



Marsh Hill Nursery School

Health & Safety

RISK ASSESSMENTS

2025 - 2026

The Risk Assessments contained in this folder were implemented on the 1st July 2013 by Naomi Tooth & Helen Masaum
They will be reviewed on an annual basis unless changes occur e.g. change of building, personnel, Incidents.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature
All Risk Assessments reviewed & New Risk Assessments added	Bryn Jones	27 th June 2014	<i>Bryn Jones</i>
New – Asbestos	Naomi Tooth	20 th July 2015	<i>Naomi Tooth</i>
Amended - PPE	Naomi Tooth	20 th July 2015	<i>Naomi Tooth</i>
All Risk Assessments reviewed	Naomi Tooth	20 th July 2015	<i>Naomi Tooth</i>
Added New – Creative Play Outdoors, Mud Kitchen Amended – Premises, Visitors, Work at Height	Darryl Tooth	1 st September 2016	<i>Darryl Tooth</i>
All Risk Assessments Reviewed	Darryl Tooth	1 st September 2016	<i>Darryl Tooth</i>
Added New – Battery Operated Toys/Equipment	Stuart Chadwick	31 st August 2017	<i>Stuart Chadwick</i>
All Risk Assessments Reviewed	Stuart Chadwick	31 st August 2017	<i>Stuart Chadwick</i>
All Risk Assessments Reviewed	Stuart Chadwick	31 st August 2018	<i>Stuart Chadwick</i>
Added New – Incubating Chicks	Darryl Tooth	6 th June 2019	<i>Darryl Tooth</i>
New & Expectant Mothers, Play Areas/Equipment, Slips, Trips & Falls, Visitors amended	Bryn Jones	30 th August 2019	<i>Bryn Jones</i>
Blood Borne Viruses added new	Bryn Jones	30 th August 2019	<i>Bryn Jones</i>
All Risk Assessments Reviewed	Bryn Jones	30 th August 2019	<i>Bryn Jones</i>
All Risk Assessments Reviewed – First Aid, Hepatitis B, Mud Kitchen amended. Cleaning Guttering, Infectious Diseases COVID-19, Non-Hazardous Chemicals, Opening and Closing of School Gates added.	Carl Evans	1 st September 2020	<i>Carl Evans</i>
D&T Tools and Materials added new	Bryn Jones	12 th March 2021	<i>Bryn Jones</i>
Amended Nursery Staff, New and Expectant Mothers, Office Staff, Senior Management Team, Infectious Diseases	Tracey Carsley	30 th August 2021	<i>Tracey Carsley</i>

Added Painting & Decorating, Plaster of Paris, Staff Room	Tracey Carsley	30 th August 2021	<i>Tracey Carsley</i>
All Risk Assessments Reviewed	Tracey Carsley	30 th August 2021	<i>Tracey Carsley</i>
Added New – Heatwave, Roof Work, Glue Guns, Menopause, Amended – Staff Room, Infectious Diseases.	Rola Raad	1 st September 2022	<i>Rola Raad</i>
All Risk Assessments Reviewed	Rola Raad	1 st September 2022	<i>Rola Raad</i>
Added New – Food Hygiene	Luke Tooze	1 st September 2023	<i>Luke Tooze</i>
Amended – Bouncy Castles, Infectious Diseases.	Luke Tooze	1 st September 2023	<i>Luke Tooze</i>
All Risk Assessments Reviewed	Luke Tooze	1 st September 2023	<i>Luke Tooze</i>
Added New – Home Visits	Luke Tooze	1 st September 2024	<i>Luke Tooze</i>
Amended – Play Area/Equipment, Bouncy Castles, Use of Work Equipment, Staff Room, Medication, Animal Handler	Luke Tooze	1 st September 2024	<i>Luke Tooze</i>
All Risk Assessments Reviewed	Luke Tooze	1 st September 2024	<i>Luke Tooze</i>
All Risk Assessments Reviewed	Louise Derry	1 st September 2025	<i>Louise Derry</i>
Amended – Security, Trim Trail/Fixed Outdoor Play Equipment, Play Area/Equipment	Louise Derry	1 st September 2025	<i>Louise Derry</i>
Added New: Nutrition 1-5 Years	Louise Derry	1 st September 2025	<i>Louise Derry</i>

Please note: It is the responsibility of the Head Teacher to ensure all Staff are aware of the risk assessments and the location held. Any errors to the following risk assessments must be notified to Elite Safety in Education as soon as possible. Additional risk assessments required must be emailed to Elite Safety in Education. Elite Safety in Education cannot be held liable for any information not given at the time the risk assessments being implemented or reviewed.

Risk Assessment Matrix

Risk Rating

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

Risk Based Control Plan

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
High (H)	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (Review within three months or shown in an action plan).	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the danger, even with unlimited resources, work must not continue. Seek further advice.
Medium (M)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (Review each year)	
Low (L)	No action is needed, and no documentary records need to be kept other than a record of the assessment and the outcome. No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.	

School's Strategic Significant Risk Register

Ref.	Identified Risk / Issue	Potential outcomes	Those at risk
1.	Slips, Trips and Falls	- Floor condition - Slopes and stairs - Wet floors - Trip hazards - Poor lighting	Employees, pupils and visitors.
2.	Fire	- Arson during and outside school hours. - Kitchen fires. - Fires caused by contractors / hot work - Fires during science / DT / Food technology	Employees, pupils and visitors.
3.	Asbestos	Exposure to asbestos fibres caused by: - Disrepair - Disturbance by contractors - Vandalism	Employees, pupils and visitors.
4.	Electricity	Electrocutation caused by: - Faulty fixed wiring - Damaged / faulty portable appliances	Employees, pupils and visitors.
5.	Glazing	Injury caused by: - Collision with glazing - Old / fragile glazing - Windows opening onto footways	Employees, pupils and visitors.
6.	Legionella	Potential for Legionella in school's water systems	Employees, pupils and visitors (elderly may be at greater risk).
7.	School Roofs	Falls from / through: - Unprotected edges - Fragile materials (skylights)	Employees accessing school roof, unauthorised access by intruders, sub-contractors
8.	Doors	Trapping fingers in door hinges	Pupils especially in nursery / primary and special schools
9.	School Car Parks	Vehicles colliding with pedestrians	Employees, pupils and visitors
10.	Working at Height	Falls from height:	Employees' working at height and those affected by falls

		• Displaying Pupils work • Routine maintenance • Roof access	/ falling objects.
11.	Work-related Stress	Staff absence from school caused by effects of workplace stressors	Head Teachers, Teaching Staff
12.	Lone Working	• Lack of support / help if injured or ill • Greater risk of injury during higher risk activities e.g. working at height.	Senior managers
13.	Work-related Violence	Actual or perceived violence from pupils, parents, intruders either in school or on school business.	Lone workers (see above) School front office staff
14.	Manual Handling - Objects	Musculoskeletal injuries caused by: • Handling work equipment • Moving resources around school • Setting out rooms • Moving staging • Managing deliveries	Head Teacher
15.	Manual Handling - People	Musculoskeletal injuries caused by: • Moving pupils with special needs	SENCO and Learning Support Assistants
16.	Chemicals	Cleaning Chemicals	Cleaning staff and others exposed to them
17.	Vehicles	Injury caused by road traffic accident	Drivers and passengers
18.	Display Screen Equipment	Injury / ill health caused by poorly designed workstations	Significant users of DSE
19.	Physical Education and organised games	Injuries caused by: • Falls from equipment • Projectiles • Contact / team sports	Employees, pupils and visitors.
20.	Food Technology	Injuries caused by: • Hot ovens • Cooking equipment • Portable appliances	Employees, pupils and visitors.
21.	Science	Injuries / ill health from: • Science activities • Chemicals	Employees, pupils

		• Ionising radiation	
22.	Art, Design and Technology	Injuries / ill health from: • Machinery • Welding • Woodworking • Pressurised vessels • Kilns	Employees, pupils
23.	Off-site Activities	Injuries caused during: • Sports events • Swimming lessons • Local trips • Adventure holidays • Road Traffic Accidents	Employees, pupils and visitors.
24.	First aid injuries / medical emergencies	Medical Emergency	Employees, pupils and visitors.
25.	Intruders in school	Unauthorised access onto school premises, in or out of school hours	Employees, pupils and visitors.
26.	Accidents on Off-site visits	Road traffic accidents, illness / injury to employees or pupils	Employees, pupils and visitors.
27.	Adverse Weather	Freezing conditions Excessive heat Flooding	Employees, pupils and visitors.
28.	Loss of Services	Water, heating, gas etc.	Employees, pupils and visitors.
29.	Seasonal Events	Parents evenings, Summer fetes, Concerts,	Employees, pupils and visitors.

You are required to read the following risk assessments and sign below to acknowledge the safe working practices required and adhere to the control measures implemented.

[illegible]

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[illegible]

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ACCESS/EGRESS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Pedestrian access to school	Pupils Staff Parents, Visitors, Contractors	Slips, trips and falls	- Access and exit routes to school should be maintained in a good condition. - Regular inspections should be made of all areas to ensure that they remain in good condition. - Any hazards, (potholes, uneven slabs, etc.) to be reported to the Head Teacher.	LOW		✓
Paved areas	Pupils Staff Parents, Visitors, Contractors	Slips, trips and falls	- All paved areas and paths should be maintained in a good condition. - Inspections should be made to ensure that the paved areas remain in a good condition. - Damaged areas should be fenced off in some way to keep people away. - Ensure moss is removed from paved areas. - System in place to re-lay uneven paving slabs.	LOW		✓
Vehicle Parking	Staff	People, vehicles	Parking available for staff on Public House car park. (permission sought from the Publican).	LOW		✓
Ice or Snow	Pupils Staff Parents	Slips, trips and falls	- Areas to be suitably salted and gritted. - Consider manual handling implications for staff that have to handle heavy bags of salt or grit.	LOW		✓

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 Reviewed by Louise Derry – Elite Safety in Education
 Next Review Date: 1st September 2026

ACCIDENT REPORTING

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Accident reporting	Pupils Staff Parents	Legal requirement	- A local minor incident form is located in each classroom and is used to record all minor incidents to pupils. The Parents/Guardians would be required to sign the form to acknowledge treatment given. (These forms will be kept for a minimum of 5years) any more significant incidents must also be reported to LA/Governors. - Where a child has received a head bump a “bumped head” note will be given to the parent/guardian collecting the child. - The LA accident report forms for more serious incidents will be downloaded from the E-Briefing Site. - The Nursery will be responsible for deciding if the incident is reportable to Birmingham City Council Education Safety Services. - Nursery School accident reports will be monitored for trends and a report made to the Governors, as necessary. - The Head Teacher, or Deputy Head Teacher, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.	LOW		✓

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ANIMALS IN SCHOOL & ANIMAL HANDLER

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Animals that are not clean or carry disease/fleas etc	Pupils Staff	Infection	- All persons who come into contact with the animals wash their hands thoroughly with warm water and soap after the session. - Pupils are encouraged not to put their hands in their mouths / to their eyes etc. after touching the animals - All animals are regularly washed / cleaned by the owner and have regular checks by a suitably qualified vet.	LOW		✓
Animals that bite scratch etc.	Pupils Staff	Cuts and infections	- The handler of the animals is experienced and will not use animals that are showing signs of aggression. - Pupils are informed of the correct behaviour (e.g. noise levels, not to “poke” or tease the animals, etc), before animals are handed round for handling. Pupils ignoring the rules will be excluded from the session.	LOW		✓
Animals	Pupils Staff	Allergies that lead to short term ill health	- Persons with known allergies to specific animal species are exempt from handling or being exposed for long periods to that particular animal species. - Disposable gloves or other personal protective equipment can be provided and worn by the person if required.	LOW		✓
Animal fouling	Pupils Staff	Infections	- All animals that are not caged / boxed are “house trained”. - The animal handler has a “spillage kit” with suitable cleaning and disinfectant materials, should an “accident” occur whilst at the school.	LOW		✓
Display	Pupils Staff	Placement	Display to be situated in a suitable area with adequate space and not obscuring any fire escape.	LOW		✓

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	Animal handler		• If electricity is needed, ensure a socket is located near the display to avoid trailing cables or the need to use extension leads. • Cable covers used if necessary.			
Litigation	Pupils Staff Visitors	School not adequately covered financially	• The school will have sufficient public liability insurance.	LOW		✓

ASBESTOS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Asbestos Containing Materials	Pupils Staff Others	Accidental release of ACMs	- Asbestos Management Surveys have been carried out by competent contractors to identify where asbestos/ ACMs are present within the school. - The significant findings of the survey report have been shared with all staff within the school. - Contractors are not allowed to start any work (especially that which involves disturbing the fabric of the building) without producing a method statement and having seen the asbestos survey report. - Regular formal visual checks are carried out (and recorded) of all pillars, ceilings etc., where asbestos / ACMs have been identified. - Any areas of the school that are found to have damage to the fabric of the building (where ACMs are identified), are taken out of use immediately and the area is made secure/inaccessible and sealed off to all persons. - Access to the ceiling void is not allowed. - Birmingham Health & Safety Department to be contacted immediately when it is suspected that fibres have been liberated and licensed contractors are used to carry out any remedial works.	MED		✓

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BATTERY OPERATED TOYS/EQUIPMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Battery	Pupils	Swallowing Burns	- All toys which contain small batteries must be checked on a regular basis to ensure they are not leaking - All battery-operated toys and equipment must be secured i.e. there must be a screw compartment, and regular checks carried out to ensure the screws are tight and in place. - In the event of a child swallowing a battery staff must call the emergency services immediately. Do Not give the child anything to drink or eat.	LOW		✓

BLOOD BORNE VIRUSES (BBV)

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Incidents involving blood	First Aiders Staff	Contamination	- All First Aiders to follow current advice and guidelines when involved in incidents regarding blood. - Disposable gloves to be worn at all times - Normal cleaning methods, using detergent and hot water, adopted to clear up any spillages on the floor surface. - Soiled waste to be disposed of using normal waste disposal procedures.	LOW		✓
Exchange of bodily fluids	Person with a BBV	Contamination	Inform the Head of School or nominated person who will then assess the need for expert medical advice.	LOW		✓
Following procedures	All Staff	Not following procedures	The Head of School is responsible for ensuring all staff are aware of the procedures to be followed for good hygiene and infection control.	LOW		✓

BODILY FLUIDS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Contact with bodily fluids	Pupils Staff	Contamination infection illness	• Staff have been given appropriate information/instruction on how to deal with this. • Staff members are given instructions about basic hygiene measures e.g. thoroughly washing hands etc. • Staff are aware that they should cover existing cuts and grazes before dealing with bodily fluids. • Staff are aware of the procedure for dealing with and disposal of bodily fluids and waste materials. • Suitable personal protective equipment is available i.e. disposable gloves/aprons. • Suitable equipment etc., is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, sterilising liquid, bucket, clinical waste bin /bags, first aid kit.	LOW		✓

BOILER ROOM

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Poor plant/design	Staff	Trips, slips & falls	- Ensure any new equipment is suitable for its intended purpose and that it is installed correctly by a competent person who is a "GAS SAFE" registered contractor. - The boiler and associated heating system should be designed and manufactured from suitable materials. - Ensure the system can be operated safely e.g. without having to climb or struggle through gaps in pipework or structures.	LOW		✓
Unauthorised repairs	Staff	Serious injury	- No repairs/alterations to be carried out unless by a competent person ("GAS SAFE" registered) and the whole system is re-examined before allowing the system to be brought back into use. - Ensure suitable protective devices are fitted to cause shut down when the pressure, temperature, or liquid/ gas level exceed permissible limits. - Ensure protective devices have been adjusted to the correct settings by a competent "GAS SAFE" registered contractor.	LOW		✓
Faults	Staff	Unaware of malfunctions	- If warning devices are fitted, ensure they are noticeable, either by sight or sound. This may need to be by remote indication to a staffed location i.e. reception or a permanently staffed office. - Ensure protective devices are kept in good working order at all times.	LOW		✓

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			• Ensure that where fitted, protective devices such as safety valves and bursting discs discharge to a safe place. • Ensure that, once set, protective devices cannot be altered except by an authorised person. • Ensure protective devices are always accessible and not obscured. • Ensure protective devices are not tampered with/damaged/interfered with in any way. • Any concerns should be reported immediately.			
Moving parts	Staff	Access to moving parts causing injury	• Special care is required where there are moving parts of pumps and motors. Belt drives to pump shafts and couplings should be enclosed by guards, and the guards kept in position • Any missing guards should be reported and replaced.	LOW		✓
Maintenance Service	Staff	Breakdowns	• There should be a maintenance programme in place for the whole system. It should take into account the system and equipment age, its uses and environment and should be assessed by a competent “GAS SAFE” registered contractor. • Service should be provided at least annually by a Specialist Contractor. • Instruction booklet followed. • Ensure staff awareness of emergency procedures. • Annual Inspection and report by an insurance company carried out. • All work should be carried out by a competent person (“GAS SAFE” registered).	LOW		✓
Defects	Staff	Explosion e.g. resulting from gas leaks or incomplete combustion or	• Tell- tale signs of problems are noted e.g. safety valves repeatedly discharging or leaking – this could be an indication that either the system is over pressurising, or the safety valve is not working correctly. This must be reported and arrangements made for a competent “Gas	LOW		✓

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		problems with ignition. Age and condition of equipment defects in the plant gas leaks	Safe” registered contractor to investigate this and carry out any remedial measures necessary. • Visual checks for signs of wear and corrosion are carried out and where observed, reported immediately. • Any defects or shortcomings in plant or equipment should be reported immediately for attention. • Ensure protective devices are not tampered with/damaged/interfered with in any way (if this is a problem ‘status valves’ or ‘switches’ may be fitted. Any concerns should be reported immediately. • Once electrical isolation or gas shut off is used, either system should only be reconnected by a competent person.			
Ventilation	Staff	Build-up of gases	• Adequate ventilation is essential for the correct operation of combustion plant and there must be no interference or reduction of fixed ventilation in boiler rooms. • Care taken not to block ventilation from the outside or when any changes in building design or layout. • Adequate ventilation should be monitored.	LOW		✓
Fire	Staff	Incomplete combustion Overheating of room Fire Asphyxiation	• The risk of fire within boiler rooms is of major concern and it is essential that any risks are kept to a minimum by all persons. • All combustion equipment shall be maintained in good order and any leaks given prompt attention by reporting any defects immediately. • No combustible materials of any type are to be stored in boiler rooms. • Fire doors shall be maintained in good order and kept closed. • Adequate firefighting equipment shall be kept in the boiler rooms.	LOW		✓

			• N.B. There is no special firefighting equipment intended to deal with fires in gas fired boiler rooms. • If possible, the gas should be shut off at the isolating valve. • CO₂ extinguishers are usually used, as they help to neutralise any gas leakage to below the explosive limit.			
Faulty electrics	Staff	Electric shocks tampering with electrics	• No unofficial extensions of wiring or socket outlets should be carried out. • Any defects should be reported immediately. • Portable electrical equipment, their plugs and cables must be in good condition. See separate risk assessment on portable electrical equipment. • Handheld inspection lamps shall operate at reduced voltage mains (240volt inspection lamps are not permissible within boiler rooms). • Electrical isolation should be easily accessed. • The installation should be bonded properly to avoid the risk of electric shock. • Once electrical isolation or gas shut off used, either system should only be reconnected by a competent person. • Rubber matting should be placed in front of control panels. • Resuscitation posters displayed. • Signage provided.	LOW		✓
Access by unauthorised persons	Staff	Pupils gaining access resulting in accidents	• Locks are provided and the boiler room is kept locked at all times. • The type of lock used must be of a design that would ensure that an individual cannot get locked in the boiler room in the event of an emergency, and that would allow anyone trying to enter the boiler room to help them can get access. • Strict key control is in place.	LOW		✓

			• Anyone wishing to access the boiler room signs in at Reception and obtains a key, signing out at Reception and returning the key at the end of the visit. • Warning signs provided.			
Access Equipment	Staff	Falls down access steps	• All access equipment e.g. ladders, steps etc. are kept or used in boiler rooms must be maintained in a good condition. See risk assessment on work at height.	LOW		✓

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BOUNCY CASTLES

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Lack of insurance	Visitors Pupils Staff	Claims	- The owner of the bouncy castle must provide written evidence that they have appropriate public liability insurance in place to cover any legal liability which may attach to them i.e. due to the defective state of the equipment or failure to erect the castle correctly etc. - The bouncy castle must not be used unless confirmation of public liability is obtained. - A copy of the owners risk assessment for the equipment and use of it must be obtained to ensure that they have safety certificates for their equipment.	LOW		✓
Equipment	Visitors Pupils Staff	Collapse, Fire	- The device must be thoroughly examined by a competent person (contact supplier/manufacturer) every 12 months in accordance with the code of practice at fairs. (If it has been issued with PIPA or ADIPS certificate, these can be checked online on the relevant websites and the bouncy castle should have a PIPA tag or some type of identification on it.) - The blower, inflatable and the electrical system should be examined, and a certificate issued. These should be checked before use. - The device should be inspected prior to the first use on any day following supplier/manufacture's instructions. Checks should include anchor points, anchor ropes, anchor stakes, moorings, wall to tower fixings, inflation tube, surfaces, blower and seams of bed, pressure	LOW		✓

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			should be sufficient to give reliable firm footing and complete a visual electrical check. • If any defects are noted, the device must not be used until necessary repairs are completed. • All thorough examinations and inspections should be properly recorded.			
Fire	Visitors Pupils Staff	Burns Asphyxiation	• A multi-purpose (powder) extinguisher is positioned in close proximity to the device. • Equipment must not be used in high winds. • The equipment must be sited on flat level ground. • All anchorage points must be used at all times. It must not be possible for the equipment to move around.	LOW		✓
Toppling	Visitors Pupils Staff	Injury	• The hirer/seller must provide an Amusement Device Inspection Procedures Scheme or PIPA Inflatable Play Inspection Certification, operator's manual, device risk assessment and method statement for operation of the facility on the premises.	LOW		✓
Unsafe use	Visitors Pupils Staff	Injury	• The method statement/safe system of work should be utilised to ensure that users are admitted in a controlled and safe manner. • All hard/sharp/dangerous objects such as footwear, buckles, pens, purses etc. are removed. Glasses are best removed. • No bouncing on the front apron of the castle. • No climbing or hanging on the outside walls. • No running from wall to wall should be permitted. • Only children of a similar size should be on the apparatus at any one time. • No one taller than the height restrictions for the device should be allowed on the equipment. • Age restrictions (minimum and maximum) in place. • Beginners should bounce only on their feet.	LOW		✓

			• One to one assistance may be required for children who experience difficulties with their physical control. • No users shall be allowed to consume food or drink or chew gum on the device. • Keep users off the device when it is being inflated/deflated. • Deflate the device when not in use.			
Extreme heat	Visitors Pupils Staff	Burns	• If possible, site in the shade. • In times of extreme heat, carry out frequent checks of the inflatable's surface temperature. If found to be too hot, cease play.	LOW		✓
Incorrect usage	Visitors Pupils Staff	Injuries	• A perimeter fence must be erected 2 metres from closed sides and 4 metres from open sides to prevent unauthorised access to the device, or to accommodate inadvertent exit of the device. • The device must not be overloaded. The number and the maximum size of users that the structure can safely contain at any one time should be specified in the operations manual. • Equipment should not be used in wet weather.	LOW		✓
Lack of training	Visitors Pupils Staff	Incompetent person	• The attendant should be fully trained in how to: • Operate the device. • Safe entry/exit for users. • Safe methods of assembly/dismantling, where applicable. • How to make a daily check. • Safe anchoring of the inflatable. • Crowd control measures, and barriers. • Measures to be taken in the event of power failure. • Procedures for reporting accidents, defects or breakdowns. • Agree a minimum number of attendants to be present at all times to control access and egress.	LOW		✓

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			• In deciding how many attendants are required, the controller needs to consider matters such as the number of people using the device, the age of the users and the type of environment in which the inflatable is being used. • Attendants must be capable of exercising authority over users of the equipment and be familiar with the safe system of work. • Attendants should be aged 16 years or over. • Users should be removed if they display boisterous behaviour. • Attendants must constantly watch the activities on the equipment. • The front area must be kept clear of onlookers so that the attendant(s) always has clear visibility.			
Poor hygiene	Visitors Pupils Staff	Contamination	• Arrangements may be needed for the cleaning and sterilisation of the bouncing surface from time to time. When this occurs, the material should be thoroughly dry before activity recommences.	LOW		✓
Siting bouncy castle	Visitors Pupils Staff	Weather issues Surroundings	• Site bouncy castle in an area with plenty of space on every side, and ensure there are no overhanging trees, bins or walls nearby. • Site on clear, level ground. • Consider positioning in regard to the direction of the sun and wind. • Wind speed measurements should be taken at regular intervals and should not exceed 24mph. At speeds of above 24mph, the bouncy castle should be deflated. • If sited indoors, consider using sandbags attached to the anchor points to prevent the inflatable from moving around.	LOW		✓

Power supply (if electric)	Visitors Pupils Staff	Trips, falls Electric shock	• Check with the supplier how the bouncy castle will be inflated and if by electricity consider this when siting inflatable, to ensure a supply is nearby. • Ensure extension lead is the correct length (do not plug one extension lead into another). • Ensure there are no trip hazards (cable covers may be required). • Consider using RCD if located outside.	LOW		✓
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CLEANING

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
General lifting and carrying Cleaning using equipment Use of electrical equipment Use of cleaning chemicals detergents	Cleaners Staff Pupils Visitors	Cuts abrasions, musculo-skeletal and other physical injuries	Cleaning services are carried out by Minster Cleaning, and they are responsible for training their employees and providing COSHH Data Sheets and COSHH Risk Assessments.	LOW		✓

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CLEANING GUTTERING

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Clearing Gutters	Caretakers and persons clearing gutters	Falls whilst cleaning	- Alternative means of access and working platform has been considered but is inappropriate in this instance. - A ladder is considered the only viable means of access or work platform because the work is low risk and of short duration. - Where possible, access items remotely e.g. using a telescopic pole/extendable rod. - Restrict frequency of task (e.g. to once a month). - Identify safe systems of work for completing this task and communicate to appropriate staff. - Environment to be clear of obstacles with even surface as base for access equipment. - Area checked for overhead hazards e.g. electrical cables. - Frequent documented checks of access equipment take place to confirm a safe working condition. - Procedures are in place for damaged access equipment to be removed immediately and further use prohibited - Adequate and appropriate signs are in place to warn of the hazards. - Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises. - Works scheduled to take place when pupils not in school/area.	MED		✓

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			• Access equipment is restricted to those who have been trained in it's safe use. • Appropriate training is given to staff on work at height. • Appropriate footwear to be worn so that a safe grip is maintained. • If on roof, caretaker to maintain safe distance from roof edge. • Ladder or steps to be long / tall enough to stop necessity of overreaching. • Do not prop ladders against plastic guttering. • Caretakers aware of fragile roof areas and safe systems of work in place to access roof areas. • Waste disposed of appropriately. • Staff instructed only to use proper access equipment e.g. not to climb on bins and cabinets.			
Falling Objects	Staff, pupils, contractors or visitors to the site	Incidents Injury's	• No heavy, bulky or unwieldy objects are carried when accessing work area. • Items are lifted using the appropriate equipment and the associated safe system of work. • Accompanying tools and equipment carried on person are stored in tool belts or secured appropriately. • Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises • Adequate and appropriate signs are in place to warn of the hazards. • Works scheduled to take place.	LOW		✓
Weather	Caretakers and persons clearing gutters	High Winds Falls	• Consider weather conditions before planning any external works.	LOW		✓
Medical Issues	Caretakers and persons	Incidents	• Where persons have pre-existing medical conditions or there are other factors which may affect their ability to	LOW		✓

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	clearing gutters		undertake these tasks, a separate risk assessment has been undertaken.			
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COMPUTERS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Computers, Desks, Leads, Chairs	Staff	Back injury to staff, eye strain to pupils, trips from cables	<i>For staff:</i> • Height adjustable seating for users of computers, correctly adjusted. • Screens at arm's length from normal sitting position. • Suitable lighting to be provided to prevent glare or reflection from the screen, which can result in eye strain. • Suitable blinds fitted to windows to prevent glare & reflection. • Adequate ventilation to prevent the build-up of heat or the use of flat screens adopted to reduce heat emission. • All cables tucked up, away from feet, lowering the risk of tripping. Higher risk of equipment damage, as a result of pulling on cables. • Ensure proper electrical supply to all computer equipment. • Excessive use of extension blocks to be avoided, i.e. do not "daisy chain". (Link one extension to the next) • Correct installation by qualified electrician. • DSE Self-Assessment carried out for all users identified as DSE users.	LOW		✓

CONTRACTORS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Use of external companies contractors	Pupils Staff Visitors Contractors	Poor workmanship Poor practices	- Contractors thoroughly vetted to satisfy selection criteria e.g. they have a H&S Policy and adequate insurance etc., they must be competent to undertake the tasks for which they are commissioned. - Risk assessments and method statements provided. - Appropriate public liability insurance in place (min. £5m indemnity). - Pre-contract meeting. - School monitors work of the contractors and have regular liaison meetings. - Construction, Design and Management Regulations (CDM Regulations) must be adhered to and larger projects (involving over 30 days or 500 person days), are notifiable to the HSE.	LOW	✓	
Access/egress	Pupils Staff Visitors Contractors	Blocked exit routes Unauthorised access Contact with children	- Designated access route to and from work area. - Restricted access to construction areas. All staff advised during team briefing. - Pupils advised of hazards and risks during assembly. - Contractors to report to school staff if pupils breach area. - Ensure all debris is removed from walkways and disposed of safely. - Daily inspection to be carried out by contractors and school representative.	LOW		✓

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			- Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. - Contractors instructed not to engage in conversation with pupils. - Adequate supervision in the vicinity of the work area if contact is possible. - Agreed programme of work with school. - Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff (and school parents if necessary) may need to be informed.			
Vehicular access	Pupils Staff Visitors Contractors	Ineffective pedestrian vehicle segregation	No vehicle access at the Nursery school.	LOW		✓
Asbestos	Pupils Staff Visitors Contractors	Ill Health, Asbestosis	- Copy of asbestos survey, permission to work (PTW) and all related documentation retained on the school premises in the asbestos log. - Where invasive work is being carried out (i.e. work which involves the fabric of the building, pipe work or services) permission to work must be given. - Contractors must read and sign the asbestos permission to work log, prior to commencing the work.	LOW		✓
Electrical equipment & sockets	Pupils Staff Visitors Contractors	Using poorly maintained equipment Electrocution Fire Trailing cables- trips and falls	- All electrical tools and equipment are subject to a portable appliance testing regime. - All portable electrical tools on site are 110v or protected by RCDs. - All electrical equipment is removed and/or stored appropriately at the end of each working day. - Cable covers used where necessary. - Good housekeeping is maintained. - Safe route to workplace has been agreed.	LOW		✓

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Health and Safety Information	Pupils Staff Visitors Contractors	Lack of management control	- Contractors made aware of schools emergency procedures including evacuation and first aid. - Exchange of Health and Safety Policies between school and contractors. - School provides all relevant information to enable contractors to control risks.	LOW		✓
Hazardous substances	Pupils Staff Visitors Contractors	Health problems Fire Burns Contamination	- Contractor to inform school of any hazardous substances brought onto the site. - Hazardous substances not left unattended. Clearly labelled and securely stored. - Contractor to ensure dust/fume production is minimised. - Appropriate PPE provided and worn by contractors. - Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE.	LOW		✓
Work at height	Pupils Staff Visitors Contractors	Falling objects Injury Unauthorised access	- Work area to be agreed between contractor and school. - Ladders adequately secured/removed at end of each working day. - Area below works to be securely fenced off with warning signs displayed. - Working platforms used to have toe boards and mesh panels to prevent falling objects. - Restricted access. Pupils reminded of hazards during assembly.	LOW		✓
Security	Pupils Staff Visitors Contractors	Unauthorised entry to premises Theft	- Badge system in place for contractors. - Contractors must sign in and out of the premises. - Principal contractor to record all contractors on site and advise Reception of all persons on site. - Adequate site security, fencing etc.	LOW		✓
Noise	Pupils Staff Visitors	Deafness, Hard of	Noise is kept to a minimum or pre-agreed working times arranged for any noisy working activities.	LOW		✓

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	Contractors	Hearing, Tinnitus	If noise will likely affect neighbours, co-operation and communication ahead of works has taken place.			
Stored materials	Pupils Staff Visitors Contractors	Fire risk Injury	- Materials stored on site to be kept to a minimum. - Storage only in agreed designated secure compound. - Access restricted to authorised persons. - Appropriate firefighting equipment is available and maintained for use.	LOW		✓
Waste material	Pupils Staff Visitors Contractors	Health risk Fire risk	- So far as is reasonably practicable, waste to be removed from the site daily or put into secure skips. - Waste stored on site to be in a suitable container according to type of waste and in a secure area.	LOW		✓
Fire	Pupils Staff Visitors Contractors	Burns scalds Property damage / loss	- All Staff and contractors advised of procedures and any alternative routes during contract work. - Smoking not permitted on site. - Hot works permits used where applicable - Combustible materials stored in agreed areas unless required for immediate use. - Appropriate fire extinguishers available. - Flammable liquids / compressed gases appropriately stored.	LOW		✓

CREATIVE PLAY OUTDOORS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Building and Construction						
Use of crates	Children	Injury	- Crates must only be used in an area where there is soft surfacing. - Grass or soft play surfacing is required due to children been able to climb on crates. - Crates must not be used by fencing or stored by fencing. - Where possible store crates in a container or store away from perimeter fencing. - Children must be supervised at all times when using the crates especially when stacking them. - Crates must not be stacked more than 3 high at any one time. - Crates checked before use for splits or missing pieces which could present sharp edges. - Crates should be on a surface where they will not easily slip.	LOW		✓
Mats	Children	Slips, trips & falls, Injury	- Care to be taken the mats will not slip on the surfaces and they do not start curling at the edges which could cause a trip hazard. - Mats must be stored flat and allow to dry before putting away.	LOW		✓
Use of string and ropes	Children	Asphyxiation, entrapment	- Supervision at all times when using string and ropes - Children must not use these to tie each other up.	LOW		✓

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			- Ropes and string must be removed when session has finished. - Rope should be used in conjunction with the tarpaulin.			
Tarpaulin	Children	Slips, trips & falls, impact and injury	- The tarpaulin is to be used to make a den and not for children to run around with it not being able to see where they are going. - Supervision at all times.	LOW		✓
Den and Camping						
Den equipment	Children	Injury	- The den equipment can be used on a hard surface as no climbing will be permitted for den making. - Children will use various resources to make a structure and place a cover over the top. - Children's play imagination will be used for various activities i.e. "Pretend camping". - All equipment used will be suitable for the age of the children and supervision in place. - All equipment will be checked for defects and any issues will be taken out of use.	LOW		✓
Water Collection						
Water Hose	Children	Drowning, slips, trips & falls, injury	- The water hose will be attached to the side of the wall to prevent children tripping over the hose pipe. - The hose would ideally be in an area where there is none - slip surfacing (if not possible children should have suitable footwear on). - Care should be taken when siting the hose that a drain is close by to avoid flooding issues. - If the hose is not used for longer than a week a flushing regime must be implemented. - As water can be poured into containers there is a risk of drowning. - Children must be closely supervised with any water activity.	LOW		✓

Tubes for water use	Children	Injury	• Care to be taken when children are using the drainage tubes that they don't accidentally knock other children when transporting them. • Children must not use them as pretend weapons.	LOW		✓
Water	Children	Drowning	• Children to be watched at all times when playing with water. • There should always be one member of staff in close proximity of the activity. • The children must wear waterproof clothing and wellies when taking part in this activity.	LOW		✓
Accidents	Children	Injury	• First aider at all times with the children. • First aid boxes available. • Phones available if required.	LOW		✓

D&T TOOLS AND MATERIALS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Work bench	Pupils Staff	Cuts, Bumps, bruising, Slips and trips, splinters Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Work bench to be appropriate height for the age group. • Work bench to place in an area with plenty of room to move around without obstruction for both pupils and supervising staff. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Pre-activity checks for splinters and damage to the work bench. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing for example remove gloves and scarves. • Pupils to wear safety glasses at all times. • First aider available at all times. • Fire exits kept clear at all times.	LOW		✓

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Junior Hacksaws. for cutting	Pupils Staff	Cuts Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Hacksaws stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Hacksaws visually inspected prior to use. • Hacksaws counted “out” and “in”. • Hacksaws appropriate for the maturity, experience and special requirements of any group. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Hacksaws i.e. Pupils must be made aware that the blade of the hacksaw is sharp and could cause cuts to the skin. • Pupils are not to carry the hacksaws around the classroom. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use a junior hacksaw. • Any saw dust produced should be brushed, swept or hovered away, not blown away. • Pupils should wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they use a junior hacksaw, and if possible, should work on the end of a table.	LOW		✓
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			• When cutting long pieces of wood, the longest piece should be over the table with the shortest piece protruding off the end of the bench. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing. • Suitable gloves available where needed, glove not to worn on the hand using the Hacksaws to avoid the Hacksaws slipping out of the hand. • Only adults should change the blades, and if the saw is the spring frame type, the front of the saw should rest in a hole or indentation in a surface to prevent the frame from slipping when being pressed down to compress the frame. • First aider available at all times. • Fire exits kept clear at all times.			
Hand Drills	Pupils Staff	Cuts, Pierce skin; Pinching fingers, Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Hand Drills stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Hand Drills visually inspected prior to use. • Hand Drills counted “out” and “in”.	LOW		✓

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			• Hand Drills appropriate for the maturity, experience and special requirements of any group. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Hand Drills i.e. Pupils must be made aware that the Hand Drill has moving parts, and the drill bits are sharp and could cause cuts to the skin. • Pupils are not to carry the Hand Drills around the classroom. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use a Hand Drills. • Any saw dust produced should be brushed or swept away, not blown away. • Pupils should Any saw dust produced should be brushed, swept or hovered away, not blown away, wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they use a Hand Drills, and if possible, should work on the end of a table. • A scrap piece of wood to be clamped underneath to avoid drilling into the bench. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing.			
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			• Only adults should change the drill bits. • First aider available at all times. • Fire exits kept clear at all times.			
Hammers	Pupils Staff	Bumps, bruising, Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Hammers stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Hammers visually inspected prior to use. • Hammers counted “out” and “in”. • Hammers appropriate for the maturity, experience and special requirements of any group i.e. only use small light weight hammers. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Hammers i.e. Pupils must be made aware that finger should be kept clear when using the hammers and to avoid leaning their heads in to avoid impact injuries. • Pupils are not to carry the Hammers around the classroom. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use a Hammers. • Pupils should wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they use a Hammers, and if possible, should work on the end of a table.	LOW		✓

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			• A scrap piece of wood to be clamped underneath to avoid hammering nails into the work bench. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing. • Suitable safety gloves available where needed, glove not to worn on the hand using the hammer to avoid the hammer slipping out of the hand. • Only adults should change the drill bits. • First aider available at all times. • Fire exits kept clear at all times.			
Screwdrivers	Pupils Staff	Cuts, Stabbing injuries, Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Screwdrivers stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Screwdrivers visually inspected prior to use. • Screwdrivers counted “out” and “in”. • Screwdrivers appropriate for the maturity, experience and special requirements of any group i.e. only use small light weight Screwdrivers star headed screwdriver rather than flat headed.	LOW		✓

			• Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Screwdrivers i.e. Pupils must be made aware that finger should be kept clear when using the Screwdrivers to avoid stabbing injuries. • Pupils are not to carry the Screwdrivers around the classroom. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use a Screwdrivers. • Pupils should wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they use a Screwdrivers, and if possible, should work on the end of a table. • A scrap piece of wood to be clamped underneath to avoid screwing into the work bench. • Pre-drilled holes to make it easy to screw into the material, hole punch to be used to mark the spot to be drilled. • Any saw dust produced should be brushed, swept or hovered away, not blown away. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing.			
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			• Suitable safety gloves available where needed, glove not to worn on the hand using the Screwdriver to avoid the Screwdriver slipping out of the hand. • First aider available at all times. • Fire exits kept clear at all times.			
Pliers	Pupils Staff	Cuts, Pinching fingers, Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Pliers stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Pliers visually inspected prior to use. • Pliers counted “out” and “in”. • Pliers appropriate for the maturity, experience and special requirements of any group i.e. only use small light weight Pliers that are easy for small hands to grip. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Pliers i.e. Pupils must be made aware that finger should be kept clear when using the Pliers to avoid pinching injuries. • Pupils are not to carry the Pliers around the classroom. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use Pliers. • Pupils should wear goggles or safety glasses throughout the activities.	LOW		✓

			• Pupils should be standing up when they use Pliers, and if possible, should work on the end of a table. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing. • Suitable safety gloves available where needed, glove not to worn on the hand using the Pliers to avoid the Pliers slipping out of the hand. • First aider available at all times. • Fire exits kept clear at all times.			
Hole Punches	Pupils Staff	Cuts, Stabbing injuries. Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Hole punches stored separately and out of reach of pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Hole Punches visually inspected prior to use. • Hole Punches counted “out” and “in”. • Hole Punches appropriate for the maturity, experience and special requirements of any group i.e. only use Hole Punches that are easy for small hands to grip. • Relevant safety briefing given at the beginning of each activity.	LOW		✓

			• Pupils given clear instruction on how to use the Hole Punches i.e. Pupils must be made aware that finger should be kept clear when using the Hole Punches to avoid impact and stabbing injuries. • Pupils are not to carry the Hole Punches around the classroom. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use Hole Punches. • Pupils should wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they use Hole Punches, and if possible, should work on the end of a table. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing. • Suitable safety gloves available where needed, glove not to worn on the hand using the Hole Punches to avoid the Pliers slipping out of the hand. • First aider available at all times. • Fire exits kept clear at all times.			
G Clamps	Pupils Staff	Cuts, Pinching fingers, Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed.	LOW		✓

			• G Clamps stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • G Clamps visually inspected prior to use. • G Clamps counted “out” and “in”. • G Clamps appropriate for the maturity, experience and special requirements of any group i.e. only use G Clamps that are easy for small hands to grip. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the G Clamps i.e. Pupils must be made aware that finger should be kept clear when using the G Clamps to avoid pinching injuries. • Pupils are not to carry the G Clamps around the classroom. • Pupils should always use G Clamps to hold their work in a bench. • Pupils should wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they use G Clamps, and if possible, should work on the end of a table. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted.			
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			• Ensure pupils wearing suitable clothing. • Suitable safety gloves available where needed, glove not to worn on the hand using the G Clamps to avoid the G Clamps slipping out of the hand. • First aider available at all times. • Fire exits kept clear at all times.			
Screws	Pupils Staff	Cuts, Pierce skin Swallow. Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Screws stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Screws visually inspected prior to use. • Screws counted “out” and “in”. • Screws appropriate for the maturity, experience and special requirements of any group i.e. the size of the screws for to activity. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Screws i.e. Pupils must be made aware that finger should be kept clear when using the Screws to avoid stabbing injuries. • Pupils are not to carry the Screws around the classroom. • Screws must not be carried in mouth. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use Screws. • Pupils should wear goggles or safety glasses throughout the activities.	LOW		✓

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			• Pupils should be standing up when they are using Screws, and if possible, should work on the end of a table. • A scrap piece of wood to be clamped underneath to avoid screwing into the work bench. • Pre-drilled holes to make it easy to screw into the material, hole punch to be used to mark the spot to be drilled. • Any saw dust produced should be brushed, swept or hovered away, not blown away. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted. • Ensure pupils wearing suitable clothing. • Suitable safety gloves available where needed, glove not to worn on the hand using the Screwdriver to avoid the Screwdriver slipping out of the hand. • First aider available at all times. • Fire exits kept clear at all times.			
Flat Headed Tacks and Nails	Pupils Staff	Cuts, Pierce skin Swallow. Impact injuries, Infections	• Appropriate equipment purchased (bought from reputable educational supplier). • Donated equipment is not used. • Manufactures instructions for any equipment followed. • Screws stored separately and out of reach of Pupils. • Ensure that the floor is clear of obstacles that could cause tripping. • Ensure adequate lighting. • Tacks and Nails visually inspected prior to use.	LOW		✓

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			• Tacks and Nails counted “out” and “in”. • Tacks and Nails appropriate for the maturity, experience and special requirements of any group i.e. the size of the Tacks and Nails for to activity. • Relevant safety briefing given at the beginning of each activity. • Pupils given clear instruction on how to use the Tacks and Nails i.e. Pupils must be made aware that finger should be kept clear when using the Tacks and Nails to avoid stabbing injuries. • Pupils are not to carry the Tacks and Nails around the classroom. • Tacks and Nails must not be carried in mouth. • Pupils should always hold their work in a bench hook, vice, G-clamp or other means of fixing their work before they try to use Tacks and Nails. • Pupils should wear goggles or safety glasses throughout the activities. • Pupils should be standing up when they are using Tacks and Nails, and if possible, should work on the end of a table. • A scrap piece of wood to be clamped underneath to avoid hammering into the work bench. • Any saw dust produced should be brushed, swept or hovered away, not blown away. • Good classroom management and supervision of Pupils. • Work in small groups only. • Adequate supervision at all times allowing for pupils who require extra help or supervision i.e. 1.1. • Staff are to be competent in the use of tools and equipment. • Ensure pupils cannot be easily distracted.			
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			• Ensure pupils wearing suitable clothing. • Suitable safety gloves available where needed, glove not to worn on the hand using the hammer to avoid the hammer slipping out of the hand. • First aider available at all times. • Fire exits kept clear at all times.			
Wood	Pupils Staff	Cuts, splinters, inhaling saw dust	• Use only soft wood this is easy to work with. • Sawing and sanding to take place outdoors or in well-ventilated room. • Any significant amount of cutting/ sanding to be done outdoors and face masks to be worn. • Any saw dust produced should be brushed, swept or hovered away, not blown away. • Avoid plywood. It is too hard for young pupils and there is a possibility that nails could rebound. Plywood also splinters badly. • Avoid MDF in school due to excessive levels of dust.	LOW		✓
Using off-cuts and recycled wood	Pupils Staff	Splinters Nails and screws Minor injuries	• Instruction on how to handle wood. Use of sandpaper on rough edges. • Ensure all nails and screws removed beforehand. Very rough and splintery wood should not be used. Splinters can be a source of blood poisoning.	LOW		✓
Treated wood	Pupils Staff	Toxicity	• Avoid using painted or treated timber. If in doubt the wood should not be used.	LOW		✓
Dust	Pupils Staff	Dust - inhaled and in the eyes	• Sawing and sanding to take place outdoors or in well-ventilated room. • Any significant amount of cutting/ sanding to be done outdoors. • Any saw dust produced should be brushed, swept or hovered away, not blown away.	LOW		✓

ELECTRICAL EQUIPMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Use of electrical equipment	Staff Children Visitors	Electrical shock Burns Fire	• Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • 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 actioned. • Records retained of these checks. • Recognised competent 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 to be protected by RCD in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.	LOW		✓
Use of extension leads Trip hazard Overloading External use	Staff Children Visitors	Power leads present a tripping hazard Cuts, abrasions, musculo-	• Careful location • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary.	LOW		✓

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		skeletal and other physical injuries	- Leads of 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 check that its mechanism is free and functioning.			
Defective Equipment	Staff Children Visitors	Electrical shock Burns Fire	- Any unsafe electrical items removed from use to secure location until properly repaired / disposed of - Visual inspections of electrical equipment prior to use. - No one must be permitted to bring their electrical equipment on to the premises unless that equipment has been electrically tested	LOW		✓

EXPOSURE TO DISCARDED NEEDLES

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Accidental needle stick injury	Staff Pupils	Exposure to biological agents e.g. Hepatitis B, HIV/AIDS	• Staff are aware of the procedures for dealing with discarded needles and syringes e.g. not to pick up with bare hands. • Pupils have been informed not to pick up discarded needles but to report the find to a responsible person. • Appropriate equipment is available to collect needles/syringes e.g. litter pickers, tongs, shovels, dustpan. • Appropriate equipment is available for storage of discarded needles/syringes e.g. sharps box. • Disposal arrangements are in place. • Staff are aware of what action should be taken in the event of an accidental needle stick injury. • Staff are aware that a personal accident report form must be completed in the event of a needle stick injury. • Arrangements are in place to log incidents of discarded needles/syringes which are found on the premises.	LOW		✓

EXTERIOR AREAS FOR PLAY

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Outdoor Play	Pupils	Physical Injury Health	• Arrangements are in place for a visual sweep to be undertaken of the play area in order that dangerous items can be collected for safe disposal e.g. broken glass, dog faeces. • The playing surface is even and in good condition e.g. free of loose grit, and relatively level i.e. no hollows or bumps. • Reporting procedures are in place when problems have been identified. • If more than one game is being played at the same time, the school ensures there is adequate space between the games. • All the equipment is appropriate for the age group concerned (e.g. age, strength and ability of pupils).	LOW		✓

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FIRE

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Fire alarm indicator panel	Pupils Staff Visitors	People and property	- Panel to be checked each working day for normal operation, i.e. is the indicator light on. - Any fault to be reported to the contractor immediately. - Records to be maintained.	LOW		✓
Fire alarm and break glass points	Pupils Staff Visitors	People and property, burns, smoke inhalation	- The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract. - The fire marshal with support from the Head Teacher will undertake a weekly test of the system by activating a different break glass point each time and the findings recorded. - Any faults found to be reported immediately for corrective action and recorded. - Records to be maintained in the fire logbook	LOW		✓
Smoke and heat detectors	Pupils Staff Visitors	People and property, burns, smoke inhalation	- If fitted, they are to be tested on a regular basis by a contractor. - Records to be maintained.	LOW		✓
Fire signs	Pupils Staff Visitors	People and property, burns, smoke inhalation	- Designated fire exit routes to be suitably signed with a pictogram and arrows to comply with the new regulations. - Sufficient fire signs to be in the public areas of the school.	LOW		✓
Fire extinguisher	Pupils Staff Visitors	People and property	Fire extinguishers to be tested annually by contract or service agreement.	LOW		✓

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			• All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them. • Records to be maintained, normally on the side of the extinguisher.			
Fire blankets	Pupils Staff	People and property	• Fire blankets where provided should receive a visual inspection annually by the contractor. • If used they should be checked, re-packed or replaced by the contractor.	LOW		✓
Internal fire doors and closer mechanisms	Pupils Staff Visitors	People and property	• Fire door closer mechanisms should be checked each school day by the fire marshal/Head/Deputy Head Teacher. If faulty or leaking oil they should be replaced as soon as possible. • If doors do not close correctly, they should be repaired as soon as possible. • Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround. • Ensure magnetic fire doors are closed at the end of the school day and work correctly when fire alarm activated. • Check door closers are not too stiff for small children. • Fire doors should not be propped open. • Doors to open and close correctly and not be impeded in any way or stick open. • Expanding strips in fire doors to be in good condition.	LOW		✓
External fire doors	Pupils Staff Visitors	People and property	• Fire marshal to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal school activities. • Ensure fire doors are not locked or chained during school time.	LOW		✓
Evacuating the school	Pupils Staff Visitors	Personal injury	• Regular fire drills to be in place, normally once per term. • If there are any pupils with access/mobility problems, ensure that someone is nominated to assist them during an evacuation.	LOW		✓

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			• Ensure there is a method of taking an effective role call to account for everyone. • Nominate fire monitors to “sweep” the building to ensure that it is empty. • Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service.			
Fire risk assessment	Pupils Staff Visitors	Burns, smoke inhalation, legal requirement	• A suitable fire risk assessment to be carried out for the school – consider, alarms, sources of ignition, combustible materials, escape routes etc. (Legal requirement)	LOW		✓
Waste						
Waste Products	Pupils Staff	Slips, trips, falls, hygiene	• Adequate systems to be in place to remove clinical waste where necessary i.e. yellow bag arrangements. • External bin areas to be kept clean, well-ventilated and free from pests. • Bin areas to be washed down on a regular basis and disinfected if necessary. • Rubbish should not be allowed to accumulate in bin areas. • Bins should be fitted with lids. • Bin areas are not to be used for other storage. • Bins to be chained securely away from buildings to prevent fire risk from vandalism or other means	LOW		✓

FIRST AID

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
First aiders	Pupils Staff Visitors	Injury treatment	• There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school. • Sufficient first aiders to provide cover for holidays, illness etc. • Sufficient cover to provide first aid on school trips etc. based on risk assessment. • All staff to be aware of how to summon first aid assistance. • List of first aiders to be displayed in prominent position. • Provide refresher training before expiry dates of first aider's certificates. (Certificates valid for three years.)	LOW		✓
First aid kits	Pupils Staff Visitors	Injury treatment	• There should be sufficient first aid kits in the nursery school at strategic places. • All staff to be aware of location of the first aid kits. • The kits are to be regularly checked to ensure they remain adequately stocked. • There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.	LOW		✓

FIRST AID NURSERY

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Insufficient first aid materials or trained persons in an emergency	Staff Pupils, Contractors Visitors etc	Injuries to persons are not treated and lead to infections, more serious injuries through to death.	- There is no hazardous or high-risk activities/equipment/plant etc. within the school that would cause fatal or disabling injuries when used as instructed/appropriately. - The response time for an ambulance/for persons to reach the hospital is estimated at 10 minutes. - The nursery school has all staff Paediatric First Aid trained. - The nursery school has 2no staff First Aid at Work trained. - The EYFS Framework requires a list of staff first aiders to be displayed, or staff Paediatric certificates displayed and made available to parents. - Regular refresher training is undertaken by the nominated first aid personnel to ensure competence/knowledge is up to date. - A first aid list is displayed prominently in the main reception area. - First aid provision is checked on a regular basis and any used stock is replenished. - A 999 call will be made for any serious injuries that are beyond the capabilities of the trained first aid persons.	LOW		✓

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FOOD HYGIENE

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Control for hand hygiene	Pupils	Contamination to food	- Washroom facilities available close to the location of breakfast club. - Hand washing instructions located in all washroom areas. - Staff to wash hands in washbasin located in the kitchen before handling or serving food.	LOW		✓
Purchase	Pupils	Pupils	Food purchased from reputable supermarkets/supplies	LOW		✓
Cleaning work countertop surfaces	Pupils Staff	Bacteria Infections	- All work surfaces will be cleaned on a daily basis and after every meal preparation with a suitable food surfaces cleaning detergent. - A disposable cloth will be used to clean down surfaces.	LOW		✓
Cleaning fridges	Pupils Staff	Bacteria Infections	- The fridges will be checked on a weekly basis for any food which has reached its sell / use by date. - Fridges will be wiped down on the inside on a weekly basis and a more in depth clean carried out every half term. - Spilt food will be cleaned up immediately. - Suitable cleaning detergent will be used.	LOW		✓
Chilled food monitoring	Pupils Staff	Bacteria Infections	- The fridge temperatures are checked and recorded on a daily basis and must be 8 degrees Celsius or below. - If they are higher than 8 degrees, all food kept within the fridge must be disposed of immediately and not used.	LOW		✓

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			- Regular checks carried out on stock and best before / use by dates. - Food sources coming close to these dates must be kept at front of fridge to be used first.			
Cleaning food cupboards	Pupils Staff	Bacteria Infections	- All food cupboards will be deep cleaned on a termly basis. - Stock rotation in place for best before / use by dates.	LOW		✓
Toasters	Pupils Staff	Fire Smoke	Toasters will have the crumb tray emptied on a regular basis.	LOW		✓
Microwave	Pupils Staff	Bacteria Infections	- The microwave will be used in accordance with instructions from manufacture. - Food will be temperature checked prior to serving. - Microwave to be cleaned out after use using a suitable detergent.	LOW		✓
Crockery and utensils	Pupils Staff	Bacteria Infections	All crockery and utensils used will be cleaned with a suitable cleaning detergent after use and air dried or dried using a clean cloth.	LOW		✓
Food Allergies	Pupils Staff	Allergic reactions	- All pupils with known food allergies will have their information displayed and what allergies they are known to have, and medical information. - Food served in the breakfast and after school club will be checked against their allergen content. - This will be displayed in the breakfast club.	LOW		✓
Food Served	Pupils Staff	Allergies Bacteria	- All food served will be checked prior to use for use by / best before dates. - Pupils information checked for allergies before serving - Hot food served must reach required temperature and this is carried out using a temperature probe.	LOW		✓
Cleaning Floor Surfaces	Pupils Staff	Bacteria	- Floor surfaces must be cleaned on a daily basis using a suitable cleaning detergent. - A designated mop for kitchen area only to be used.	LOW		✓
Pest control	Pupils Staff	Bacteria Infections	Signs of any pests are reported to the Site Manager immediately and pest control to be informed.	LOW		✓

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GARDENING

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Tools (e.g. spade, fork etc.)	Pupils Volunteers	Cuts, bruises, broken bones	- All pupils are given a “safety briefing” by a competent member of staff on how to use all the equipment safely. - Suitable footwear is worn by persons taking part in the gardening session (e.g. boots). - All tools are visually checked by the teacher before being handed out to pupils and are subjected to regular maintenance (e.g. cleaning, sharpening etc). - Any defected tools are taken out of use and repaired / replaced.	LOW		✓
Poisonous flowers / plants etc.	Pupils Staff	Irritation of skin and eyes etc	- No plants that are irritants are in the garden area used by the pupils. - Gloves are worn when pruning / cutting / disposing of flowers and plants.	LOW		✓
Hazardous substances	Pupils Staff	Irritation of skin, eyes Fire	- Wherever possible, non COSHH substances are purchased and used - All substances that fall under the COSHH Regulations have a safety data sheet available and are stored securely. - PPE is available for all persons who use any COSHH substances.	LOW		✓
Animal fouling	Staff	Infections	- Before gardening takes place, a visual sweep of the area is made for animal fouling, and this is removed and disposed of appropriately. - Hands are washed immediately after contact with any animal fouling; and after the lesson have ended.	LOW		✓

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GAS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Gas appliance servicing, maintenance	Pupils Staff	Explosion, carbon monoxide poisoning	- All gas appliances to be tested annually for safety by a "Gas Safe" gas fitter. - Gas safety certificate to be held on file for each appliance. - Gas appliances to be regularly maintained. - Non "Gas Safe" registered people are prohibited from carrying out any work on gas appliances.	LOW		✓
Internal gas meter rooms	Pupils Staff	Explosion, leaks	- Gas meter rooms to be secured at all times when not in use. - Gas meter rooms to have adequate ventilation at all times. - Gas meter rooms to be "no smoking" areas. - Not to be used for general storage.	LOW		✓
External gas meter rooms	Pupils Staff	Explosions, leaks	- Room to be locked when not in use. - Room not to be used for general storage.	LOW		✓

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GENERAL STORAGE

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Unsuitable storage facilities	Pupils Staff	Collapse	- Storage equipment suitable and of sufficient strength and stability. - The racking /shelving units are secured to the wall to prevent them tipping or collapsing. - Shelves are securely fixed to prevent tipping or collapse. - The shelves should not be overloaded and if there are any signs of bowing the shelves must be cleared of excess weight.	LOW		✓
Storage at height	Pupils Staff	Falling objects, collapse	- Storage of items which cannot be reached from floor level should be avoided as far as reasonably practicable. - Suitable means of access should be readily available e.g. kick stools, stepladders etc. - Appropriate training must be given before working at height and only carried out by a competent person.	LOW		✓
Manual handling activities	Staff	Musculo-skeletal disorders	'Heavy' items stored should be around waist height (to reduce the risk of manual handling injuries). - Only staff who have been trained in correct manual handling techniques should lift items which are considered a risk	LOW		✓
Poor housekeeping	Pupils Staff	Slips, trips and falls	- Floor areas must be kept free of obstructions to provide ready access to stored items and to prevent slips, trips and falls. - Redundant items are disposed of promptly and safely.	LOW		✓

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Poor lighting	Pupils Staff	Slips, trips and falls	Suitable lighting provided.	LOW		✓
Unauthorised access	Pupils Staff	Theft	- Storage areas kept locked to deny unauthorised access. - This is particularly important where chemicals and ladders etc. are stored.	LOW		✓
Incompatible items	Pupils Staff	Fire, Explosion, etc	Incompatible items are effectively segregated e.g. acids and alkalis should be kept well apart and liquids should not be stored above powders.	LOW		✓
Lack of identification	Pupils Staff	Using wrong substances	- All containers must be clearly labelled so that their contents are readily identified e.g. where substances have been diluted into other containers such as spray bottles. - COSHH assessments must be available.	LOW		✓
Poor stock rotation	Pupils Staff	Exceeding expiry dates	Stock is rotated where necessary e.g. to avoid shelf-life expiry dates being exceeded.	LOW		✓
Storage in unsuitable areas	Pupils Staff	Risk of overheating, fire, mould	Storage avoided in electric switch gear/meter rooms and boiler rooms.	LOW		✓
Unstable filing cabinets	Pupils Staff	Toppling over	Filing cabinets fitted with anti-tilt mechanisms e.g. only one drawer can be opened at a time.	LOW		✓
Training, Information and Instruction	Pupils Staff	Incorrect procedures	Staff have been provided with appropriate information, instruction and training where applicable.	LOW		✓

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GLUE GUNS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Supervision/ class sizes	Pupils Staff	Incidents	- Group size should be appropriate to the design and size of the room and take account of the nature of the task, the equipment, and the age, ability, aptitude and special education needs of pupils. - Health and safety forms part of curriculum work where relevant.	LOW		✓
Before switching on glue guns. Switching on glue guns	Staff	Blocked glue gun Not working correctly	- Check the nozzle is free from a build-up of glue prior to switching on. - Glue sticks to be added into gun prior to switching on. - Allow the hot glue gun to heat up to the required operating temperature prior to use.	LOW		✓
Use of Hot and Cold Glue Guns	Pupils Staff	Burns	- Under no circumstances are glue guns to be permitted to be used by pupils unsupervised. - Staff will control the use of glue guns at all times. - Only older/mature pupils will be permitted to use the hot glue guns under supervision only. - Only light pressure to be used when operating the glue gun. - Always place on stand when not being used. - Re-load the glue gun when the glue ceases to flow through the nozzle. - Only staff to remove excess glue from hot guns when in use.	LOW		✓

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			• Only use for half an hour at one time. • After use switch off the power and store the glue gun in a secure locked area.			
Sticking items together with the glue gun	Pupils Staff	Burns	• Care to be taken not to touch the glue with bare hands. • Apply glue to the required surface do not overload. • Apply to one surface only and bring together immediately to form the bond. • Apply slight pressure.	LOW		✓
Electricity	Pupils Staff	Electric Shock	• Electrical equipment subject to regular safety inspection and test ('PAT testing'). • Visual check prior to use.	LOW		✓

HEATWAVE

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Ventilation	Staff Pupils	Heat exhaustion Smoke/fire spreading Slamming doors	- Keep rooms ventilated by opening windows, using fans and if installed, air conditioning. - If opening doors, ensure appropriate door stops (wedges) are used and doors are closed when rooms are vacated. - Final exit doors from classrooms etc. may require to be propped open, ensure these do not create an obstruction if having to vacate the classrooms in the event of an emergency (Please note these are final exit doors only and not fire doors) - Ensure no wind tunnels are created (two doors open on either side of the room), which may cause slamming doors.	LOW		✓
Indoor activities	Staff Pupils	Heat exhaustion Heat stroke Dehydration	- Close curtains/blinds on windows which are facing the sun. - Staff and pupils to wear light weight clothing/uniform. - Water readily available and water bottles replenished as often as needed. - Regular breaks and pupils reminded to drink.	LOW		✓
Outdoor activities	Staff Pupils	Heat exhaustion Heat stroke Dehydration	- Activities and events to take place before 11am and after 2:30pm when possible. - Encourage pupils to use shaded areas during playtimes.	LOW		✓

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		Sunburn	• Appropriate activities during PE are carried out, ensuring the pupils have plenty of water with them, are wearing appropriate clothing (that covers their shoulders) and regular breaks are given. • Ensure water bottles are fully replenished before going outside and are easily accessible. • Sunscreen has been applied before pupils start school and parents are regularly reminded to do this by newsletter and text. • Pupils to bring in sunhats and wear those during playtimes. • Staff to check metal/dark surfaces before being used by pupils and restrict play if they are too hot.			
School uniform	Pupils	Heat exhaustion Heat stroke	• Consider relaxing the uniform codes whilst experiencing extreme heat wave, i.e. removal of blazers and school ties.	LOW		✓
Severe heat	Staff Pupils	Heat exhaustion Heat stroke	• Staff to be aware of the signs of heat exhaustion: headaches, dizziness, confusion, loss of appetite, nausea, excessive sweating, pale clammy skin, cramps in limbs and stomach, and pupils becoming floppy and sleepy. • If someone is showing these symptoms: • Move them to a cool place. • Get them to lie down and raise their feet slightly. • Get them to drink plenty of water or rehydration drinks. • Cool their skin by using a spray or sponge with cool water. Use a fan, cold packs may also be used around the armpits and neck too (ensure	LOW		✓

			these are in date and not left on the skin too long). • Ensure a member of staff stays with them until they feel better, this should take no longer than 30 minutes. • If their symptoms do not improve after 30 minutes, their temperature goes above 40°C, they lose consciousness or are unresponsive, call emergency services as this could signify, they have heatstroke.			
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HEPATITIS B

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Pupils and staff who may carry Hepatitis B infection	Infection being spread to staff and others, through infected body fluids	Staff Pupils	• All staff follow the universal hand washing precautions • Disposable gloves (vinyl 1 use) and disposable aprons are used every time when dealing with body fluids. • All open wounds are covered with a waterproof plaster (sealed on all edges). • All staff members have received basic infection control training. • Any pregnant staff members will be screened for the infection during pregnancy by their medical professional. • If skin is punctured by another person and their body fluids (containing blood) are passed on, follow universal hand washing precautions and seek medical advice.	LOW		✓

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HOME VISITS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Potentially violent client or family members / associates / animals	Staff	Physical or verbal abuse Possible hostage situation.	• Employees consider if another means of communication e.g. telephone, letter, meeting at school can be used to remove the need for a home visit; • If home visit is felt to be required detailed information is gathered e.g. police, prior to the visit; • A judgement is made by the staff and manager, as to whether a home visit can take place and if yes; ○ Does the visit need to be made with a police presence? ○ Do two members of staff need to attend? ○ Is personal protective equipment required? • Staff must ensure they are clear on the purpose & required outcomes of visit; • Employee monitoring procedure in place through the lone worker procedure and emergency contacts e.g. ○ Management system in place for all staff who undertake lone working e.g. whiteboard, diary sheet, 'buddy system' automatic reporting-in system, etc. ○ Emergency procedures if a member of staff fails to report back or call in at the agreed time.	LOW		✓

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			• Staff complete the emergency contact schedule and personal details; • Staff have the necessary professional training, qualifications and experience. • Staff have completed relevant training e.g. Personal Safety, Prevention of Violence at work etc. • Staff can be provided with a personal attack alarm if appropriate. • Staff have access to a mobile phone if appropriate. • Note: not always useful, particularly when under the threat of violence but can be used by school to call employees where there are concerns to check that they are safe.			
Potentially violent client or family members / associates /animals (continued)	Staff	Accident, injury, threat to personal safety, delayed assistance in emergency	• On arrival at a visit, employees take the following action. ○ Quickly gain an awareness of surroundings in relation to parking and the property. ○ Take minimal personal belongings into the home. ○ Allow the householder to lead the way into the house. ○ Assess the appearance of inhabitants e.g. under the influence of alcohol, drugs? ○ Request that dogs or other animals are put in another room. ○ Sit near the door and ensure that the exit is not obstructed. ○ Plan an exit strategy. • In the event of an incident, staff must notify their line manager ASAP.	LOW		✓

Staff medical conditions, disabilities, pregnancy, personal arrangements.	Staff	Ill health, emergency situation	- Pregnant women and those with a medical condition/disability which could lead to an emergency, are considered as high risk and specific risk assessments are undertaken if they are required to work alone. - Staff must ensure they contact the school to inform them of their whereabouts if going straight home from visit. - Residents are requested, in correspondence. not to smoke for a period prior to the visit.	LOW		✓
Accident due to the vehicle being un-roadworthy	Staff	Serious/fatal injury	- All personal vehicles used for business have a valid MOT and are deemed to be roadworthy. - Employees are responsible for ensuring their vehicles are suitable for the journey/route being undertaken e.g. enough water/oil/fuel/correct tyre pressures etc;	LOW		✓
Accident due to inability or incompetence of driver	Staff	Serious/fatal injury	- Seat belts are worn on all journeys. - Driving licences, registration documents and insurance certificates are checked upon appointment to the organisation and at regular intervals afterwards i.e. Annually. (A code will be required from the person to access the DVLA) - Staff are made aware of the Safe Use of Mobile Phones - Staff must observe speed limits at all times. - Staff are responsible for reporting any potential problems they have in driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight. - A portable first aid kit is supplied, if felt appropriate.	LOW		✓

Inability to summon help in an emergency e.g. incident, breakdown or accident	Staff	Anxiety, lack of emergency assistance e.g. if unwell; threat to personal safety	- Staff have use of a mobile phone (either personal or works), charged and with sufficient credit, to be used as a means of emergency contact. - Staff adhere to Booking In & Out Procedure to ensure colleagues are aware of other team members' whereabouts. - Staff keep a list of emergency contact numbers handy e.g. in their car, or on their mobile phone;	LOW		✓
Manual handling	Staff	Musculoskeletal injuries, cuts & bruises, etc	- Care is taken to ensure that any loads to be carried to and from a vehicle are suitable for one person to handle if travelling alone. - Staff are aware of appropriate manual handling techniques for loading and unloading vehicles.	LOW		✓
Vehicle breakdown	Staff	Serious injury, fatality	- Vehicle service schedules to be maintained. - Pre-journey checks (lights, petrol, oil, coolant, tyre pressure) to be carried out. - Use of booking in/out system; to ensure colleagues are aware of their whereabouts and time due back. - Staff have charged mobile phone with sufficient calling credit. - Details of recovery organisation to be to hand in the vehicle. Recovery to be called and office to be informed of situation. - If on a rural or town road, lock car doors and remain in car until recovery vehicle arrives. - If on motor way, switch off the engine and wait in a safe place away from the hard shoulder e.g. behind the barrier.	LOW		✓
Lack of concentration and dangerous driving due to stressful conditions e.g. late for	Staff	Serious injury, fatality	Staff plan their route before commencement of journey and allow ample time, so as not to bring about fatigue; giving consideration to weather	LOW		✓

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appointment, getting lost			conditions, traffic updates and, where long journeys are involved, to include time for breaks.			
Security of vehicle and possessions Theft/Break in	Staff	Loss of property/ injury/anxiety	• Whilst not an essential requirement, car alarms are fitted on most cars. • Staff ensure, that wherever possible, they park their vehicle in a suitable and safe place e.g. well-lit and in a populated area. • Vehicles are kept locked at all times when unattended and personal belongings and valuables are not left in the vehicle. If this cannot be avoided, they should not be left on display but be locked in the boot of the vehicle.	LOW		✓
Parking	Staff Colleagues	Unlit streets Dead end streets	• When arriving at destination always ensure car is parked facing the road out of the street. • Where possible park close to the property and under a streetlamp if possible. • Do not hold mobile phones or valuables in view of people. • Be aware of surroundings. • As soon as entered car ensure car doors are locked and window kept up until on the road.	LOW		✓

ICE & SNOW

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Icy conditions	Staff Pupils Visitors Others	Slips/trips due to icy conditions	- A sufficient amount of salt/grit is available. It is replenished once used. - Weather forecasts are monitored for ice/snow conditions. - Salt or grit is applied to the pedestrian paths when icy conditions are expected. - Other areas that require gritting have been identified on a risk basis. - Staff have suitable footwear for working in icy conditions. - Areas are identified such as steps or slopes that may not be safe even when cleared. These are closed and marked accordingly with cones/signs or hazard warning tape. - All reasonable efforts should be made to ensure that the school remains open. However, the Head Teacher / Chair of Governors are clear that they make the decision whether to close the school if the icy conditions are deemed too hazardous. - Members of staff have been advised to wear "sensible" footwear.	MED		✓
Manual handling	Staff	Injuries	- Suitable shovels have been provided. - Consider salt spreaders / spinners to reduce manual handling	MED		✓
Effects of the cold	Staff	Hypothermia	Inclement weather clothing and gloves have been provided to the staff who undertakes gritting.	LOW		✓

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INCUBATING CHICKS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Incubator	Pupils Others	Heat Fire	- The incubator must be placed in a suitable position. - The bulbs will be very hot inside the incubator and pupils will be informed not to touch the bulbs or remove the lid.	LOW		✓
Electricity	Pupils Others	Electrocution	- Plugs must not be stretched and must be close to an electrical source. - The table will be sited next to the plug socket. - Portable appliance testing carried out as required. - Care must be taken that the incubator is not turned off, a notice should be displayed to ensure this does not occur	LOW		✓
Eggs	Pupils Others	Pupils touching	- Pupils will not be permitted to touch the eggs whilst in the incubator. - Pupils will look through the glass container only	LOW		✓
Hatching	Pupils Others	Interfering with process	Once the eggs are starting to hatch the pupils or staff must not interfere with the process.	LOW		✓
Chicks	Pupils Others	Dead Chicks	- The staff will check the chicks on a regular basis to ensure they are alive and well. - If a chick/s has died, they should be removed as soon as possible. - Pupils must wash their hands before and after touching the chicks.	LOW		✓
Feeding Chicks	Pupils Others	Over feeding	Staff must watch the pupils carefully if they are going to feed the chicks to ensure they do not over feed them.	LOW		✓

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INFECTIOUS DISEASES

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	- All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. - All staff have regard to all relevant guidance and legislation including, but not limited to, the following: ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ UK Health Security Agency (UKHSA) - The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. - The school keeps up to date with advice issued by, but not limited to, the following: ➤ DfE ➤ NHS ➤ Department for Health and Social Care ➤ UKHSA - Staff are made aware of the school's infection control procedures.	MED		✓

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LAPTOP/IPAD TROLLEYS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Laptop Trolley overturning/ tipping	Pupils	Injury	- Laptop trolleys are stored in designated areas and are moved to the classrooms. - Pupils are informed not to push/touch the trolleys. - The trolleys only allowed to be moved by a member of staff and trained pupils. - Laptops to be placed on the trolleys in a neat manner. - The trolleys must be kept in an area where they will not be accidentally knocked. - The trolleys must be checked on a regular basis to ensure no maintenance requirements are required. - The trolleys will be visually checked on regular intervals to ensure no overloading of laptops.	LOW		✓
Electricity	Pupils Staff	Fire Electric shock	- Ensure laptop trolley has Declaration of Conformity or CE marking. - The units must not be left charging overnight. - PAT Testing will be carried out on a regular basis and by a competent person. - Only staff plug the laptops in for charging. - Visual checks of leads, plug must be undertaken prior to use of laptops. - Only insert or remove 3-pin plug when the socket is switched off, a notice should be displayed to remind staff of this. - RCDs should be used. - Ensure there are no trailing cables around the trolley when moving it, to prevent damage.	LOW		✓

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LONE WORKING IN NURSERY SCHOOL

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Lone working working in school alone / in isolated locations	Staff Colleagues	Accident injury, delayed assistance in emergency	- No lone working is carried out within the school. - There will always be two members of staff in the school.	LOW		✓

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LONE WORKING OFF – SITE

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Lone working working offsite alone Home visits etc.	Staff Colleagues	Accident injury, delayed assistance in emergency Physical assault/verbal abuse Cuts, abrasions, musculo-skeletal and other physical injuries	- When working off site (e.g., when visiting homes), always attend in pairs. - Home visits are planned in advance, and staff back at the nursery school are aware of their whereabouts and the estimated time of return. - Staff conduct home visits to obtain as much background information from the initial induction as possible about the child/family. - Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Report any incidents or situations where they may have felt “uncomfortable”.	LOW		✓

MANUAL HANDLING

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Manual handling of persons	Pupils Staff	Back injury, personal injury	- Where the school has disabled children there must be a manual handling assessment carried out by a competent person. - Where pupils have to be assisted to move, or assisted from wheelchairs, the staff assisting them must be suitably trained. - Where pupils need assistance in and out of wheelchairs, suitable hoists may need to be available. - If staff are required to use hoists they must have received suitable training. - Suitable areas should be available for disabled pupils, i.e. changing facilities, toilet facilities.	LOW		✓
Manual handling of inanimate objects	Staff	Back injury, personal injury	- Manual handling assessments to be conducted for handling tasks. - People who may be at risk are to have completed suitable training. - Suitable mechanical aids to be available, i.e. trolleys.	LOW		✓

MEDICATION

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Wrong medication administered Wrong dosage Wrong Pupil	Pupils	Sickness/ vomiting Allergic reaction Serious side effects/illness	It is the policy of the Nursery School to follow the advice of the Local Authority on the administering of medicines in Nursery School. Therefore, we would not agree to administer antibiotic medicines or cough medicines to children but would suggest some alternatives to parents/guardians. - The child remains at home until the course of treatment is complete - To administer medicines before or after the nursery session - In some circumstances a parent/guardian may make special arrangements with us, to enable them to visit the nursery at a specified time, to administer the medicines to their child. Exemptions will be made for pupils suffering from asthma, epilepsy etc. - Asthma inhalers will be kept in the staff room with name and picture clearly displayed. - Information regarding the Pupils medical needs will be kept with the register in the class information file. - Training is in place for staff who administer/apply medicines. - Special arrangements may be needed when children are attending educational visits with the nursery.	LOW		✓

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			• Parents/guardians are always welcome to discuss such matters with any member of staff, and each case will be considered on the individual circumstances. • School has emergency medication readily accessible			
Auto Injection Pens	Pupils	Administered wrongly	• Adrenaline pens stored in accessible locations. • Relevant staff trained to administer adrenaline pens. • Pupils who have a prescribed adrenaline pen are known by school staff. • If an additional adrenaline pen is required, this is administered into the alternative thigh.	LOW		✓
Controlled drugs	Pupils Staff	Theft Unauthorised access Hallucinations etc. Legal requirement	• Only named staff to have access/keys to controlled drugs. • Nothing else to be stored in the same place as controlled drugs. • An inventory to be kept of the number of controlled drugs held, at least weekly. • Administration to be witness by two people.	LOW		✓

MENOPAUSE RISK ASSESSMENT (GENERIC ONLY)

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
School Environment	Staff Member	No reasonable adjustments	- The school will support the member of staff with introducing reasonable adjustments to enable the person to work in a supportive environment and with suitable and sufficient control measures in place. - Consider menopause policy to ensure all staff aware of school commitment	LOW		✓
Memory Loss Stress Sleep deprivation	Staff Member	Workload not coping	- Workloads will be accessed where staff member is not coping due to complications of the menopause i.e. brain fog, dark thoughts - Encourage staff member to talk through any fears - Point to agencies which can assist - Encourage to see GP for support and possible medication. - Consider work which can be carried out at home.	LOW		✓
Accessing welfare facilities	Staff Member	Limited access to welfare facilities	- Staff member will always have access to toilet facilities - Water available for staff member	LOW		✓
Classroom / Lessons Feeling hot	Staff Member	Disruption temperature control	- Cover in class if having to access facilities (teaching assistant) - Cover in office if having to access facilities - A fan will be made available for member of staff if required	LOW		✓

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			• Desk where possible moved closer to window for ventilation			
Time off for appointments	Staff Member	Disruption	• Where possible time off will be allowed for appointments to GP or menopause clinic	LOW		✓
Unexpected and heavy periods	Staff Member	In class	• Staff to look at keeping extra provisions at school in event of issues • School will supply sanitary wear in staff toilets • Showers available • Cover if need to go home to change	LOW		✓

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MUD KITCHEN

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Contact with soil	Children	Ingesting soil	- Provide hand washing provisions for during and after play establish hand washing routines. - Children encouraged to follow a no consumption routine in this area	LOW		✓
Soil Contamination	Children	Ingesting/ absorbing contaminated soil	- Soil should be checked for contaminants daily before play. - Checking for contaminants is part of the daily inspection checklist. - Children encouraged to follow a no consumption routine in this area. - Not using manure or fertilizers on garden beds surrounding the digging patch. - Raise awareness on the signs of contamination to look out for.	LOW		✓
Washing up – utensils, pots, equipment	Staff	Accidental bump or knock with resources Injury from a sharp rusty resource	- Pots, utensils and equipment to be washed and dried or left to drain reasonably often to avoid rusting. - Utensils and equipment to be checked by staff to ensure in good condition and removed when not - Store in sacks or baskets for drainage and aeration.	LOW		✓
Storage of utensils, pots, equipment	Children Staff	Manual handling, moving the baskets of pots, pans, utensils	- Raise awareness of manual handling with adults and children. - Ensure baskets are not overloaded. - Store on low shelves in shed or purpose-built storage boxes near the mud kitchen.	LOW		✓

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			• Use a trolley to transport heavy items. • Training in safe lifting/ carrying procedures when appropriate.			
Water	Children Staff	Drowning Flooding during heavy, prolonged rain events	• Containers provided do not allow falling in. • Staff to supervise closely should paddling pools or large containers of water be offered • Staff to monitor area during flooding/prolonged rain events and implement water safety policy	LOW		✓
Water	Children	Stagnant water, Consumption/ absorption of contaminants	• Water containers are emptied at the end of each session/day and not left to go stagnant. • Water containers are cleaned regularly and checked for foreign bodies, mould, algae. • Children encouraged to follow a no consumption routine in this area Children are made aware of the potential hazard of stagnant water and how to avoid this.	LOW		✓
Wet/Dirty clothes and shoes	Children	Children get cold	• School provides class sets of puddle suits. • Children encouraged to keep a pair of boots at school. Parents are aware children need to be provided with multiple changes of clothes through newsletters.	LOW		✓
Slippery surfaces	Children Staff	Serious injuries Cuts and abrasions Slips Trips Falls	• Suitable footwear to be worn by children and adults including Staff and parent helpers. (gumboots, shoes with non- slip soles or bare feet.) • Provide area for changing shoes and putting on puddle suits. • Wet and muddy shoes to be removed before entering the building. • If area around digging patch and mud kitchen become too slippery spread some mulch/soft fall – Staff to monitor and decide when action is required.	LOW		✓
Slips, trips and falls	Children / Staff	Serious injuries	• Regular checks for defects and reporting of these	LOW		✓

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		Cuts and abrasions	- Children to be advised to be aware of uneven floor, tree roots, fallen sticks and pinecones - Area checked daily for hazards (such as a branch) and hazard removed. - Children are monitored by staff to ensure they are not standing on unstable or unsuitable equipment. - Staff to assess daily if weather means area cannot be accessed.			
Gravel / pebbles Pieces of natural materials	Children	Choking	- Any children likely to explore by putting things in their mouth are identified. - Extra supervision for children with greater likelihood to put things in their mouth. - Children encouraged to follow a no consumption routine in this area. - All children made aware not to put small objects in their mouth.	LOW		✓
Use of plants and other foraged natural materials	Children	Ingesting or absorbing poisonous plants or fungi Allergies	- Raise awareness with children about possible risks in eating unknown plants or fungi. - Children are informed of the dangers of fungi and warned not to use in play. - Plants within play space are chosen in consultation with landscape architect. - Adults are aware of and remove hazardous plants likely to cause serious illness. - Children encouraged to follow a no consumption routine in this area. - Children encouraged to wash hands before touching their face.	LOW		✓

NEW & EXPECTANT MOTHERS (Generic Only)

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Working environment	Staff	Tiredness when having to walk upstairs, lack of ease of access to welfare facilities	- The staff member works in a classroom which is based close to the toilets - Suitable chair is made available for staff member to rest as and when they see fit. - All flooring in the immediate work area is level/even with no trailing cables/ripped carpets or other obvious tripping hazards etc.	LOW		✓
Violence aggression	Staff	Physical and emotional injury to the expectant mother through to birth defects / miscarriage or loss of the unborn child	- Where there are known children who are aggressive / violent (e.g. some types of special needs), then the expectant mother does not work with those children for the period of the pregnancy. - Staff member will take a non-confrontational approach and will remove themselves from any aggressive incidents that may lead to violence at the earliest opportunity.	LOW		✓
Manual handling	Staff	Musculo-skeletal disorders for the mother and injury to the unborn child	- Manual handling risk assessments are available for all handling tasks where there is a risk of injury. - All relevant staff members have received manual handling training. - Employees whose job includes manual handling of loads and who feel that, due to pregnancy or a recent caesarean they are temporarily unable to carry out certain tasks, should always request assistance and not attempt to handle excessive loads.	LOW		✓

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			Each staff member will carry out a “dynamic” (on the spot), risk assessment prior to any handling task and will not attempt to move loads beyond their capabilities.			
Movement and posture (including display screen equipment use)	Staff	Aches, pains	- Rest facilities are provided for pregnant and nursing mothers. - Staff members will review their own workstations periodically (seeking assistance from a DSE assessor) to take short-term measures (a footrest, a different chair) to solve short-term problems.	LOW		✓
Biological & Chemical materials substances etc	Staff	Poisonings, overpowering fumes or smells, diseases etc	- Universal hand washing procedures are followed and soap and hot water is made available at all times. - When there are known cases of certain diseases, then the staff member will be isolated / removed from areas where they may come into contact (e.g. visits to farms where there are sheep). - COSHH Assessments to be completed and COSHH data available on any harmful effects to pregnant / nursing mothers. - PPE to be supplied and available at all times.	LOW		✓
Emergency procedures	Staff	Early labour, unwell	- Workplace risk assessments and H&S arrangements. - Identification of medical provision within the workplace and nearest professional medical facilities	LOW		✓

NON-HAZARDOUS CHEMICALS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Excessive use of chemical substances	Staff, Pupils,	Accidental Consumption	- Care must be taken when using non-hazardous chemicals. - Always read the label and any specific instructions. - Keep out of reach of pupils and store safely - Chemicals used for playing i.e., shaving foam to be sprayed / dispensed by an adult only.	LOW		✓

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NURSERY PLAY

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Internal play equipment	Pupils	Slips, trips, injury	- All equipment purchased/loaned to be checked to ensure they are safe for the ages and stages of children attending activity - Layout of equipment to allow adult and children to move freely between activities - All equipment checked regularly for cleanliness, state of repair etc. - All glues, paints etc. are non-toxic - Supervision is constant during physical play - Children taught how to use play equipment correctly	LOW		✓
Outdoor play Play equipment Sandpits Sand in eyes/face etc.	Pupils	Slips, trips, falls, minor injury Slips/trips. Contamination of sand	- Regular checks for defects and reporting of these in place. Repairs undertaken where necessary. - Sandpit checked for unsafe items before play and covered after use (if outside) - Clean sand regularly (including area around sandpit) - Appropriate sand is being used - Activities supervised at all times	LOW		✓
Falls from climbing apparatus	Pupils	Major injury	- Restrict and control numbers on apparatus at one time - Ensure that the equipment is appropriate for the age of the children using it. (For some equipment it may be necessary to identify an age or height restriction). - Supervision of use required at all times - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars)	LOW		✓

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			- Children to wear appropriate footwear - Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (not required for climbing equipment below 60cm).			
Bullying	Pupils Staff	Stress, physical injury	- Adult supervisors should be familiar with the policy. - Training for staff in identification and prevention of bullying.	LOW		✓
Fighting Rough games	Pupils	Injury	- Staff aware of rules on appropriate behaviour. - Staff trained in how to deal with this type of situation. - Prohibit inappropriate games.	LOW		✓
Security Children absconding leaving grounds unobserved	Pupils	Unsupervised contact with adults abduction, assault, child protection issues	- Procedures in place for the arrival and departure of children (including when children leave early). - Maintained, un-breached fencing (no holes or gaps). - Points of access onto the site minimised with clearly signed routes to the reception. - Gates closed/secured during outside activities. - Avoid children playing in areas out of sight of adults. - Areas identified as higher risk made "out of bounds".	LOW		✓
Unauthorised Persons	Pupils	Missing children	Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of gates. Identify any blind spots due to walls, trees, bushes, play equipment, etc. and eliminate/reduce problem by cutting back/down hedging etc.	LOW		✓
Hard surfaces steps and steep slopes	Pupils	Slips, trips, and falls	- Ensure that the play areas are even and well maintained. Any areas which become unsuitable will need to be coned off and placed out of bounds until repairs can be undertaken. - Area periodically checked for missing drain covers, uneven surfaces, etc. - Ensure these areas are gritted in the winter when there is ice and snow.	LOW		✓

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Inadequate response to accidents	Pupils	Serious injury	• Adequate numbers of supervision to account for emergency situations. • First aid kits located close by playing areas • Trained first aiders present on the site and available at all times. • Staff who do not have first aid training are aware of the action they should take in the event of an injury and what not to do.	LOW		✓
Weather	Pupils	Inclement weather	• Suitable outdoor clothing (sunhats/wet weather wear) to be worn. • Sunscreen to be applied by parents where applicable.	LOW		✓
Food and Drink	Pupils	Spills Food Poisoning	• Staff trained to appropriate levels in food hygiene. • All food and drink is stored appropriately. • Adults do not carry hot drinks through play area(s).	LOW		✓

Nutrition 1-5 Years

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
Nutrition 1-5 years					YES	NO
Food and drink	Children	Nutrition	- Children will be encouraged to eat a balanced diet, of a wide variety of foods. - Snacks and meals will be planned which include food from the main four food groups. - The main four food groups are: fruit and vegetables, carbohydrates (i.e. pasta, rice etc.) dairy and proteins. - Children will eat together, at the same time in the same location to encourage good eating habits. - Food containing sugar, salt and saturated fat will be limited. - Guidance will be taken from the Early Years Foundation Stage nutrition guidance document regarding which foods that should be given often and others that should be limited. - Food is purchased from reputable supermarkets/ suppliers. - Food is within its sell by date and is removed when this date is reached/exceeded. - Water and milk will be offered to drink.	LOW		✓
Food shape and type	Children	Choking	- Staff trained to appropriate levels in food hygiene. - Food is cut into narrow batons, such as cheese, melon and apples. - Grapes, cherry tomatoes and strawberries are cut lengthways and into quarters. - Firm foods and foods with rounded shapes are avoided.	LOW		✓

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			• Sausages are avoided, but if offered, cut into thin strips and the skins are removed. • Bones are removed from meat and fish. • Popcorn, whole nuts and seeds will not be given to children under the age of five. • No hard sweets, marshmallows or jelly cubes will be given to children to eat or as part of play. • Children are seated upright and are alert whilst eating. • Good supervision in place. • Children are encouraged to chew properly. • Staff trained in paediatric first aid and this is refreshed every three years at least. • Stones and pips are removed from fruit before serving.			
Preparation	Children	Food poisoning	• Staff trained to appropriate levels in food hygiene. • Food is purchased from reputable supermarkets/ suppliers. • Food is stored appropriately, and fridges are regularly cleaned, checked, and issues quickly reported and addressed. (Fridge temperatures must be below 8°C.) • Food is prepared in a safe and hygienic environment. • Staff wash their hands before preparing food and children are taught good hygiene practises too. • Surfaces for preparing and eating food are washed with hot soapy water before snacks and meals are served. • Utensils are washed well with hot soapy water before and after use. • Tea towels, cloths and sponges are washed/replaced regularly. • Food is cooked until steaming hot and then left to cool sufficiently before being served.	LOW		✓

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			• Spillages are cleaned immediately, wherever they occur.			
Special considerations	Children	Anaphylaxis Intolerance Against religious beliefs or principles i.e. vegetarianism Coeliac disease	• Information is gathered from parents/carers of any known allergies, religious beliefs or principals. • Staff are aware of children who have allergies or who need to avoid certain food stuffs. • Food provided is clearly labelled and this is checked before serving any food. • Children's information is checked for allergies etc. before serving. • Children are not allowed to share food. • Medication will be given to staff for pupils if applicable. • Medication will only be accepted if a medicines form has been completed by parents.	LOW		✓
Food brought in from home	Children	Nutrition Allergies Food poisoning	• Parents are provided with detailed expectations with regard to what snacks and meals are brought in from home, how they should be prepared and tips on storage. • Children are not allowed to share food. • Food brought in from home will be kept in a cool, dry place until it is eaten.	LOW		✓
Celebrations	Children	Issues occurring	• Parents/carers are aware of the policy with regard to children bringing in food for the class on special occasions and this is adhered to.	LOW		✓

OFFICE RECEPTION AREAS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Fire	Staff Visitors Pupils Contractors	Burns Death Smoke inhalation	- See Fire Risk Assessment. - Staff are aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm (e.g. provision of fire evacuation procedure and fire action notices). - Suitable fire extinguishers are readily available e.g. water, foam and carbon dioxide.	LOW		✓
Control of waste	Staff Visitors Pupils	Contractors Contamination Germs, Fire risks	- Waste bins are emptied on a daily basis. - Clinical waste is collected and disposed of by a contractor. - Hazardous waste (e.g. fluorescent lighting), is disposed of in line with the current legislation.	LOW		✓
Use of electrical equipment	Staff	Electrocution	- There are a sufficient number of sockets provided. Where not, non-reel extension cables are used as a last resort. - Electrical equipment is visually checked on a regular basis for damage e.g. damage to electrical leads, plugs, sockets.	LOW		✓
Poor maintenance	Staff	Lack of resources	- Arrangements are in place to report defective plugs or cables. - Items such as photocopiers and computer systems are maintained on contract. - All equipment undergone portable appliance testing (PAT) is conducted by a competent person at a maximum of 2 yearly intervals.	LOW		✓

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Poor housekeeping	Staff Visitors Public Contractors	Slips, Trips, Falls	- Good housekeeping standards are maintained e.g. safe access/ egress around the area to prevent slips, trips and falls. - Arrangements are in place to ensure that trailing leads do not pose a trip hazard (tied, cable tidies, beneath tables, along skirting boards etc).	LOW		✓
Manual handling activities	Staff Contractors	Musculo-skeletal disorders	- Arrangements have been made with suppliers regarding delivery to point of store if allowable. - Appropriate mechanical aids are available to transport boxes of paper etc. e.g. trolley/sack truck. - Arrangements are in place for the handling of heavier loads e.g. furniture. Staff will be trained in manual handling techniques. - If the risk cannot be avoided, a more detailed assessment is required by the Manual Handling Operations Regulations.	LOW		✓
Use of display screen equipment	Staff	Musculo-skeletal disorders WRULDS	- Where staff are defined as users, a self-assessment DSE will be conducted. - Where staff identified with problems/concerns, equipment will be provided to assist in their daily tasks. - DSE Assessments will be reviewed annually or before if any concerns. - All DSE Assessments will be reviewed by a competent person.	LOW		✓
Exposure to hazardous substances	Staff	Health effects	- All Staff are aware of good practice in regard to substances. - Any substances covered by COSHH will have a COSHH Assessment. - If the substance is not covered by COSHH, it is stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet.	LOW		✓
Use of	Staff	Entrapment	The area is adequately ventilated.	LOW		✓

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photocopier		Inhalation	• Arrangements are in place to ensure that trailing leads do not pose a trip hazard. • A designated person/s has been appointed to change the toner and attend to paper jams etc.			
Environment	Staff	Comfort factors	• Indoor workplaces are kept reasonably warm in winter (the minimum requirement is 16°C for employees). • Arrangements are in place to provide reasonable working conditions in summer e.g. windows can be opened, and fans are available. • There is adequate lighting. • There is a reasonable amount of space. • Appropriate storage is available. • No objects are to be stored on top of cupboards.	LOW		✓
Lone working	Staff	Attack Injury	• Staff who are required to work in the building alone e.g. out of office hours have been informed of the appropriate precautions to be taken e.g. means of communication.	LOW		✓
Provision of First Aid	Staff	Injuries	• Trained First Aiders available. • First Aid kit readily available.	LOW		✓
Security	Staff	Violence Intruders	• Door swipe pad in use. • Signing in policy. • Visitor's book for authorised visitors and contractors.	LOW		✓
Welfare facilities	Staff	Lack of resources	• Washing of hands facilities available • Staff room available for breaks, and hot and cold meal preparation • Staff toilets	LOW		✓
Lack of training, information and instruction	Staff	Injury Ill health	• Staff are aware of the above procedures/arrangements which are in place	LOW		✓

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OPENING AND CLOSING OF SCHOOL GATES

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Opening and closing of gates on the school	Staff, Pupils, parents.	Entrapment injuries	- When operating pedestrian or car park gates care must be taken at all times. - It is imperative that when opening and closing gates the person is not standing directly behind the gate. - Vehicle access gates and pedestrian gates should only be manoeuvred by holding the end of the gate keeping feet clear from entrapment at the bottom and walk into position keeping a look out for other people movement in the area, when closing step through the opening before the gate is fully closed. - Where it is possible, pedestrian gates remain open and locked (unless gates are operated automatically). - If there is a risk of injury when operating gates, consider adding warning signs or a skirt fixed to the bottom of the gate. - Ensure drop bolts are used when gates are in the open position. - Take extra care in high winds.	LOW		✓

PAINTING & DECORATING

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Debris/Dust	Caretaker	Ill Health	- Ensure suitable PPE is worn i.e. eye protection, gloves etc. - Appropriate protective equipment to be worn when at risk (dust mask, goggles). - Ventilation in place i.e. window open or drill and vacuum at same time.	LOW		✓
Cuts from Cleaning Surfaces	Caretaker	Infections	- Wear gloves when cleaning surface. - Cover cuts/open wounds. - Wash/wipe hands before eating, drinking, smoking and after work completed.	MED		✓
Slips/Trips	Caretaker	Incidents	- Ensure good housekeeping at site. - Ensure clear working area at site if possible. - Ensure dustsheets, mats etc. cannot slip/slide underfoot.	LOW		✓
Working at Height	Caretaker	Falls	If carrying out painting at height a risk assessment must be carried out on the duration and area requiring painting.	MED		✓
Exposure to Asbestos Fibres	Caretaker	Ill Health	- Check register for content/location. - Inspections on site before commencing work. If asbestos is identified, or suspected, then suspend work and contact Head Teacher NOTE: only a licensed approved contractor can undertake removal of asbestos.	LOW		✓

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PARENTS CONSULTATION

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Parents/carers coming into school	Parents/carers Children Staff	Safety	- Where possible arrangements for consulting with parents should be made in advance. This would allow an appropriate venue to be arranged and another member of staff to be informed of the meeting. - If a meeting takes place on an informal basis (i.e. spur of the moment), then efforts should be made to inform another member of staff. - Avoid using isolated parts of the premises for meetings. - Ideally rooms should have an alternative means of exit. Where this is not possible avoid situations where the parent is placed between the member of staff and the door. - Use of classrooms or offices. - Information on parents who have a tendency towards violent behaviour must be given to members of staff. - Precautions to avoid the risk of injury from assault must be taken when consulting parents known to have been violent in the past. This may involve another member of staff being in attendance or close by to offer assistance.	LOW		✓

PERSONAL PROTECTIVE EQUIPMENT

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HAZARD	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Activities requiring PPE	Staff	Injuries	- Activities which require Personal Protective Equipment will be supplied by the school free of charge. - Staff must inform the Head Teacher of any PPE which they will require. - Goggles will be kept clean and replaced when broken, scratched etc. - Gloves will be used when required. They must be suitable for the task at hand - Shoes / Boots must be suitable and sufficient for the task / activity. - Hi-Viz clothing will be kept clean and worn as and when required. - Hard Hats – To be worn when there is a risk of falling or items falling when working. Hard hat must be replaced as stated inside the hat. - Where cleaning chemicals are used the appropriate PPE will be worn as required by the products information label or COSHH Data sheet	LOW		✓
Inappropriate work wear	Staff	Slips and trips	- Stout footwear with slip resistant soles is provided and must be worn. These must have toe protectors in place. - To conform to: - EN ISO 20345:2004 - Safety Footwear - EN ISO 20346:2004 – Protective Footwear	LOW		✓

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Exposure to communicable diseases	Staff	Infections	• Disposable gloves to be worn at all times when dealing with bodily fluids • Disposable aprons must be worn where there is a risk of splashing • Cleaners must wear disposable gloves when cleaning school toilets • Conform to BS EN 420	LOW		✓
Slips	Staff	Injuries	• It is advisable that staff wear appropriate – nonslip footwear where there may be a risk of slipping i.e. wet floors, inclement weather • To conform to: • EN ISO 20345:2004 - Safety Footwear • EN ISO 20346:2004 – Protective Footwear	LOW		✓
Painting & Decorating	Staff	Debris & Dust	• The Caretaker must wear appropriate gloves depending on the substance used • Conform to BS EN 420 • Eye protection to be worn goggles or safety glasses • Where there is a sufficient amount of dust a dust mask must be worn	LOW		✓
Litter Picking	Staff	Broken glass injuries	• Appropriate gloves must be worn when handling broken glass • Conform to BS EN 388	LOW		✓

PLANTS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Hygiene	Staff Pupils	Contamination Poisoning	- Staff and pupils are instructed to wash their hands after handling plants. - Pupils are informed not to touch their eyes when handling plants.	LOW		✓
Allergic reactions	Staff Pupils	Anaphylactic shock Rashes	- Staff must be known aware of pupils who have any known allergic reactions to plants e.g. asthma, dermatitis. - Staff have been informed a risk assessment is required to ensure the safe use of pesticides.	LOW		✓
Training, information and instruction: Poisonous plants	Staff Pupils	Illness	Staff are made aware if plants being used, or parts of the plants e.g. berries, are poisonous.	LOW		✓
Berries, buds on floor and paths	Staff Pupils	Slipping	- Choose plants which do not shed over the autumn months. - Clear up on debris on a regular basis.	LOW		✓
Prickly plants, hedges	Staff Pupils	Impalement	- Advise children to stay away from plants / planted areas. - Cut back plants/hedges on a regular basis.	LOW		✓

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PLASTER OF PARIS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
			NEVER CAST FACES USING PLASTER			
Use of Plaster on body parts Body Casting with Layered Plaster	Pupils	Burns	- Always use a plastic bag or cling film over the limb being plastered (the bag can be fixed with a few strips of masking tape). - Always make sure the person can escape at every stage in case of emergencies.	LOW		✓
Unsupervised activity	Pupils	Burns	- The teacher will need all pupils to behave responsibly - otherwise the whole session should be aborted. - No one should try to set their self or another person in liquid plaster or to make a cast that prevents the limb from being extracted at any stage of the process.	LOW		✓
Medical Emergencies Supervision	Pupils	Burns	- Prior to starting any activity using the Plaster of Paris ensure all emergency equipment is available close by and there is a sufficient amount of supervision in place. - Staff MUST know how to deal with emergency situations.	LOW		✓
Use of Equipment	Pupils Staff	Burns Slips Trips	- Prior to starting activity staff must ensure they have access to all relevant equipment and PPE. - Phone, goggles, masks, gloves, disposable gloves, rubber overalls, wellingtons, buckets – a good flexible, smooth bucket can be flexed – clean once dry. Disposable plastic containers e.g. recycled flexible plastic food trays. Newspapers, water sprayer, towels, sponges, plastic bags, swing bin liners, bin bags.	LOW		✓

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			Plaster, ModRoc or scrim. Paint scraper, rubber spatula for scraping off wet plaster. Floor mop and bucket, nailbrushes, floor scrubbing brushes, plastic dustpan and brush. Washing up brushes. Blunt nosed but strong scissors or snips, Pad saw, masking tape, flexible rubber plaster mixing pots.			
Preparation for limb casting	Pupils	Burns	• Never cast faces with plaster • All pupils and staff must wear gloves when handling plaster. • Pupils work in pairs, a model and a modeller – this can provide moral support as some may feel the process infringes their personal boundaries. • Use sheet plastic or bin bags to protect clothing do not place bags over the model's head. • Everyone working with plaster must always wear goggles to protect eyes. • Cut the sheeting (or ModRoc) in advance and allow a teacher or technician to mix the plaster (or water if using ModRoc) in a bucket – demonstrate the process if possible. • Never leave large quantities of plaster unattended. • Check models are positioned comfortably – they will have to keep still for about 10 minutes. • Teacher carries the bucket around to the pairs. • Teacher dips the sheet and makes the initial placement thus ensuring that all is safe and protected. • The teacher remains in charge of the bucket at all times – this enables setting to be anticipated and the bucket to be emptied of plaster before it sets. • Modellers get working – there is about 10 minutes until the set is complete so don't delay! • Models can be released once the plaster has set.	LOW		✓

			• The fabric allows for a slight flexing of the edges, which may be repaired afterwards. • Keep any remaining unused plaster or ModRoc dry and locked away. • REMEMBER: NEVER ATTEMPT TO CAST A LIMB OR ANY BODY PART IN A CONTAINER OF WET PLASTER OF PARIS			
In the event of becoming trapped in setting plaster	Pupils	Burns Time Critical	• Keep calm and keep the model calm – you need them to work with you. • Provide a buddy, explain what you are doing and give lots of reassurance. • Ask them to tell you if something hurts. • A calm model will have the easiest rescue. • If the plaster layer is thin, as advised, try to cut the plaster away with blunt nosed scissors. • If this does not work, you can try using a pad saw (or keyhole saw) to cut away the plaster by sliding the blade between plaster and skin and cutting from inside to outside. • Take care not to cause damage to the body part inside. • Using a hammer and chisel is not advised as it is almost certain to cause further damage unless very carefully controlled. • If cutting is not possible after a very short time, then call emergency services and say what has happened so that they may be able to bring suitable cutting equipment. • If possible, ask the class to vacate the classroom. • Don't wait for the emergency services to come. Immerse the whole limb (and plaster container if appropriate) in copious amounts of cold water.	MED		✓

			Water may act as a coolant and possibly soften the plaster making it easier to remove. • Focus on keeping cold water running over the skin and plaster until emergency help arrives.			
Making Plaster moulds	Pupils	Burns	• If making a 'mould' or impression of an object or body-part the safest, fastest, most accurate method is to use an alginate (a flexible compound sometimes used in dentistry). • Alternatively use a clay press mould. • Pour Plaster into the mould to make the cast. • Use of Fine Casting Plaster will provide more detail. • Layer of no more than 5mm will suffice with two layers of plaster bandage or gauze used to secure and hold the plaster together	LOW		✓
Cleanliness in the classroom	Pupils Staff	Slips Trips	• It is essential to clear away carefully and thoroughly • Plaster of Paris dust needs to be controlled as it is an irritant that can cause usually mild breathing difficulties. • Protect clothing, skin and hair with overalls, protect furniture and floor with newspaper and bin bags. • Never pour wet plaster down the sink as it will set and block the sink. Ensure that sinks are fitted with a plaster trap. • Even plaster used for washing equipment has particles that will settle so, pouring is best done with running water. • Check how plaster of Paris will be cleared up safely • Lightly spray the plaster and newspaper with water to help prevent plaster dust from spreading. • Try to gather up plastic containers and newspaper without shedding plaster fragments. Place all plaster fragments in a rubbish bag. Clean/scrape tables and floor.	LOW		✓

			• Clean and dry soles of shoes. • Avoid getting plaster anywhere near clay or clay tools - metal will rust quickly with plaster and if Plaster or Paris is introduced into a clay body that is subsequently fired in a kiln, the clay explodes.			
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PLAY AREA/EQUIPMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Play equipment	Pupils	Falls, cuts, fractures	- Play equipment to be inspected regularly by Site Manager and maintained. - Play equipment (climbing frames etc.) to be inspected annually by an RPII Annual Inspector of Play. - Where falls from equipment is a possibility, impact absorbent surface should be provided underneath.	LOW		✓
Playground			•			
Playground Surface	Pupils Staff	Slips, trips, falls, cuts	- Adult supervision. Utilise maximum use of space for play. - Discourage rough play. - Grass areas kept trim. - Appropriate footwear. - Playground surface to remain in a good condition and not breaking up which makes it slippery, i.e. loose grit on surface makes it seem as if surface is covered with ball bearings. - There should not be any holes in the surface. - Damaged areas to be fenced off with suitable barrier. - In icy conditions surface may need gritting or be placed out of bounds.	LOW		✓
Adventure Play area	Pupils	Slips, trips, falls, cuts, bruises, head injury, broken bones, sprains	- Adult supervision at all times. - Restrict number of children using equipment. - Use of play area rota to be adhered to. - Appropriate footwear.	LOW		✓

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Lack of supervision, hard surfaces, sharp/hard edges – low level walls	Pupils	Slips, trips and falls	- Weekly inspection carried out by the Site Manager to ensure that access routes are maintained in a good condition. - Termly inspections made to all areas to ensure that they remain in good condition. - Hazard reporting procedure in place. - Avoidance of sudden changes of level such as unnecessary steps. - Where practicable for playgrounds, use of soft surfaces for reception age pupils when using bikes, etc. - Any moss, etc. is removed from paved areas. - Fallen leaves to be removed as and when necessary;	LOW		✓
Plants/ litter/ glass/ needles	Pupils	Poisonous and thorny needle stick injuries, cuts	- Only plants recommended by competent person. - Litter regularly collected.	LOW		✓
Glazing	Pupils	Cuts	Any broken glazing is made safe and replaced/repared.	LOW		✓
Security of site – insufficient	Pupils	Access by unauthorised persons	- Security risk assessment to be undertaken of the school site. - Appropriate security measures are in place e.g. closed/locked gates, high fencing, restricted access to flat roofs. - Safe working procedures including personal protective clothing, if necessary, when clearing playgrounds.	LOW		✓
Animals wandering onto site	Pupils, Staff	Infection, attack	Check site for faeces, remove and dispose of safely.	LOW		✓
Damage to equipment – goal posts	Pupils	Collapse of equipment	- Regular inspection of the equipment and prompt repair. - Plastic goal posts used and inspected.	LOW		✓
Weather	Pupils	Slips, trips, falls, cuts, bruises, head	Surface suitably salted and gritted in icy/snowy weather or taken out of use.	LOW		✓

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		injury, broken bones, sprains	- Children and staff are kept inside until adverse weather conditions have subsided and the playground is deemed as safe by a member of the SLT. - Shaded areas when hot.			
Fire	Pupils Staff	Inhalation, Fumes	One fire evacuation per year should be during break time and monitored for effectiveness.	LOW		✓
Splinters or protruding nails on wooden fence	Pupils	Impalement	Inspection of fencing, etc.	LOW		✓
Wasps	Pupils	Insect bite/sting	Monitoring environment for wasps' nests.	LOW		✓
Loose/broken manhole covers	Pupils	Slips, trips, falls	- Monitor and repair as soon as possible. - Any out of bounds areas clearly identified.	LOW		✓
Inadequate supervision	Pupils	Injured, missing pupil	Sufficient supervision – in place and staff are positioned to enable to see fully across the play area.	LOW		✓
Break Times Morning and Afternoon	Pupils	Insufficient Supervision	- Adequate ratio of staff on duty - Separate playgrounds	LOW		✓
Ball games	Pupils	Broken windows	Windows facing onto playgrounds where ball games are played are made safe e.g., safety film, covered with protective mesh.	LOW		✓
Wet Play	Pupils	Supervision	Pupils will be supervised by staff in classrooms	LOW		✓

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PREMISES

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Defective flooring Slips Trips Falls	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries. Fractures	- Condition of premises regularly checked - Prompt maintenance of defects - Adequate external lighting during working hours	LOW		✓
Liquid spillages Slips, Falls	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries. Fractures	- Supervision in use of liquids in class - All spillages to be dealt with immediately - Wet floor signs to be used when appropriate - Dry mop floors after cleaning up initial spillage - Appropriate footwear worn - Pupils, visitors etc to be kept away from spill area during cleaning.	LOW		✓
Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries. Fractures	- Regular inspection - Ensure bags and coats are not blocking corridors / walkways - Designated storage areas	LOW		✓
Trailing electrical cables	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical	- Trailing leads kept to a minimum - Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary - Use of cable covers where cables are a trip hazard	LOW		✓

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		injuries. Fractures	Use the nearest available socket to reduce the need for extension leads			
Electrical equipment & sockets Electrocution Fire Electrical burns	Staff Pupils Visitors Contractors	Electrical shock Burns Fire	- Pre-use check conducted by users - Electrical equipment subject to regular safety inspection and test ('PAT testing') - All tested appliances to be labelled showing date tested/next test date - Fixed Installation testing completed (5yearly min) and any remedial work actioned. - Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. - System for reporting faults and taking equipment out of service in place	LOW		✓
Hot Surfaces Hot water from taps	Staff Pupils Visitors Contractors	Burns / scalds shock	- Low surface temperature radiators where young children are present - Hot surfaces in kitchen / server protected and warning signs in place. - Thermostatic mixing valves are fitted to all sinks which pupils have access to. - Temperatures monitored (43°C max at outlets where vulnerable users have access)	LOW		✓
Open or broken windows / Falls, cuts, injury	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries Broken bones	- Opening limiters fitted to windows above ground floor where risk of falling exists. - Where windows open onto playground areas barriers / controls in place to prevent pupils running into them - 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. - All such glazing to be appropriately marked / etched.	LOW		✓

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		Significant head/multiple injuries	As replacement is necessary glazing to BS EN12600 used			
Finger trapping Entrapment injury	Staff Pupils Visitors Contractors	Cuts Fractures Bruising swelling amputation	- Doors in vulnerable areas have finger guards fitted e.g. classroom and toilet doors used by pupils. Risks from doors in other locations considered. - Condition of any protective devices fitted monitored	LOW		✓
Defective furniture equipment Injury	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo- skeletal and other physical injuries	- Furniture and fittings must be regularly inspected, and defects reported. - Staff aware of arrangements for above.	LOW		✓
Access/egress Trips, falls, fire risk, obstructed escape Inadequate lighting of exit routes	Staff Pupils Visitors Contractors	Cuts, abrasions, musculo- skeletal and other physical injuries Fire evacuation hindered unsafe access/egress	- Adequate space, circulation routes and emergency exits. - Entrances and exits are clearly signed and well-lit and kept free from obstructions. - Arrangements in place to ensure access maintained in snowy / icy conditions - All escape routes should be sufficiently lit for people to see their way-out safely. - Extent of emergency lighting reviewed considering all areas of school used outside of ambient daylight hours / without natural daylight - Ensured that all escape routes are adequately lit in event of a power failure. - Where ambient light is not sufficient torches may be acceptable for trained staff to use.	LOW		✓
Fire Property damage Smoke inhalation Physical injury Burns	Staff Pupils Visitors Contractors	Major injury Burns Property damage	- Detailed Fire Risk Assessment conducted and reviewed regularly - Rubbish not allowed to accumulate. - Storage areas kept tidy.	LOW		✓

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			• Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested weekly; drills conducted termly. • Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom. • Fire doors checked regularly (self -closures operating, doors close freely etc.)			
Service cupboards/plant rooms Inappropriate use Fire Electric shock	Staff Pupils Visitors Contractors	Fire Major injury Property damage Electric shock	• 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.	LOW		✓
Inadequate lighting/other welfare facilities	Staff Pupils Visitors Contractors	Dissatisfaction stress Fatigue Headaches Eye strain	• Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are 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.	LOW		✓
Poor Water Quality	Staff Pupils Visitors Contractors	Infection, Disease Coliforms, legionella etc	• Water risk assessment conducted by competent person and water logbook completed • School identified little used outlets • All taps run for several mins after holiday periods	LOW		✓

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PUPILS USING PLAY EQUIPMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Unsuitable play equipment/tools	Pupils	Choking, slips, trips and falls, parts of the body becoming trapped e.g. head, fingers etc., collapse of equipment	• All tools/play equipment is obtained from a reputable educational source. • All tools and play equipment are appropriate for the age group concerned e.g. blunt ended scissors. • All tools and play equipment are assembled and used in accordance with the manufacturer's instructions. • Arrangements are in place for supervision of use of climbing equipment (unauthorised use of such equipment must be prevented e.g. when staff are not present such as before and after school hours). • Arrangements are in place for a visual inspection of play equipment which has to be carried out by the teacher prior to use e.g. free from splinters, defects, damage, signs of wear. • Arrangements are in place for worn or damaged items to be immediately removed and / or appropriately labelled. • Arrangements are in place, where appropriate, for an annual inspection of equipment to be undertaken by a competent person (e.g. via L.A. contract). • Arrangements are in place to maintain records of inspections. • All tools and play equipment are appropriately sited e.g. water and sand play areas should be on anti-slip surfaces (e.g. suitable mats) and away from traffic routes.	LOW		✓

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			• A clean up kit is available for spillages of sand and water. • All pedestrian routes are maintained around the equipment.			
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ROOF WORK

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Use of Access Equipment	Staff Site Staff	Falls from Height	• Check work at height equipment is suitable and sufficient prior to use • Access equipment is restricted to those who have been trained in its safe use. • Appropriate training is given to staff on access equipment when working at height. • Consider use of other work at height equipment i.e. MEWP, Scaffold etc. • Ladder or steps to be long / tall enough to stop necessity of overreaching. • Do not prop ladders against plastic guttering. • Carry out roof work in twos with a spotter/ foot the ladder or use of a ladder stay • Access equipment to be used in good weather conditions only. • Appropriate footwear to be worn so that a safe grip is maintained.	MED		✓
Accessing Roof	Staff Site Staff	Falls from Height	• Only access roof if necessary • Always inform others of working on the roof • Work in pairs where possible • Only carry out in good weather conditions. • Site Staff to be aware of fragile roof areas, i.e. skylights and safe systems of work in place to access roof areas. • Care to be taken when stepping off the ladder on to the roof and when exiting the roof.	MED		✓

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			• Maintain a safe distance from the edge of at least 2 metres if no fall arrest equipment available. • Consider use of mobile anchor system. • Never lean over the edge of the roof			
Unprotected Walkways (valley gutters)	Site Staff	Falls from Height	• Walking in valley gutters should be avoided unless absolutely necessary as they can often be slippery and the lead flashing can be easily damaged.	MED		✓
Asbestos	Site Staff	Contact with ACMs	• Check the School's asbestos register before work commences.	MED		✓
Hot Works	Site Staff	Fire	• No hot works to be carried out by Site Staff • Contractors only to carry out work	MED		✓
Retrieving Balls	Site Staff	Falls	• Only retrieve balls from flat roofs and only if necessary • Remove only in good weather conditions • Remove termly where possible and encourage ball games to be played away from the building • Where possible remove balls using a long pole or a fishing net and not access the roof. • Do not lean across on the ladder, reposition ladder when accessing other parts of the roof.	MED		✓
Trip Hazards	Site Staff	Incident	• There can be many trip hazards on roofs due to the presence of services, plant, gantries and roof finishes. Site Staff should always wear footwear which is appropriate to the task being undertaken and always pay attention to where they are walking. • Purpose made walkways should be used where provided.	MED		✓
Falling Objects	Staff, pupils, contractors or visitors to the site	Incidents Injury's	• No heavy, bulky or unwieldy objects are carried when accessing work area. • Items are lifted using the appropriate equipment and the associated safe system of work. • Accompanying tools and equipment carried on person are stored in tool belts or secured appropriately.	LOW		✓

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			• Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises. • Adequate and appropriate signs are in place to ward of the hazards. • Works scheduled to take place • Warning signs in place if required.			
Weather	Site Staff and persons clearing gutters	High Winds Falls	• Consider weather conditions before planning any external works.	LOW		✓
Medical Issues	Site Staff and persons clearing gutters	Incidents	• Where persons have pre-existing medical conditions or other factors which may affect their ability to undertake these tasks a separate risk assessment has been undertaken.	LOW		✓

SECURITY

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Visitors gaining access to pupils without staff knowledge Children leaving site	Pupils Staff	Abduction, assault, child protection issues	- Supervision levels appropriate - Culture in which strangers are challenged - Fencing min 2M high. All boundaries well defined and in good condition (no hole/gaps). - Clear signage for visitors to main entrance / other services - Visual security monitor at main door - Clearly defined route once on site - Internal fencing assists in directing visitors and restricting uncontrolled/unintentional access around the site. - One entrance point into nursery school - Number of accessible external entrance doors minimised - Areas of site identified as higher risk out of bounds to pupils - All visitors report to reception and sign in /out. Visitors wear visible visitors badges and are escorted when on site if appropriate. - Restricted/controlled access to building. E.g. Door intercom, staffed reception, key swipe access etc.	LOW		✓
Intruders gaining access outside school hours	Staff Public	Theft, arson, malicious damage	- Exterior gates/doors kept locked when school not in use. Windows fitted with locks where appropriate. - Good relationship with community. - Adequate external/security lighting. - Inventory of both permanently and temporarily issued keys maintained.	LOW		✓

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			• All boundaries well defined. Fencing min 2M high and in good condition. Gates locked when school not in use. • Intruder alarm fitted and maintained. (Verified system connected to a remote monitoring station). • Electronic swipe cards on security doors/intruder alarm system regularly changed, including when a member of staff leaves. • Access to roofs difficult/restricted • Attractive/valuable property security marked and secured during periods that the building is not in use. • Waste bins secured as far from buildings as possible (chained to fixed point/locked bin store)			
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SLIPPING ON WET FLOORS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Floors becoming wet	Staff Pupils Visitors Contractors	Slipping	- The floors should be checked on a regular basis to ensure they are as dry as so far is reasonably practicable. - If the floors do become wet especially when there are heavy periods of pupil traffic (lunch breaks etc.) they should be dry mopped as soon as possible - A sign should be displayed to inform others of wet floor. - Pupils should be reminded of the dangers of wet floors and encouraged to dry their hands thoroughly. - Pupils/staff should also be encouraged to wipe their feet if they have been outside and it is cold/damp/raining to reduce residue on their shoes.	LOW		✓

SLIPS, TRIPS & FALLS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Steps Wet floors Uneven levels	Pupils Staff Visitors Contractors	Slips Trips Falls	- The floors are to remain as dry as possible throughout the school day. - Floors to be cleaned only when pupils not present. - Wet floor signs erected when floors are wet through liquid spills, weather and while cleaning in operation. - Steps should be kept free of clutter at all times. - Regularly checked for condition. - Where required yellow lines installed to show variation in height. - Sensible footwear to be worn. - Care to be taken when accessing steps etc.	LOW		✓
Defective flooring	Staff Pupils Visitors Contractors	Damaged carpets, floor tiles	- Floor surfaces maintained in good condition. - Visual inspections carried out daily by staff. - Staff report defects. - Prompt maintenance/repair of defects.	LOW		✓
Liquid spillages	Staff Pupils Visitors Contractors	Floors becoming wet	- Reporting procedure for identified spillages. - The floors should be checked on a regular basis to ensure they are as dry as so far as is reasonably practicable. - If the floors do become wet especially when there are heavy periods of pupil traffic (lunch breaks etc.) they should be dry mopped as soon as possible. - A sign should be displayed to inform others of wet floor.	LOW		✓

			• Pupils should be reminded of the dangers of wet floors and encouraged to dry their hands thoroughly. • Pupils/staff should also be encouraged to wipe their feet if they have been outside and it is cold/damp/raining to reduce residue on their shoes.			
Trailing electric cables	Staff Pupils Visitors Contractors	Trips	• To use wall sockets. • Avoid use of extension leads whenever possible. • Use cable covers where cables are trip hazards. • Provide cable ties and covers.	LOW		✓
Adverse Weather	Staff Pupils Visitors Contractors	Slips	• Staff must ensure they are wearing the correct footwear for the weather conditions. • Pedestrian paths will be gritted/salted in icy conditions. Staff, Pupils and Visitors are encouraged to wipe their feet prior to entering school. • Where possible mats will be used to soak up any residue water.	LOW		✓

STAFF ROOM

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Staff Room	Staff	Electrical Items Hot Cold Refreshments Security	- All electrical items to be tested and inspected on a regular basis. - Electrical equipment to be used as per manufacturer's instructions - Care to be taken when heating food and drink - The staff room should be secured at all times.	LOW		✓
Fire	Staff Pupils	Burns Smoke inhalation Death	- Fire blanket available, in good condition, mounted to the wall, not obscured, close to appliances but not immediately above. - Ensure no articles are placed on the hob. - Regularly empty crumb tray of toaster. - Microwave to be kept clean and free of grease. - Ensure the last person to leave the staff room, closes (and locks) the door.	LOW		✓

STORAGE

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Cleaner storage areas	Pupils Staff	Access to potentially hazardous equipment/ materials	- Hazardous substances to be stored according to guidance in COSHH assessment and/or Material Safety Data Sheet provided by supplier - Substances to be in original container with clear labels and hazard warnings – no decanting - Restricted access. Store to be locked except when in use - Boiler rooms kept clear of storage and locked when not in use	LOW		✓
Flammable substances	Pupils Staff	Fire, explosion	- Flammable substances to be stored in a purpose-made, lockable fire-resisting cabinet, labelled with hazard warnings - Minimise amount stored and used. - Lids to be kept on containers - No smoking or other sources of ignition permitted in areas where flammable vapours may be present - Dispose of flammable waste including contaminated cloths etc. safely	LOW		✓
Falling objects	Pupils Staff	Not secured, poorly installed. Sited too high overloaded	- Shelving etc. properly installed, secure fixings in place, not overloaded - Storage to be organised with heavy objects at lower levels - Restricted access to pupils. - Provision of access equipment nearby or in place. - Controlled limits of items stored.	LOW		✓

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Reaching high shelves	Pupils Staff	Falls, strains	• Appropriate steps, kick stools etc provided to reach high shelves • Store frequently used items at easily accessible locations • Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries	LOW		✓
Cleanliness tidiness	Pupils Staff	Fire Tripping Struck by falling object	• Rubbish is regularly removed. • Recycling bins provided and used.	LOW		✓

STRESS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Stress	Staff	Short- and long-term sick leave	• All staff to be informed of policies and procedures relating to their roles. • New and inexperienced staff should be supported for a period until they feel comfortable in their role • Any issues which are causing staff to worry should be discussed with a senior member of staff • The Head Teacher has an open-door policy for all staff who have any concerns (including home life) • Where necessary staff will be directed to Occupational Health • Continuing Performance Management Reviews in place for all staff.	LOW		✓

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SUN PROTECTION

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
No policy on sun protection	Pupils	Making up own rules	- Sun protection is mentioned in the School's Health & Safety local agreements. - The procedure covers the use of sunscreen and the circumstances in which it can be used. - Sun protection is incorporated into curriculum for all ages. - Teachers are informed as to the importance of sun protection. - Sun protection is actively promoted to pupils in other ways (e.g. assemblies, workshops, talks). - Parents are informed of the importance of sun protection and the school's procedures (e.g. letter, website, newsletter). - Sun protection is considered in off-site visit risk assessments.	LOW		✓
Midday sun	Pupils	Sunburn	- Shade structures provide long/short-term shade. - Equipment is moved to shady areas. - Organised activities make use of the shade available.	LOW		✓
Timetabling	Pupils	Sunburn	- Outdoor activities and events are planned outside of 11am-3pm where possible. (excluding break times) - In the summer term pupils asked to remain in shaded areas.	LOW		✓
Clothing	Pupils	Sunstroke	- Pupils are encouraged to wear wide brimmed (or legionnaire style) hats when outside. - Hats are provided for pupils	LOW		✓

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			• Pupils are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged). • Pupils are allowed to wear UV protective sunglasses. • Teachers and assistants also wear suitable hats and clothing.			
Sunscreen	Pupils	Sunburn	• Pupils are allowed to bring in their own personal supply of sunscreen. • High protection factor sunscreen is advised. • Pupils are supervised applying their own sunscreen. Most pupils will be able to, with some direction, to apply sunscreens themselves. Self-application is recommended. Spray sunscreens may be easier to be applied by the pupil. • Young children and some children with special needs may require assistance. Written permission must be gained from parents and carers for staff to apply sunscreen. Teachers and support staff who apply sunscreens, should do so to the face, neck and arms in accordance with relevant school policies to minimise the risk of abuse allegations. • Teachers remind pupils to reapply sunscreen regularly, particularly at midday.	LOW		✓
Dehydration	Pupils	Dehydration	• A supply of drinking water is available.	LOW		✓

TOILETS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Toilets	Pupils Staff	Hygiene, slips, trips, falls, trapped persons	• Toilet areas to be maintained in a good condition. • Toilet areas to be maintained in a hygienic condition. • Anti-scald valves to be fitted where necessary. • Spillages on floors to be mopped up as soon as possible. • Soap and drying systems/towels to be available. • Where doors in pupils' toilets have a locking device, consider an override system to release trapped persons, i.e. can be opened from the outside. • Where toilets are adapted for disabled use, they should have suitable handrails and alarms. • Alarms to be tested periodically to test functionality and staff response. • Sanitary disposal system in place where necessary.	LOW		✓

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TRIM TRAIL/FIXED OUTDOOR PLAY EQUIPMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Manufacturer installation of equipment not to standards	Pupils Trespassers	Not to EN1176 and EN1177 standards making equipment hazardous.	- The play equipment has been purchased and installed by a reputable manufacturer / supplier (e.g. member of API - Association of Play Industries) to EN1176 standard - The play equipment complies with relevant safety standards and is appropriate for the age groups intended.	LOW		✓
Lack of Inspection regime	Pupils Trespassers	Equipment failing, deteriorating, becoming damaged through use and failing.	There is a three-tier inspection regime in place including a daily inspection by the staff, and an annual inspection carried out by an independent RPII Annual Inspector of Play.	LOW		✓
Lack of supervision	Pupils Trespassers	Children play inappropriately or overload the equipment.	- Adequate supervision is provided, taking into account any pupils with special needs/behavioural problems/ requiring additional assistance, etc. - Staff supervising the use of the equipment are familiar with the procedures for use, i.e. maximum numbers permitted on each item of equipment, correct use of each piece of equipment, etc.	LOW		✓
Pupil ability	Pupils Trespassers	Not suitable for age group.	Equipment is appropriate for the age group of pupils who will be using the equipment	LOW		✓
Use of play equipment by	Pupils Trespassers	Underage children use the equipment	Signage is displayed to inform parents / carers that children are not permitted to play on the equipment out	LOW		✓

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unauthorised persons		beyond their years and capabilities.	of normal supervised lessons, i.e. at end of the school day. Pupils are also informed that they must not use the play equipment unless part of a supervised activity.			
Hazardous weather	Pupils Trespassers	Slips, trips, falls.	A protocol is in place for equipment to be made “out of bounds” in the event of hazardous weather (e.g. slippery in the event of rain or ice, burns from metal parts exposed to direct sunlight or extreme cold)	LOW		✓

USE OF WORK EQUIPMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Working equipment	Contractors	Injury	• If there is a significant risk, then ensure that a work equipment risk assessment is carried out which will identify: • Any known significant risks • Guards that need to be in place • Servicing / inspection requirements • Identify authorized users • PPE in place • Training / instruction required. • Is the equipment appropriate for use i.e.; is it being used for its intended purpose.	LOW		✓
Mobile Tower Scaffolding	Contractors	Falls	• Ensure that a risk assessment has been carried out before use. • Ensure staff using the equipment have received PASMA mobile scaffolding training. • Ensure that the equipment is secure to prevent unauthorised use. • Ensure that the equipment has been inspected by a competent person on a weekly basis when left assembled, e.g., use of "Scafftags" identifying the date of inspection.	LOW		✓
Chainsaw	Contractors	Accidents Injury	• Ensure that a risk assessment has been carried out. • Ensure staff using the equipment have received the appropriate training relevant to the type of use.	LOW		✓

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			Ensure that the equipment is secured to prevent unauthorized use.			
Self-propelled equipment, tractor, sit on lawn mower, sit on litter picker, etc.	Contractors	Injury Ill Health	- Ensure that a risk assessment has been carried out. - Ensure person has been trained in the safe driving of the equipment - Identify areas where the equipment is not to be used, steep banks where it could over-turn, etc.	LOW		✓
Asbestos	Contractors Colleagues Children Visitors	Ill health	- Check Site asbestos log information for location of asbestos containing material prior to undertaking any work which has the potential to disturb asbestos. Drilling, sanding cutting, etc. - Permission to work to be completed for any work on fabric of the building.	LOW		✓
Unplanned ignition or overheating	Colleagues Children Visitors	Fire	- Ensure that all flammable or highly flammable substances are not used in the area. - Ensure equipment is maintained and serviced. - Ensure ventilation holes are not blocked or cooling system operational.	LOW		✓
Risk to pedestrians	Colleagues Children Visitors	Dust, fumes, falling objects	- Segregate working area. - Where appropriate carry work outside normal school hours.	LOW		✓
Lifting and carrying of heavy or awkward equipment	Colleagues Children Visitors	Back injuries, sprain, strains	- Training given in correct lifting techniques. - Minimise manual handling. - Appropriate footwear worn.	LOW		✓
Use of electrical equipment	Colleagues Children Visitors	Electrical shock Burns	- Ensure all connections are properly fixed and that the equipment has been PAT tested. - Visual inspection pre-use. - A residual current device should be used in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.	LOW		✓

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Battery/charging units	Users Pupils Staff Others	Fire Explosion	• Ensure equipment is included in portable electrical equipment PAT testing. • All operators are competent in the use of the equipment. • All equipment is maintained and subject to regular checks as instructed in the manufacturer's guidelines. • A pre-use visual check of equipment is carried out by the user to ensure that there are no defects in the casing and battery pack (they have not been crushed, cut, or punctured). • Do not use a battery that has been dropped or is in poor condition. • Only use batteries and chargers designed for the tool being used. • Charge batteries during the day when premises are occupied, and regularly check them, to ensure they do not overheat. • Charge batteries on a level surface, made of non-combustible material. • Ensure the area around the charging unit is free of combustible materials/chemicals. • Consider charging in an area made of non-combustible materials 10m away from other buildings. • Switch off the tool before disconnecting the battery. • Battery to be disconnected and tool switched off, when not being used and before being stored. • Battery to be stored in an appropriate and safe place.	LOW		✓
Use of petrol equipment	Colleagues	Fire	• Visual inspection pre-use. • Ensure that fuel is not leaking.	LOW		✓
Filling up with fuel	Site Manager	Fire	• All operators are competent in the use of the equipment. • The fuel is a mixture of unleaded 95 petrol and mineral or semi-synthetic oil for air-cooled 2 stroke engines.	MED		✓

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			• Only use “fresh” unleaded 95 petrol. • Only buy the quantity that you are likely to use. • Only transport and store petrol in containers designed specifically for this purpose and which are approved and labelled as such. • Mix in the quantity of oil required for the volume of petrol to obtain the required mixture (refer to manufacturer’s technical characteristics). • Do not mix the two directly in the machine’s tank. • Use an adapted container and carefully respect the mixture ratio as specified. • Always fill up with fuel while outdoors and never in an enclosed space, nor close to a flame or source of intense heat. • Do not smoke while filling up with fuel. • Do not unscrew the fuel cap when the motor is on or hot. • Slowly pour the fuel into the tank with the help of a filling nozzle or funnel. • Avoid spilling petrol and make sure that you do not overfill the tank, to avoid spillage. • Leave a few millimeters of space under the rim to allow the fuel to expand. • Put the fuel cap back on correctly. • If some petrol is spilled, do not start the engine, move the machine away from the area of spillage and carefully wipe the tool. • You should not try to start the machine until all petrol vapors have evaporated. • Close the fuel container and put it in an appropriate place, protected from heat. • Visual inspection pre-use that fuel is not leaking.			
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			If you suspect a petrol leak do not start the motor, drain the tank, and get your machine checked by a qualified engineer.			
Storage of petrol	Site Manager All occupants	Fire Explosion	- Store fuel away from the main building. - Do not store more petrol than is necessary. - Ensure store is secure. - Store in a suitable flammable container. - Ensure there is good ventilation. - Ensure there are no sources of ignition present nearby. - Ensure the container is stored in a stable location. - Display flammable signage on the store.	MED		✓
Lone working - working in school alone in isolated locations	Colleagues	Incident Accident	- Only agreed low-risk tasks to be undertaken, avoid high-risk activities (e.g., working at height) - Mobile phone carried - Notify staff on site of location / estimated duration of task if working on site remote from others. - Reduce time spent working alone as far as is reasonably practicable. - Notify manager of start time and when finished.	LOW		✓
Working at height.	Colleagues	Falls	If work equipment is to be used whilst working at height a specific risk assessment will need to be carried out.	LOW		✓

VIOLENCE & AGGRESSION

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Violence	Staff members from pupils, parents or visitors Lunchtime supervisors, site services officer, other people who work on site	Verbal or physical attacks	• Staff members are encouraged to defuse situations which could escalate into a verbal and/or physical attack • Training courses are available for identified staff members to attend. • When talking to parents or visitors, staff should always try and talk to them where other staff members are around. • Staff members are encouraged to take a non-confrontational approach when interacting with others. • Staff to ensure they have a place of escape and a way of summoning help. • Staff should try to refrain from having no escape route.	LOW		✓

VISITORS TO SCHOOL

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H/M/L	Further Action Required	
					YES	NO
Presence of general public on site	Pupils Staff Others	Fire Incidents	• All visitors will be signed into the school • Parents visiting the school to see a member of staff will be asked to sit in the waiting area until collected • Parents who are attending a school performance will be directed to where the performance is being held. • All visitors will be informed of the emergency arrangements i.e. fire evacuation • Visitors will be responsible for their own health & safety and the health & safety of siblings or other children who do not attend the school.	LOW		✓

WATER SYSTEMS, TANKS, TAPS AND OUTLETS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Legionella Scalds	Pupils Staff Visitors	Bacterial infection Burns	- Water management and inspection routines to be in place in accordance with COSHH, where necessary, i.e. suitable water management risk assessment to be carried out by competent person. - Checks for legionella, by competent person/ contractor, to be in place on a regular basis. - Temperature checks, in accordance with legionella management, to be undertaken and recorded on a regular basis in accordance with maintenance routine where appropriate. - Spray taps to be cleaned and disinfected in accordance with maintenance routine and records maintained. - Disused showers etc. to be removed in accordance with competent advice. - Manage temperature at taps to prevent scalding.	LOW		✓

WHEELCHAIRS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Wheelchairs	Pupils Staff	Personal injury	- Where wheelchairs are used by any pupils there should be adequate access and ramps provided where necessary. - Consider access to classrooms etc. - Consider wheelchairs moving in areas especially across the top of stairs. - Where staff are required to assist pupils in and out of wheelchairs, they must have received adequate training. - Suitable storage facilities should be available.	LOW		✓

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WORK AT HEIGHT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Working on ladders	Staff	Falls	General: • Avoid working at height if possible. • Do not do so if you suffer from vertigo. • Do not work alone, if not possible - always ensure a colleague is nearby and aware of your activity or tell partner where you will be working. • Carry a mobile phone in case you need to summon help. • Work in twos if there are items to be handed up or down. • Protect the bottom of ladders or towers from knocks by using signs and barriers. • Staff have been advised not to stand on tables. • Pregnant staff have been instructed not to use ladders, stepladders. Ladder work: • Only use if there is no reasonable alternative or there is a low level of risk. • Store ladders correctly. • Check ladders visually before use. • Use long reach ladders for higher work. • Obtain assistance to carry, lift and position. • Use in locked position. • Use wide bottom braces where possible.	LOW		✓

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			• Ensure the ladder extends one meter above the landing place. • Set at the most stable angle – a slope of 4 units up, to 1 out at the base. • Secure the ladder by lashing at top or bottom, or by having a second person at the foot. • Have a second person foot the ladder if working above the tenth tread. • Use tool belt to hold tools. • Roof work MUST NOT be undertaken by persons unless specifically trained and has received permission from the relevant sources.			
Unauthorised entry	Others	Falls	• Site protection. • Ensure pupils are aware of the hazards of entering building sites and climbing ladders/scaffold. • Move refuse bins away from walls which allow easy access to roofs.	LOW		✓

WORK AT HEIGHT/DISPLAYS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Lack of appropriate access equipment	Staff member and others in the area who are in the vicinity when the person falls	Falls	- The school has purchased a number of kick-a-long stools and stepladders for staff members to use. - All equipment that has been purchased is of the industrial (EN131) standard. - All staff members have been instructed that they cannot stand on tables and chairs – disciplinary action will be taken against staff who are found to be using inappropriate equipment. - Copies of the HSE educational falls posters have been downloaded and are placed at strategic places to act as reminders to all staff members.	LOW		✓
Lack of awareness training for staff who use the access equipment	Staff member and persons in the vicinity should they fall	Falls	- All staff members have had stepladder awareness training and are competent in carrying out the pre-use visual checks. - All staff members who use the equipment wear appropriate clothing and footwear.	LOW		✓
Falling objects from the stepladder	Pupils, staff members, visitors	Hit by objects	- The area around the stepladder will have a barrier or a person to act as “look out” to prevent persons walking near to the stepladder. - Most working at height activities take place when pupils are not at school. - A “tool belt” or “secure holder” is used if a number of items have to be taken up the stepladder.	LOW		✓
Lone working on access equipment	Person using the access	Falls	All staff members are made aware that they should not use access equipment whilst they are working on their own in the school.	LOW		✓

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	equipment / stepladder		All working at height activities (e.g. putting up displays), are planned in advance so that they are carried out when more than one person is on site			
Faulty access equipment	Staff members who use the access equipment.	Falls	- Pre-use visual checks are carried out by all users of the equipment. - A formal (recorded) inspection of the equipment takes place each term. - All staff members are aware of the defect reporting procedure if they identify any damaged / unsafe equipment. The equipment is taken out of use until repaired or disposed of and replaced.	LOW		✓
Extreme weather conditions	Staff member using the equipment	Falls	Stepladders are not used outside when weather conditions can make their use dangerous during heavy winds/rain, etc).	LOW		✓
Manual handling of equipment	Back injuries, aches and pains to the user	Manual Handling Injuries	All staff members will receive manual handling awareness training and will not handle items that are beyond their own capability. All access equipment is stored in areas that are near to where they will be used.	LOW		✓

YOUNG PERSON'S RISK ASSESSMENT

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Chemicals substances	Young Person	Burns and poisoning	- All young workers will receive adequate training before using any chemicals / substances. PPE will be provided at all times. - Young persons will be asked before commencing work, of any known medical conditions before any cleaning work is undertaken. Adequate training will be given, and a safe system of work.	LOW		✓
Cleaning	Young person	Slipping and allergies	Young person to be given training and sufficient information prior to any cleaning duties.	LOW		✓
Cold surfaces	Young person	Burns	Sufficient training and procedures would be applied in the event of a young person coming into contact with cold surfaces.	LOW		✓
Confined space	Young person	Lack of oxygen	Young person will not be permitted into undertaking any confined spaces work activities.	LOW		✓
Electricity	Young person	Shock	The young person will be informed to visually check any electrical item before use and report any faulty items to the head of department.	LOW		✓
Fire	Young person	Burns	The young person will receive instruction on the school's fire procedures.	LOW		✓
Hand tools	Young person	Cuts	If the young person works with hand tools training and supervision will be given until he / she is deemed competent.	LOW		✓
Height	Young person	Falling	The young person will not be working at height.	LOW		✓

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Hot surface	Young person	Burns	• Training and supervision will be given to the young person if involved with hot surfaces.	LOW		✓
Lighting	Young person	Electrocution	• All lights are checked to ensure the safety of all staff.	LOW		✓
Manual Handling	Young person	Slips, trips and falls Back strain	• A manual handling risk assessment would be produced on the event of the young person carrying out manual handling which is deemed a significant risk.	LOW		✓
Noise	Young person	Hearing problems	• The young person will not be in an area which will be excessively noisy.	LOW		✓
Non-ionising radiation	Young person	Contact with radiation	• The young person will not be able to operate or use non-ionising radiation products unless specifically trained by a competent person.	LOW		✓
Operation of vehicles	Young person	Being run over	• The young person will not operate any vehicles whilst at work.	LOW		✓
Trailing cables	Young person	Tripping	• Young person to be made aware of any cables. • No cables should cause a tripping hazard.	LOW		✓



Job Specific RISK ASSESSMENTS

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NURSERY STAFF

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Slips & trips	Teaching Assistant	Cuts, bruises through to broken bones	- Good housekeeping is practiced throughout the classroom - All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas. - Cleaning is carried out outside of school core hours when occupation is minimal - The use of extension leads / reels is kept to minimum - All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes. - Sensible / suitable footwear is worn for the job to be carried out (e.g. flat, covered heel and toe).	LOW		✓
Falls	Teaching Assistant	Cuts, bruises through to broken bones	- All items that are regularly accessed are stored at a height that all persons can reach without using access equipment - Appropriate access equipment (e.g. kick-a-long stool / stepladder) is readily available and used. - All access equipment is checked at regular intervals for defects and prior to each use by the user. - All staff members wear appropriate and sensible footwear and clothing when using access equipment. - Working at height training course available for identified staff members	LOW		✓
Display Screen Equipment (DSE)	Teaching Assistant	Musculo-skeletal disorders, carpal tunnel	- All users of DSE have received training in the safe use and set up. - Adjustable (height and back) chairs are provided.	LOW		✓

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		syndrome, eye strain, headaches etc.	A DSE self-assessment has been carried out by each user and the findings actioned. The self-assessment is reviewed annually or when circumstances change.			
Aggression	Teaching Assistant	Fear, cuts, bruises etc.	- The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. - All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.	LOW		✓
Work related stress	Teaching Assistant	Ill health leading to absence or possible breakdown	- All staff members receive regular formal supervision / PDR reviews where workload etc can be discussed. - A stress audit questionnaire has been carried out at the school and the findings acted upon. - There is an open-door policy within the school where managers can be approached when staff members are feeling they are becoming “overworked”. - Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.	LOW		✓
Fire	Teaching Assistant	Burns, smoke inhalation, death	- See level 2 fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum - All staff members receive fire awareness training at regular intervals.	LOW		✓
Electrical equipment and electricity	Teaching Assistant	Shock, electrocution, burns and fire	- The building is subjected to regular (5 yearly) fixed installation testing regime. - All portable electrical equipment is subjected to regular PAT testing. - A pre-use visual check of the electrical equipment is carried out by the user.	LOW		✓

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			All staff have received training in the safe use of electrical equipment			
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OFFICE STAFF

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Fire	Admin and reception staff	Burns, smoke inhalation & death	- See level 2 fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum - All staff members receive fire awareness training at regular intervals.	LOW		✓
Slips & trips	Admin and reception staff	Cuts, bruises through to broken bones	- Good housekeeping is practiced throughout the area - All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas. - Cleaning is carried out outside of school core hours when occupation is minimal - The use of extension leads / reels is kept to minimum - All cables are secured beneath desks and adjacent to walls and not trailing across traffic routes.	LOW		✓
Falls	Admin and reception staff	Cuts, bruises through to broken bones	- All items that are regularly accessed are stored at a height that all persons can reach without using access equipment - Appropriate access equipment (e.g. kick-a-long stool/step ladder) is readily available and used. - All access equipment is checked at regular intervals for defects and prior to each use by the user. - A formal annual inspection is carried out and the equipment is labelled with date of inspection.	LOW		✓

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			- Working at height training course available for identified staff members - Staff members who regularly use access equipment wear appropriate clothing and footwear. - A separate/specific risk assessment is carried out for activities that involve working at height			
Display Screen Equipment (DSE)	Admin and reception staff	Musculo-skeletal disorders, carpal tunnel syndrome, eye strain, headaches etc.	- All users of DSE have received training in the safe use and set up. - Adjustable (height and back) chairs are provided. - A DSE self-assessment has been carried out by each user and the findings actioned. The self-assessment is reviewed annually or when circumstances change (e.g. when new equipment is purchased).	LOW		✓
Electricity & electrical equipment	Admin and reception staff	Shock, electrocution, burns and fire	- The building is subjected to regular (5 yearly) fixed installation testing regime. - All portable electrical equipment is subjected to regular PAT testing. - A pre-use visual check of the electrical equipment is carried out by the user. - All staff have received training in the safe use of electrical equipment	LOW		✓
Aggression	Admin and reception staff	Fear, cuts, bruises etc.	- The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. - All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.	LOW		✓
Work related Stress	Admin and reception staff	Ill health, leading to prolonged absence / breakdown	- All staff members receive regular formal supervision / PDR reviews where workload etc can be discussed. - A stress audit questionnaire has been carried out at the school and the findings carried out.	LOW		✓

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			• There is an open-door policy within the school where managers can be approached when staff members are feeling they are becoming “overworked”. • Stress awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.			
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SENIOR MANAGEMENT/LEADERSHIP TEAMS

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HAZARD/ACTIVITY	PERSONS AT RISK	RISK	CONTROL MEASURES IN USE	RESIDUAL RISK RATING H/M/L	FURTHER ACTION REQUIRED	
					Yes	No*
Slips & Trips	SMT / SLT	Cuts, bruises through to broken bones	• Good housekeeping is practiced throughout the office • All spillages are cleaned up immediately and yellow cone used to warn others of wet floor areas. • Cleaning is carried out outside of school core hours when occupation is minimal • The use of extension leads / reels is kept to minimum • All cables are secreted beneath desks and adjacent to walls and not trailing across traffic routes.	LOW		✓
Falls	SMT / SLT	Cuts, bruises through to broken bones	• All items that are regularly accessed are stored at a height that all persons can reach without using access equipment • Appropriate access equipment (e.g. kick-a-long stool / step ladder) is readily available and used. • All access equipment is checked at regular intervals for defects and prior to each use by the user.	LOW		✓
Electrical Equipment & Electricity	SMT / SLT	Shock, electrocution, burns and fire	• The building is subjected to regular (5 yearly) fixed installation testing regime. • All portable electrical equipment is subjected to annual PAT testing. • A pre-use visual check of the electrical equipment is carried out by the user. • All staff have received training in the safe use of electrical equipment	LOW		✓
Display Screen Equipment (DSE)	SMT / SLT	Musculo-skeletal	• All users of DSE have received training in the safe use and set up.	LOW		✓

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		disorders, carpal tunnel syndrome, eye strain, headaches etc.	- Adjustable chairs are provided. - A DSE self-assessment has been carried out by each user and the findings actioned. The self-assessment is reviewed annually or when circumstances/equipment changes.			
Aggression	SMT / SLT	Fear, cuts, bruises etc.	- The school has a security system on all entrances and robust signing in and out procedure that does not allow persons to enter without authorisation. - All incidents of aggression are recorded and any trends or clusters that are identified are acted upon.	LOW		✓
Fire	SMT / SLT	Burns, smoke inhalation, death	- See level 2 (technical) fire risk assessment that has been carried out. - The fire procedure is shown to the staff member on the first day at work as part of the induction process. - Regular fire evacuation drills are practiced termly as a minimum - All staff members receive fire awareness training at regular intervals.	LOW		✓
Work Related Stress	SMT / SLT	Ill health leading to absence or breakdown	- All staff members receive regular formal supervision / PDR reviews where workload etc can be discussed. - A stress audit questionnaire has been carried out at the school and the findings carried out as part of the "Wellbeing" project. - There is an open-door policy within the school where managers can be approached when staff members are feeling stressed. - Stress awareness training is available for those at risk.	LOW		✓

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RISK ASSESSMENT ACTION PLAN

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Assessment No: [Click here](#)

Inadequate Controls Identified	Planned Action	Low Medium High	Residual Risk Level	Are proposed controls adequate?		Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)
				Yes	No			
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Risk Level	Action & Timetable Back to Index
LOW	No action is needed, and no documentary records need to be kept other than a record of the assessment and the outcome. No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.
MEDIUM	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (Review each year)
HIGH	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (review within three months or shown in an action plan.