



RISK ASSESSMENT – FEBRUARY 2020

CLASSROOM ACTIVITIES										
<p>Violence and aggression</p>	<p>Staff and children may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.</p> <p>(Teachers may identify that children have been subject to violence outside of school activities)</p>	<p>Adequate supervision and awareness of pupil behaviours at all times during classroom activities.</p> <p>Individual behaviour assessments conducted for difficult children.</p> <p>Pupils encouraged to be polite and courteous towards their fellow pupils and teachers.</p> <p>Staff received MAPA / De-escalation training as necessary.</p> <p>Staff aware of safeguarding children reporting procedures and designated safeguarding officer.</p> <p>Discipline / Isolation procedures in place for offending children.</p>	M	L	L					
<p>Contact with substances</p>	<p>Teaching staff and children may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and design technology substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.</p>	<p>Separate COSHH assessments conducted for all harmful substances.</p> <p>Children instructed on the safe use of particular substances.</p> <p>Protective aprons and gloves to be worn where required.</p> <p>Liaison with other contractors / premises users to ensure that there are no conflicting substances used on site.</p>	M	L	L					
<p>Burns / Scalds</p>	<p>Staff / Children may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using kettles and hot drinks.</p>	<p>All hot drinks in classrooms must be in a sealed travel cup to prevent spillages.</p> <p>No kettles to be kept in classrooms.</p> <p>All children instructed in the safe use of tools and equipment and provided with PPE where required.</p>	M	L						



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<p>Contact with sharp edges</p>	<p>Staff and children may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.</p>	<p>Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture.</p> <p>Safety scissors provided where possible.</p>	L	L	L						
<p>Contact with electricity</p>	<p>Staff and children may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death. NCC H&S have advised there is no need for electrical sockets to have plug in covers.</p>	<p>School to arrange PAT testing of all portable electronic items of equipment on an annual basis. Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis.</p> <p>Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder.</p>	H	L	M						
<p>Falling items from height</p>	<p>Staff and children may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.</p>	<p>Only light items to be stored at height.</p> <p>Only adults to reach for items stored at height ensuring that no children are below the potential "drop zone."</p> <p>Items at height to be stored in a sensible manner to ensure that the potential for falls is limited.</p> <p>Suitable access equipment to be provided and maintained for staff to access items stored at height.</p>	M	L	L						
<p>Contact with people and property</p>	<p>Staff and children may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.</p>	<p>All walkways to be kept tidy at all times.</p> <p>Due courtesy and respect of staff and children for their fellow staff / pupils.</p> <p>All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms.</p>	L	L	L						



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<p>Use of equipment</p>	<p>Staff and children may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.</p>	<p>All electrical equipment to be PAT tested on an annual basis. All equipment visually inspected prior to use and condemned until repaired or replaced if any defects noticed.</p> <p>PPE to be provided where required. Training and instruction given to all staff and children who operate the equipment.</p> <p>Children to be supervised when using equipment.</p> <p>No loose hair, clothing or jewellery to be worn when using equipment.</p> <p>Trailing cables to be secured to prevent trips.</p>	<p>M</p>	<p>L</p>	<p>L</p>						
<p>ADDITIONAL SITE SPECIFIC HAZARDS NOT COVERED IN THE GENERIC RISK ASSESSMENT (ABOVE)</p>											
<p>Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:</p>							<p>Review Date (Step 5) :</p>				
<p>Assessors Signature:</p>			<p>Date:</p>		<p>Authorised By:</p>				<p>Date:</p>		

* To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.

<p>Potential Severity</p>	<p>High (e.g. death or paralysis, long term serious ill health)</p>	<p>Medium</p>	<p>High</p>	<p>High</p>
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	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
		Likelihood of Harm Occurring		

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.



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School Office Risk assessment

Operations / Work Activities covered by this assessment:	School Office
School / College Name and Address:	Robert Miles Infant School
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers	

Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Examples of Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Severity	Likelihood	Risk Rating		who (Name)	when (Date)	complete (Date)	Severity	Likelihood	Risk Rating
Slips and trips	Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on: <ul style="list-style-type: none"> damaged carpets spillages from cleaning substances or beverages items of equipment obstructing walkways <p>This may result in bumps and blows, bruising and fractures.</p>	<p>Visual inspection of surfaces, walkways and doors to be conducted.</p> <p>Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).</p> <p>Wet floor signs used when spillages occur.</p> <p>Defective areas to be highlighted and cordoned off where possible.</p>	M	L	L							



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CLASSROOM ACTIVITIES										
<p>Stress</p>	<p>Staff and pupils may be subject to stress as a result of increased work loads, lack of communication, emotional involvement with pupils and staff, disruptive children and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.</p>	<p>Open door policy implemented with Head Teacher and staff. Staff encouraged to express any stressful concerns in team meetings. Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed. Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom. Regular term time breaks from work activities. Head Teachers involved in Heads Count support functions. Head Teachers to engage in regular liaison with governors.</p>	<p></p>	<p>L</p>	<p>L</p>					
<p>Burns / Scalds</p>	<p>Staff / Children may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using kettles and hot drinks.</p>	<p>Hot drinks to be kept away from children at all times and not to be carried near children unless in sealed cups.</p>	<p>M</p>	<p>L</p>	<p></p>					
<p>Contact with sharp edges</p>	<p>Staff and children may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.</p>	<p>Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture. Safety scissors provided where possible.</p>	<p>L</p>	<p>L</p>	<p>L</p>					
<p>Contact with electricity</p>	<p>Staff and children may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death. NCC H&S have advised there is no need for electrical sockets to have plug in covers.</p>	<p>School to arrange PAT testing of all portable electronic items of equipment on an annual basis. Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis. Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder.</p>	<p>H</p>	<p>L</p>	<p>M</p>					



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<p>Falling items from height</p>	<p>Staff and children may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.</p>	<p>Only light items to be stored at height. Only adults to reach for items stored at height ensuring that no children are below the potential "drop zone." Items at height to be stored in a sensible manner to ensure that the potential for falls is limited. Suitable access equipment to be provided and maintained for staff to access items stored at height.</p>	<p>M</p>	<p>L</p>	<p>L</p>						
<p>Contact with people and property</p>	<p>Staff and children may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.</p>	<p>All walkways to be kept tidy at all times. Due courtesy and respect of staff and children for their fellow staff / pupils. All furniture to be situated so as to cause minimum obstruction.</p>	<p>L</p>	<p>L</p>	<p>L</p>						
<p>Use of equipment</p>	<p>Staff and children may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.</p>	<p>All electrical equipment to be PAT tested on an annual basis. All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed. PPE to be provided where required. Training and instruction given to all staff and children who operate the equipment. Children to be supervised when using equipment. No loose hair, clothing or jewellery to be worn when using equipment. Trailing cables to be secured to prevent trips.</p>	<p>M</p>	<p>L</p>	<p>L</p>						



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<p>DSE</p>	<p>Staff, children and visitors may be harmed by:</p> <ul style="list-style-type: none"> • Muscular Skeletal Disorders (MSDs) • Repetitive Strain Injury (RSI) • Headaches • Eye Problems 	<p>DSE Users to be assessed by a competent DSE Assessor. DSE Users to be provided with any equipment deemed necessary resulting from DSE assessment (e.g. footrest, anti-glare screen) DSE Users to follow the guidance within Section B18 of the Safety Manual. Adequate lighting to be provided at DSE Workstations Blinds on windows to be provided to reduce glare and reflection. DSE Users to be aware of their entitlement to eye tests and payment towards glasses. DSE Users encouraged to take regular breaks away from the screen DSE Users encouraged to report any faults with equipment or any medical problems.</p>	<p style="background-color: yellow;"></p>	<p style="background-color: green;"></p>	<p style="background-color: green;"></p>						
<p>Electrocution</p>	<p>Staff, children and visitors may be harmed by:</p> <ul style="list-style-type: none"> • Poor maintenance of electrical equipment • Exposed cabling/wires <p>This may result in death electrical burns or fire.</p>	<p>All fixed electrical installations must be checked periodically. All portable electrical appliances to be PAT Tested (at yearly intervals) and a log kept. (including equipment used infrequently i.e. Christmas lights) No personal portable electrical equipment to be brought onto site unless it has been electrically tested. Any modifications or repairs to electrical items must only be done so by a competent person. Any 'unsafe' electrical items to be removed from use until properly repaired. Staff to be encouraged to make visual inspections of electrical equipment prior to use. All equipment that is hire must be electrically sound (the onus is on the school to check this) Information, training and instruction to be provided to those staff using electrical equipment. Staff to follow the guidance within Section B3 of the Safety Manual.</p>	<p style="background-color: red;"></p>	<p style="background-color: green;"></p>	<p style="background-color: yellow;"></p>						



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Manual handling	<p>Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in:</p> <ul style="list-style-type: none"> • Sprains • Back Injuries • Muscular Skeletal Disorders (MSDs) • Impact 	<p>Staff have received Manual Handling training. Shared lifting practices to be adopted where appropriate. Large / heavy items to be assessed before handling. Lifting and Handling aids to be provided where necessary. Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling.</p>										
<p>Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:</p>										<p>Review Date (Step 5) :</p>		
Assessors Signature:					Date:		Authorised By:					Date:

** To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.*

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.



RISK ASSESSMENT – FEBRUARY 2020

Dining hall risk assessment

Operations / Work Activities covered by this assessment:	Dining Hall
School / College Name and Address:	Robert Miles Infant School
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers	

Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Examples of Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Severity	Likelihood	Risk Rating		who (Name)	when (Date)	complete (Date)	Severity	Likelihood	Risk Rating
Slips and trips	Staff, pupils, visitors and contractors may be injured as a result of a slip or trip caused by spillages or chairs causing obstruction. Pupils may collide whilst moving around the hall with their trays.	All spillages to be cleaned up immediately. If this is not possible the area should be cordoned off and warning signage used. Robust supervision of pupils carrying tray and assisting where necessary. Simple and effective dining hall routine maintained,	M	M	M							
Burns and scalds	Staff, pupils or visitors may be injured as a result of contact with hot substances or surfaces.	Robust supervision of pupils near the hot plate. Visual signage to warn of hot surface. Food to be served at eating temperature.	L	M	L							
Allergies	Pupils or staff may be harmed by eating food products containing allergens.	Robust administration procedures to collect and share allergy information. School cook to speak to parents of all allergy children. All allergens to be clearly displayed on menus.	L	H	M							



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ADDITIONAL SITE SPECIFIC HAZARDS NOT COVERED IN THE GENERIC RISK ASSESSMENT (ABOVE)											
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:									Review Date (<i>Step 5</i>) :		
Assessors Signature:				Date:		Authorised By:				Date:	

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	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
		Likelihood of Harm Occurring		

Risk Definitions	
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