none"> The activity is terminated immediately 				

Risk Assessment

Activity: Swimming Pools (Page 3 of 5)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Sudden / unexpected immersion Drowning	Staff / Pupils	<ul style="list-style-type: none"> Group appropriately briefed regarding:- <ul style="list-style-type: none"> safety rules and regulations behaviour required agreed sanctions (e.g. about running, jumping, diving and it will be made clear that pushing, dragging or ducking others is unsafe and unacceptable) All non-swimmers/weak swimmers will be identified and be directed to areas suitable to their ability Staff will maintain a constant visual presence of the children at all times during swimming sessions Group members to be briefed regarding safety rules, expected behaviour (no running) and emergency procedures Slip resistant surfaces in evidence used carefully Non-formal swimming / teaching activities to be directed and supervised by qualified pool staff only e.g. diving, 'recreational' time, use of slide, flumes, inflatables etc. Group members will only use extra equipment or play equipment (e.g. snorkels, masks, floats etc.) when instructed by the pool management and in accordance with their rules and procedures 	2	4	8	<ul style="list-style-type: none"> Parental Consent obtained prior to swimming sessions commencing Staff awareness of required procedures communicated
Non-swimming activities Slips, trips, collisions	All Group Members		2	2	2	
Unsafe/ inappropriate use of equipment Injury			1	2	2	

Risk Assessment

Activity: Swimming Pools (Page 4 of 5)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Poor hygiene arrangements <i>Infection</i>	All Group Members	<ul style="list-style-type: none"> Staff will check that:- <ul style="list-style-type: none"> Group members use appropriate, clean swimwear, as required Group members with medical conditions that are infectious do not participate, or have sufficient protection to be no risk to others Staff to satisfy themselves, and the pool operator informed immediately where there are concerns, about the following: <ul style="list-style-type: none"> changing and showering facilities appear safe and clean the water appears clear and is regularly tested for quality water temperature is appropriate / acceptable 	2	1	2	<ul style="list-style-type: none"> Parental Consent obtained prior to swimming sessions commencing Staff awareness of required procedures communicated
Child Protection Issues	Children	<ul style="list-style-type: none"> Swimming sessions will be arranged for the group's exclusive use in a clearly defined area of the pool. The public may have their own designated areas Care, sensitivity, and sensible precautions will be taken regarding changing facilities and assistance in the pool to protect young people (and safeguard staff from allegations) Teaching Staff to report any behaviour of concern from the public/other users to pool management immediately 	1	3	3	

Risk Assessment

Activity: Swimming Pools (Page 5 of 5)

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Confrontation with members of public Assault	All Group Members	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to students on required behaviour / Code of Conduct <ul style="list-style-type: none"> Young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets) Young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger 	1	2	2	<ul style="list-style-type: none"> Parental Consent obtained prior to swimming sessions commencing Staff awareness of required procedures communicated
Transport to and from venue Traffic Accident	All Group Members	<ul style="list-style-type: none"> The school uses EA transport to swimming. Where an alternative option is necessary, only reputable coach company / minibuses in accordance with EA guidelines will be procured Seatbelts and seated during bus movement/journey Children made aware of all conduct required when in transport to and from the swimming pool 	2	3	6	
Car Park and Road Traffic Issues Knocked Down, Fractures, Cuts & Bruises		<ul style="list-style-type: none"> Hazards known and addressed in pre-trip classroom briefing session. Appropriate allocation and positioning of staff will be considered and adjusted as necessary when moving between and around venues 	2	3	6	

Risk Assessment

Activity: Traffic Management

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
Vehicles parked outside school entrance Obscured view Access restricted / blocked Death or major injury to pedestrian.	Parents Public Pupils Staff	<ul style="list-style-type: none"> Co-operation of parents through regular communication encouraging them to park with care at the front of the school and in the turning point Parents encouraged to walk their children to school where possible Park signage and road markings to identify both appropriate parking spaces and prohibited parking areas Children's play areas segregated with appropriate barriers and secured gates Gates closed / locked at break/lunchtimes School Bus designated area 	2	4	8	<ul style="list-style-type: none"> Staff to regularly remind children of safe practice on entry/exit to and from school Focused assemblies to highlight Road Safety Awareness Annual Cycling Proficiency Scheme Appropriate PDMU programmes that highlight Road Safety in particular
Playtime/Break & Lunch Children running into path of vehicles if exiting school grounds e.g. being collected by a parent for an appointment						

Risk Assessment

Activity: Electrical Equipment

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
<p>Use of extension leads</p> <p><i>Trip hazard</i> <i>Overloading</i> <i>External use</i> <i>Slips, trips</i> <i>Electric shock</i> <i>Fire</i></p>	Staff	<ul style="list-style-type: none"> Careful location of leads Ensure sufficient sockets provided Use fully uncoiled extension leads and adaptors only when necessary. Ensure suitable length (preferably no longer than 2 metres) and rated high enough for the job. Use of cable covers where cables are a trip hazard Use 1 adaptor per socket only, adaptors should not be plugged into adaptors Block adaptors should not be used RCD (Residual Current Device) used whenever equipment is used externally Test RCD regularly to ensure mechanism is functioning Ensure all electrical equipment is PAT tested and carry out visual checks prior to use All tested appliances to be labelled showing date tested / next test date Inventory of all portable electrical equipment kept and maintained by the school Fixed installation testing (every 5 years min) and any remedial work auctioned by BS promptly Records retained of these checks EA contractors used for repairs / maintenance All electrical equipment brought on to the school by contractors must have been electrically tested Mains isolating switches must be clearly labelled and accessible Mains powered portable equipment protected by RCD to distribution board, wall socket or lead 	1	4	4	
<p>Electrical equipment & sockets /</p>	Staff					

Risk Assessment

Activity: Using a Step Ladder

Accessing office filing and storage on fixed shelving (approximately 1 M above average persons height)

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
<ul style="list-style-type: none"> • Use of incorrect equipment (desk, chairs etc) Falls, falling objects • Defective equipment Falls, falling objects 	Staff, Visitors, Pupils	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs/ tables etc) • Restrict high level storage • Ensure storage remains accessible • User to ensure access equipment is of adequate height • Step ladder provided for users to access areas safely (more height is required than can be achieved with a kick stool) • All access equipment suitable for purpose checked before use and maintained in good condition. • Frequent checks on stepladder by Building Supervisor to ensure safe working condition • Reporting procedure in place for identified defective items with prompt removal/ remedial action 	1	3	3	

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going

Risk Assessment

Activity: Winter Weather Conditions

HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 4	Severity 1 - 4	RISK RATING Max 16	ADDITIONAL PRECAUTIONS NECESSARY
<p>Snowy/ icy paths Slips, falls</p> <p>Slippery surfaces</p>	<p>All Staff</p> <p>Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Aware of weather conditions and forecasts • Consideration of Met Office issued weather warnings • BS to exercise extreme caution, wear appropriate PPE and exercise safe-handling practices when salting and scraping pathways • Paths cleared and salted by 8.30am • Ensure there is no running on site • Playground Areas closed as necessary and appropriate 'inside' break/lunch staff supervision arrangements initiated • Ensure salt supplies are regularly topped up • Preposition salt in a convenient and suitable areas • Ensure entrance areas are kept clean and dry – appropriate signage and cones utilized 	3	2	6	

Completed By: Principal / Senior Leadership Team

Date: June 2018

Review Date: On-going