

## Stanley Grove School – Risk Assessment

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
<b>Access/Egress:</b>					
Pedestrian access to school. Access off Aberford Road (Field/Car Park)	Pupils, staff, parents, visitors, contractors	Being hit by moving vehicles slips, trips and falls	<ul style="list-style-type: none"> <li>Letters home reminding parents re not blocking or parking on pavements.</li> <li>Traffic calming in place e.g. 30mph signs.</li> <li>Access and exit routes to school are maintained.</li> <li>Regular inspection is made of all areas to ensure that they remain in good condition.</li> <li>FS &amp; KS1 children supplied with high visibility vests.</li> </ul>	Low-Med	Measures taken to separate pedestrians and traffic: Staff and authorised visitor vehicles only allowed in car-park, and do not generally need to come and go when children coming and going to/from school. Parents informed that they are not allowed to park or turn in school car park - (through Prospectus, Newsletter & verbally).
Paved areas/ Footpaths	Pupils, staff, parents, visitors, contractors	Slips, trips and falls	<ul style="list-style-type: none"> <li>All paved areas and paths are maintained in a good condition.</li> <li>Inspections are made to ensure that the paved areas remain in a good condition.</li> <li>System in place for maintenance of paths and pavements.</li> </ul>	Low	Headteacher, Business Manager and Caretaker inspect the grounds, including paths and paved areas on a termly basis. Other staff who notice any defects need to bring these to the attention of the Headteacher immediately.
Vehicle access	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> <li>Appropriate separation of pedestrians and traffic is in place.</li> <li>Gates from car park to playground are locked until access is needed.</li> </ul>	Low-Med	

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Steps to and from playground	Pupils, staff, volunteer helpers, parents	Slips, trips, falls	<ul style="list-style-type: none"> <li>• Stepped area to be maintained in a good condition.</li> <li>• Warning line painted on steps.</li> <li>• Staff being vigilant and ensuring children walk.</li> <li>• Hand rails on steps.</li> <li>• Children told and taught to walk down steps.</li> </ul>	Low-Med	Caretaker to maintain yellow lines on steps.
Emergency vehicle access	Pupils, staff, parents	Contact with people, property, vehicles	<ul style="list-style-type: none"> <li>• Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.).</li> </ul>	Low	Wide gates fitted were fitted when this area was fenced off. The gates are wide enough to allow a fire-engine through to access the back of school.
Car Park	Pupils, staff, parents, visitors	Contact with people, property, vehicles	<ul style="list-style-type: none"> <li>• Car park for staff and authorised school visitors only.</li> <li>• Parents are periodically informed that there is no vehicle access, except for disabled &amp; in exceptional circumstances.</li> <li>• Both refuse wheelie bins should have their brakes in locked position to prevent movement.</li> <li>• Gates separating car park &amp; playground are kept locked to discourage parents from walking across car park.</li> </ul>	Low/Med	Two signs stating "parking for staff and authorised visitors only" are located on front of school
Ice or Snow	Pupils, staff, parents, visitors	Slips, trips and falls	<ul style="list-style-type: none"> <li>• SMT to make decision re use of playground at playtime.</li> <li>• Only clear paths if salt &amp; grit is available &amp; put on cleared path.</li> <li>• Staff areas included in gritting programme, e.g. car park &amp; access to school.</li> </ul>	Low	The caretaker puts salt & sand onto paths/playground/car park when icy. Children kept inside if playground slip hazard

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Fallen leaves	Pupils, staff, parents	Slips, trips and falls	<ul style="list-style-type: none"> <li>Fallen leaves to be removed as necessary.</li> </ul>	Low	Caretaker clears fallen leaves in the Autumn from school grounds
<b>Accident Reporting/ First Aid</b>	Pupils, staff, visitors	Legal Requirement	<ul style="list-style-type: none"> <li>All accidents to be recorded on the accident report forms and given to teacher and parent.</li> <li>If a parent has to be contacted during school time about an accident form PUP/ACC78 should be completed (kept in office).</li> <li>If pupil taken to doctor or hospital form PUP/ACC78 completed.</li> <li>Accidents reported to RIDDOR as necessary.</li> <li>The Health &amp; Safety Executive to be informed by telephone of serious accidents as identified on the "Notifiable Major Injuries Chart".</li> <li>Headteacher/Governors/Teachers to review accident forms and LA forms to identify trends and initiate control measures.</li> <li>Accident record forms kept and sent to next class through school.</li> </ul>	Low	
<b>Animals in School</b>	Pupils, staff	Bites, scratches, infection	<ul style="list-style-type: none"> <li>Only suitable animals brought into school. Permission to be sought from SMT.</li> <li>Hands are washed before and after handling.</li> <li>If animals kept in school the animal house/cage has to be kept clean &amp; disinfected regularly.</li> <li>Contact between kept animals, their food, and wild animals to be prevented to avoid disease transmission.</li> <li>If animals allowed to wander on floors or tables</li> </ul>	Low	No animals are kept in school at present.

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			these surfaces must be cleaned immediately after use. <ul style="list-style-type: none"> <li>• Any animal scratches or bites must be washed carefully. If in any doubt about infection medical advice will be sought.</li> </ul>		
<b>Boiler Rooms</b>	Caretaker, contractors	Explosion, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling	<ul style="list-style-type: none"> <li>• Boiler room to be kept locked when not in use.</li> <li>• Boiler rooms should not be used for general storage.</li> <li>• Fire control measures to be in place, and tested, with easy access to them, i.e. extinguishers, fire buckets.</li> <li>• Caretaker to be aware of lone working procedure when working alone.</li> <li>• Housekeeping to be to a good standard at all times.</li> <li>• Adequate ventilation to be maintained at all times.</li> <li>• Floor areas to remain clear of spills, grease, oil etc.</li> <li>• Access and steps to be kept clear.</li> </ul>	Low-Med	
<b>Caretaking:</b>					
Cleaning chemicals	Caretaker, cleaners, others including children	Chemical splashes, fumes, swallowing.	<ul style="list-style-type: none"> <li>• Caretaker to be aware of COSHH assessments and inform cleaners of risk control measures when using cleaning chemicals.</li> <li>• Chemicals must be stored in a locked store, unless under the supervision of caretaker or cleaner, to prevent access and accidental contact or swallowing of chemicals by children.</li> </ul>	Low-Med	

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Roof work	Caretaker, people below	Falls from height, hit by falling object	<ul style="list-style-type: none"> <li>• If working on the roof caretaker to be trained in roof work.</li> <li>• Area below to be roped off.</li> <li>• Do not go on roof in high winds.</li> <li>• Fall arrest equipment to be available if necessary.</li> <li>• Edge protection to be available where necessary.</li> </ul>	Low-Med	
Ladders	Caretaker, people below	Falls from height	<ul style="list-style-type: none"> <li>• Persons who use ladders need to have received proper training or instruction, ensure correct footing, clear area below.</li> <li>• Ladders should be maintained in a good condition.</li> <li>• If stepladders are used ensure no side loading on them.</li> </ul>	Low-Med	
Lone working	Caretaker	Personal injury, abuse	<ul style="list-style-type: none"> <li>• Awareness of procedures to deal with threats of violence or aggression.</li> <li>• Lone working procedures.</li> <li>• Hazardous tasks should not be undertaken when working alone.</li> </ul>	Low	
Lifting	Caretaker	Back injury, physical strain	<ul style="list-style-type: none"> <li>• Manual handling assessments to be carried out.</li> <li>• Training received.</li> </ul>	Low-Med	<i>Manual handling assessments to be carried out</i>
<b>Classrooms</b>	Pupils, staff	Slips, trips and falls, electric shock, cuts	<ul style="list-style-type: none"> <li>• Floor to be in a good condition to prevent slips, trips and falls.</li> <li>• Bags and coats should not litter walkways.</li> <li>• Cables should not trail across walkways.</li> <li>• Mains outlet sockets to be in a good condition not damaged or cracked in any way. Not overloaded.</li> <li>• Pointed/sharp scissors not to be left out in classroom.</li> </ul>	Low	

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			<ul style="list-style-type: none"> <li>• Any damaged or broken glass to be boarded or laminated and then replaced as soon as possible.</li> <li>• All low level glass filmed or safety glass.</li> <li>• Chairs and desks kept in a good condition. Chairs tucked under desks.</li> <li>• Spillage's are cleaned up promptly.</li> <li>• Loose wires and cables to be tied &amp; secured.</li> </ul>		
<b>Cleaning:</b>					
Window cleaning	Caretaker, people below	Falls from height	<ul style="list-style-type: none"> <li>• Low level windows cleaned by caretaker with ladder (see ladders).</li> <li>• High level windows cleaned by caretaker using pole &amp; brush.</li> </ul>	Low-Med	
Contract cleaners not employed by the school	Cleaners	Slips, trips and falls, electric shock, exposure to hazardous substances	<ul style="list-style-type: none"> <li>• Contract cleaners must ensure that portable electrical appliances used in the school have been electrically tested and labelled accordingly.</li> <li>• All cupboards used for the storage of cleaning chemicals and electrical equipment should be locked when not in use.</li> <li>• Storage areas should be maintained to a good standard of housekeeping at all times.</li> <li>• Personal protective clothing such as rubber gloves, goggles etc. should be available at all times.</li> <li>• COSHH assessments and control measures for cleaning chemicals must be available.(kept in Headteachers office).</li> </ul>	Low	

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Caretaker	Caretaker Cleaners	Electric shock, slips, trips and falls, exposure to hazardous substances	<ul style="list-style-type: none"> <li>• The school ensures that the portable electrical appliances used by staff are subject to regular portable electrical appliance testing and labelled to show dates.</li> <li>• All cupboards used for the storage of cleaning chemicals should be locked when not in use with no unauthorised access.</li> <li>• Storage areas should be maintained to a good standard of housekeeping at all times.</li> <li>• Personal protective clothing such as rubber gloves, goggles etc. should be available at all times.</li> <li>• COSHH assessments and control measures for cleaning chemicals must be available.</li> <li>• The school ensures that cleaning staff receive appropriate training and information on the safe use and storage of cleaning chemicals. This is currently part of the SLA with Thornespark Cleaning.</li> </ul>	Low	The Caretaker is trained and carries out portable electrical appliance tests annually.
<b>Cloakrooms</b>	Pupils	Knock, eye injury	<ul style="list-style-type: none"> <li>• Where coat hooks are at eye level ensure no sharp edges.</li> <li>• When corridor/cloakroom crowded children should be supervised.</li> <li>• Children are regularly warned of dangers and how to reduce risk.</li> </ul>	Low/Med	

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<b>Contractors on site</b>	Pupils, staff, visitors, contractors	Personal and property	<ul style="list-style-type: none"> <li>• Contractors are required to comply with the school safety policy.</li> <li>• Contractors are required to sign in and out as for all visitors.</li> <li>• The Head Teacher or Caretaker ask contractors, at a pre contract meeting, if they are going to create any hazards and how they are going to control them.</li> <li>• When contractors are to be used they must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any up front payment etc.</li> <li>• Contractors to be properly supervised and monitored while on school premises.</li> <li>• Contractors to be informed if there are any dangers they will encounter i.e. asbestos in the building.</li> </ul>	Low-Med	
<b>Corridors</b>	Pupils, staff, visitors, contractors	Personal and property, slips, trips, falls	<ul style="list-style-type: none"> <li>• Floors kept in a good condition.</li> <li>• Corridors not to become blocked with equipment, bags, coats etc.</li> <li>• Sandwich box trolleys to be lined up against wall opposite kitchen.</li> </ul>	Low	

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<b>Electricity</b> Portable appliances and fixed installation	Pupils, staff, cleaners	Electric shock, burns, fire	<ul style="list-style-type: none"> <li>• All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Executive guidelines.</li> <li>• A list of all the portable electrical appliances drawn up such as tools, kettles, etc. and made available to the person testing.</li> <li>• All electrical equipment to be visually checked before it is used each time.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person.</li> <li>• <b>No repairs are to be attempted by an unqualified person</b></li> <li>• All persons to be made aware of the added danger when cables or socket outlets are near sinks or water.</li> <li>• Any electrical equipment brought from home needs to be checked by Caretaker.</li> </ul>	Low-Med	Caretaker trained See Health & Safety policy
<b>Fire:</b>					
Fire alarm and break glass points	Pupils, staff, visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> <li>• The caretaker tests the system weekly.</li> <li>• Any fault to be reported to the Headteacher immediately.</li> <li>• Records to be maintained.</li> </ul>	Low	See Fire policy

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Fire signs	Pupils, staff, visitors	People and property, burns, smoke inhalation	<ul style="list-style-type: none"> <li>• Designated fire exit routes are suitably signed with a pictogram and arrows to comply with regulations.</li> <li>• Sufficient fire signs in the public areas of the school, hall etc.</li> <li>• School fire alarm has flashing light for VI pupils.</li> </ul>	Low	Fire risk assessment carried out as per requirement
Fire extinguishers, fire blankets	Pupils, staff, visitors	People and property	<ul style="list-style-type: none"> <li>• Fire equipment serviced annually by contract.</li> <li>• All fire equipment remains free from obstruction at all times, and suitable signs are adjacent to them.</li> <li>• Records are maintained (Fire Policy file).</li> </ul>	Low	Fire Policy reviewed annually by Premises Committee Caretaker responsible for annual staff training and recording this
Internal fire doors and closer mechanisms	Pupils, staff, visitors	People and property	<ul style="list-style-type: none"> <li>• Fire door closer mechanisms should be checked weekly by the caretaker. If faulty or leaking oil they should be replaced as soon as possible.</li> <li>• If doors do not close correctly they should be reported &amp; repaired as soon as possible.</li> <li>• Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround.</li> <li>• Check door closers are not too stiff for small children.</li> <li>• When room is empty, fire doors should not be propped open.</li> <li>• Doors to open and close correctly and not be impeded in any way or fastened open.</li> </ul>	Low	

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External fire doors	Pupils, staff, visitors	People and property	<ul style="list-style-type: none"> <li>Caretaker to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal school activities.</li> <li>Ensure fire doors are not locked or blocked during school time.</li> </ul>	Low	
Evacuating the school	Pupils, staff, visitors	Personal injury	<ul style="list-style-type: none"> <li>Termly fire drills in place and recorded.</li> <li>Fire drills carried out at different times and with differing circumstances to simulate fire conditions.</li> <li>If there are any pupils with access/mobility problems someone should be nominated to assist them during an evacuation.</li> <li>Effective role call system in place to account for everyone.</li> <li>One adult last out of the rooms.</li> <li>Ensure someone knows the whereabouts of the utility isolator valves if needed in a real emergency by the Fire Service.</li> </ul>	Low	Utility isolator valves: Gas – FU & main school boiler houses Electric – Disabled toilet Water – next to meter in car park
<b>First aid:</b>					
First aiders	Pupils, staff, visitors	Injury treatment	<ul style="list-style-type: none"> <li>There is sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school.</li> <li>Sufficient first aiders to provide absence cover.</li> <li>Sufficient cover to provide first aid on school visits etc. based on risk assessment.</li> <li>All staff aware how to summon first aid assistance through the use of red triangles.</li> <li>Paediatric first aiders are on site.</li> </ul>	Low	

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First aid kits	Pupils, staff, visitors	Injury treatment	<ul style="list-style-type: none"> <li>• There should be sufficient first aid kits in the school at strategic places. (First aid kits in all classrooms and medical room.</li> <li>• All staff are responsible for replacing kit when used. Tina Maroof will order new stock.</li> <li>• There must be no inappropriate items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.</li> <li>• Piriton kept in FS &amp; staff room if needed when advised by medical profession.</li> <li>• Red triangles around school to raise awareness when help is needed.</li> </ul>	Low	
<b>Garage</b>	Pupils, staff, visitors	Slips, trips, falls, falling items	<ul style="list-style-type: none"> <li>• All staff using garage to be responsible for keeping area tidy.</li> <li>• Garage door to be kept shut (unlocked) during school hours.</li> </ul>	Low	
<b>Glass</b>	Pupils, staff	Cuts, splinters	<ul style="list-style-type: none"> <li>• Low level glass to be safety glass or treated with safety film.</li> <li>• Damaged glass to be boarded or laminated temporarily and replaced as soon as possible.</li> <li>• Broken glass to be carefully disposed of.</li> <li>• Caretaker to check premises for hazardous items daily before school starts.</li> </ul>	Low	
<b>Grounds maintenance:</b>					
Shed	Pupils, staff	Slips, trips, falls, falling items	<ul style="list-style-type: none"> <li>• Sheds to be kept locked when not in use.</li> <li>• Shed to be kept tidy.</li> <li>• Keep storage of hazardous/flammable items to a minimum, i.e. paint, chemicals etc.</li> <li>• No access to pupils.</li> </ul>	Low	

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Garden furniture	Pupils, staff	Collapse, splinters, cuts	<ul style="list-style-type: none"> <li>Garden furniture to be inspected regularly and maintained as required.</li> <li>Decking &amp; benches to be treated &amp; cleaned. Checked weekly by caretaker.</li> </ul>	Low	
Flower planters	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> <li>Planters inspected regularly.</li> <li>Low level planters to be painted with high visibility paint.</li> </ul>	Low	
Trees, shrubs & weeds	Pupils, staff, visitors	Slips, trips, falls, cuts	<ul style="list-style-type: none"> <li>Trees and shrubs to be kept trimmed.</li> <li>Weeds to be sprayed as required.</li> </ul>	Low	Gardener, Caretaker or Grounds Maintenance, as appropriate
Playing field	Pupils, staff, visitors	Slips, trips, falls, cuts	<ul style="list-style-type: none"> <li>Playing field and paths to be inspected daily by the Caretaker to ensure they remain in a safe condition, no glass or other hazards.</li> <li>Exit areas are supervised and children are not allowed onto field until an adult is present.</li> <li>Teachers to check before use.</li> </ul>	Low	
External users	Pupil, staff and visitors		<ul style="list-style-type: none"> <li>As above.</li> <li>All pupils visiting or using facilities to be supervised by member of own staff at ratios which meet LA guidelines.</li> <li>Pupils are supervised to toilet areas when leaving the field area by own staff members and are checks are made on their return.</li> <li>Visiting school staff are responsible for managing their children's behaviour</li> <li>Visiting school staff are responsible for returning</li> </ul>	Medium	Visiting staff members are responsible for supervising, disciplining and dismissing or transporting their children and must have their own RA in place for this.

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			<p>to school or dismissing to parents.</p> <ul style="list-style-type: none"> <li>• First aid equipment is on site but visiting staff are advised to bring their own in line with their school policy.</li> </ul>		
Wildlife area	Pupils, staff, visitors	Slips, trips, falls, cuts	<ul style="list-style-type: none"> <li>• Children not allowed in area unsupervised.</li> <li>• Staff to check if area is safe &amp; appropriate to use.</li> <li>• Decking checked for slip hazard.</li> </ul>	Low	Caretaker to clean decking area at appropriate intervals
Manhole covers, drain grates, stop cocks etc.	Pupils, staff, visitors	Slips, trips, falls	<ul style="list-style-type: none"> <li>• Caretaker &amp; Premises Committee to visually check covers to ensure they remain in a safe condition, fence off if causing hazard.</li> <li>• Caretaker to keep drain grates free from obstructions e.g. leaves.</li> </ul>	Low	
Spraying of chemicals	Caretaker, ground staff, pupils, staff	Inhalation, chemical absorption through skin	<ul style="list-style-type: none"> <li>• Chemical spraying not to be carried out if spray could reach pupils or in windy weather.</li> <li>• Spraying only to be undertaken by trained, competent persons.</li> <li>• COSHH assessments to have been completed annually for chemicals used and control measures rigorously followed.</li> </ul>	Low-Med	Chemical spraying carried out by Grounds Maintenance during school closure.
Landscape maintenance machinery	Caretaker, grounds staff	Cuts, lacerations, amputations	<ul style="list-style-type: none"> <li>• Landscape maintenance machinery to only be used by competent and authorised personnel.</li> <li>• No machinery to be left unattended when in grounds.</li> <li>• Adequate personal protective equipment to be available, and used, when operating machinery.</li> <li>• Appropriate access equipment to be used for access to high hedges, ladders etc.</li> </ul>	Low-Med	Grounds Maintenance used for grass cutting and strimming

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			<ul style="list-style-type: none"> <li>If using 240 volt electrical equipment a Residual Current Device must be used. If extension leads are used they must be heavy duty outdoor type.</li> <li>Burning of landscape waste not to be carried out on school premises/grounds.</li> <li>Machinery and equipment to be regularly serviced and maintained.</li> </ul>		
<b>Hall:</b>					
PE Store (back of hall)	Pupils, staff	Slips, trips, falls, equipment falling on people	<ul style="list-style-type: none"> <li>Equipment to be stored safely.</li> <li>Equipment to be moved from the store by staff.</li> <li>If pupils move equipment it should be under supervision.</li> <li>If equipment is stored in the hall it should not interfere with activities that are carried out in the gym.</li> <li>Staff to be competent in supervising the activities carried out in the gym i.e. Teacher/HLTA.</li> </ul>	Low-Med	
Hall	Pupils, staff	Slips, trips, falls	<ul style="list-style-type: none"> <li>All exits to remain clear.</li> <li>Floor to be in a good condition.</li> <li>Chairs/equipment to be suitably stacked/stored when not in use or removed to store room.</li> <li>Chairs and furniture to be stored and moved safely (use chair trolley for moving chairs etc).</li> <li>Projector wires to be covered by rubber matting/trunking when in use.</li> </ul>	Low-Med	
Hall at lunch-time	Pupils, staff	Slips, trips, falls	<ul style="list-style-type: none"> <li>Children to wash their hands before they come into the hall.</li> </ul>	Low-Med	

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			<ul style="list-style-type: none"> <li>• They are to walk in an orderly fashion coming in, during the time they are in the hall and as they leave, remain seated until told, clear routines are followed.</li> <li>• Any spills to be cleared by staff immediately.</li> </ul>		
Hall at lunch-time	Pupils, staff	Hot foods and other heat sources	<ul style="list-style-type: none"> <li>• Food to be served at a safe temperature.</li> <li>• Heated trolleys to be kept in corridor until PE lessons finish in the hall.</li> <li>• Cooking ovens etc are in the kitchen and children are not allowed to access this.</li> <li>• Kitchen door closed &amp; locked with high level bolt when unattended during service to prevent access by pupils.</li> </ul>	Low-Med	
Hall at lunch-time	Pupils and anyone eating meals	Food contamination	<ul style="list-style-type: none"> <li>• Staff to ensure they have washed their hands.</li> <li>• Children to wash their hands before they come into the hall.</li> <li>• Lunch-time supervisors wear clean tabards over usual clothes.</li> <li>• Cooks to wear hair nets.</li> <li>• Food trays, beakers and cutlery to be changed if dropped or dirtied in any way.</li> <li>• Hot clean water, with sanitizer in to be used for wiping tables, table cloths and any other surfaces used for.</li> </ul>	Low-Med	
<b>Hazardous Substances</b>	Pupils, staff, cleaners	Fire, explosion, spillage,	<ul style="list-style-type: none"> <li>• Hazardous substances, those with an orange square on the container, to be stored in Caretaker's store which is locked when not in use.</li> </ul>	Low-Med	

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		inhaling fumes, absorption via skin	<ul style="list-style-type: none"> <li>• Do not store them in electricity cupboards.</li> <li>• Fire extinguisher to be in place where required.</li> <li>• COSHH assessments to be carried out and control measures in place.</li> <li>• Staff to be informed of COSHH control measures where necessary.</li> <li>• Cleaning chemicals, even small amounts should not be kept in classrooms or areas where children have access.</li> </ul>		
<b>Lessons:</b>					
Design Technology/ Food Technology	Pupils, staff, volunteers	Tools, scissors, cuts, Food poisoning, cuts, burns	<ul style="list-style-type: none"> <li>• It is the responsibility of the teacher in charge to carry out a risk assessment before each activity (this does not necessarily need to be a written risk assessment)</li> <li>• Good hygiene procedures should be used at all times when working with food and children taught safe practices in regard to food handling and using tools and equipment</li> <li>• Always wash hands before handling food and teach children to do so and cuts should be covered with water-proof dressing</li> <li>• Long hair should be tied back, sleeves rolled up and any rings removed</li> <li>• avoid foods which may be high risk eg .nuts,</li> </ul>	Low-Med	

## Stanley Grove School – Risk Assessment

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
			<ul style="list-style-type: none"> <li>shellfish, untreated milk etc</li> <li>• never use food equipment for other than intended</li> <li>• a washing up bowl should be set aside for washing food implements</li> <li>• keep the working environment, including the floor, clean and tidy</li> <li>• food sell by dates to be checked, fruit and vegetable should be washed before eating</li> <li>• food to be stored correctly, eg. refrigerated, in sealed containers to avoid pest infestation</li> <li>• fridge temperature recorded daily should not be below degrees c or above 5 degrees c</li> <li>• hot food must be checked on preparation (around 80 degrees) and again before consumption (63 degrees)</li> <li>• checks should be made regarding children's possible allergies before they taste foods</li> <li>• when tasting food, a child should dip a clean spoon into food only once – do not allow the tasting of mixture containing raw egg</li> <li>• avoid eating/tasting dishes with raw eggs or using blown egg shells because of the risk of salmonella</li> <li>• sniff tests of spices should be done through muslin</li> <li>• use a smooth well maintained surface or cover work surface with plastic tablecloth</li> <li>• an adult should clean work surfaces with Dettol or similar</li> <li>• children to wear clean aprons (wipe with Dettol after use)</li> <li>• utensils and equipment needs to be thoroughly</li> </ul>		

## Stanley Grove School – Risk Assessment

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
			cleaned after use and stored in clean conditions <ul style="list-style-type: none"> <li>• use disposable dish cloths</li> <li>• never let young children lift or pour boiling water from a kettle</li> <li>• cooker/iron to be used under the supervision of a adult who should ensure children cannot touch while it is still hot</li> <li>• make sure pan handles are turned inwards</li> <li>• ensure a kettle wire is not left trailing</li> </ul>		
Areas used for food preparation /cooking	Pupils, staff and volunteers	Slips, trips and falls	<ul style="list-style-type: none"> <li>• Flooring in good condition.</li> <li>• Floor clear of trip hazards.</li> <li>• Gas is not available in school.</li> <li>• All fire extinguishers to remain free of obstruction.</li> <li>• Never leave room unattended when cooking.</li> </ul>	Low	
Areas used for food preparation /cooking	Pupils, staff and volunteers	Food poisoning	<ul style="list-style-type: none"> <li>• Tables and all surfaces used to be cleaned with anti-bacterial product before and after use, if a cloth is used on the table this has to be wiped with anti-bacterial product and is non absorbent.</li> <li>• Ensure all equipment, utensils, chopping boards, ovens, oven trays, fridge etc are clean before and after use.</li> <li>• Use only the designated washing up bowl for washing food preparation equipment and utensils.</li> </ul>	Low - med	

## Stanley Grove School – Risk Assessment

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
		Cuts  Burns	<ul style="list-style-type: none"> <li>• The bin for food waste has to have a lid.</li> <li>• Staff/supervisor and children to wear a clean apron for food preparation (disposable ones available).</li> <li>• Ensure safe use knives and other utensils. Sharp and potentially hazardous knives or utensils should be used only under close supervision.</li> <li>• Ensure that children are not allowed to go near a hot oven, unless under very close supervision by a member of staff or adult.</li> <li>• Fire risk assessment and fire appliances maintain and inspected annually.</li> <li>• Fire evacuation practices take place termly.</li> </ul>		
<b>Manual handling:</b>					
Manual Handling - pupils	Back injury, personal injury	Pupils, staff	<ul style="list-style-type: none"> <li>• Where the school has disabled children there must be a manual handling assessment carried out by a competent person.</li> <li>• Where pupils have to be assisted to move, or assisted from wheelchairs the staff assisting them must be suitably trained.</li> <li>• Suitable areas should be available for disabled pupils, i.e. changing facilities. (Disabled toilet in main school and Foundation Unit).</li> </ul>	Med	
<b>Office, Headteacher office and admin area</b>	Admin Staff	Eye strain, RSI, muscular difficulties	<ul style="list-style-type: none"> <li>• Office accessed by secure keypad.</li> <li>• Confidential documents to be kept in locked filing cabinets.</li> <li>• DSE assessment to be carried out.</li> <li>• Ensure good standard of cable management.</li> </ul>	Low	<i>DSE to be carried out</i>

## Stanley Grove School – Risk Assessment

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
		Slips, trip, falls	<ul style="list-style-type: none"> <li>• Cables should not trail across walkways, rubber protecting strip used.</li> <li>• Filing cabinet or desk draws not to be left open, only open one drawer at a time.</li> <li>• New filing cabinets to be filled from the bottom up.</li> <li>• Floor to be free from tripping hazards, torn carpets etc.</li> </ul>		
<b>Off site visits</b>	Pupils, staff, volunteers	Slips, trips, falls, personal injury	<ul style="list-style-type: none"> <li>• LA &amp; DCSF guidelines to be followed for off site visits (see Policy for Safeguarding Children &amp; Visits Policy).</li> <li>• Arrangements to be checked by Headteacher.</li> <li>• Qualifications of any activity providers to be checked.</li> <li>• When using coaches seat belts to be fitted and used.</li> <li>• First aid cover to be provided, based on risk assessment.</li> <li>• First aid kit to be taken on visit.</li> <li>• Risk Assessment to be read by all helpers on visit.</li> </ul>	Low-Med	
<b>Play equipment, external</b>	Pupils	Falls, cuts, fractures	<ul style="list-style-type: none"> <li>• Play equipment to be inspected regularly by caretaker and maintained.</li> <li>• Play equipment to be stored in garage when not in use, garage door to be kept shut when unlocked.</li> <li>• No pupils allowed in garage (equipment to be left outside).</li> </ul>	Low	

## Stanley Grove School – Risk Assessment

<b>Hazard/ Activity</b>	<b>Persons at Risk</b>	<b>How Harmed</b>	<b>Control measures</b>	<b>Residual risk rating: High, Med, Low</b>	<b>Comments Actions</b>
<b>Playground</b>	Pupils, staff	Slips, trips, falls, personal injury	<ul style="list-style-type: none"> <li>• Playground surface to remain in a good condition.</li> <li>• Wet leaves to be cleared regularly.</li> <li>• In icy conditions surface may need gritting or be placed out of bounds.</li> </ul>	Low/Med	
<b>Playtime &amp; Lunchtime</b>	Pupils, staff	Slips, trips, falls, cuts, safeguarding of children	<ul style="list-style-type: none"> <li>• Adequate supervision to be available during playtime &amp; lunchtime (rota/staffing levels).</li> <li>• Adequate first aid provision to be available during playtime &amp; lunchtime. Adult on duty in the hall.</li> <li>• Arrangements in place for dealing with intruders to the playground during playtime &amp; lunchtime. Children brought in, HT/SMT informed.</li> <li>• Gates on playground to be checked &amp; closed during playtime.</li> <li>• If on field, children not allowed beyond gated area near playground.</li> </ul>	Low-Med	
<b>Staff Room</b>	Staff & visitors	Slips, trips, falls, scalds, hygiene	<ul style="list-style-type: none"> <li>• Attention to be paid to good housekeeping.</li> <li>• Electrical equipment to be placed in a safe position to avoid burns and scalds &amp; periodically tested.</li> <li>• Fridges to be regularly defrosted and out of date food removed.</li> <li>• Ensure shelving is safely secured to walls.</li> <li>• Floors, carpets, furniture and flooring kept in good condition.</li> <li>• Children not allowed in unless given permission.</li> </ul>	Low	
<b>Safety Training</b>	Pupils, staff	Personal safety	<ul style="list-style-type: none"> <li>• New staff to receive training during induction training, to include fire safety arrangements, health and safety and first aid arrangements etc.</li> </ul>	Low	

## Stanley Grove School – Risk Assessment

Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
			<ul style="list-style-type: none"> <li>Staff to receive adequate training to carry out health and safety duties, i.e. be trained to carry out risk assessments.</li> </ul>		
<b>Store rooms</b>	Staff	Slips, trips, falls, falling items	<ul style="list-style-type: none"> <li>Good housekeeping to be maintained at all times.</li> <li>Storage racking and bookcases etc. to be secured to wall.</li> <li>Racking and shelving are not to be overloaded.</li> <li>Kick-stools or step ladders to be available where high shelving is in place, any chairs to be removed.</li> <li>The store room to have suitable lighting.</li> <li>Heavy items to be stored on waist high shelving, with light items at the top and bottom.</li> </ul>	Low-Med	
<b>Temperature</b>	Pupils, staff, visitors	Cold, heat stress	<ul style="list-style-type: none"> <li>School boiler to be capable of maintaining suitable temperature in school.</li> <li>Sufficient means of ventilation to be available in hot weather.</li> <li>Air conditioning units in class 1, 3, 4, 5 &amp; ICT Suite maintained in good working order.</li> <li>If hot pipes or radiators can cause contact burns they should be guarded.</li> </ul>	Low	Air conditioning units should be serviced annually.
<b>Toilets:</b>					
Children's Toilets	Pupils, staff	Hygiene, slips, trips, falls, trapped persons	<ul style="list-style-type: none"> <li>Toilet areas to be maintained in a good condition.</li> <li>Toilet areas to be maintained in hygienic condition.</li> <li>Spillage's on floors to be mopped up as soon as possible.</li> <li>Liquid soap and drying systems/towels to be available.</li> </ul>	Low	

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Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
Disabled Toilet	Pupils, staff, parents, visitors	Hygiene, slips, trips, falls, trapped persons	<ul style="list-style-type: none"> <li>Alcohol hand gel available.</li> <li>Alarm call device.</li> <li>Toileting equipment safely &amp; hygienically stored.</li> </ul>	Low	
Staff toilet	Staff, parents, visitors	Hygiene, slips, trips, falls	<ul style="list-style-type: none"> <li>Alcohol hand gel available.</li> <li>Sprays kept on high shelf out of children's reach.</li> <li>Sanitary disposal system in place where necessary.</li> </ul>	Low	<i>Sanitary disposal system to be installed</i>
<b>Violence</b>	Pupils, staff	Personal injury	<ul style="list-style-type: none"> <li>Staff to be aware of how to deal with violence or aggression from or between pupils.</li> <li>Staff to be aware of how to deal with violence or aggression from parents or public.</li> <li>Systems to be in place for dealing with intruders (see Safeguarding Policy).</li> </ul>	Low	
<b>Waste</b>	Pupils, staff	Slips, trips, falls, hygiene	<ul style="list-style-type: none"> <li>Adequate systems to be in place to remove normal waste.</li> <li>External bin areas to be kept clean, well ventilated and free from pests.</li> <li>Rubbish should not be allowed to accumulate in bin areas.</li> <li>Hazardous waste appropriately disposed of.</li> </ul>	Low	Paper Recycling bins (green) strategically placed around school
<b>Water systems, tanks, taps and outlets</b>	Pupils, staff, visitors	Bacterial infection	<ul style="list-style-type: none"> <li>Water management and inspection routines to be in place in accordance with COSHH, where necessary.</li> <li>Monthly temperature testing reported to LA by Caretaker.</li> </ul>	Low	
<b>Wheelchairs</b>	Pupils, staff	Personal injury	<ul style="list-style-type: none"> <li>Where wheelchairs are used by any pupils there should be adequate access and ramps provided</li> </ul>	Low-Med	

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Hazard/ Activity	Persons at Risk	How Harmed	Control measures	Residual risk rating: High, Med, Low	Comments Actions
			<p>where necessary. Access to class rooms etc. to be considered.</p> <ul style="list-style-type: none"> <li>• Where staff have to assist pupils in and out of wheelchairs they must have received adequate training.</li> <li>• If any hoists are used they must be tested every six months by a competent person and staff suitably trained in their use.</li> <li>• Suitable storage facilities should be available.</li> </ul>		