

# **Secondary Generic Risk Assessment Booklet for 2023**

**Issued by: Minerva Learning Trust**

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**This is the annual risk assessment for:**

**Handsworth Grange Community Sports College**

**The risk assessment has been carried out by:**

**Steve Machin and Linsey Clarke**

**Job Title(s)**

**Trust Estates Manager and School Business Support Manager**

**Date of risk assessment:**

**06/09/23**

**Is there an action plan in place, with clear timescales to address the findings of the risk assessment?**

**Yes**

**Date for planned review:**

**05/09/24**

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## Introduction

The purpose of this booklet is to simplify the Risk Assessment process as required by the Management of Health and Safety at Work Regulations 1999.

The Regulations require hazards in the workplace to be identified and potential risks to be assessed. The duty to ensure that the risk assessments are carried out is with the Headteacher / Manager who should be involved with the assessments throughout. The Headteacher can request assistance from staff that are competent in specific areas.

These generic assessments cover general safety issues and will help you to fulfil your legal obligations under health & safety legislation.

The duty on Headteachers / Managers to carry out Risk Assessments is a **legal requirement** and therefore should be seen as a priority.

Risk Assessment is a continuous process and should be undertaken at reasonable intervals, but particularly when there is any change in the working environment e.g. if new equipment is brought in or new activity undertaken or accident / incident.

Hazards that are likely to occur in Schools are identified in the booklet, which is based on a tick box system. If you find that some of the identified control measures are not in place, or identify additional measures that need to be implemented the information should be recorded on the appropriate pages 56 – onwards to identify the action you need to take. Clear timescales should be allocated and regular progress checks should be made.

This booklet allows for an annual risk assessment. Schools are, in general, relatively safe places in which to work and therefore the risk assessment process should not be seen as a major problem or as a heavy workload.

As the risk assessments in this booklet are general it is important for Headteachers / Managers to identify any activities which are not included in this booklet and assess the risks. **Record significant findings on pages 61 onwards. A blank risk assessment template can be found at page 59.**

The findings of the risk assessments **must** be shared with relevant members of staff including teachers, caretakers, support staff, supply staff, volunteers, governors etc.

Once you have done all of the above – how do you know that everything is happening as it should be in your School?

We recommend you monitor all areas of the Curriculum to ensure that safe working practices are being adhered to. For example by:-

- Carrying out regular inspections & document findings
- Making sure that staff are clear about their roles and responsibilities
- Incorporating Health & Safety issues as part of learning walks
- Making sure that Governors are active / challenge decisions
- Holding regular minuted health & safety meetings / briefings

**Health & Safety is everyone's responsibility!**

## Risk Assessment Process

### Five Steps to Risk Assessment

1. **Identify the hazards** (talk to staff, consider previous accidents, observe work processes)
2. **Decide who can be harmed and how** (consider staff, pupils vulnerable people, providers of extended services, visitors etc)
3. **Evaluate the risks and apply the required preventative and protective measures.** (Are these effective? Decide whether you need to do more to keep people safe)
4. **Record the findings** (and communicate to staff)
5. **Review** (periodically, after an accident / incident, introduction of new work processes etc)

### Risk Control Measures

Where possible the following hierarchy of risk control measures should be applied:

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

### Guidance

Guidance regarding standards, current good working practice, and protective measures can be obtained from many different sources and include:

- [www.hse.gov.uk](http://www.hse.gov.uk)
- [Health, Safety and Risk Information](#)
- <http://sheffield.technologyforge.com/tfweb/>
- [Association for Physical Education](#)
- [CLEAPSS](#) (is an advisory service providing support in science and technology for a consortium of local authorities and their schools)
- [DATA](#) (Design & Technology Association)
- [BS 4163:2014](#) Health and safety for design and technology in educational and similar establishments (Code of practice)

## Key Points to Consider in line with [Health & Safety Guidance Document 65](#) (HSE Guidance)

### Plan

- Have you thought what you want to achieve, how to do this and who will be responsible for what?
- Does everyone understand their roles and responsibilities towards health and safety?
- Do you have access to competent advice?
- Do you understand the risks in your workplace?

### Do

- Have you assessed the risks?
- Have you put suitable control measures in place?
- Are there arrangements for consulting with employees and their representatives?
- Are staff suitably trained?

### Check

- Are you checking how well risks are being controlled in practice?
- Do you monitor health and safety performance, actively (e.g. spot checks) and reactively (e.g. accident and near-miss investigations)?

### Act

- Have you reviewed your health and safety performance?
- Have you taken action on lessons learned from incidents, inspections and other monitoring?
- Have you revisited your policies and plan to see if they need updating?



## Fire

The requirement for emergency procedures is covered under Regulation 8 of the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order 2005 means that it is compulsory for all workplaces to conduct a 'suitable and sufficient fire risk assessment' of all premises and parts of premises.

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Burns</li> <li>• Crushing</li> <li>• Inhalation of smoke / toxic fumes</li> <li>• Explosion</li> </ul>	<div> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <ul style="list-style-type: none"> <li>✓ A fire risk assessment has been carried out on the premises <b>By Whom? Date carried out:</b> 31<sup>st</sup> January 2022</li> <li>✓ There is a programme of work in place to address outstanding issues from the Fire Risk Assessment</li> <li>✓ An up to date fire precautions log book is available on the premises</li> <li>✓ Fire Awareness training has been provided for all staff (Fire DVD)</li> <li>✓ Arrangements are in place for an appropriate person to co-ordinate fire safety precautions <b>Name of person: Sarah Carter</b></li> <li>✓ There are nominated fire safety staff (fire wardens / marshals) located on the premises <b>Names of People: All relevant staff are currently waiting for refresher training</b></li> <li>✓ The nominated staff have received training <b>Date of Training:</b></li> <li>✓ There are adequate fire detection and controls (extinguishers and blankets)</li> <li>✓ All fire extinguishers are marked with a valid test date</li> <li>✓ Clear and adequate means of escape have been identified and maintained</li> <li>✓ All shutters are open when the building is occupied</li> <li>✓ The fire evacuation procedures are known, understood and practised. The information is displayed in all classrooms, offices etc and regularly updated</li> <li>✓ Fire drills are carried out at least once a term and recorded in the fire precautions log book</li> <li>✓ All fire alarm call points, fire exits and assembly points are clearly identifiable</li> <li>✓ The fire alarm is tested weekly <b>By Whom: Premises Manager</b></li> <li>✓ Fire doors are free from obstruction and can be easily opened in the direction of travel</li> <li>✓ Fire doors are not held open (unless they are connected to the fire alarm and will close on activation) The fire alarm can be heard in all parts of the building (internally &amp; externally)</li> </ul>



## Electricity

Electricity at Work regulations place a legal responsibility on employers and employees, as duty holders, to ensure that electrical systems and appliances used at work under their control are safe.


Hazards	<b>Permission to Work may be required for the task being carried out. Seek further advice if necessary</b> <b>The Following Control Measures are in Place</b> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contact with Electricity (shock, electrocution, burns)</li> <li>• Fire</li> <li>• Faulty Equipment</li> <li>• Slips, Trips and Falls</li> <li>• Contact with moving parts/ materials being ejected</li> </ul> <p><b>A notice should be displayed in School - highlighting the Electricity isolation point</b></p> <p><b>Notice is displayed in relevant school rooms</b></p>	<ul style="list-style-type: none"> <li>✓ All electrical contractors carry a card of competency</li> <li>✓ The card of competency is shown to staff prior to any electrical work being undertaken by the contractors</li> <li>✓ An inventory of portable electrical appliances is available on site</li> <li>✓ Visual checks are carried out by staff periodically and prior to equipment being used</li> <li>✓ Appliances are formally inspected and <a href="#">PAT</a> tested in accordance with guidelines (remember infrequently used items such as Christmas lights)</li> <li>✓ All portable electrical equipment is manufactured to a British or European standard</li> <li>✓ The electrical installation is tested periodically (usually every five years)</li> <li>✓ Additions to the electrical installation i.e. during refurbishment / remodelling work is certificated to the appropriate standard</li> <li>✓ Staff / visitors are reminded not to bring in electrical appliances from home</li> <li>✓ Key members of staff know how to isolate the electricity supply in an emergency</li> <li>✓ Where possible, battery operated or low voltage tools are used</li> <li>✓ The user has received the appropriate information, instruction or training in the safe use of the equipment</li> <li>✓ There is a procedure in place for reporting defects and taking faulty equipment out of use</li> <li>✓ Trailing cables and leads are secured / re-routed so as not to present a trip hazard</li> <li>✓ The use of extension sockets is kept to a minimum and the capacity is never exceeded</li> <li>✓ Double adaptors are never used on site</li> <li>✓ Extension reels are always fully unwound prior to use</li> <li>✓ Residual current devices (RCDs) are available and used as necessary i.e. in wet areas or where there is an additional risk</li> <li>✓ Electrical appliances are switched off when not in use</li> <li>✓ When using tools and equipment (e.g. paper shredder) jewellery and loose clothing such as ties are removed and long hair is tied back</li> <li>✓ Where necessary, personal protective equipment is provided and used</li> </ul>

## Gas (Boilers / Appliances)

Gas Safety (Installation & Use) Regulations 1998 - place responsibilities on a wide range of people, including those installing, servicing, maintaining or repairing gas appliances and other gas fitting

Hazards	<p><b>Permission to Work may be required for the task being carried out. Seek further advice if necessary</b></p> <p><b>The Following Control Measures are in Place</b></p> <p>□□</p>
<ul style="list-style-type: none"> <li>Faulty appliances</li> <li>Gas leaks</li> <li>Carbon Monoxide poisoning</li> <li>Explosion</li> </ul> <p><b>A notice should be displayed in School - highlighting the Gas isolation point</b></p> <p><b>Notice is displayed in relevant school rooms</b></p> <p><b>See also Code of Practice <a href="#">Portable Gas Heaters</a> for further information</b></p> <p><b>Where Mobile Gas Heaters are used – remember to review your Fire Risk Assessment!</b></p>	<ul style="list-style-type: none"> <li>✓ Key members of staff are aware of the location of gas isolation valves; these are accessible at all times in case of emergency</li> <li>✓ All gas appliances (Boilers, Cookers, Water Heaters etc) are serviced annually by a contractor on the Gas Safe Register and documentation is available</li> <li>✓ Where necessary, carbon monoxide detectors are located in appropriate areas</li> <li>✓ Competent contractors carry out all necessary repair and maintenance work</li> <li>✓ There is a procedure in place for reporting faults</li> <li>✓ Mains Gas Valves are accessible, visible and clearly signed to allow quick operation</li> <li>✓ Emergency procedures are in place (if there is a gas leak) and can be implemented as necessary</li> </ul> <p><b>Mobile Gas Heaters</b></p> <ul style="list-style-type: none"> <li>✓ Mobile gas heaters are only used for emergency situations i.e. heating breakdown</li> <li>✓ The gas heaters are appropriately guarded and positioned away from combustible materials, emergency exit routes etc</li> <li>✓ Gas bottles (full and empty) are securely stored and removed from site when no longer required. See code of practice for further information on storage.</li> <li>✓ Where mobile gas heaters are used, adequate ventilation must be maintained</li> </ul>

## Water (Hot Water & Legionella)

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p>□ □</p>
<ul style="list-style-type: none"> <li>• Defective/Faulty Plumbing Equipment</li> <li>• Scalds</li> <li>• Leakage</li> <li>• Contamination</li> <li>• Biological (Legionella)</li> </ul> <p><b>A notice should be displayed in School - highlighting the Water isolation point</b></p> <p><b>Notice is displayed in relevant areas</b></p> <p><b>Section 15 - HSE'S L8 – Legionnaires' disease</b></p> <p>This Approved Code of Practice applies to the control of legionella bacteria.</p>  <p>iacl27.pdf</p>	<p><b>Hot Water</b></p> <ul style="list-style-type: none"> <li>✓ Key members of staff are aware of the location of water isolation valves; these are operable and accessible at all times in case of emergency</li> <li>✓ Kettles or other equipment used for boiling or carrying water are kept away from children and are <b>not</b> located within children's reach</li> <li>✓ When transporting hot drinks in circulation areas, staff use cups with lockable lids</li> </ul> <p><b>Legionella</b></p> <ul style="list-style-type: none"> <li>✓ The Duty Holder &amp; Appointed Person are identified &amp; named</li> <li>✓ The Duty holder &amp; Appointed Person has attended the relevant training</li> <li>✓ An up-to-date, site-specific Legionella risk assessment survey, carried out by a trained and qualified person, is available on site. The assessment is reviewed regularly (at least every two years) and, whenever there is reason to suspect that it is no longer valid.</li> <li>✓ Recommendations from the survey/risk assessment have been implemented</li> <li>✓ Regular on site checks are carried out and are recorded (refer to Legionella log book)</li> <li>✓ Cold water in tanks is stored at or below 20°C. Stored hot water is maintained at 60°C or above (to reduce the risk of Legionella)</li> <li>✓ To prevent scalding, hot water in staff and student areas does not exceed 43 °C (showers, wash hand basins etc). Cleaner's cupboards &amp; kitchens will have water in excess of 43 °C.</li> <li>✓ Shower heads and tap spray nozzles etc are cleaned, de-scaled and disinfected at 3-monthly intervals or sooner.</li> <li>✓ After holiday periods, the water system is thoroughly flushed through</li> <li>✓ A trained and qualified person checks and services air conditioning units in accordance with the manufacturers recommendations</li> <li>✓ Water sampling (if required) is undertaken by a competent person.</li> <li>✓ All faults / anomalies identified by the Appointed Person or others is immediately referred to the Duty Holder (in writing) &amp; entered in the Faults Log, dated &amp; initialled.</li> </ul>

## Asbestos

**Section 14 - [Control of Asbestos Regulations](#)** - These regulations place a duty to manage asbestos in non-domestic premises and to inform, instruct and train employees who may be exposed, of the risks and of the precautions.

Hazards	<b>Permission to Work may be required for the task being carried out. Seek further advice if necessary</b> <b>The Following Control Measures are in Place</b> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Exposure to asbestos containing materials</li> </ul> <p><b>Asbestos is present in most buildings and requires managing.</b></p> <p><b>Before any work is carried out you should always assume that asbestos is present unless proven otherwise.</b></p> <p><b>Whilst it is in a good condition and undisturbed it does not present a significant risk.</b></p>	<ul style="list-style-type: none"> <li>✓ The Asbestos Duty Holder &amp; Appointed Person are identified &amp; named</li> <li>✓ All people with responsibilities have attended the relevant training</li> <li>✓ A site specific Asbestos Management Plan is available on site and all staff briefed</li> <li>✓ Prior to intrusive work being carried out you should <b>assume it is or prove it isn't</b>. An appropriate asbestos survey covering the full scope of works is carried out by an approved asbestos surveyor</li> <li>✓ The Trust Estates Manager is advised of all building and maintenance work which is intrusive to the fabric of the building through the "Permission to Work" process and the relevant documentation is completed as necessary</li> <li>✓ All staff are made aware of the potential risks of asbestos and the controls in place</li> <li>✓ Relevant members of staff (including kitchen staff) are aware of the location of the asbestos register and asbestos survey reports</li> <li>✓ The asbestos register is made available to contractors or anyone else undertaking any work in the building (including maintenance and servicing of equipment) where the fabric of the building may disturb Asbestos Containing Materials (ACM).</li> <li>✓ All contractors visiting site are required by law to sign the 'contractor clearance to work' section within the register once they have read &amp; understood all appropriate asbestos information (including asbestos management survey, site specific asbestos management plan and any relevant refurbishment and demolition surveys). The Duty Holder / Appointed Person <b>MUST</b> ensure that all information about the location &amp; condition of any ACM is provided to every person liable to disturb it &amp; to the Emergency Services.</li> <li>✓ Regular inspections are carried out to monitor the condition of asbestos (it is the School's responsibility to make sure that all areas are available and accessible for the monitoring visits) and asbestos hazard risk assessments are reviewed through the Asbestos Review Process carried out between the site duty holder and the landlord duty holder</li> <li>✓ There is a formal procedure for reporting and recording deterioration of asbestos containing materials, this is communicated to the Transport &amp; FM Team</li> <li>✓ A formal risk assessment for non-intrusive work is carried out prior to work taking place.</li> <li>✓ All non-intrusive work is logged and the log is available for inspection by Health &amp; Safety Consultants / Facilities Management staff</li> </ul>

## Windows and Glazing

Regulation 14 of the Workplace, Health Safety & Welfare Regulations requires glazing to be of safety material to protect it against breakage and be appropriately marked

Hazards	<b>Permission to Work may be required for the task being carried out. Seek further advice if necessary</b>  <b>The Following Control Measures are in Place</b> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Physical injury,</li> <li>• Severe laceration</li> <li>• Falls from height</li> </ul> <p><b>Please note Safety Film is usually guaranteed for between 7 – 10 years. Where film has been in place for more than 10 years it is recommended that this is replaced</b></p>	<ul style="list-style-type: none"> <li>✓ All glazing below 1500mm from floor level is toughened, laminated or Georgian wired safety glass. Includes display cabinets, fish tanks etc</li> <li>✓ Safety film has been applied to all glazing that does not meet the standard</li> <li>✓ Where the above standard has not been complied with, a rolling programme of upgrading glazing has been implemented. (This must be documented or cross-referenced to other documents i.e. minutes of premises meetings etc)</li> <li>✓ There is a procedure in place for ensuring that all replacement glass/glazing is to an appropriate standard</li> <li>✓ Glazing is etched with the appropriate British Standard or Kite mark to confirm its standard</li> <li>✓ Windows can be opened to allow adequate ventilation</li> <li>✓ Window catches/restrictors are fitted to windows where there is a risk of a person falling through them when open (particularly those above ground floor level)</li> <li>✓ A long reach pole is used to open windows at high level – Staff are instructed not to climb on chairs and tables</li> <li>✓ Vision panels on fire doors are not obstructed by posters / notices</li> </ul>

## Slips, trips and falls

Regulation 12 of the Workplace, Health Safety & Welfare Regulations requires the surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall. Slips, trips and falls are the common cause of accidents.

Hazards	The Following Control Measures are in Place □□.
<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Icy conditions</li> <li>• Wet, Slippery, Uneven and Deteriorated Stairways, Floors and Walkways,</li> <li>• Dry contaminants (such as powders, dusts etc)</li> <li>• Food / <a href="#">bodily fluid spillages</a></li> </ul> <p><b>Consideration is given to when cleaning is carried out: For example do cleaning times coincide with extended activities? Does this increase the risk?</b></p> <p><b>Further advice on <a href="#">Snow &amp; Ice Clearance</a></b></p> <p><b>Risk Assessment for <a href="#">Snow &amp; Ice Clearance</a></b></p>	<ul style="list-style-type: none"> <li>✓ Regular checks and inspections are carried out to ensure all floor surfaces (internally and externally e.g. carpets, mats, parquet flooring, floor tiles, fastening strips, paving stones etc ) are in a good condition, even and secure</li> <li>✓ There is a procedure in place for reporting defects and ensuring that appropriate remedial action is taken immediately</li> <li>✓ All trailing cables have been removed, re-routed around the sides of the room, fitted with a rubber protection trunk or taped down with a substantial adhesive tape</li> <li>✓ Any spillages (including food, bodily fluids etc) are dealt with immediately</li> <li>✓ Equipment is available for cleaning and drying spillages including colour coded mops</li> <li>✓ "Wet floor" signs are available and used where necessary (additional consideration should be given to after school clubs and private lettings etc)</li> <li>✓ Stairs and stair nosings are in a good condition (internally and externally)</li> <li>✓ Staircases and steps have adequate lighting</li> <li>✓ Where appropriate, handrails are provided. These are maintained in good condition and are fitted to the correct height</li> <li>✓ There is a known procedure in place for managing slippery and icy footpaths/walkways and play areas (including wet pour safety surfaces)</li> <li>✓ Barrier mats are in place at entrance doors (especially in wet conditions)</li> <li>✓ Staff have been advised to wear suitable footwear (appropriate to the tasks being undertaken)</li> <li>✓ There is good housekeeping to prevent an accumulation of supplies and waste</li> <li>✓ Staff are trained in the correct use and application of cleaning substances (too much or the wrong type of detergent can cause a slip hazard)</li> <li>✓ Procedures are in place to reduce the amount of dust that may be generated in certain work areas i.e. caretakers work room, design and technology etc</li> </ul>

## Storage

Hazards	The Following Control Measures are in Place □□.
<ul style="list-style-type: none"> <li>• Inadequate, overloaded and inappropriate storage</li> <li>• Injuries associated with moving and handling</li> <li>• Falls from height</li> <li>• Falling objects</li> </ul> <p><b>Storage on corridors and staircases is discouraged due to the fire risk / obstruction. Where storage is absolutely necessary in these areas it must be appropriate and kept to one side of the corridor</b></p> <p><b>Access to storage is restricted or appropriately supervised</b></p> <p><b>The guidance on the weight distribution is as follows:-</b></p> <div data-bbox="183 1074 248 1136" data-label="Image"> </div> <p>weight ratios.docx</p>	<ul style="list-style-type: none"> <li>✓ There is good housekeeping at all times (Corridors and Staircases especially)</li> <li>✓ Safe and easy access is provided to all storage areas</li> <li>✓ Where necessary a separate manual handling assessment has been carried out (see page 32)</li> <li>✓ Only lightweight items are stored above head height (and these are kept to a minimum)</li> <li>✓ Appropriate means of access is provided to prevent inappropriate use of chairs and tables etc (see page 30 Working at Height)</li> <li>✓ Hazardous substances (including cleaning materials) are inaccessible to students and stored in a safe manner, i.e. in accordance with the relevant hazard data information</li> <li>✓ Flammable liquids (e.g. aerosols) are stored in a signed locked metal “flammables” cabinet, and used safely and are detailed as part of the fire risk assessment</li> <li>✓ Emergency equipment i.e. an appropriate fire extinguisher is available</li> <li>✓ Boiler houses are free from storage of combustible items</li> </ul> <p><b>Boiler houses must not be used to store materials!</b></p>


## Cleaning tasks

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Slips, trips and falls (spillages)</li> <li>• Substances</li> <li>• Back injuries/strains etc associated with manual handling activities</li> <li>• Working at Height</li> <li>• Machinery and Equipment</li> </ul> <p><b>Where cleaning tasks are carried out by a contractor the risk assessment should be shared and completed with the supervisor / manager.</b></p> <p><b>Further information is available on <a href="#">spillages</a></b></p>	<ul style="list-style-type: none"> <li>✓ All spillages are dealt with promptly</li> <li>✓ Colour coded mops and buckets are available for spot cleaning</li> <li>✓ Micro-fibre mops are provided to dry floors</li> <li>✓ Obstacles are removed prior to cleaning</li> <li>✓ Where floors cannot be effectively dried, barriers are used to exclude people from wet areas</li> <li>✓ Wet floor cones/signs are provided and used</li> <li>✓ Trailing cables are kept to an absolute minimum (particularly when the Cleaning staff are moving around the school with hoovers, buffers etc - adherence to Schools own risk assessments and working practices for trailing cables should be adhered to)</li> <li>✓ All cleaning substances are selected carefully; the correct product is used in the correct quantity.</li> <li>✓ Cleaning is undertaken at quiet times when the number of pedestrians is reduced</li> <li>✓ Appropriate personal protective equipment is provided and worn</li> <li>✓ Cleaning staff have received appropriate information, instruction and training</li> <li>✓ Cleaning equipment (vacuums and buffers etc) are serviced and maintained in good condition</li> <li>✓ All lifting, pushing and pulling movements have been identified and assessed.</li> <li>✓ Tasks that involve working at height have been identified and assessed</li> <li>✓ Where possible, work at height is avoided. Long handled tools are provided and used</li> <li>✓ Appropriate equipment for “high” cleans is selected and used in conjunction with a safe system of work</li> <li>✓ Sensible footwear is worn</li> </ul>



## Hazardous Substances & Pesticides

Section 13 – Control of Substances Hazardous to Health Regulations 2002 (COSHH) - as amended require employers to control substances that can harm workers' health.

Hazards	The Following Control Measures are in Place □□
<p>In general, hazardous substances are marked with</p>  <p>Are Explosive; Flammable; Oxidising; Corrosive; Acute Toxicity; Hazardous to the Environment; Serious Health Hazard; Gas Under Pressure</p> <p>There may be other hazardous materials in School that could cause harm to health e.g. biological hazards etc</p> <p>Prolonged use of any cleaning substance on unprotected skin could cause skin irritation, occupational dermatitis or eczema.</p> <p><b>Visit the Health &amp; Safety Executive <a href="#">COSHH essentials</a> website for advice on substances</b></p>	<ul style="list-style-type: none"> <li>✓ Hazardous Substances are kept to an absolute minimum</li> <li>✓ There is an inventory of all hazardous substances on site (including cleaning and janitorial substances)</li> <li>✓ All substances are selected carefully; the correct product is used in the correct quantity.</li> <li>✓ Safety data sheets are available for each substance and a duplicated copy</li> <li>✓ Hazardous substances (including cleaning materials) are inaccessible to students and stored in a safe manner, i.e. in accordance with the relevant hazard data information</li> <li>✓ A safe system of work is in place for diluting substances</li> <li>✓ All substances are kept in their original or appropriate containers; these are labelled with the name of the substance</li> <li>✓ All hazardous substances have a separate <a href="#">COSHH assessments</a> in place</li> <li>✓ Where Personal Protective Equipment (PPE) is needed it is appropriate to the task being carried out and is worn</li> <li>✓ Staff have received appropriate information, instruction and training</li> <li>✓ Substances are disposed of in accordance with the manufacturer's instructions / data sheets</li> <li>✓ Flammable liquids (e.g. aerosols) are stored in a locked metal "flammables" cabinet, and used safely and are detailed as part of the fire risk assessment</li> </ul> <p><b>Pesticides</b></p> <ul style="list-style-type: none"> <li>✓ Pesticides (including insecticide and weed killer) are not stored on the School site</li> <li>✓ All pesticide work is carried out by a competent person who holds the relevant qualification</li> </ul>

## Working Environment (Heating, Lighting, Temperature, Ventilation)

Workplace, Health Safety & Welfare Regulations

Regulation 6 (Ventilation) - requires that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air

Regulation 7 (Temperature) - during working hours the temperature in all workplaces inside buildings shall be reasonable

Regulation 8 (Lighting) – every workplace shall have suitable and sufficient lighting

Hazards	The Following Control Measures are in Place <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"><li>• Extremes of Temperature</li><li>• Inadequate lighting levels</li><li>• Poor Air Quality</li><li>• Welfare Facilities</li></ul> <p><b>Guidance on toilet / hand washing facilities can be found in the <a href="#">School Premises Regulations</a></b></p>	<ul style="list-style-type: none"><li>✓ The heating system provides and maintains a comfortable working temperature</li><li>✓ Lighting levels are appropriate for the tasks being carried out.</li><li>✓ Lights are replaced, repaired or cleaned before lighting levels become too low to be safe</li><li>✓ Natural ventilation can be provided by opening windows</li></ul> <ul style="list-style-type: none"><li>✓ There is an appropriate number of toilets / hand washing facilities for students and staff</li><li>✓ There is provision for washing and eating etc</li><li>✓ There is an adequate supply of drinking water</li><li>✓ If it is necessary, there is provision to store staff clothing e.g. personal protective equipment</li></ul>

## External Areas (General)

The Workplace, Health Safety & Welfare Regulations requires the surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Inadequate lighting levels</li> <li>• Unsafe Equipment</li> <li>• Foreign Objects</li> <li>• Physical Injury and Ill Health,</li> <li>• Slips, Trips and Falls</li> <li>• Site Security</li> </ul> <p><b>See Code of Practice – <a href="#">Needle stick Injuries</a> for further information</b></p>	<ul style="list-style-type: none"> <li>✓ There is a procedure in place for checking all outdoor areas (broken glass, syringes, broken inspection covers, uneven surfaces, damaged steps etc) on a regular basis</li> <li>✓ Steps, paths and car parking areas etc are suitably lit – consideration has been given to staff working late, evening meetings, lettings and extended activities etc</li> <li>✓ External step nosings are clearly marked to denote a change in level</li> <li>✓ Handrails are provided where appropriate and maintained in good condition</li> <li>✓ There is a safe system of work in place for handling &amp; disposing of sharps / syringes etc and appropriate equipment is provided e.g. brush, tongs, sharps bin etc</li> <li>✓ Structures, fences and gates are inspected, regularly and maintained / repaired as required. Records are kept</li> <li>✓ Gates can be secured in the open position (when necessary) by shoot bolts or padlocks to prevent students from swinging on them or fingers getting trapped</li> <li>✓ The hinge side of the gate does not present a guillotine effect when fully opened</li> <li>✓ Gates with self-closing devices are checked and maintained regularly to ensure that the gate closes in a safe manner</li> <li>✓ Gates are secured with combination padlocks during the day; all members of staff are aware of the code in case of need for emergency evacuation.</li> <li>✓ Electric gates and shutters are inspected and maintained by a competent contractor on a regular basis</li> <li>✓ Electric gates/shutters that form part of a fire escape route are checked to ensure they open upon activation of the fire alarm system</li> <li>✓ Perimeter walls and fencing are of an appropriate height</li> </ul>

## General Security

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Safeguarding Issues</li> <li>• Threat of violence</li> <li>• Theft</li> </ul>	<p><b>Physical Security Measures</b></p> <ul style="list-style-type: none"> <li>✓ Doors are regularly checked and are maintained in a good working condition</li> <li>✓ Door closers are fully operational and bring each door back to a fully closed position</li> <li>✓ Doors are not propped open when rooms / areas are left unattended</li> <li>✓ There is a formal procedure in place for reporting defective equipment</li> <li>✓ All external doors prevent unwanted visitors from entering the building whilst allowing people to escape quickly in the event of an emergency</li> </ul> <p><b>Visitor Management</b></p> <ul style="list-style-type: none"> <li>✓ All visitors are directed to the correct entrance</li> <li>✓ There is an agreed procedure for checking the identify of visitors</li> <li>✓ There is a system in place for all visitors to “sign in”</li> <li>✓ Visitors are issued with an identity badge and asked to wear this at all times whilst on the premises</li> <li>✓ There is a known and understood process in place to deal with unauthorised visitors to site</li> <li>✓ Visitors are accompanied whilst on site</li> </ul>

## Ponds in school grounds


Hazards	The Following Control Measures are in Place N/A <input type="checkbox"/> <input type="checkbox"/> x
<ul style="list-style-type: none"> <li>• Location</li> <li>• Construction</li> <li>• Slips, Trips and Falls</li> <li>• Drowning</li> <li>• Horseplay</li> <li>• Ill Health</li> <li>• Emergency Arrangements</li> <li>• Cuts, bites and stings</li> </ul> <p>Further guidance is available on the <a href="#">CLEAPSS</a> website</p>	<p><del>The pond is located in a safe and secure area</del>  <del>Suitable fencing / barriers / gates are in place to prevent unsupervised access</del>  <del>Trees and shrubs are regularly cut back and don't obscure the line of sight</del>  <del>Where possible the pond has sloping edges</del>  <del>The depth of the pond does not exceed 1 metre</del>  <del>The surrounding area of the pond is level and even</del>  <del>Consideration has been given to use at particular times of year e.g. during winter the area around the pond could be icy / slippery</del>  <del>Appropriate safety signs / safe rules of use are in place</del>  <del>The area is checked prior to student use</del>  <del>A rescue / emergency plan is in place and clearly understood by all parties concerned</del>  <del>Supervision levels are assessed dependent upon group and activities being carried out</del>  <del>Sensible footwear is worn by staff, students, volunteers etc</del>  <del>Appropriate hygiene measures are followed</del>  <del>All cuts / open wounds are covered appropriately</del></p> <p>A copy of the Code of Practice – <a href="#">Safety of Ponds in School Grounds</a> can be found on Schoolpoint</p>

## Accidents and First Aid

Under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) employers are legally required to report work related accidents and ill health to the enforcing authority.

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>Physical Injury</li> </ul> <p><b>Civil Claims</b></p> <p>Young persons have until the age of 21 to submit a claim following an accident. Schools should keep all records relating to an accident in school e.g. accident investigations, witness reports, photos etc).</p> <p>Please do not destroy information relating to accidents before seeking advice from the Insurance and Risk Service on 0114 2053915 or <a href="mailto:risk@sheffield.gov.uk">risk@sheffield.gov.uk</a></p> <p>The retention of this information will help to assist in understanding a claim after a significant passage of time</p>	<p><b>Accidents</b></p> <ul style="list-style-type: none"> <li>✓ Staff are aware that it is their responsibility to report and record accidents (to themselves, students, visitors etc)</li> <li>✓ All significant accidents are investigated to identify immediate and underlying causes</li> <li>✓ Where applicable, the findings of investigations are shared with staff and Managers, risk assessments are reviewed and any additional measures required are implemented</li> </ul> <p><b>First aid</b></p> <ul style="list-style-type: none"> <li>✓ There is an adequate number of <a href="#">first aiders</a> and paediatric first aiders on site throughout the day (including before and after school activities)</li> <li>✓ All members of staff are aware of the first aid arrangements that are in place</li> <li>✓ A scheduled programme is in place for the periodic retraining of first aid personnel</li> <li>✓ An appropriate number of first aid boxes are at strategic points throughout the School</li> <li>✓ An appointed person is responsible for checking the use-by dates and re-stocking first aid kits on a regular basis</li> <li>✓ If you have a defibrillator, this is checked daily (the battery &amp; pad indicator are on full power) to ensure readiness in case of emergency</li> </ul> <p><a href="#">Accident, Violent Incident and Near Miss Reporting Form</a></p> <p><a href="#">Ringling 999 for an ambulance</a> – useful information</p>

## Working / Teaching in the Sun

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Heat Stroke</li> <li>• Dehydration</li> <li>• Skin Cancer</li> </ul> <p><b>Employees need to be made aware of risk of excessive exposure to sun via Health &amp; Safety Executive's leaflet "Keep your Top on".</b></p>  <p>keep your top on.pdf</p>	<p><b><u>Employees</u></b></p> <ul style="list-style-type: none"> <li>✓ Information regarding the risk associated with working in the sun are provided during induction training</li> <li>✓ Regular breaks can be taken away from direct sunlight.</li> <li>✓ Work is planned to avoid excessive exposure to the sun</li> <li>✓ Employees are encouraged to keep skin covered during hot weather (Encourage appropriate clothing e.g. long sleeves and sunhats, high factor sun creams).</li> <li>✓ Shaded areas are provided</li> <li>✓ The employee has access to cool drinks</li> </ul> <p>Further information is available on the Health and Safety Executives website on <a href="#">outdoor working</a></p> <p><b><u>Pupils</u></b></p> <p><b>Pupil's exposure is controlled by:</b></p> <ul style="list-style-type: none"> <li>✓ Monitoring the outdoor conditions prior to and when activities are taking place</li> <li>✓ Reducing outdoor activity time during hot weather</li> <li>✓ Making best use of shaded areas (e.g. trees, canopies, gazebos etc)</li> <li>✓ Wearing suitable hats (with neck guards where possible) and long sleeved clothing etc</li> <li>✓ Using high factor sunscreens as and where appropriate</li> <li>✓ Having access to cool drinks</li> </ul> <p>For further information see Code of Practice - <a href="#">Working in the Sun</a></p>

## Drugs and Medication

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Wrong dosage / medication administered</li> </ul> <p><b>Staff who have their own personal medication on site must ensure this is stored securely</b></p>	<ul style="list-style-type: none"> <li>✓ The Schools Health and Safety Policy makes specific reference to the arrangements for administration of drugs / medication</li> <li>✓ Medication is not administered unless written parental consent has been given</li> <li>✓ All medication is kept in a safe and secure place (out of the reach of students)</li> <li>✓ All medication is clearly labelled with the students name and correct dosage to be administered</li> <li>✓ A formal record is kept of all medication that is administered</li> <li>✓ All out of date medication is disposed of following manufacturers guidance / returned to parents</li> <li>✓ All staff (including supply staff) are aware of all students who have complex medical needs and individual care plans are in place</li> <li>✓ Staff have had training in the administration of all medications</li> <li>✓ Staff are informed not to re-sheath needles</li> <li>✓ Students medical needs are taken into account when attending extended school activities, educational / residential visits etc</li> <li>✓ An up to date emergency contact list for parents is available for staff</li> <li>✓ A sharps bin is available for disposal of used needles / syringes</li> </ul>



**New and Expectant Mothers – An individual risk assessment should be carried out and personalised to the individual**

Management of Health & Safety at Work Regulations require all employers to carry out an assessment of the Health & Safety risks to which their employees and any other persons are exposed to as a result of their activities. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Exposure to shock, violence, unpredictable behaviour etc</li> <li>• Biological Hazards</li> <li>• Chemical Agents</li> <li>• General Working Conditions</li> <li>• Slips, Trips and Falls</li> <li>• Work at Height</li> </ul> <p><b>The risk assessment should be regularly reviewed throughout the duration of the pregnancy</b></p> <p><b>An additional risk assessment should be carried out when the employee returns to work following maternity leave</b></p>	<p>Arrangements are in place to avoid the need for manual handling e.g.</p> <ul style="list-style-type: none"> <li>✓ moving stationery, furniture etc</li> <li>✓ assisting / personal care with students</li> </ul> <p>Arrangements are in place to avoid exposure to harm from:</p> <ul style="list-style-type: none"> <li>✓ Violent incidents</li> <li>✓ Working with vibrating equipment</li> <li>✓ Excessive driving</li> </ul> <p>Arrangements are in place for the new / expectant mother to avoid contact with:</p> <ul style="list-style-type: none"> <li>✓ Chicken Pox</li> <li>✓ Rubella</li> <li>✓ German Measles</li> <li>✓ Slapped Cheek Syndrome</li> <li>✓ Hepatitis B</li> <li>✓ HIV</li> <li>✓ Pandemic Flu</li> </ul> <p>Consideration has been given to:</p> <ul style="list-style-type: none"> <li>✓ Exposure to radioactive sources, mercury, lead or other substances</li> <li>✓ Exposure to body fluids</li> </ul> <p>Arrangements are in place to control:</p> <ul style="list-style-type: none"> <li>✓ Excessive heat</li> </ul> <p>Consideration has been given to:</p> <ul style="list-style-type: none"> <li>✓ Provision of appropriate rest facilities and rest breaks</li> <li>✓ Emergency Procedures</li> <li>✓ Work related stress</li> <li>✓ Lone Working</li> </ul>

## Student Supervision

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Horseplay</li> <li>• Inappropriate behaviour</li> <li>• Off-site activities</li> <li>• Physical Injury</li> </ul> <p><b>The level of care provided for vulnerable students or students with behaviour problems is assessed as part of their individual care plan</b></p>	<p>☐☐</p> <p><b>Incidents have occurred when the supervision of students has not been adequate</b></p> <ul style="list-style-type: none"> <li>✓ Supervision levels are assessed and documented. Consideration is given to the following: -             <ul style="list-style-type: none"> <li>• General movement around school</li> <li>• Lunch time periods</li> <li>• In the dining room</li> <li>• Assess the need for increased supervision and controls on <a href="#">balconies / recreation decks</a></li> <li>• Educational visits</li> <li>• Practical lessons such as Design &amp; Technology, Science, Food Technology, PE etc</li> <li>• Individual pupils and their known behaviour patterns</li> <li>• Unusual or “one-off” events</li> </ul> </li> </ul> <p><b>This list is not exhaustive – there may be others</b></p>

## Circulatory Routes

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>✓ All corridors and walkways are clear and free from obstructions</li> <li>✓ Good housekeeping is maintained and encouraged</li> <li>✓ Balustrades on stairs, landings and around balconies etc meet the relevant Building Regulation Standard, however we recognise this is a minimum standard and the actual height is appropriate to meet the needs of the end user <a href="#">See Safety Alert on recreation decks/balconies</a></li> <li>✓ Items are not placed on recreation decks / balconies which could enable students to climb over the barriers</li> <li>✓ Suitable non-slip flooring is in place on corridors / walkways</li> <li>✓ Fire Exit routes are kept clear at all times</li> <li>✓ Fire Escape Routes are clearly signed</li> <li>✓ All final exits are unlocked when the school is occupied</li> <li>✓ Waste bins are provided to ensure circulatory areas are kept tidy and free from litter</li> <li>✓ Litter is removed from circulatory areas on a regular basis to avoid slips, trips and falls</li> <li>✓ Lighting levels (including emergency lighting) in circulatory areas is adequate</li> </ul>

## Employment of Young People

In order to comply with the Health and Safety (Young Persons) Regulations 1997 It is helpful to know how people are defined by age in health and safety law, especially when working out what the young person is allowed to do:

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Work Processes</li> <li>• Lone Working</li> <li>• Work Equipment</li> <li>• Machinery</li> </ul> <p><b>A young person</b> is anyone under 18 years old</p> <p><b>A child</b> is anyone who has not reached the official age at which they may leave School, just before or just after their 16<sup>th</sup> birthday</p>	<ul style="list-style-type: none"> <li>✓ Consideration is given to the age, immaturity and lack of experience in the work place – Existing risk assessments are reviewed in light of this</li> <li>✓ The findings / recommendations of any risk assessments are communicated to young people</li> <li>✓ Young people working on site are appropriately supervised and within sight and sound of co-workers</li> <li>✓ Appropriate information, instruction and training is available and provided for young people</li> <li>✓ Staff have been made aware of any young person's medical / special needs / requirements</li> </ul> <p>Visit the <a href="#">Health &amp; Safety Executive</a> website for more information on Young People</p> <p>Students and trainees, on <a href="#">work experience</a> are regarded in health and safety law as employees. Students on work experience placements must be provided with the same health, safety and welfare protection given to other employees. Restrictions apply to the types of work which young people, including students below the Minimum School Leaving Age on work experience, are allowed to do.</p>

## Lone Working/ Home Visits / Meetings off site

Management of Health & Safety at Work Regulations require **all** employers to carry out an assessment of the Health & Safety risks to which their employees and any other persons are exposed to as a result of their activities. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"><li>• Lone Working</li><li>• Violence</li><li>• Fire &amp; Explosion</li><li>• Confined spaces</li><li>• Other emergencies</li><li>• Vulnerable workers i.e. new and expectant mothers, young people, disabled</li></ul>	<ul style="list-style-type: none"><li>✓ Where possible, lone working is avoided</li><li>✓ High risk tasks have been identified and assessed to determine their suitability for lone workers i.e. work at height / home visiting / responding to alarms, particularly at night</li><li>✓ Effective procedures are in place and are understood by all i.e. signing in/out</li><li>✓ Lone workers are competent in all activities they are carrying out and have received appropriate training</li><li>✓ Lone workers are trained to recognise potentially violent or aggressive situations and know not to put themselves at further risk</li><li>✓ They have access to a means of communication or there is a "buddy" system in place</li><li>✓ Effective procedures are in place to ensure that lone workers keep in contact/ there is a means for summoning assistance</li><li>✓ Lone workers are aware of the need to report and record all incidents and near misses</li><li>✓ The security of the workplace has been assessed and appropriate control measures are in place</li><li>✓ The risks to vulnerable people/groups of people have been assessed and appropriate protective measures are in place</li><li>✓ Procedures are in place for sharing information on known or potentially violent students / parents / carers</li><li>✓ Training is available in dealing with difficult situations / defusing skills</li><li>✓ Staff are aware of their own personal safety</li><li>✓ First Aid facilities are available</li></ul>

## Work at Height

**NB: Separate risk assessments should be carried out for tasks that involve work at height**

The Work at Height Regulations applies to **all** work at height where there is a risk of a fall, liable to cause personal injury. All work at height should be properly planned and organised; those involved in work at height should be competent

<b>Who might be harmed?</b> <ul style="list-style-type: none"><li>• Employees including Lone Workers</li><li>• Others in the area e.g. young people, volunteers, visitors</li><li>• Disabled / vulnerable groups</li></ul>	
<b>Description of the task and Location:</b>  <u>Permission to Work</u> may be required for the task being carried out. Seek further advice if necessary	<b>Is this task planned or is it urgent reactive maintenance work?</b>  <b>How long will it take (minutes/hours)?</b>  <b>How often will the task be carried out?</b>
<b>You should refer to the detailed guidance in the <a href="#">Work at Height Code of Practice</a></b>	
Can work at height be avoided e.g. by using long handled tools, by contracting work out, By placing displays at a lower level or avoiding high level storage etc? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If “No” you should carefully consider the following:</b>  <b>Click on the <a href="#">WAIT tool</a> produced by the Health &amp; Safety Executive for further advice on selecting the correct equipment for work at height activities</b>  <b>Selection of Equipment</b> – This must be appropriate to the task and industrial standard <ul style="list-style-type: none"><li>• <b>Mobile scaffold towers/working platforms</b>– to be used for tasks lasting more than 30 minutes or for frequent/repetitive tasks</li><li>• <b>Podium Steps</b> – portable, versatile, adjustable and provide a safe place of work</li><li>• <b>Ladders/Stepladders</b> – to be used where a tower/working platform is not appropriate (i.e. where space is limited, for short duration (less than 30 minutes), low frequency tasks, or where the work is classed as an emergency responsive repair). You <b>must</b> be able to justify the use of ladders and steps.</li><li>• <b>Kick Stools</b> – to be used for short duration, access i.e. for retrieving files etc at high level</li></ul>	
<b>IF YOU HAVE ANY WOODEN STEP LADDERS ON SITE, THESE MUST <u>NOT</u> BE USED AND MUST BE REMOVED FROM SITE IMMEDIATELY!</b>	

Work at Height continued....

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p>□□</p>
Falls from height/falling objects	<ul style="list-style-type: none"> <li>✓ Staff are experienced, trained and competent to work at height</li> <li>✓ Where work is beyond the capability of staff, competent contractors are used</li> <li>✓ All access equipment is to an appropriate industrial (not domestic) standard</li> <li>✓ Staff are instructed not to use tables and chairs when working at height</li> <li>✓ A visual check of the equipment is carried out prior to each use</li> <li>✓ Pre-use checks are formally recorded</li> <li>✓ Equipment that is faulty is labelled and taken out of use immediately</li> <li>✓ All equipment is maintained in good working condition and records are kept</li> <li>✓ The equipment is secured appropriately (tied/footed/stability device /braked)</li> <li>✓ Warning signs, barriers, cones, tape, etc are put up as necessary.</li> <li>✓ No working is permitted under access equipment</li> <li>✓ Tools are carried in tool belts</li> </ul> <p>Refer to checklists in <a href="#">Work at Height Code of Practice</a></p>
Overhead cables/obstructions	<ul style="list-style-type: none"> <li>✓ Overhead obstructions are identified and the work is adequately planned to avoid such obstacles</li> </ul>
Inclement weather e.g. wind, rain, ice	<ul style="list-style-type: none"> <li>✓ Where the work being undertaken is outside, the weather conditions are assessed before and during the operation.</li> <li>✓ Care is taken to avoid working in unsuitable weather conditions</li> </ul>
Lone Working	<ul style="list-style-type: none"> <li>✓ All persons working at height do not work alone. (There is always someone within sight and sound)</li> </ul> <p>Refer to separate risk assessment for <a href="#">Lone Working</a></p>
Slips, Trips and Falls	<p>Refer to separate risk assessment for <a href="#">Slips, Trips and Falls</a></p>

## Manual Handling including pupil participation

The Manual Handling Operations Regulations 1992 (amended 2002) require employers to:

- **AVOID** the need for hazardous manual handling, so far as is reasonably practicable;
- **ASSESS** the risk of injury from any hazardous manual handling that can't be avoided; and
- **REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable

**An individual risk assessment should be made for all manual handling tasks**

**Brief Description of Task:**

### **Preliminary Assessment**

Does the activity involve a significant risk of injury? Yes ☐ No ☐ (If in doubt, answer yes)

**Is it reasonable to avoid/mechanise/automate the activity?** Yes ☐ No ☐

If **no**, complete the checklist and action plan on the following pages.

If **yes**, there is no need to continue with this form provided you carry out the action you have identified and the remaining risk of injury is not significant.



## Manual Handling

Questions to Consider (if the answer to this question is 'Yes' place a tick against it and then consider the level of risk)		Level of Risk Tick as appropriate			Possible Solutions (Make notes in this column of existing precautions and other possible solutions to help decide what might reduce the risk)
	Y/N	Low	Med	High	
<p>The <b>Tasks</b> – do they involve:</p> <ul style="list-style-type: none"> <li>• Holding loads away from the trunk?</li> <li>• Twisting?</li> <li>• Stooping?</li> <li>• Reaching upwards?</li> <li>• Large vertical Movement?</li> <li>• Long carrying distances?</li> <li>• Strenuous pushing or pulling?</li> <li>• Unpredictable movement of loads?</li> <li>• Repetitive handling?</li> <li>• Insufficient rest or recovery?</li> <li>• A work rate imposed by a process?</li> </ul>					
<p>The <b>Loads</b> – are they:</p> <ul style="list-style-type: none"> <li>• Heavy?</li> <li>• Bulky/unwieldy?</li> <li>• Unstable/unpredictable?</li> <li>• Intrinsically harmful (eg sharp/hot)?</li> </ul>					

## Manual Handling Continued....

Questions to Consider (if the answer to this question is 'Yes' place a tick against it and then consider the level of risk)		Level of Risk Tick as appropriate			Possible Solutions (Make notes in this column of existing precautions and other possible solutions to help decide what might reduce the risk)
	Y/N	Low	Med	High	
<b>The Working Environment</b> – are there? <ul style="list-style-type: none"> <li>• Slip/trip/fall hazards?</li> <li>• Constraints on posture?</li> <li>• Poor floors?</li> <li>• Variations in level?</li> <li>• Hot/cold/humid/wet conditions?</li> <li>• Strong air movements?</li> <li>• Poor lighting conditions?</li> </ul>					
<b>Individual capability</b> – does the job: <ul style="list-style-type: none"> <li>• Require unusual capability?</li> <li>• Create a risk for those with a health problem</li> <li>• Create a risk for those who are pregnant?</li> <li>• Call for special information/training?</li> <li>• Has the individual received appropriate information, instruction and training and is deemed as competent for the task?</li> <li>• Is movement or posture hindered by clothing or personal protective equipment</li> </ul>					
<b>Students involved in moving PE apparatus</b> <ul style="list-style-type: none"> <li>• Are students given appropriate information about the task?</li> <li>• Are they advised about correct lifting techniques?</li> <li>• Are students closely supervised when carrying out lifting and handling tasks?</li> </ul>	<b>List the measures that you have put in to place to keep students safe</b>				

## Building Contractors

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Location of work</li> <li>• Unsafe systems of work,</li> <li>• Work at height</li> <li>• Dangerous plant and equipment</li> <li>• Asbestos</li> <li>• Physical Injury</li> <li>• Ill health</li> <li>• Noise</li> <li>• Fire</li> </ul> <p><b>Before any work on your building is undertaken by contractors e.g. window replacement, electrical work etc you should always assume that asbestos containing materials are present and arrange for an appropriate asbestos survey that covers the full scope of the work prior to any work commencing.</b></p> <p><b>For further information – See the Code of Practice <a href="#">Contractors on School Premises</a></b></p>	<p><b>Building Contractors</b></p> <ul style="list-style-type: none"> <li>✓ All building contract work is approved by the Trust</li> <li>✓ Where possible building work is carried out in school holiday periods (this is particularly important when roofing work is being carried out)</li> <li>✓ Contractors are informed about the movement of children at the beginning, break time, lunchtime and end of the school day</li> <li>✓ Contractors are selected from the <a href="#">CHAS</a> website / similar accreditation scheme</li> <li>✓ All contractors (each gang member) that visit the site read and sign the asbestos register on a daily basis</li> <li>✓ Contractors are formally made aware of the expectations placed on them whilst on school premises e.g. use of toilets, transport routes, refer to the <a href="#">Council's code of conduct</a>, behaviour on site, location of skips etc</li> <li>✓ Lines of communication, roles and responsibilities and meeting dates are established prior to work commencing</li> <li>✓ Contractors supply risk assessments, method statements and documented safe systems of work for the work that is being undertaken</li> <li>✓ Consideration is given to the location of the work being carried out and clear instructions are given around safeguarding of children, access, security arrangements, transport routes etc <b>(You should also review your fire risk assessment where appropriate)</b></li> <li>✓ Contractors are monitored throughout the duration of the work</li> <li>✓ There is always appropriate separation and segregation of pupils, staff, visitors etc from the work being carried out</li> <li>✓ Hazardous substances are used, stored and transported in accordance with the appropriate hazard data information</li> </ul> <p><b>Other Contractors i.e. School meals / cleaning staff</b></p> <ul style="list-style-type: none"> <li>✓ There are effective procedures in place for communicating / sharing information with people that share your site</li> <li>✓ There are arrangements in place to monitor the work of contractors</li> </ul>

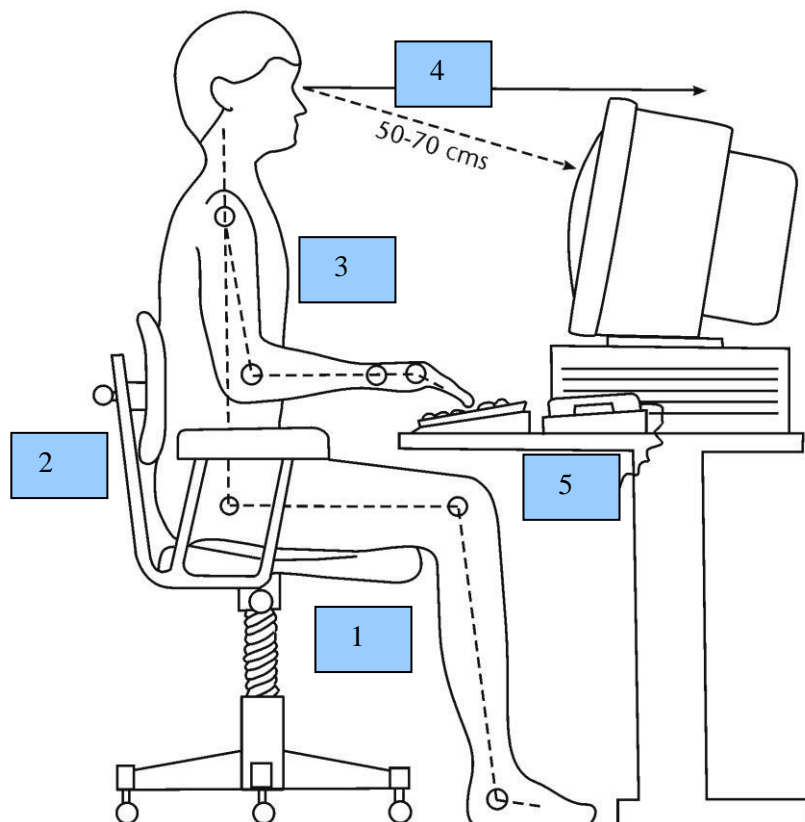
## Display Screen Equipment

Employers have a legal requirement under the Health and Safety Display Screen Regulations 1992 to examine the workstations under their control to assess the risks to the 'users' Health and Safety and to reduce the risks to the lowest level possible.

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"> <li>• Repetitive Strain Injury</li> <li>• Work Related Upper Limb Disorders</li> <li>• Headaches</li> <li>• Eye Strain</li> <li>• Stress</li> <li>• Fatigue</li> </ul> <p><b>A separate risk assessment should be carried out for EACH member of staff who uses a workstation. It is suggested that this specific form is photocopied and "personalised"</b></p> <p><b>For further information see the <a href="#">computer workstation assessment form</a></b></p>	<ul style="list-style-type: none"> <li>✓ The workstation is neatly arranged and there is sufficient space to enable equipment to be adjusted to a comfortable position</li> <li>✓ There is sufficient space to allow changes in posture</li> <li>✓ The users chair can be adjusted to allow their feet to rest on the floor (A suitable footrest is provided if necessary)</li> <li>✓ The keyboard is adjustable, detachable, legible and clean</li> <li>✓ The screen is clean and free from reflections and glare</li> <li>✓ The screen display is clear and easy to read</li> <li>✓ The view of the user beyond the screen is free from bright areas</li> <li>✓ The work area is clear of electrical hazards such as worn or loose cables or trailing wires that might cause trips</li> <li>✓ The working environment is reasonably acceptable e.g. temperature, noise, light, ventilation</li> <li>✓ The users are free of fatigue, aches and pains in the neck, back or upper limbs etc</li> <li>✓ The users are free of eyestrain or headaches</li> <li>✓ The users are aware of the procedure for vision screening</li> <li>✓ The user is encouraged to take regular breaks away from the screen by undertaking other duties / tasks</li> </ul> <p><b>NB Where laptops are in prolonged use the DSE Regulations apply and a risk assessment should be carried out using the general principles above. The <a href="#">Health and Safety Executive</a> recommends use of docking stations. Staff should be reminded to take regular breaks</b></p>

# Five Steps to Comfort

In order to achieve a comfortable and safe posture at your workstation you should be able to:



## 1. Adjust seat height for comfortable keying.

- Are your feet firmly on the floor or a footrest, without too much pressure from the seat on back of your legs?

## 2. Adjust height and angle of chair back.

- Is the small of your back supported by the chairs backrest?
- Does the angle of chair back allow you to sit upright and comfortably?

## 3. Adopt “straight on” posture.

- Don't twist your neck or upper body when working.
- Look away from the screen at regular intervals to change viewing distance.
- Are you able to comfortably reach all the equipment and papers you need to use?
- Do not over reach for equipment e.g. keyboard, mouse, and phone.
- Keep your forearms, wrist and hands in a relaxed, neutral position.
- Do not rest your wrists on work surfaces when typing.
- Do not tilt your head to overcome glare.

## 4. Position screen for comfortable viewing.

- Is your monitor approximately an arm's length away from you?
- Your monitor position should allow your head to be balanced comfortably above your shoulders.
- Your neck should not bend forward uncomfortably or backwards to any degree.
- Is the screen reasonably free from glare and reflections?
- Try to get rid of the source of any glare by using blinds or reposition screen.

## 5. Organise your workspace to promote good posture.

- The organisation of your workstation should not prevent you from sitting comfortable or moving freely.
- Remove any clutter from on or below your desk.
- Don't cradle your phone between your ear and shoulder, ask for a headset.

Please read and act on the advice to the right, it will help avoid many of the ill health complaints associated with computer use. If you can't do what is suggested, you should let your manager know. Finally hand the document to your manager (you may also wish to take a copy for future reference).

**Note to managers:** Please keep this record safely since it can form part of a DSE assessment or DSE review.

Are you able to carry out all the above steps?

If not consult your manager.

Yes / No

Your Name:

Date:

Section:

## Vehicles and Vehicle Movement

Employers have a responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure, so far as reasonably practicable, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>Physical Injury to pedestrians and cyclists</li> <li>Collision with vehicles</li> </ul> <p><b>For further information on employees using their own vehicles. See <a href="#">Use of private vehicles on official business</a></b></p>	<p><b>Vehicle Movement</b></p> <ul style="list-style-type: none"> <li>✓ Vehicle and pedestrian routes are clearly defined and separated by physical barriers</li> <li>✓ Car parking spaces are marked appropriately</li> <li>✓ Where necessary “one way” measures are in place</li> <li>✓ Crossing points are designated and clearly signed</li> <li>✓ Blind spots are identified and mirrors / other aids are provided to assist vision</li> <li>✓ Procedures are in place to manage vehicles carrying out reversing manoeuvres e.g. banks person to assist the driver</li> <li>✓ Vehicle movement is restricted at key times i.e. beginning and end of the schoolday etc</li> <li>✓ Speed restriction signs are in place and enforced</li> <li>✓ The Schools policy on parental use of the school car-park is communicated to parents</li> <li>✓ Routes are maintained for emergency vehicular access</li> <li>✓ External lighting is provided as necessary</li> </ul> <p><b>Employees Private Vehicles used for Work Purposes</b></p> <ul style="list-style-type: none"> <li>✓ All drivers hold a current driving licence</li> <li>✓ All vehicles used are roadworthy (e.g. has a current MOT certificate and is regularly checked by the driver) and insured for business use</li> <li>✓ The driver does not use a mobile phone or hands free kit when driving including in car Bluetooth</li> <li>✓ The driver is aware that they should not drive at work if they are under the influence of drink or drugs</li> <li>✓ The driver is aware that they should not smoke in their car whilst carrying passengers</li> <li>✓ The driver knows to inform their line manager if they are suffering from any illness or health condition which may impair their ability to drive or if they are required to take medicine that might affect their judgement</li> </ul>

## Minibuses

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Physical Injury</li> <li>• Collision with other vehicles</li> </ul> <p><b>For further information please see the <a href="#">minibus code of practice</a></b></p> <p><b>Contact Transport Services for advice and information. Tel: 0114 2037577</b></p> <p><b><a href="mailto:transportservices@sheffield.gov.uk">transportservices@sheffield.gov.uk</a></b></p>	<p><b>Minibuses</b></p> <ul style="list-style-type: none"> <li>✓ A risk assessment is carried out for visits/journeys involving the minibus</li> <li>✓ Rules / recommendations on drivers hours must not be exceeded</li> <li>✓ Appropriate seat belts / restraints are used</li> <li>✓ Supervision levels are appropriate there must be at least one member of staff in addition to the driver</li> <li>✓ All minibus drivers hold a relevant driver permit (MIDAS permit) and refresh this training periodically</li> <li>✓ Drivers maintain a personal record of minibus driving</li> <li>✓ Minibuses are serviced regularly</li> <li>✓ Appropriate daily checks are carried out prior to each use (e.g. tyre pressure, lights, oil, petrol, brakes etc) and documented using the Council's daily vehicle checklist</li> <li>✓ Accidents, incidents, near misses and defects etc are reported immediately</li> <li>✓ There is a system in place for regularly checking personal driving licences of minibus drivers</li> </ul>

## Science

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Substances</li> <li>• Water</li> <li>• Electricity</li> <li>• Gas</li> <li>• Storage</li> <li>• Pressure vessels</li> <li>• Radiation</li> <li>• Physical injury</li> <li>• Burns</li> <li>• Shock</li> <li>• Fire</li> </ul> <p><b>Further guidance is available on the <a href="#">CLEAPSS</a> website</b></p> <p><b>Make sure you access a copy of <a href="#">GL120 (About Hazcards)</a>. This document shows to you how to use the hazcards and carry out risk assessments</b></p>	<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>✓ Written schemes of work are in place that cross reference with CLEAPSS and other relevant guidance</li> <li>✓ Written schemes of work include details of protective and preventative measures and include current safe working practice</li> <li>✓ All staff follow these schemes of work and lesson plans</li> <li>✓ If staff want to do something different – they know they must have this agreed by the subject leader and that a new written risk assessment is produced</li> <li>✓ Systems of work and other safe working practices are communicated to staff and students</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>✓ All portable electrical appliances are tested on a periodic basis</li> <li>✓ Low voltage equipment is used where practical</li> <li>✓ Systems are in place to ensure that the gas supply is isolated when not in use/when science labs are unsupervised</li> <li>✓ Gas appliances are serviced/maintained annually by a contractor who is on the Gas Safe Register</li> <li>✓ The gas supply is isolated when not in use (between lessons, break, lunchtimes, after school etc)</li> <li>✓ Gas burners, tubes and fittings are regularly checked for signs of deterioration and are fitted correctly</li> <li>✓ Emergency procedures are in place covering the action required in the event of an emergency (significant gas leak)</li> <li>✓ Pressure vessels e.g. autoclaves etc are inspected on an annual basis (by the Insurer) and records kept</li> <li>✓ Screen barriers are used as appropriate</li> </ul>



## Science – continued

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"> <li>• Substances</li> <li>• Water</li> <li>• Electricity</li> <li>• Gas</li> <li>• Storage</li> <li>• Pressure vessels</li> <li>• Radiation</li> <li>• Physical injury</li> <li>• Burns</li> <li>• Shock</li> <li>• Fire</li> </ul> <p>Further guidance is available on the <a href="#">CLEAPSS</a> website</p> <p>Where necessary a separate <a href="#">Manual Handling assessment</a> must be completed for transporting chemicals</p>	<p><b>Chemicals / Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>✓ There is an up to date inventory of substances; this is reviewed at least once a term and redundant substances are disposed of safely in accordance with the manufacturer's instructions</li> <li>✓ A robust system is in place so that the correct type and quantity of chemicals are issued from the chemical store by a technician. This should include ensuring that chemicals are only issued once a requisition form has been completed</li> <li>✓ Chemicals are returned to the store via the technician (following an experiment) and are <b>not</b> stored in the classroom / in teachers personal cupboards</li> <li>✓ Systems are in place to ensure that hazardous substances are replaced, where possible, with safer alternatives</li> <li>✓ All spillages are dealt with promptly and in accordance with advice from CLEAPSS</li> <li>✓ All flammable liquids are stored in lockable metal cabinets that are clearly signed (<b>See the Schools Fire Risk Assessment</b>)</li> <li>✓ Emergency procedures are in place covering the action required in the event of a chemical spill</li> <li>✓ All chemicals are stored safely and securely in accordance with CLEAPSS good practice</li> <li>✓ All chemicals are labelled correctly</li> <li>✓ The correct safe practices are used when cleaning equipment and containers</li> <li>✓ CLEAPSS Hazcards are used and referred to in all science activities</li> </ul> <p><b>Disposal of Chemicals</b></p> <ul style="list-style-type: none"> <li>✓ All chemicals / hazardous substances are disposed of in accordance with manufacturer's instructions</li> <li>✓ Old stock is regularly disposed of and not allowed to accumulate</li> </ul> <p><b>Transportation of Chemicals</b></p> <ul style="list-style-type: none"> <li>✓ A suitable trolley is used to transport all chemicals / hazardous substances</li> <li>✓ Crucial times of the day e.g. lesson change break, lunchtimes, after school etc are avoided when transporting chemicals / hazardous substances</li> </ul>

## Science – continued

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Substances</li> <li>• Water</li> <li>• Electricity</li> <li>• Gas</li> <li>• Storage</li> <li>• Pressure vessels</li> <li>• Radiation</li> <li>• Physical injury</li> <li>• Burns</li> <li>• Shock</li> <li>• Fire</li> </ul> <p>For further information on <a href="#">Radioactive Substances</a> – visit the CLEAPSS website</p>	<div data-bbox="658 236 703 261">□□</div> <p><b>Radioactive Substances</b></p> <ul style="list-style-type: none"> <li>✓ There is a named Radiation Protection Supervisor (RPS) on site who is trained and competent</li> <li>✓ Where day to day management responsibilities for the sources are delegated, there is absolute clarity around roles and responsibilities</li> <li>✓ Radioactive sources are correctly labelled and stored safely in accordance with L93</li> <li>✓ The Authority's Radiation Protection Officer (Local Authority Maintained Schools only) is consulted prior to new sources being purchased / existing sources being disposed of Leak testing is carried out periodically by the RPS and records are kept</li> <li>✓ For all non-local authority Schools you must have access to a competent Radiation Protection Adviser</li> <li>✓ A formal use log is kept for radioactive sources</li> <li>✓ Emergency arrangements for spills and breakages are known and understood</li> </ul> <p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>✓ Overalls, gloves, goggles, screens etc are provided for the protection of staff, students, visitors etc</li> <li>✓ Staff continually reinforce with students the need to wear PPE</li> <li>✓ All PPE is regularly checked for defects and replaced as necessary</li> <li>✓ Loose clothing is made safe and long hair is tied back during practical activities</li> </ul> <p>Make sure you access a copy of <a href="#">GL120 (About Hazcards)</a>. This document shows to you how to use the hazcards and carry out risk assessments</p>

## Science – continued

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Substances</li> <li>• Water</li> <li>• Electricity</li> <li>• Gas</li> <li>• Storage</li> <li>• Pressure vessels</li> <li>• Radiation</li> <li>• Physical injury</li> <li>• Burns</li> <li>• Shock</li> <li>• Fire</li> </ul> <p>Further guidance is available on the <a href="#">CLEAPSS</a> website</p>	<p>☐☐</p> <p><b>Inhalation of Fumes</b></p> <ul style="list-style-type: none"> <li>✓ All fume cupboards are checked and serviced by a competent contractor every 14 months</li> <li>✓ A record is kept on site relating to the fume cupboard inspections</li> <li>✓ All findings &amp; recommendations have been addressed relating to the fume cupboards</li> </ul> <p><b>First Aid &amp; Fire Extinguishers</b></p> <ul style="list-style-type: none"> <li>✓ There is a first aid kit available in the Science Department / prep room</li> <li>✓ The contents of the first aid kit are regularly checked / restocked</li> <li>✓ Suitable eyewash facilities are available</li> <li>✓ Appropriate fire extinguishers / sand buckets / fire blankets are available and maintained on an annual basis by a competent contractor</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>✓ All members of science department staff receive regular update and Continuous Professional Development training (see CLEAPSS training courses)</li> <li>✓ Training records are kept</li> </ul> <p><b>Make sure you access a copy of <a href="#">GL120 (About Hazcards)</a>. This document shows to you how to use the hazcards and carry out risk assessments</b></p>

## Design & Technology – Kilns

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Fire</li> <li>• Burns</li> <li>• Ill Health</li> <li>• Dust</li> <li>• Slips, trips and falls</li> </ul> <p><b>Some kilns can contain asbestos materials. Assume it is - prove it isn't!</b></p>	<ul style="list-style-type: none"> <li>✓ The kiln is serviced / maintained on a regular basis by a competent contractor</li> <li>✓ The kiln is made inaccessible to students by the use of a wire cage or lockable room</li> <li>✓ There is a clear emergency exit route without passing the kiln</li> <li>✓ The kiln is made secure by an interlock device/padlock to prevent it being opened when in use</li> <li>✓ The kiln is operated only by trained and competent staff</li> <li>✓ The area around the kiln is clear of combustible materials (e.g. non-combustible flooring, adequate distance from walls and ceilings)</li> <li>✓ The kiln is not located on a fire exit route / corridor <b>(See Your Fire Risk Assessment)</b></li> <li>✓ There is a Co2 fire extinguisher located in the vicinity of the kiln</li> <li>✓ The kiln is fitted with a high visibility “kiln on” light</li> <li>✓ Hot materials are handled with suitable tools</li> <li>✓ Hazard data sheets / COSHH assessments are available for glazes and clay etc</li> <li>✓ The classroom is regularly cleaned (wet mopped) to avoid a build-up of dust</li> <li>✓ Dry and wet spillages are dealt with immediately</li> </ul>

## Design & Technology - General

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Dangerous machinery</li> <li>• Electricity</li> <li>• Gas</li> <li>• Tools</li> <li>• Substances</li> <li>• Storage</li> <li>• Waste</li> <li>• Entanglement</li> <li>• Lacerations</li> <li>• Physical Injuries</li> <li>• Fire</li> <li>• Explosion</li> <li>• Wood dust</li> <li>• Noise</li> </ul> <p>Schools should purchase a copy of the updated <a href="#">BS 4163:2021</a> Health and safety for design and technology in educational and similar establishments (Code of practice)</p>	<p>□ □</p> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>✓ The DATA Design Technology Toolkit is available on site and has been brought to the attention of all members of staff</li> <li>✓ A copy of <a href="#">BS 4163:2021</a> is available on site and is used as a source of reference by all staff</li> <li>✓ Written schemes of work are in place that cross reference with BS 4163:2014 and other relevant guidance</li> <li>✓ Written schemes of work include details of protective and preventative measures and include current safe working practice.</li> <li>✓ <a href="#">Model risk assessments</a> are adopted and adapted to suit the nature of the activity</li> <li>✓ All staff follow these schemes of work and lesson plans</li> <li>✓ Systems of work and other safe working practices are communicated to staff and students</li> <li>✓ Risk assessments are undertaken for activities that are carried out by the teachers, technicians and students</li> <li>✓ If staff want to do something different – they know they must have this agreed by the subject leader and that a new written risk assessment is produced</li> <li>✓ A formal review is carried out at least once a term to ensure that the measures remain effective</li> <li>✓ The formal review is documented and shared with appropriate members of staff</li> <li>✓ The governing body carries out an annual review of the design &amp; technology arrangements</li> </ul> <p><b>First Aid &amp; Accident</b></p> <ul style="list-style-type: none"> <li>✓ Accidents to staff, students etc are reported and recorded on the accident report form</li> <li>✓ A first aid kit is readily available</li> <li>✓ Eye wash facilities are available e.g. a suitable mains cold water tap or eyewash bottles</li> <li>✓ At least one person who holds a current first aid certificate is available to provide first aid when design and technology rooms are in use</li> </ul>

## Design & Technology continued

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Dangerous machinery</li> <li>• Electricity</li> <li>• Gas</li> <li>• Tools</li> <li>• Substances</li> <li>• Storage</li> <li>• Waste</li> <li>• Entanglement</li> <li>• Lacerations</li> <li>• Physical injuries</li> <li>• Fire</li> <li>• Explosion</li> <li>• Dust</li> <li>• Noise</li> </ul> <p>For further information on <a href="#">Vibration</a> visit the HSE website</p>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>✓ Health &amp; safety training is provided to employees on induction and when exposed to new or increased risks</li> <li>✓ All members of staff are trained to the appropriate standard and are competent in the use of all woodworking machinery</li> <li>✓ There is a process in place for ensuring refresher training is provided periodically (at least every 5 years) <b>and training records are kept</b></li> </ul> <p><b>Vibration</b></p> <ul style="list-style-type: none"> <li>✓ Staff have been made aware of the risks from vibration (e.g. portable power tools, rotary action power tools, hammer action tools etc)</li> <li>✓ All tools / plant / equipment has routine inspections / checks at suitable frequencies</li> <li>✓ Staff know how to reduce the risks from vibration</li> <li>✓ Staff know how to detect and report an injury due to exposure to vibration</li> <li>✓ Staff are aware they are entitled to health surveillance if necessary</li> <li>✓ The technicians exposure to vibration is kept to an absolute minimum, especially when they are preparing materials for lessons</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>✓ All sources of ignition / fuel have been identified in the Fire Risk Assessment</li> <li>✓ Recommendations from the Fire Risk Assessment have been implemented/ actioned</li> <li>✓ All flammable substances are stored in a lockable metal cabinet that is clearly signed</li> <li>✓ Dust is kept to a minimum in all workshop areas, and not allowed to accumulate</li> <li>✓ Appropriate firefighting equipment is available e.g. extinguishers, sand bucket etc</li> </ul>

## Design & Technology continued

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"> <li>• Dangerous machinery</li> <li>• Electricity</li> <li>• Gas</li> <li>• Tools</li> <li>• Substances</li> <li>• Storage</li> <li>• Waste</li> <li>• Entanglement</li> <li>• Lacerations</li> <li>• Physical injuries</li> <li>• Fire</li> <li>• Explosion</li> <li>• Dust</li> <li>• Noise</li> </ul> <p><b>If staff are exposed to excessive noise, wood dust etc then you must report this to the Senior Manager/ Headteacher for referral to Occupational Health</b></p>	<p><b>Local Exhaust Ventilation Systems (LEVs)</b></p> <ul style="list-style-type: none"> <li>✓ LEVs are checked, maintained and tested periodically (at least every 14 months) in compliance with the <a href="#">COSH</a> Regulations</li> <li>✓ A weekly check is carried out to ensure that the LEV is functioning correctly</li> <li>✓ LEVs are used and are able to remove the wood dust at source</li> <li>✓ Filters are cleaned, dust trays/bags are emptied on a regular basis</li> <li>✓ There is a good standard of cleanliness in all areas. Dust is not allowed to build up around machinery, on tables and ledges etc</li> <li>✓ When cleaning, a vacuum cleaner is used to remove dust (rather than a dust pan and brush)</li> <li>✓ PPE is worn by the technicians when cutting wood and emptying dust collection bags</li> </ul> <p>Visit the <a href="#">Health &amp; Safety Executive</a> Website for more information on LEV's</p> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>✓ Storage of bulk materials (e.g. timber, metal, plastics) is located in an area that is suitable / accessible</li> <li>✓ Adequate racking is provided for the storage of metal rods, tubes, timber sheet materials etc</li> <li>✓ Retaining bars / chains are available for vertical stacking</li> <li>✓ Sharp edged tools (including craft knives) are stored so that sharp edges are protected</li> <li>✓ Tools are stored correctly and not carried in pockets / under belts</li> <li>✓ Suitable storage areas are provided for all chemicals, flammable liquids etc and signed appropriately</li> <li>✓ Petrol is stored outdoors, away from the building and any sources of ignition – in an area that is well ventilated and signed appropriately</li> </ul>

## Design & Technology continued

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"> <li>• Dangerous machinery</li> <li>• Electricity</li> <li>• Gas</li> <li>• Tools</li> <li>• Substances</li> <li>• Storage</li> <li>• Waste</li> <li>• Entanglement</li> <li>• Lacerations</li> <li>• Physical Injuries</li> <li>• Fire</li> <li>• Explosion</li> <li>• Noise</li> </ul> <p><a href="#">CLEAPSS</a></p>	<p><b>Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>✓ There is an up to date inventory of substances; this is reviewed at least once a term and redundant substances are disposed of safely in accordance with the manufacturer's instructions</li> <li>✓ Safety data sheets are available for all substances that are used</li> <li>✓ Systems are in place to ensure that hazardous substances are replaced, where possible, with safer alternatives</li> <li>✓ All spillages are dealt with promptly and in accordance with advice from <a href="#">CLEAPSS</a></li> <li>✓ The minimum amounts of substances are stored on site</li> <li>✓ Adhesives are only used in well ventilated areas</li> <li>✓ Where Personal Protective Equipment is needed for staff or students, this is provided, maintained in good condition and its wearing is enforced</li> </ul> <p><b>Students Safety</b></p> <ul style="list-style-type: none"> <li>✓ Supervision levels are suitable / appropriate for the work that is being undertaken / level of risk</li> <li>✓ There is a maximum of 20 students to 1 qualified teacher (dependent upon the activity)</li> <li>✓ Students are fully instructed in the use of equipment and processes before commencing an activity</li> <li>✓ Students are informed of the hazards associated with equipment and the precautions provided to counter these</li> <li>✓ Close supervision is provided with high risk operations</li> <li>✓ Students do not operate the circular saw machines (only trained and competent employees should operate this machinery)</li> <li>✓ Students are informed of the correct use of glue guns and the risk of burns</li> <li>✓ Risk Assessments are carried out for students, in particular, those with special needs, learning / behavioural difficulties, or those who do not have English as their first language</li> <li>✓ A record of the students competency is kept</li> <li>✓ PPE is available and worn by the students</li> <li>✓ Long hair is tied back when operating the machinery</li> <li>✓ Jewellery is not worn when operating the machinery</li> </ul>



## Design & Technology continued

Hazards	The Following Control Measures are in Place □ □
<ul style="list-style-type: none"> <li>• Dangerous machinery</li> <li>• Electricity</li> <li>• Gas</li> <li>• Tools</li> <li>• Substances</li> <li>• Storage</li> <li>• Waste</li> <li>• Entanglement</li> <li>• Lacerations</li> <li>• Physical injuries</li> <li>• Fire</li> <li>• Explosion</li> <li>• Dust</li> <li>• Noise</li> </ul> <p><b>Visit the Health &amp; Safety Executives website for information on Medium Density Fibreboard (<a href="#">MDF</a>)</b></p>	<p><b>Welding N/A</b></p> <ul style="list-style-type: none"> <li>✓ <del>Appropriate clothing, including gloves, eye protection etc are available and worn</del></li> <li>✓ <del>Nylon or contaminated overalls are <b>never</b> worn</del></li> <li>✓ <del>Eye protection is always worn by the operator and any persons watching the process</del></li> <li>✓ <del>There is adequate supervision of students who are welding / may be present in the area</del></li> <li>✓ <del>A fire extinguisher / blanket is readily available</del></li> <li>✓ <del>Good ventilation is provided in this area</del></li> <li>✓ <del>All welding equipment is tested on an annual basis by a competent person (including the appropriate electrical safety tests)</del></li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>✓ A competent person carries out regular formal inspections to identify faults with the machinery and records are kept</li> <li>✓ A competent person carries out regular repairs and maintenance of the machinery and records are kept</li> <li>✓ All machinery is securely fixed to the floor or benches or braked</li> <li>✓ Staff have been trained in the safe use, storage and maintenance of oxy-acetylene welding and cutting equipment</li> <li>✓ Members of staff have been trained in the installation and maintenance of abrasive wheels</li> <li>✓ The Circular saw is located in a separate room that affords no access to students</li> <li>✓ Guards are in place on all machines and are used and adjusted as necessary</li> <li>✓ Guards that are in place are appropriate to the age of the students operating them</li> <li>✓ Appropriate signs are in place (and are enforced) re wearing of goggles, tying loose hair back, secure ties etc</li> </ul>

## Design & Technology (General) continued

Hazards	The Following Control Measures are in Place <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Dangerous machinery</li> <li>• Electricity</li> <li>• Gas</li> <li>• Tools</li> <li>• Substances</li> <li>• Storage</li> <li>• Waste</li> <li>• Entanglement</li> <li>• Lacerations</li> <li>• Physical injuries</li> <li>• Fire</li> <li>• Explosion</li> <li>• Dust</li> <li>• Noise</li> </ul>	<p><input type="checkbox"/> <b>Health and Safety monitoring is carried out regularly to ensure that :-</b></p> <ul style="list-style-type: none"> <li>✓ Emergency stop systems operate effectively</li> <li>✓ Room isolating gas taps/controls are clearly marked, accessible and in working order</li> <li>✓ Only authorised competent persons use specialised equipment</li> <li>✓ The power isolator is locked in the “off” position when the room is unsupervised</li> <li>✓ Equipment guards and protective interlocks are in place and properly adjusted</li> <li>✓ Health and Safety notices are clearly displayed</li> <li>✓ Students receive appropriate health and safety instruction (and a record of their training is kept) before equipment is operated or before heavy items are lifted or handled</li> <li>✓ Suitable protective clothing is worn and PPE provided, where risk of injury cannot be controlled by other means</li> <li>✓ First aid kits are provided</li> <li>✓ Floors, doors and gangways are kept clear and free from obstructions</li> <li>✓ Floor surfaces are not slippery</li> <li>✓ Fire doors are operational, kept closed and clearly marked, can be easily opened, and are free from obstructions</li> <li>✓ Firefighting equipment is readily available</li> <li>✓ Materials, tools and ancillary equipment are stored safely</li> <li>✓ Flammable materials are stored safely in a suitable lockable cabinet</li> <li>✓ Socket outlets, plugs and flexible cords are maintained in a safe condition and are safely anchored by the cord grip</li> <li>✓ Fume and dust extraction systems are maintained in good working order</li> <li>✓ There is sufficient space around the machine to prevent the operator being accidentally pushed by passers-by</li> <li>✓ Gas hoses are maintained in a safe condition</li> <li>✓ Residual Current Devices (RCDs) are checked using the test button in accordance with the manufacturers recommendations</li> <li>✓ Maintenance is carried out regularly and written records kept</li> </ul>

## Noise

### [Control of Noise at Work Regulations 2005](#)

Hazards	The Following Control Measures are in Place □□.
<ul style="list-style-type: none"> <li>• Environment</li> <li>• Equipment</li> <li>• Work Process</li> </ul> <p><b>Listening Checks</b></p> <p><b>High Risk – requires immediate attention</b></p> <p>Have to shout or have difficulty being heard clearly by someone 1 metre (3ft) away = 90db(A)</p> <p><b>Medium Risk - requires immediate attention</b></p> <p>Have to shout or have difficulty being heard clearly by someone 2 metres (6ft) away = 85db(A)</p> <p><b>Low Risk</b></p> <p>Noise level sounds about as loud as voice when talking at a normal conversation distance = 80db(A)</p> <p><b>Further support and advice can be provided by the health and safety team</b></p>	<ul style="list-style-type: none"> <li>✓ All potentially noisy environments and equipment have been identified e.g. Design and Technology workshops, music etc</li> <li>✓ All tools / plant / equipment has routine inspections / checks at suitable frequencies</li> <li>✓ The noise levels have been assessed by carrying out a “listening” check (see opposite) and these have been recorded separately</li> <li>✓ An accurate assessment of the duration of exposure has been made</li> <li>✓ Where the listening check has identified noise levels above 80 dB, further advice has been sought from the Health and Safety team (as other measures will need putting in place to reduce noise levels)</li> <li>✓ Employees that are particularly vulnerable or at risk are identified and health surveillance is provided by your Occupational Health Provider as appropriate</li> <li>✓ Exposure is reduced where possible by limiting the time of exposure and making sure all equipment is maintained in good working condition</li> <li>✓ Regular breaks can be taken away from identified noisy environments</li> <li>✓ Personal protective equipment is provided as a last resort</li> </ul> <p>See the <a href="#">Health and Safety Executive</a> Website for more information on Noise at Work</p>

## Food Technology

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Burns</li> <li>• Slips, Trips and Falls</li> <li>• Allergic reactions</li> </ul> <p><b>All staff (including supply staff) must be aware of any students who may have food allergies that could be potentially life threatening.</b></p> <p><b>Epi-pens should be readily available and staff must be trained in the administration of epi-pens</b></p>	<div data-bbox="656 236 703 260">□ □</div> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>✓ Fridges and freezers are working efficiently and maintain correct temperature for storing food</li> <li>✓ Cookers are cleaned on a regular basis</li> <li>✓ All equipment is checked, serviced and maintained on a regular basis (All gas is serviced by a contractor on the Gas Safe Register)</li> <li>✓ Electrical equipment is positioned so that electric cables do not cross cookers or hot surfaces</li> <li>✓ Food technology equipment (cookers, washing machines etc) have an isolating switch that is clearly labelled and visible. So that the appliance can be isolated</li> <li>✓ Cooking equipment (gas and electric) is isolated at source when not in use</li> <li>✓ Warning signs are displayed adjacent to hotplates that show no visible heat source</li> <li>✓ Extraction facilities are checked on a regular basis for build-up of grease etc and are cleaned/maintained as appropriate</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>✓ Staff / students displaying symptoms / recovering from food poisoning / sickness &amp; diarrhoea bug <b>do not</b> handle food</li> <li>✓ Students records are checked for <a href="#">potential allergies</a></li> <li>✓ Appropriate, clean &amp; hygienic clothing is worn. Cuts and sores are covered with waterproof dressings</li> <li>✓ Staff and students are aware of the need for good personal hygiene</li> <li>✓ Food is stored correctly and at the appropriate temperature</li> <li>✓ Waste food is stored appropriately</li> <li>✓ Work surfaces, storage areas, shelving etc. are in good condition and are capable of being easily cleaned</li> <li>✓ Floors and floor coverings are maintained in a clean and safe condition</li> <li>✓ Sensible footwear is worn to prevent slips, trips and falls</li> <li>✓ There is a good standard of cleanliness and housekeeping</li> <li>✓ Spillages and breakages are dealt with promptly</li> <li>✓ An appropriate fire extinguisher/fire blanket is available</li> <li>✓ Adequate first aid supplies are available</li> </ul> <p>There is an inventory of substances used i.e. cleaning products and safety data sheets are available</p>

## ICT - Laptop Computer Charger Trolleys

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Contact with Electricity (shock, electrocution, burns, fire)</li> <li>• Faulty Equipment</li> <li>• Slips, trips and falls</li> </ul> <p><b>Laptop computer charging trolleys should only be used by ADULTS</b></p> <p>See <a href="#">Safety Alert</a> for further information on Laptop Charging Trolleys</p>	<ul style="list-style-type: none"> <li>✓ The computer charging trolley is CE marked and has a declaration of conformity</li> <li>✓ The trolley is used and moved by <b>adults only</b></li> <li>✓ The 3 pin plug is only inserted and removed when the socket is <b>OFF</b></li> <li>✓ A warning notice is positioned at the side of the plug socket to remind users of the need to switch sockets <b>OFF</b> before inserting or removing plugs</li> <li>✓ Dedicated, switchable Residual Current Devices are used</li> <li>✓ A cable storage facility is fitted to prevent cables and plugs trailing on the floor</li> <li>✓ Advice &amp; guidance is displayed on the trolley</li> <li>✓ A daily visual check of the equipment is carried out on the condition of the cables and plugs</li> <li>✓ The equipment is PAT tested on a regular basis</li> <li>✓ Trolleys are stored in a secure, well-ventilated area away from combustible materials</li> <li>✓ The fire risk assessment has been reviewed as appropriate</li> <li>✓ Any modifications or repairs on the trolley are discussed with the manufacturer prior to work commencing</li> <li>✓ Any proposed changes to the electrical wiring and plug sockets is discussed with the manufacturer prior to any work commencing</li> <li>✓ All electrical work carried out on the trolley is carried out by a competent person e.g. electrician</li> <li>✓ There is a known procedure in place for removing damaged / defective equipment</li> <li>✓ The above control measures have been communicated to members of staff</li> </ul> <p>Further information can be found at: <a href="http://www.hse.gov.uk/services/education/safety121009.htm">http://www.hse.gov.uk/services/education/safety121009.htm</a></p>

## ICT – Interactive Whiteboards and Projectors

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p><b>The Following Control Measures are in Place</b></p> <p>□ □</p>
<ul style="list-style-type: none"> <li>• Eye strain</li> <li>• Lighting levels</li> <li>• Slips trips and falls</li> <li>• Whiteboards falling from their mountings</li> <li>• Lack of supervision</li> <li>• Exposure to asbestos</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff and students are advised not to stand in front of the projector beam</li> <li>✓ Sticks or pointers are available and used to avoid the user from needing to enter the beam</li> <li>✓ Leads and other trailing cables are made safe by routing them appropriately or taping them down</li> <li>✓ Window blinds are used to prevent glare and to maximise lamp power and reduce ambient light levels</li> <li>✓ The fastenings of the interactive whiteboards are checked periodically to ensure that they are secure</li> <li>✓ Obstructions are not placed under height adjustable interactive whiteboards</li> <li>✓ Warning notices are in place</li> <li>✓ An asbestos survey, covering the full scope of works is undertaken prior to any new whiteboard / projector being installed</li> <li>✓ Manufacturer's instructions are followed at all times</li> </ul>

## Physical Education and Jewellery

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> <li>• Apparatus</li> <li>• Jewellery</li> <li>• Weather</li> <li>• Physical Injury</li> <li>• Sunburn/Sunstroke</li> <li>• Dehydration</li> </ul> <p>A copy of the “<a href="#">Jewellery &amp; Body Piercing Guidelines</a>” is available on Schoolpoint</p> <p><a href="#">Trampoline</a> guidance is available on Schoolpoint</p> <p>A copy of the <a href="#">Mobile Goal Posts Code of Practice</a> is available on Schoolpoint</p>	<div>□ □</div> <ul style="list-style-type: none"> <li>✓ All members of staff are familiar with and work to the standards set in the current Association for <a href="#">Physical Education (AfPE) PE guidance</a></li> <li>✓ Written risk assessments are carried out for all activities that are outside the scope of the AfPE guidance and only after discussion with the PE Leader</li> <li>✓ All PE Equipment and apparatus is inspected and maintained on an annual basis by a competent contractor and records are kept</li> <li>✓ All members of staff are trained and competent in specific areas. Refresher training is carried out at regular intervals to ensure that skills are maintained</li> <li>✓ Consideration has been given to the possibilities of trapping fingers or feet when assembling apparatus e.g. trampolines (A separate risk assessment for setting up trampolines is available on Schoolpoint)</li> <li>✓ Consideration is given to the type and placing of mats</li> <li>✓ There is a school policy on the wearing of jewellery and this is enforced</li> <li>✓ Consideration is given to the welfare of staff and students during sports activities (and sports day) especially with regard to extremes of weather</li> <li>✓ All mobile goal posts (Basketball posts etc) are securely fixed/anchored in accordance with the manufacturer’s instructions</li> <li>✓ If students are moving and handling goal posts / basketball posts they have been adequately trained and are supervised throughout the handling of them</li> <li>✓ All surfaces are checked regularly to ensure that they remain in good condition and there are no additional hazards i.e. broken glass on external play areas</li> <li>✓ There is access to drinking water</li> </ul>

## Climbing Walls

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Slips and trips</li> <li>• Falls from height</li> <li>• Struck by object/person falling from overhead</li> </ul> <p><b>The <a href="#">Climbing Wall Manufacturers Association</a> (CWMA) can be contacted by Schools to arrange competent inspectors to carry out annual formal inspections.</b></p>	<ul style="list-style-type: none"> <li>✓ Staff are competent and are adequately trained in the use of climbing walls</li> <li>✓ Supervision levels have been assessed dependent upon number of students, age and ability of students</li> <li>✓ A visual inspection of the wall is undertaken by a competent member of staff who can make a judgement about their condition before and during every use of the wall</li> <li>✓ All wall safety critical fixtures and anchor points, eye bolts, load bearing fixtures etc are inspected and maintained annually by a competent contractor</li> <li>✓ Safety equipment such as harnesses, ropes, holds etc are inspected and maintained by a competent person in accordance with the manufacturers guidance</li> <li>✓ Records are kept for all inspections and safety checks</li> <li>✓ There is a procedure in place for reporting faults</li> <li>✓ There is a procedure in place for discarding of any equipment that may show signs of wear and tear</li> <li>✓ Signage is displayed indicating that the wall must not be used without permission and adequate supervision</li> <li>✓ Access to the climbing wall is restricted when not in use</li> <li>✓ Students do not wear any jewellery, watches, piercings etc. when using the climbing wall and staff enforce this</li> <li>✓ Students wear appropriate clothing and remove any loose items e.g. items in pockets prior to using the climbing wall and staff enforce this</li> <li>✓ Long hair is tied back and staff enforce this</li> <li>✓ Adequate first aid arrangements are in place</li> </ul>



## Educational Visits

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Pupils lost or separated from the group</li> <li>• Slips, trips &amp; falls</li> <li>• Transport</li> <li>• First Aid provision</li> </ul>	<ul style="list-style-type: none"> <li>✓ The School has an Educational Visits Co-ordinator</li> <li>✓ The Educational Visitors Co-ordinator has undertaken the EVC training and training in the Evolve System</li> <li>✓ The School has an Educational Visits Policy</li> <li>✓ The School has a “missing policy” in place and staff know who to respond should a child go missing on an educational visit</li> <li>✓ Staff are aware of their roles and responsibilities when undertaking educational visits</li> <li>✓ Staff are trained in the Evolve System,</li> <li>✓ Specific risk assessments are carried out for all activities / educational visits</li> <li>✓ Thornbridge are sent the visits that require approval, well in advance of the trip</li> <li>✓ There is a level of first aid cover for all educational visits</li> <li>✓ A first aid kit and pupils medication is taken on all educational visits</li> <li>✓ Emergency contact details are taken on all educational visits</li> <li>✓ Reputable coach companies are used to transport pupils</li> </ul>

**Volunteers – if in doubt please contact the Health, Safety & Wellbeing Team or the T & FM Team**

Hazards	The Following Control Measures are in Place □□
<ul style="list-style-type: none"> <li>• Slips, trips &amp; falls</li> <li>• Fall from height</li> <li>• Manual handling injuries</li> <li>• Skin cancer</li> <li>• Fire</li> </ul> <p><b>If you have volunteers working on the School site undertaking any work you must ensure that a full induction of the site is carried out. In particular make sure they are aware of the Fire Procedures, exits available and the fire assembly point etc</b></p> <p><b>Volunteers should sign in and out and wear an ID badge at all times</b></p> <p><b>Where necessary volunteers must have a DBS disclosure check carried out</b></p> <p><b>For further information please see the <a href="#">Code of Practice for Volunteers</a></b></p>	<ul style="list-style-type: none"> <li>✓ The Headteacher is responsible for planning any work that may involve the use of parent volunteers</li> <li>✓ If appropriate a permission to work had been submitted to T &amp; FM prior to any work commencing</li> <li>✓ All volunteers have been made aware of any asbestos material that may be present in the building, and signed the asbestos register, if relevant</li> <li>✓ If volunteers are carrying out any maintenance / repair work, the Headteacher has checked that the volunteers are competent and have the necessary qualifications and skills to carry out the work</li> <li>✓ All volunteers carrying out any maintenance / repair work are CHAS registered or similar</li> <li>✓ Risk Assessments and Safe Systems of Work are carried out for all work that is carried out by volunteers</li> <li>✓ All work equipment that is used by volunteers is visually checked and PAT tested and displays the CE Mark, this applies if they bring their own equipment</li> <li>✓ All equipment and materials are stored safely, secured &amp; segregated to prevent access from pupils</li> <li>✓ All flammable liquids, hazardous substances, gas bottles etc are stored safely, secured &amp; segregated to prevent access from pupils</li> <li>✓ Where necessary volunteers wear the appropriate Personal Protective Equipment</li> <li>✓ If volunteers work at height, the Headteacher has checked their training certificates to ensure they are trained to work at height</li> <li>✓ If volunteers do any lifting and handling, the Headteacher has checked their training certificates to ensure they are trained to lift and handle</li> <li>✓ If volunteers are undertaking painting work, flame retardant paint is used in key areas (fire corridors, fire exits, assembly areas, kitchen, any area where hot work is carried out)</li> <li>✓ If volunteers are working outside in hot weather, information regarding the risks of skin cancer has been provided to them</li> <li>✓ If volunteers are required to litter pick, long handle tools, litter pickers are provided and where necessary a sharps bin is available</li> <li>✓ All accidents, violent incidents &amp; near misses are reported accordingly</li> </ul>

## Blank Risk Assessment Template

Portfolio / Worksite		<b>Who might be harmed?</b> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Others in the area e.g. students, young people, volunteers, visitors</li> </ul>		
Brief Description of Task				
<b>Hazards</b>	<b>The Following Control Measures are in place</b> <input type="checkbox"/> <input type="checkbox"/>	<b>Any further action needed?</b>	<b>When and by whom?</b>	<b>Done?</b> <input type="checkbox"/> <input type="checkbox"/>

Hazards	Further Action Needed / Additional Control Measures
Are there any other foreseeable hazards that are associated with the activities being carried out?	Where the residual risk is assessed to be High or Medium additional control measures will be needed to reduce the risk to an acceptable level. These should be listed here:

Date of Assessment/Review:	Carried out by:	Designation:
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The following pages should be used to record your findings and actions required

Please see relevant whole school H&S Inspection audits along with individual annual department audits for full findings and actions

Findings - Fire	Action by Name:	Action Due date:	Date action completed:
Findings – Electricity	Action by Name:	Action Due date:	Date action completed:
Findings – Gas (Boilers and Appliances)	Action by Name:	Action Due date:	Date action complete
Findings – Water (Hot Water & Legionella)	Action by Name :	Action Due date:	Date action complete
Findings – Asbestos	Action by Name :	Action Due date:	Date action complete
Findings – Windows and Glazing	Action by Name:	Action Due date:	Date action complete

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Findings – Slips, Trips and Falls	Action by Name :	Action Due date:	Date action complete
Findings – Storage	Action by Name:	Action Due date:	Date action complete
Findings – Cleaning Tasks	Action by Name :	Action Due date:	Date action complete
Findings –Hazardous Substances & Pesticides	Action by Name :	Action Due date:	Date action complete
Findings – Working Environment	Action by Name :	Action Due date:	Date action complete
Findings – External Areas	Action by Name :	Action Due date:	Date action complete

Findings – General Security	Action by : Name:	Action Due date:	Date action complete
Findings – Ponds in School Grounds	Action by Name	Action Due Date:	Date action complete
Findings – Accidents and First Aid	Action by Name:	Action Due date:	Date action complete
Findings - Working / Teaching in the Sun	Action by Name:	Action Due date:	Date action complete
Findings – Drugs and Medication	Action by Name:	Action Due date:	Date action complete
Findings – New and Expectant Mothers	Action by Name :	Action Due date:	Date action complete



Findings – Student Supervision	Action by Name:	Action Due date:	Date action complete
Findings – Circulatory Routes	Action by Name:	Action Due date:	Date action complete
Findings – Employment of Young People	Action by Name:	Action Due date:	Date action complete
Findings – Lone Working / Home Visits / Meetings off Site	Action by Name:	Action Due date:	Date action complete
Findings – Working at Height	Action by Name :	Action Due date:	Date action complete

Findings – Moving & Handling (Including student participation )	Action by Name :	Action Due date:	Date action complete
Findings – Building Contractors	Action by Name :	Action Due date:	Date action complete
Findings – Display Screen Equipment (5 steps to Comfort Information Sheet)	Action by Name:	Action Due date:	Date action complete
Findings – Vehicles and Vehicle Movement	Action by Name :	Action Due date:	Date action complete
Findings – Minibuses	Action by Name :	Action Due date:	Date action complete
Findings – Science	Action by Name:	Action Due date:	Date action complete

Findings - Design & Technology – Kilns	Action by Name:	Action Due date:	Date action complete
Findings – Design & technology - General	Action by Name :	Action Due date:	Date action complete
Findings – Noise	Action by Name :	Action Due date:	Date action complete
Findings – Food Technology	Action by Name:	Action Due date:	Date action complete
Findings – ICT – Laptop Computer Charging Trolleys	Action by Name :	Action Due date:	Date action complete
Findings – ICT – Interactive Whiteboards and Projectors	Action by Name :	Action Due date:	Date action complete

Findings – Physical Education and Jewellery	Action by Name:	Action Due date:	Date action complete
Findings - Climbing Walls	Action by Name:	Action Due date:	Date action complete
Findings – Educational Visits	Action by Name:	Action Due date:	Date action complete
Findings – Volunteers	Action by Name:	Action Due date:	Date action complete