



# On-site Risk Assessment

## General

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
Floor surfaces	<ul style="list-style-type: none"> <li>▪ Surfaces could be slippery</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ Surfaces are not inherently slippery.</li> <li>▪ Floors do not become wet.</li> <li>▪ Cleaners place warning signs when cleaning</li> <li>▪ Barrier matting is placed at entrances</li> </ul>	Monitor condition on going	Low
Doors slamming	<ul style="list-style-type: none"> <li>▪ Doors slamming when windows are open and a draught is created</li> </ul>	Children	<ul style="list-style-type: none"> <li>▪ Closing mechanisms in place on most doors</li> </ul>	Look at Year 2 classroom door with view to closing mechanism being fitted	Low
Windows/ Glass	<ul style="list-style-type: none"> <li>▪ Glass breakage</li> <li>▪ Walking into glass doors</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ Safety glass is fitted in all areas.</li> <li>▪ Safety stickers attached where necessary</li> </ul>		Low
Electrical equipment	<ul style="list-style-type: none"> <li>▪ Broken or dangerous equipment</li> <li>▪ Leads left along surfaces</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ Regular electrical testing 2 yearly and visual checking by Caretaker during intervening year.</li> <li>▪ Worn equipment is removed</li> <li>▪ No children near assembly OHP lead</li> </ul>	Electrical equipment given a visual check prior to use	Low
First Aid equipment	<ul style="list-style-type: none"> <li>▪ Time to locate first aid equipment and First Aider</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ All inhalers/medicines are kept in a designated cupboard in the office</li> <li>▪ First kit is available from Medical room</li> <li>▪ First Aiders retrained every three years</li> <li>▪ First Aider names are displayed</li> <li>▪ Designated Principal First Aider appointed</li> <li>▪ Children with medical needs have a care plan with the designated medical personnel contact details. (Parents update this at least annually)</li> </ul>	Keep up to date with training and allocation of equipment.	Dealt with under separate assessment

			<ul style="list-style-type: none"> <li>Medication is only administered in line with the Administering of Medicines Policy</li> </ul>		
General Equipment	<ul style="list-style-type: none"> <li>Equipment is used for other than intended purposes.</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Equipment is used as instructions and intended purposes.</li> <li>Correct steps are used to reach high places</li> </ul>		Low
Adequate Shade	<ul style="list-style-type: none"> <li>Large glass areas facing direct sunlight</li> </ul>	All	<ul style="list-style-type: none"> <li>Adequate blinds are in place at all windows</li> </ul>		Low
Unauthorised intruders	<ul style="list-style-type: none"> <li>Unsupervised contact with children</li> </ul>	Children	<ul style="list-style-type: none"> <li>Front entrance is protected by an electronic entry system.</li> <li>All visitors have to sign in the visitor's book.</li> <li>Side gates are locked after registration</li> </ul>	Keep main gate closed at all times.	Dealt with under separate assessment
Toilet areas	<ul style="list-style-type: none"> <li>Falling unsupervised.</li> <li>Taking ill - unsupervised</li> </ul>	All	<ul style="list-style-type: none"> <li>Toilet areas are in good condition and well maintained.</li> <li>Lighting is adequate</li> <li>Sanitary ware is clean and safe</li> <li>The area is as odour free as practicable</li> </ul>		Low
ICT equipment	<ul style="list-style-type: none"> <li>Incorrect positioning</li> <li>Back/neck strain</li> </ul>	All	<ul style="list-style-type: none"> <li>Correct seating is provided.</li> <li>Internet safety is reinforced with the children.</li> <li>Staff monitor any Internet use by the children</li> </ul>	Monitor children's posture on going	Low

## Outside Areas

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
Walkways	Uneven paving	All	<ul style="list-style-type: none"> <li>Regular checks with referral to Property Surveyor as necessary</li> </ul>	Caretaker to visually check areas.	Low
Quiet Area		Children	<ul style="list-style-type: none"> <li>Ensure no running</li> <li>Regular checks by Governors/ staff/ grounds men</li> </ul>	Staff on duty to visually check areas.	Low
Goal posts	<ul style="list-style-type: none"> <li>Insecure</li> <li>Not fixed into ground</li> </ul>	Children	<ul style="list-style-type: none"> <li>Move away when not in use.</li> <li>Secure with pegs when placed on field.</li> </ul>	Grounds men to regularly check	To check
Play ground climbing apparatus	<ul style="list-style-type: none"> <li>Falling</li> <li>slipping</li> </ul>	Children	<ul style="list-style-type: none"> <li>High level of supervision</li> <li>Bark used around some areas- no hard surfaces</li> </ul>	Equipment checked annually by Universal Services. Daily visual check when equipment in use All recommendations carried out by Wood Themes, Verwood	Dealt with under a separate assessment
Wooden seating	<ul style="list-style-type: none"> <li>splinters</li> </ul>	Children	<ul style="list-style-type: none"> <li>Monitor playground injuries</li> </ul>	Governors to monitor during regular premises tour. Daily visual check when equipment in use	Low
Boiler House/Electricity Cupboard Ceiling tiles/chairs stored in electricity cupboard.	<ul style="list-style-type: none"> <li>Fire</li> </ul>	All	<ul style="list-style-type: none"> <li>Cupboards locked</li> </ul>	Caretaker to visually check	Low
Car Park	<ul style="list-style-type: none"> <li>Knocked by cars in car park area</li> </ul>	Staff	<ul style="list-style-type: none"> <li>No children enter car park</li> <li>Staff to be aware that there is some</li> </ul>	Consider limiting access to school	Low-medium

			<p>traffic at the beginning/ end of the day and lunchtimes.</p> <ul style="list-style-type: none"> <li>▪ All staff to be aware of risks when entering/ leaving the car park.</li> <li>▪ Main doors kept closed to children</li> </ul>	car park at key times and place appropriate signage.	
Supervision of playground	<ul style="list-style-type: none"> <li>▪ Children falling from play equipment</li> <li>▪ Children absconding</li> <li>▪ Unsafe use of playground equipment</li> </ul>		<ul style="list-style-type: none"> <li>▪ High ratio of adults to children during playtimes ( at least three adults)</li> <li>▪ Children made aware that they must stay in visible places.</li> <li>▪ Staff to supervise</li> <li>▪ All gates locked to outside areas.</li> </ul>		Low-medium

## Staff

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
Scalding	<ul style="list-style-type: none"> <li>Hot water heater</li> </ul>	Adults in school	<ul style="list-style-type: none"> <li>Warning notice attached to heater</li> </ul>		Low
Lone working	<ul style="list-style-type: none"> <li>After school work /meetings</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Lock main door, use Yale lock on main door.</li> <li>Follow lone working policy</li> </ul>	Any incidences of violence must be immediately reported.	Dealt with under separate risk assessment
Use of ICT equipment	<ul style="list-style-type: none"> <li>Back problems</li> <li>Vision problems</li> <li>Over heating laptops</li> <li>Photocopier malfunctioning</li> </ul>	All staff	<ul style="list-style-type: none"> <li>Use of correct height desks</li> <li>Correct office seating for admin staff</li> <li>Use laptops on a secure surface</li> <li>Photocopier regularly serviced.</li> </ul>		Dealt with under a separate risk assessment
Manual Handling	<ul style="list-style-type: none"> <li>Incorrect handling of disabled pupils</li> <li>Untrained staff manoeuvring children</li> <li>Staff carrying heavy items incorrectly</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Visits from Manual handling advisor to inform staff</li> <li>Staff to carry heavy items in pairs</li> <li>Staff not to lift children</li> <li>Lunchtime staff to use correct lifting procedures for tables and use correct tool to erect tables</li> </ul>		Dealt with under a separate risk assessment
Working at height/ Putting up wall displays	<ul style="list-style-type: none"> <li>Falling when positioning display items on high wall areas</li> <li>Staples injuring person</li> <li>Unstable step ladders/foot stools</li> </ul>		<ul style="list-style-type: none"> <li>Correct steps are available in each class</li> <li>Additional stepladder in Art cupboard</li> <li>Only use correct tools for the removal of staples, ( available from office)</li> <li>Step ladders regularly checked.</li> </ul>		Dealt with under a separate risk assessment
Hazardous substances.	<ul style="list-style-type: none"> <li>Flammable materials being accessible to children</li> </ul>	All	<ul style="list-style-type: none"> <li>Ensure that all spray paints are beyond children's reach and stored in the school office</li> </ul>		Dealt with under a separate risk assessment
Intimate care	<ul style="list-style-type: none"> <li>Inappropriate practices used</li> <li>Staff vulnerable to allegations</li> </ul>		<ul style="list-style-type: none"> <li>Follow Intimate Care Policy</li> </ul>	Up date training as necessary with Manual Handling/ SEN Caseworker	Dealt with under a separate risk assessment
Restraint	<ul style="list-style-type: none"> <li>Inappropriate restraint use</li> <li>Staff vulnerable to</li> </ul>		<ul style="list-style-type: none"> <li>Follow Policy for the Use of Physical Intervention and Guidelines for Safer Working Practices</li> </ul>	Up date training as necessary with Manual Handling/	Dealt with under a separate risk

	allegations		<ul style="list-style-type: none"><li>▪ Always ensure two or more staff are present if restraint is needed.</li></ul>	SEN Caseworker	assessment
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## Teaching Areas/ School Hall

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
PE equipment	<ul style="list-style-type: none"> <li>Worn areas on upholstered parts</li> <li>Wall climbing equipment could become unstable</li> <li>Floor not clean and clear of debris</li> <li>PE mats not stored correctly</li> </ul>	Children	<ul style="list-style-type: none"> <li>Annual PE Equipment check</li> <li>Teachers to check floor and equipment before use.</li> <li>PE mats in correct mat store in PE Cupboard</li> <li>Adults only in cupboard</li> </ul>		Low
Slippage	<ul style="list-style-type: none"> <li>Falling on wet surfaces</li> </ul>	All	<ul style="list-style-type: none"> <li>Lunchtime supervisors to clear lunchtime debris from floors and ensure the floors are dry.</li> </ul>		Low
Trip Hazard	<ul style="list-style-type: none"> <li>Stored equipment blocking walkway areas</li> <li>Electrical cables from OHP</li> </ul>	All	<ul style="list-style-type: none"> <li>Staff to ensure stored equipment is placed out of general walk way areas.</li> <li>A cable cover is used for OHP leads during assembly</li> </ul>	Monitor the use of wheeled vehicles.	Low
Science/DT equipment	<ul style="list-style-type: none"> <li>Cutting, equipment used as a weapon, scalding</li> </ul>		<ul style="list-style-type: none"> <li>All potentially dangerous items are stored out of immediate reach</li> <li>High supervision and clear instructions to children when using hot liquid</li> <li>Goggles to be used where appropriate</li> </ul>		Low
Art equipment	<ul style="list-style-type: none"> <li>Items used inappropriately and without supervision</li> </ul>		<ul style="list-style-type: none"> <li>Art cupboard to be used by adults only</li> <li>Metallic spray paint to be stored on a high shelf.</li> </ul>		Low
Cooking	<ul style="list-style-type: none"> <li>Scalding, burning, fire, cutting,</li> </ul>		<ul style="list-style-type: none"> <li>High supervision and clear instructions to children when using hot</li> </ul>	On-going monitoring	Low-medium

			<ul style="list-style-type: none"><li>▪ The working area is away from the stove.</li><li>▪ A designated member of staff to check items in the oven at set times.</li><li>▪ Children not admitted to kitchen area</li><li>▪ Mobile cooker</li></ul>		
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## Cleaners/ Caretaking

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
Chemicals	<ul style="list-style-type: none"> <li>Chemical substances used incorrectly</li> </ul>	Cleaning/ Caretaking staff Teaching and Support staff	<ul style="list-style-type: none"> <li>All hazardous materials are stored in the cleaning cupboard.</li> </ul>	Ensure all unused chemical materials are destroyed	Dealt with under a separate risk assessment
Hazardous substances	<ul style="list-style-type: none"> <li>Staff not aware of risk associated with some substances</li> <li>Incorrect use of hazardous materials</li> </ul>	Cleaning/ Caretaking staff	<ul style="list-style-type: none"> <li>Gloves to be worn when using hazardous materials.</li> <li>Hazardous materials are stored out of general reach in a locked cupboard</li> </ul>	Complete COSHH forms for each hazardous substance used in school	Dealt with under a separate risk assessment
Heavy items	<ul style="list-style-type: none"> <li>Incorrectly lifting heavy items.</li> <li>Heavy items falling from high shelves</li> </ul>	Cleaning/ Caretaking staff	<ul style="list-style-type: none"> <li>Use correct lifting posture when moving heavy items.</li> <li>Store heavy items on ground or lower shelves.</li> </ul>	Ensure all heavy items are not placed at height	Dealt with under a separate risk assessment
Swimming Pool Hazardous substances					Dealt with under a separate risk assessment

Hazardous Substances to be kept locked in the cleaners' cupboard or in plant room in swimming pool.

COSHH reports from manufacturers kept in red COSHH file on shelf in cleaning cupboard and with the item.

All hazardous materials are not to be used during 9-3pm. Care must be taken during after school club periods, Shield/ Lifeguard and Viakal can be used during after school club time under the supervision of the cleaning staff. Items must not be left unattended.

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
Shield/ Lifeguard	<ul style="list-style-type: none"> <li>▪ Irritant</li> <li>▪ Flammable</li> </ul>	Cleaners	<ul style="list-style-type: none"> <li>▪ Wear gloves</li> <li>▪ Do not mix with other cleaning items</li> <li>▪ Follow manufacturer's instructions</li> </ul>	Do not transfer to unlabelled containers.	Dealt with under a separate risk assessment
Viakal	<ul style="list-style-type: none"> <li>▪ Irritant</li> </ul>				

## School Events

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
School Disco  See separate Disco assessment	<ul style="list-style-type: none"> <li>Falling, slipping, inappropriate running, children absconding, choking, fire</li> </ul>	Children, staff	<ul style="list-style-type: none"> <li>Entrance via ticket only which is checked on entry against prepared lists.</li> <li>High adult supervision and modelling of appropriate behaviour</li> <li>Any slippages from drinks or food items are immediately cleared.</li> <li>Down time for enjoying refreshments to reduce choking/ slippage risk</li> </ul>	Monitor and review following each event	Dealt with under a separate risk assessment
Christmas Fayre	<ul style="list-style-type: none"> <li>Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, theft, fire</li> </ul>	All	<ul style="list-style-type: none"> <li>All designated helpers are CRB checked.</li> <li>All children remain under the supervision of staff unless signed out by parent/carer.</li> <li>All teachers ensure that parents sign out children to visit fayre with parents.</li> <li>Any slippages from drinks or food items are immediately cleared.</li> <li>All adults enter the fayre through appropriate hall door.</li> <li>All monies are regularly collected and put in safe.</li> </ul>	Monitor and review following each event	Dealt with under a separate risk assessment
Christmas Play	<ul style="list-style-type: none"> <li>Falling, slipping, inappropriate running, children absconding,</li> </ul>		<ul style="list-style-type: none"> <li>Entry is via ticket only by one designated entrance.</li> </ul>	Monitor and review following each event	Dealt with under a separate risk

	choking, unknown adults in building, theft, fire		<ul style="list-style-type: none"> <li>▪ Numbers in hall comply with safety recommendations.</li> <li>▪ Fire exits are clear and accessible.</li> <li>▪ Children remain under supervision of staff until the designated end time.</li> </ul>		assessment
Christmas Carol Service Walk to local church	<ul style="list-style-type: none"> <li>▪ Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, fire, accident while walking to church</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ First Aiders to carry first aid equipment</li> <li>▪ Appropriate ratio of adults to children</li> <li>▪ Staff to wear high visibility vests.</li> <li>▪ Children to remain under supervision of staff until normal picking up time at school</li> <li>▪ Class teachers to carry attendance sheet register</li> <li>▪ Class teachers to conduct regular head counts.</li> </ul>	Monitor and review following each event	Dealt with under a separate risk assessment
Visits to local nursing homes	<ul style="list-style-type: none"> <li>▪ Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, fire, accident while walking</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ First Aiders to carry first aid equipment</li> <li>▪ Appropriate ratio of adults to children</li> <li>▪ Staff to wear high visibility vests.</li> <li>▪ Class teachers to carry attendance sheet register</li> <li>▪ Class teachers to conduct regular head counts.</li> <li>▪ Hygiene standards are considered when eating or drinking in site</li> </ul>	Monitor and review following each event	Dealt with under a separate risk assessment
Visits to local garden centre	<ul style="list-style-type: none"> <li>▪ Falling, slipping, inappropriate running,</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ First Aiders to carry first aid equipment</li> </ul>	Monitor and review following	Dealt with under a

	children absconding, choking, unknown adults in building, fire, accident while walking		<ul style="list-style-type: none"><li>▪ Appropriate ratio of adults to children</li><li>▪ Class teachers to carry attendance sheet register and children are checked on arrival.</li><li>▪ Parents to remain on site while activity takes place</li></ul>	each event	separate risk assessment
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## Kitchen Area/ school meals Preparation

Hazard	Risk	Who could be harmed?	Controls already in place	Action Plan	Risk
Scalding, burning	<ul style="list-style-type: none"> <li>Hot water, hot food items, hot cooking equipment</li> </ul>	All	<ul style="list-style-type: none"> <li>Follow safety training.</li> <li>Use appropriate equipment when handling hot items.</li> <li>Keep children well back when serving food. (Behind serving table)</li> <li>...</li> </ul>	Ensure up to date training. Monitor and review procedures.	Low-medium
Cutting, items used as a weapon	<ul style="list-style-type: none"> <li>Staff accidentally cutting themselves, children accessing inappropriate equipment</li> </ul>	All	<ul style="list-style-type: none"> <li>Ensure all items are used appropriately.</li> <li>All items must be kept out of children reach</li> <li>Kitchen staff to check any cuts with named First Aider at Work and cover any cuts with blue plasters.</li> </ul>		Low
Transferral of germs	<ul style="list-style-type: none"> <li>Spreading germs</li> </ul>	All	<ul style="list-style-type: none"> <li>Follow safety food preparation advice</li> <li>Kitchen staff must not be in school until at least 24 hours following a stomach upset.</li> </ul>	Monitor sickness	Low
Slippage, trip	<ul style="list-style-type: none"> <li>Slippage on food items, trip on electrical or food prep items.</li> </ul>		<ul style="list-style-type: none"> <li>Clear any spillages immediately, ensure that food prep equipment is placed safely.</li> </ul>	Monitor	Low