

**Lincolnshire County Council**

**Frances Olive Anderson Church of England  
Primary School**

**Health and Safety Policy**

February 2017

## 1 Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors, including contractors.
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed: *Mr David Allsop* Chair of Governors

Signed: *S Woolley* Head Teacher

Date: *03.02.17*

## **2.0 Organisation and General Responsibilities**

### **2.1 Governing Body**

Are responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at *Governors'* meetings;
- a *Governor* is given specific responsibility for health and safety, currently; Mr Eddy Overson
- the *Governor* with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

### **2.2 Head Teacher**

The Head Teacher is responsible to the *Governing Body* for ensuring that the health and safety policy is implemented on a day to day basis and that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the *Governing Body*;
- specialist help and assistance is obtained where necessary;

- the reports of health and safety monitoring are communicated to the *Governing Body* along with details of significant injuries to employees, pupils and visitors.

### **2.3 School Health and Safety Co-ordinators (Mrs Kaye Champkins, Mrs Sally Graves)**

Are responsible for assisting the Head Teacher with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the school on a day to day basis, reporting any problems that cannot be rectified to the Head Teacher.

### **2.4 All Employees**

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

### **2.5 Pupils**

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others in school;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

## 2.6 Health and Safety Assistance

- Lincolnshire County Council Health and Safety Team are available to provide health and safety assistance. The Team can be contacted via e mail:

[corporatehealth&safety@lincolnshire.gov.uk](mailto:corporatehealth&safety@lincolnshire.gov.uk)

Fraser Shooter  
Health & Safety Team Leader  
Corporate Health & Safety Team  
Email: [fraser.shooter@Lincolnshire.gov.uk](mailto:fraser.shooter@Lincolnshire.gov.uk)  
Tele: (01522) 554917  
Ext: 54917

Christopher Soper  
Principal Health & Safety Advisor  
Corporate Health & Safety Team  
Mobile 07584 339673  
Email: [christopher.soper@lincolnshire.gov.uk](mailto:christopher.soper@lincolnshire.gov.uk)

Ian Sprigg  
Corporate Health & Safety Team  
Mobile: 07584 339641  
Email: [ian.sprigg@lincolnshire.gov.uk](mailto:ian.sprigg@lincolnshire.gov.uk)

David Vardy  
Corporate Safety Advisor  
Corporate Health & Safety Team  
Mobile: 07584 342620  
Email: [david.vardy@lincolnshire.gov.uk](mailto:david.vardy@lincolnshire.gov.uk)

Ian Holland  
Corporate Health & Safety Advisor  
Mobile: 07584 342600  
Email: [ian.holland@lincolnshire.gov.uk](mailto:ian.holland@lincolnshire.gov.uk)

Larry Palmer - Assist H&S advisers  
[Larry.palmer@lincolnshire.gov.uk](mailto:Larry.palmer@lincolnshire.gov.uk)

Ann Thompson- H&S technician  
[Ann.thompson@lincolnshire.gov.uk](mailto:Ann.thompson@lincolnshire.gov.uk)

Marisa McGreevy-Rose - H&S technician  
[Marisa.mcgreevy-rose@lincolnshire.gov.uk](mailto:Marisa.mcgreevy-rose@lincolnshire.gov.uk)

## 3.0 Arrangements

### First Aid Arrangements

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the school to train as many teachers and midday supervisors as possible

in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located in the first aid cupboard, adjacent to the staffroom and the appointed Administrative Assistant; Mrs Vickie Beastall, is responsible for checking the contents on a monthly basis and replacing any items used. A record of checks is located on the First Aid Room wall. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. In these cases an ambulance can be summoned from the telephone in the offices.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

### **Head Injuries**

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

### **Other Injuries**

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

### **Infection Control**

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom and First Aid Room.

### **Injury Reporting**

All injuries to staff and pupils shall be recorded in the accident book by the person administering first aid.

The Head Teacher is responsible for ensuring that the PO3 forms are completed for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 7 day absence' injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

A supply of PO3 forms is kept in the office for this purpose.

On-line report forms must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to staff, pupils or visitors and any 'over 7 day absence' injuries to staff. ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)). Reports must be made within 15 days of the accident.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from a health condition.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

All incidents can be reported on-line but a telephone service remains for reporting **"Fatal and Major" injuries only**: Call the Incident Contact Centre on 0845 300 9923 (opening hrs Monday to Friday 8.30am - 5pm).

'Over 3 day absence' injuries to employees no longer require notification, but a record of the accident must be recorded in the school accident book to comply with regulations.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (see contacts 2.6) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must be reported by completing the appropriate on-line form. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

Lincolnshire County Council Health and Safety Team are available to provide health and safety assistance.

(See section 2.6 for contact details).

#### **4. Statutory Notices**

The following statutory notices are displayed in the Staffroom;

'Health and Safety Law' poster.

#### **5. Employee Induction Procedures**

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

### **Risk Assessment Procedures**

Risk assessments shall be recorded on the following forms and will be reviewed every year or when circumstances change.

# **Lincolnshire County Council**

## **Risk Assessments for a Primary/Junior School**

Assessment Number	Area/Activity
1.	Caretaker's Activities
2.	Legionella Bacteria
3.	Asbestos
4.	School Security and Vehicle Hazards
5.	Pupil Play Activities
6.	School corridors
7.	Classrooms
8.	PE activities
9.	Hall
10.	ICT room
11.	Office
12.	Staffroom
13.	Design and Technology Activities
14.	Science Activities
15.	Educational Visits and Trips.
16.	Clay Work and Kiln Operations.
17.	Pupil's Toilets
18.	Work Related Stress
19.	Violence at Work
20.	Contractors' Activities
21.	Working Alone

22.	Moving and Handling Assistance for Pupils with Special Needs
23.	Initial Risk Assessment for Expectant Mothers
24.	Boiler Room
25.	Early Years Trim Trial
26.	Climbing Frame - field
27.	Tyre Park - field
28.	Nature Reserve
29.	Field / playground
30.	Photocopying area
31.	Classroom cupboards / PE store

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>1</b>	<b>Area/Activity</b>	<b>Site Manager / Caretaker / Maintenance Support Activities</b>	<b>Carried out by</b>	<b>EO/SW</b>	<b>Date</b>	<b>March 2016</b>
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
<p><b>Manual handling:</b> Moving furniture and equipment. Distributing supplies of paper, books, clay etc. to where needed in the school. Litter picking.</p>	Caretaker / cleaners / maintenance support	<p>Suitable barrows and trolleys provided. Large items are split down where necessary. Assistance is available for heavy/large objects. Protective gloves provided. A long handle grab is provided for litter picking to reduce bending can be provided if requested. Staff have been provided with manual handling training to reduce the risk of injury.</p>	Yes	
<p><b>Falls from heights:</b> Clearing gutters. General cleaning. Changing lights ( tubes and bulbs).</p>	Caretaker / cleaners / maintenance support	<p>Other than short (30 minutes maximum) duration ladder / stepladder work undertaken by competent staff in compliance with HSE documents INDG 401 (Working at Height) and INDG 455 (Safe use of Ladders and Stepladders) work above 3 metres from the ground and all flat-roof work is contracted to specialists. Suitable length aluminium ladders and stepladders are provided. Additional risk assessments / competency checks will be required for use of scaffold towers and other access equipment. Ladder / Stepladders are checked regularly and records kept, see attached sheet. General rules for the use of stepladders have been drawn up, see attached. Only staff who are physically fit and comfortable using ladder and stepladders carry out this work.</p>	Yes	

Electricity	Caretaker / cleaners / maintenance support	<p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist.</p> <p>Portable electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years.</p> <p>Modern double insulated vacuum cleaners provided.</p> <p>Lights to be switched off prior to changing lamps or tubes.</p> <p>RCD protection to be used when using mains equipment outdoors.</p>	Yes	
Cleaning Substances	Caretaker / cleaners / maintenance support	<p>Only non-hazardous or low hazard (those labelled 'Irritant' or 'Harmful') substances are used.</p> <p>(Additional risk assessments are required for the use of any substances marked 'Toxic', 'Corrosive' or 'Highly Flammable')</p> <p>Manufacturer's safety data sheets kept available for the substances used.</p> <p>Caretaker and cleaners have been trained in the correct use and health and safety requirements for the cleaning substances.</p> <p>All containers are marked with their contents and kept secure when not in use.</p> <p>Chemicals are diluted and used in accordance with manufacturers instructions.</p> <p>Chemicals are not mixed together.</p> <p>Protective gloves are provided and used.</p>	Yes	
<b>Gas fired boilers</b>	Site Manager / Caretaker / Maintenance Support	<p>Modern gas boilers installed and serviced regularly by qualified and registered engineers.</p>	Yes	

Working alone	Caretaker / cleaners / maintenance support	<p>Working alone on the premises is avoided where possible, where not the following measures are implemented:</p> <ul style="list-style-type: none"> <li>• the school is secured to prevent unauthorized persons entering</li> <li>• high hazard work requiring use of ladders and stepladders is not to be carried out</li> <li>• a mobile phone to be kept readily available to summon assistance if required.</li> <li>• Staff shall inform a competent person of their expected return time who will make contact/raise the alarm if they are overdue</li> </ul>	Yes	
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## Rules for Using Stepladders

1. Stepladders shall only be used for short duration work of 30 minutes or less, up to 3 metres from the ground that can be done safely.
2. Stepladders must be visually checked before use, do not use equipment with defective feet, stiles, rungs, steps, hinges, cords or clips etc.
3. Stepladders must be long enough to reach the work and provide a secure handhold. Do not use the top 2 steps unless a suitable handhold is available on the stepladder and the manufacturer supports this method.
4. Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
5. Whenever possible place stepladders at right angles to the work, i.e. with the rear of the steps facing the work. Pushing, pulling or reaching sideways whilst on stepladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.
6. Move stepladders as necessary and frequently, to avoid the need to overreach.
7. When climbing a stepladder have at least one hand free to hold on, carry light tools and equipment in pockets or a holster/tool bag slung over the shoulder or use a hoist line or get a colleague to pass items up.
8. When working from a stepladder hold on with one hand where possible and only have both hands free where you are protected by platform guardrails or you are straight up and leaning into stepladder.
9. A further risk assessment must be made if the above conditions cannot be met. Consideration of task, availability of suitable access equipment, competency and suitable training must be assessed prior to any work taking place.
10. Refer to HSE documentation "Safe Use of Ladders and Stepladders" INDG-455 and "Working at Height" INDG-401 for detail of requirements and compliance information for working safely.

Record of inspection is kept by the caretaker.

## Portable Electrical Equipment – Pre-Use Checklist

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition.

### Pre-use checks should be carried out as follows:

1. Switch off and unplug the equipment before you start any checks.
2. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
3. Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
4. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
5. Check for any burn marks or staining that would suggest the equipment is overheating.
6. Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
7. If you are concerned about the safety of the equipment you should stop it from being used and report it to your manager or supervisor.

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	2	<b>Area/Activity</b>	Legionella Bacteria	<b>Carried out by</b>	SW/EO	<b>Date</b>	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling droplets of water contaminated with Legionella bacteria	Employees Pupils Visitors Contractors	<p>An assessment of the water systems in school has been carried out by specialists.</p> <p>The Caretaker flushes all outlets before school resumes after closures of more than one week and records result and any further action required.</p> <p>Specialist water hygiene company visits on a regular basis. Records of maintenance and tests kept in school office.</p>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>3</b>	<b>Area/Activity</b>	<b>Asbestos</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Inhaling asbestos fibres.	Employees Pupils Visitors Contractors	<p>Specialists have carried out a full asbestos survey of the premises and all high risk asbestos containing materials have been removed.</p> <p>An asbestos management plan (in school office) has been implemented for the low risk asbestos containing materials remaining in the school.</p> <p>Contractors and employees must comply with the detailed instructions and procedures contained within the management plan prior to commencement of any work on or within the school.</p> <p>See separate policy for management of ACM's.</p>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	4	<b>Area/Activity</b>	School Security and Vehicle Hazards	<b>Carried out by</b>	SW/EO	<b>Date</b>	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Being run over or colliding with vehicles in school car park and loading/delivery area.	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• There is a staff car park which is not accessible by the children once they have arrived for the day.</li> <li>• Parents are not allowed to park in the school car park unless they have a disability or special need.</li> <li>• The car park gates and pedestrian gate are controlled electronically. The pedestrian gate is open from 8.00 – 8.55am and 3.20 – 6.00pm.</li> <li>• Pupils are excluded from the vehicle entrance and car park without an adult to accompany them, from 8.55 until 3.30. Parking and turning room is tight and care must be exercised by drivers, particularly when reversing.</li> <li>• Taxis come into the school car park, the children are met by Mrs Sally Graves, and they are escorted by an adult to the taxis in the evening.</li> </ul>	Yes	

<p>Pupils leaving school without supervision and going missing or being involved in an accident with vehicles on the road outside the school.</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• The school is securely fenced and the pupil gate is locked when children are out at play.</li> <li>• The playground and back gates are locked after the last of the parents have left in the morning and is reopened at the end of the school day.</li> <li>• The only way onto the site during the school day is via the main car park entrance.</li> <li>• The only way in the building during the school day is via the accessed controlled Reception door or through pre-school.</li> <li>• Class teachers ensure that younger pupils leave school at the end of the day into the care of a recognised person.</li> <li>• Older pupils are only allowed out with the permission of parents to leave unaccompanied.</li> </ul>	<p>Yes</p>	
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## Significant Findings of Risk Assessments

<b>Assessment Number</b>	5	<b>Area/Activity</b>	Pupils' Play Activities	<b>Carried out by</b>	SW/EO	<b>Date</b>	March 2016
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
General play hazards	Pupils	<ul style="list-style-type: none"> <li>• Playground rules drawn up and enforced by staff.</li> <li>• From 8.45 am, members of the SLTR monitor the entrances to school and the children go straight into class.</li> <li>• Staff supervise the playgrounds at break times. Adequate ratios are in place.</li> <li>• Ball games only permitted in designated areas and restrictions are put on the types of balls used.</li> <li>• Good surface maintained on playgrounds.</li> </ul>	Yes	
Slip, trips and falls.	Pupils Staff	<ul style="list-style-type: none"> <li>• Playground and outside walkways maintained in good condition.</li> <li>• Leaves cleared up to prevent slipping hazard.</li> <li>• Rock salt stocked and spread on slippery areas in frost and snow conditions.</li> </ul>	Yes	
Injuries from climbing fences surrounding the sports field to receive balls from gardens.	Pupils Staff	<ul style="list-style-type: none"> <li>• The retrieval of balls from neighbouring gardens /areas by climbing fences or entering without specific permission is prohibited.</li> </ul>	Yes	

Finger traps and collisions from outward opening doors to playground.	Pupils	<ul style="list-style-type: none"> <li>• Finger guard strip fitted to the hinge side of doors.</li> <li>• Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</li> </ul>	Yes	
Collisions with glazing in doors and low level windows.	Pupils	<ul style="list-style-type: none"> <li>• All glazing in doors and low level glazing has been safeguarded with anti-shatter film.</li> </ul>	Yes	
Falls and bumps whilst entering school at start of the day and after breaks.	Pupils	<ul style="list-style-type: none"> <li>• A closely supervised system is used to manage the pupils into the school in an orderly fashion.</li> </ul>	Yes	
Outdoor play equipment	Pupils	<ul style="list-style-type: none"> <li>• Play equipment meets requirements of European Standards for Play Equipment EN1176 and has been installed by a competent (ROSPA listed) supplier.</li> <li>• Annual thorough examinations take place by an independent specialist.</li> <li>• Formal monthly inspections are carried out by staff and records kept.</li> <li>• Pre-use visual checks are carried out by staff.</li> <li>• Pupils are closely supervised whilst using the equipment to prevent unsuitable behaviour and misuse.</li> <li>• Pupils must wear suitable clothes.</li> <li>• Equipment is not used in poor weather conditions.</li> <li>• Specific risk assessments for climbing frame held.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

Assessment Number	6	Area/Activity	School Corridors	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	<ul style="list-style-type: none"> <li>• Floor surfaces carpeted and maintained in good condition.</li> <li>• Minor defect report book kept in offices for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible.</li> <li>• Trailing cables avoided.</li> <li>• Main corridors kept clear and at least 1 metre clear passage route maintained in other corridors.</li> <li>• Resource trolleys to be kept tidy</li> <li>• Deliveries never block main walkways and moved as soon as possible.</li> </ul>	Yes	
Pupils colliding with one another.	Pupils	<ul style="list-style-type: none"> <li>• No running allowed in the school and good pupil discipline maintained</li> </ul>	Yes	
Lacerations from the breaking of glazed panels in corridor fire doors.	Pupils Staff	<ul style="list-style-type: none"> <li>• Anti shatter film fitted to wired glazing panels to prevent serious lacerations if glass is broken.</li> </ul>	Yes	
Finger traps in hinge side of corridor fire doors.	Pupils	<ul style="list-style-type: none"> <li>• Finger guard strip fitted to the hinge side of doors.</li> <li>• Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</li> </ul>	Yes	

Burns; Radiators and pipes	Pupils/Staff	<ul style="list-style-type: none"> <li>• The boiler is checked regularly to ensure that the heating system is working effectively and safely.</li> </ul>	Yes	
Lockers	Pupils/Staff	<ul style="list-style-type: none"> <li>• Pupils to be briefed on safe use of lockers.</li> <li>• Locker doors to be properly closed to avoid head injuries.</li> <li>• Trailing drawstrings from lockers to be rectified.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

Assessment Number	7	Area/Activity	Classrooms	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
All	Pupils	<ul style="list-style-type: none"> <li>Staff to conduct HSE classroom checklist annually. Findings reviewed by Head Teacher and the Governing body.</li> </ul>	Yes	
Slips, trips and falls.	Pupils Staff	<ul style="list-style-type: none"> <li>Floor surfaces carpeted and maintained in good condition. Minor defect report book kept in main offices for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible.</li> <li>Furniture and equipment organised to provide clear walkways.</li> <li>Trailing cables avoided.</li> </ul>	Yes	
Falls from heights whilst putting up displays.	Staff	<ul style="list-style-type: none"> <li>Max height of displays is 3 metres.</li> <li>Chairs shall not to be used for putting up displays; stepladders are readily available in all areas.</li> </ul>	Yes	
Falls from heights whilst reaching items on upper shelves in store rooms and falls of items from shelves.	Staff	<ul style="list-style-type: none"> <li>Chairs shall not to be used; step stools and stepladders are readily available in all areas.</li> <li>No climbing on boxes or up racks.</li> <li>Items stored carefully on shelves to prevent falls.</li> </ul>	Yes	

Manual handling boxes of paper/books, trays of lunch boxes and other items for teaching.	Staff Pupils	<ul style="list-style-type: none"> <li>• Most items weigh below 15kg.</li> <li>• Larger loads can be split down to reduce weight or assistance obtained from other staff.</li> <li>• Staff have been provided with manual handling training to reduce the risk of injury.</li> <li>• Barrows and trolleys are available and assistance is available.</li> <li>• Staff ensure that any manual handling carried out by pupils is well within their capabilities.</li> </ul>	Yes	
Electricity	Staff Pupils	<ul style="list-style-type: none"> <li>• Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids.</li> <li>• Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached.</li> <li>• Electrical equipment inspected and tested annually.</li> <li>• Electrical installation inspected and tested every 5 years.</li> <li>• LCC advice followed with regard to socket outlets in nursery and reception classes.</li> <li>• RCD protection to be used when using mains powered equipment outdoors. (All 13Amp socket outlets within the school are protected by RCD type circuit breakers at the respective fuse/distribution board.</li> </ul>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	<ul style="list-style-type: none"> <li>• Anti shatter film fitted to glazing panels in doors and any windows below 800mm. to prevent serious lacerations if glass is broken.</li> </ul>	Yes	
Finger traps from doors.	Pupils	<ul style="list-style-type: none"> <li>• Finger guard strip fitted to the hinge side of doors.</li> <li>• Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</li> </ul>	Yes	

Burns from electric oven & hotplates	Pupils	<ul style="list-style-type: none"> <li>The cooker in Year 2 classroom is used only occasionally for simple cookery demonstrations.</li> <li>Pupils do not handle hot items and are closely supervised and kept well clear during demonstrations.</li> </ul>	Yes	
Legionella bacteria in water system supplying sinks	Pupils Staff	<ul style="list-style-type: none"> <li>Aerosol generation is low.</li> <li>See separate Legionella assessment.</li> </ul>	Yes	
Fire		<ul style="list-style-type: none"> <li>See separate fire risk assessment.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>8</b>	<b>Area/Activity</b>	<b>PE Activities</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Injuries from grounds maintenance activities	Staff Pupils	<ul style="list-style-type: none"> <li>School activities do not take place whilst contractors are mowing the grass and carrying out other grounds maintenance work.</li> </ul>	Yes	
General PE activities	Pupils	<ul style="list-style-type: none"> <li>PE safety rules have been drawn up and all activities are closely supervised by staff and carried out in accordance with BAALPE guidelines.</li> <li>Outside pitches and equipment are checked prior to use.</li> </ul>	Yes	
Gym equipment: Wall bars, ropes benches, stands, agility tables, vaulting boxes, and mats.	Pupils	<ul style="list-style-type: none"> <li>All equipment inspected annually by independent specialist contractor and repaired or replaced where necessary to prevent danger.</li> <li>All activities closely supervised by staff and carried out in accordance with BAALPE guidelines.</li> </ul>	Yes	

<p>Manual handling gym equipment i.e. benches, vaulting box, stands, agility tables and mats etc.</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> <li>• Team lifts used to reduce risks.</li> <li>• Larger loads are split down where possible to reduce weight.</li> <li>• Staff have been provided with manual handling training to reduce the risk of injury.</li> <li>• Trolleys provided for gym mats and these only moved by two persons because of the high weights involved.</li> <li>• Pupils carry items in teams to reduce risks.</li> <li>• Staff ensure that any manual handling carried out by pupils is well within their capabilities.</li> </ul>	<p>Yes</p>	
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## Significant Findings of Risk Assessments

Assessment Number	9	Area/Activity	Hall	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	<ul style="list-style-type: none"> <li>• Polished wood block is floor kept in good condition and not excessively slippery.</li> <li>• Trailing cables avoided or covered.</li> <li>• Equipment store kept tidy to reduce risks of falls.</li> <li>• Spillages and food droppings from meal times are cleaned up promptly.</li> </ul>	Yes	
Falls from heights whilst putting up displays.	Staff	<ul style="list-style-type: none"> <li>• Max height of displays is 3 metres.</li> <li>• Suitable length aluminium stepladders are provided.</li> <li>• Stepladders are checked regularly and records kept, see attached sheet.</li> <li>• General rules for the use of stepladders have been drawn up (attached).</li> <li>• Only staff who are physically fit and comfortable using and stepladders carry out this work.</li> <li>• At least two staff carry out this work to reduce risks from manual handling/falls and to keep persons clear whilst the work is going on.</li> </ul>	Yes	

Falls from stage	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>• Staff are extra cautious of stage use and children's proximity to the edge of the stage given the height.</li> <li>• Pupils supervised closely when on the stage.</li> </ul>	Yes	
Manual handling chairs and tables for meal times.	Staff	<ul style="list-style-type: none"> <li>• Wheeled, folding table/chair units have been provided to minimise manual handling. These can be set out and put away easily by one person.</li> <li>• Hall tables (foldable) to be used following the instructions. Staff to be aware of finger trap hazard and toppling over. Children not to be present when tables are being moved, opened or closed.</li> <li>• Staff have been provided with manual handling training to reduce the risk of injury.</li> </ul>	Yes	
Electricity	Staff Pupils	<ul style="list-style-type: none"> <li>• Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids.</li> <li>• Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached.</li> <li>• Portable electrical equipment inspected and tested annually.</li> <li>• Electrical installation inspected and tested every 5 years.</li> <li>• RCD protection to be used when using main equipment outdoors.</li> </ul>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	<ul style="list-style-type: none"> <li>• Anti shatter film fitted to glazing panels in doors and all windows in the Hall to prevent serious lacerations if glass is broken during PE activities.</li> </ul>	Yes	

Injuries arising from whole school assemblies/collective worship in the Hall.	Staff Pupils	<ul style="list-style-type: none"> <li>• Pupils are led in/out in class groups and closely supervised by staff.</li> <li>• Good pupil discipline is maintained because space is tight.</li> <li>• Pupils sit cross-legged on the floor close up to one another and do not move until instructed by staff.</li> <li>• Clear routes are maintained around the sides and back of the Hall to allow staff to move around without tripping over or stepping on pupils.</li> <li>• An adequate number of exits are provided and a clear route is maintained from the corridor to the stage.</li> <li>• The maximum time of whole school assemblies/collective worship is less than 1 hour.</li> </ul>	Yes	
Finger traps and collisions from doors.	Pupils	<ul style="list-style-type: none"> <li>• Finger guard strip fitted to the hinge side of doors.</li> <li>• Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</li> </ul>	Yes	
Crushing injury	Pupils	<ul style="list-style-type: none"> <li>• Piano may only be moved by two competent adults. Children may not move the piano. The piano must not be moved when children are in the vicinity.</li> </ul>	Yes	
Fire		<ul style="list-style-type: none"> <li>• Candle used for collective worship to be within a fireproof candle holder.</li> <li>• Safety lighter to be used only by adults and kept securely.</li> <li>• Staff to be mindful of children with long hair when near to the candle.</li> <li>• Fire extinguisher in hall.</li> </ul> <p>Also, See separate fire risk assessment.</p>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>10</b>	<b>Area/Activity</b>	<b>ICT Room</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Computer workstation issues	Pupils	<ul style="list-style-type: none"> <li>Suitable size chairs and desks are provided so that pupils can view the screen and operate the computer without having neck, back or arm strain.</li> </ul>	Yes	
Computer workstation issues.	ICT Teacher	<ul style="list-style-type: none"> <li>ICT Teacher's workstation has been assessed and meets the minimum requirements of the DSE Regulations, see checklist attached.</li> <li>ICT Teacher has been trained how to set up their workstation to reduce risks.</li> <li>Changes of activity take place naturally to reduce the onset of fatigue.</li> </ul>	Yes	
Electricity	Staff Pupils	<ul style="list-style-type: none"> <li>Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage.</li> </ul>	Yes	

**DSE Workstation Checklist**

Name of User	Location	Date	
Checklist completed by	Any further action needed? No		
<b>You should be able to tick the 'Yes' box to all of the following:</b>	Yes	No	Action required
<b>Display Screen</b>			
Are the characters clear and readable?			
Is the text size comfortable to read?			
Is the image stable i.e. free of flicker and jitter?			
Is the screen clean and do you have access to screen cleaning materials?			
Is the screen size suitable for the work you do?			
Are the brightness and contrast adjustable?			
Does the screen swivel and tilt?			
Is the screen free from distracting glare/reflections from windows/lights?			
Are suitable blinds provided where necessary and in adequate condition?			
<b>Keyboard</b>			
Is the keyboard separate from the screen?			
Does the keyboard tilt?			
Is it possible to find a comfortable keying position with support for your wrists?			
Are the characters on the keys easily readable?			
<b>Mouse, trackball etc.</b>			
Is the device suitable for the tasks it is used for?			
Is the device positioned closely so you can reach it without stretching or leaning?			
Is there support for your wrist and forearm on the desk or on chair arm?			
Does the device work smoothly at a speed that suits you?			
Can you easily adjust software settings for speed and accuracy of pointer?			
<b>Software</b>			
Is the software suitable for the task?			
Have you had adequate training in the use of the software?			

<b>Furniture</b>			
Is the work surface large enough to position the screen directly in front of you at a comfortable distance and for all equipment and papers etc?			
Can you comfortably reach all the equipment and papers you need to use?			
Are the work surfaces free from glare & reflections?			
Is the chair suitable and stable?			
Does the chair have working:			
• Seat back height and tilt adjustment?			
• Seat height adjustment?			
• Swivel mechanism?			
• Castors or glides?			
Is the chair adjusted correctly supporting the small of your back?			
Are your forearms horizontal?			
Are your eyes roughly the same height as the top of the screen?			
Are your feet flat on the floor? If not a footrest may be required.			
<b>Environment</b>			
Is there room under the desk for you to change position/vary movement?			
Is the space beneath your desk free of objects so that you can sit straight?			
Is the workstation free from cables that could cause trips and falls?			
Are the mains cables organised to avoid the risk of damage?			
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			
Are the heat/humidity levels comfortable?			
<b>Other Issues</b>			
Have you been trained how to adjust your workstation to reduce health risks?			
Does your work involve activity changes or can you take regular short breaks?			
Have you been told of your right free eye tests and how these are obtained?			
Has this checklist covered all the issues you have with your workstation?			
Do you know to report any problems may you have with your			

workstation?			
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## Significant Findings of Risk Assessments

Assessment Number	11	Area/Activity	Offices (Admin/SLT/SEN/HT/PPA)	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	<ul style="list-style-type: none"> <li>• Floor surfaces carpeted and maintained in good condition. Minor defect report book kept in main office for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible.</li> <li>• Furniture and equipment organised to provide clear walkways.</li> <li>• All cabling positioned at rear of workstations to avoid the need for trailing cables avoided.</li> </ul>	Yes	
Computer workstation issues.	Office workers	<ul style="list-style-type: none"> <li>• Workstation has been assessed and meets the minimum requirements of the DSE Regulations, see checklist attached.</li> <li>• Staff are aware of checklist and make any issues known.</li> <li>• Changes of activity take place naturally to reduce the onset of fatigue.</li> </ul>	Yes	

Manual handling boxes of paper/books.	Staff Pupils	<ul style="list-style-type: none"> <li>• Most items below 15kg.</li> <li>• Larger loads can be split down to reduce weight or assistance obtained from other staff.</li> <li>• Staff have been provided with manual handling training to reduce the risk of injury.</li> <li>• Barrows and trolleys are available and assistance is on hand for larger items.</li> </ul>	Yes	
Electricity	Staff Pupils	<ul style="list-style-type: none"> <li>• Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage.</li> <li>• Electrical equipment inspected and tested annually.</li> <li>• Electrical installation inspected and tested every 5 years.</li> </ul>	Yes	
Photocopier	Staff	<ul style="list-style-type: none"> <li>• Modern photocopier marked with CE as a declaration of conformity to essential safety standards.</li> <li>• Non hazardous toner used which is in cartridges designed to avoid toner contact with the skin.</li> <li>• Photocopier serviced and maintained by suppliers.</li> <li>• Ventilation provided to prevent the build of heat and fumes.</li> </ul>	Yes	
Scalds (kettle)		<ul style="list-style-type: none"> <li>• Kettle to be used correctly and area kept clear.</li> <li>• Children not usually allowed in staffroom.</li> </ul>	Yes	
Fire		<ul style="list-style-type: none"> <li>• See separate fire risk assessment.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

Assessment Number	12	Area/Activity	Staffroom	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	<ul style="list-style-type: none"> <li>• Floor surfaces maintained in good condition.</li> <li>• Minor defect report book kept in office for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible.</li> <li>• Furniture arranged to keep walkways clear.</li> <li>• Items not stored on floor in places that could cause trips and falls.</li> </ul>	Yes	
Electricity	Staff	<ul style="list-style-type: none"> <li>• Modern electrical equipment used.</li> <li>• Implements not to be used to remove things from toaster.</li> <li>• Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist.</li> <li>• Electrical equipment inspected and tested annually.</li> <li>• Electrical installation inspected and tested every 5 years.</li> </ul>	Yes	
Scalds/burns from hot water boiler and microwave oven.	Staff	<ul style="list-style-type: none"> <li>• Careful use by staff to ensure hot water is not spilled or splashed whilst filling cups.</li> <li>• The instructions on all prepared meals to be followed.</li> <li>• Oven cloths used to avoid burns from hot items.</li> <li>• Care to be used to ensure metallic items are not placed in the microwave oven.</li> </ul>	Yes	

Cuts from sharp knives	Staff	<ul style="list-style-type: none"> <li>• Clean knives kept in a jar with points downwards.</li> <li>• Knives not left in washing up water.</li> </ul>	Yes	
Food contamination	Staff	<ul style="list-style-type: none"> <li>• Fridges cleaned regularly by site staff</li> <li>• Staff not to allow out of date food to remain in fridge</li> <li>• Fridge has a thermometer checked regularly to ensure correct temperature.</li> </ul>	Yes	
Fire		<ul style="list-style-type: none"> <li>• See separate fire risk assessment.</li> </ul>	Yes	
Children gaining unsupervised access – medicines in the fridge, hot water, cutlery drawer.	children	<ul style="list-style-type: none"> <li>• Keypad on the door.</li> <li>• When vacant always locked</li> </ul>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>13</b>	<b>Area/Activity</b>	<b>Design &amp; Technology Activities.</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>February 2015</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Cuts from the misuse of hack saws and snippers. Penetration injuries to eyes and skin from the misuse of screwdrivers. Injuries from the misuse of hammers. Injuries from misuse of hand drills. Burns from glue guns.	Pupils	<ul style="list-style-type: none"> <li>• Pupils' Health and Safety rules have/ will be made clear to the staff member taking the session.</li> <li>• Close supervision is provided to maintain good pupil discipline.</li> <li>• All tools are kept securely, checked before use and counted out and in.</li> <li>• Non hazardous materials are used.</li> <li>• Low hazard hand tools are used.</li> <li>• Aprons are worn during lessons if necessary.</li> <li>• Loose clothing is tucked in and long hair tied back where necessary to prevent entanglement and contact with glues etc.</li> <li>• Adequate space is arranged between pupils.</li> <li>• Safety spectacles are worn where there is a risk of eye injury.</li> <li>• Only low temperature glue guns are used.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>14</b>	<b>Area/Activity</b>	Science Activities.	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Burns from hot materials and substances. Low hazard substances and organisms. Low voltage electricity. Insects and small animals.	Pupils Staff	<p>The 2014 National curriculum is followed in school.</p> <p>Staff routinely risk assess anything that might be hazardous. This will either be recorded on planning or on a risk assessment form.</p> <p>The advice and guidance detailed in the CLEAPSS Primary Science Publications can be found at</p> <p><a href="http://www.cleapss.org.uk/primary/primary-resources/primary-resources-customisable-documents">http://www.cleapss.org.uk/primary/primary-resources/primary-resources-customisable-documents</a></p>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>15</b>	<b>Area/Activity</b>	<b>Educational Visits and Trips.</b>	<b>Carried out by</b>	<b>SW/EO+ Designated named governor = DB</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
<p>Travel and activity hazards dependent on type of visit.</p> <p>Pupils going missing whilst on visits and trips.</p>	Pupils	<ul style="list-style-type: none"> <li>• Control measures and supervision levels are decided by a specific risk assessment for each visit which incorporates regular head counts etc.</li> <li>• The advice and guidance in document 'Safety in Outdoor Education' issued by the County Council is followed.</li> <li>• The County Council 'Outdoor Education Advisor' is available to give guidance and assist with specific risk assessments.</li> <li>• An 'Educational Visits Co-ordinator' has been trained and appointed for the school and all visits are subject to their approval.</li> <li>• Only licensed activity centres are used, these all have independently verified risk control systems for the activities provided. (Risk assessments for travel and accommodation elements are carried out by the school where these centres are used.)</li> <li>• Most visits have been carried out many times before and the control measures have been developed through experience.</li> <li>• On new trips, staff carry out exploratory visits without pupils to help assess the risks.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>16</b>	<b>Area/Activity</b>	<b>Clay Work</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Manual handling hazards associated with the packs of clay.	Staff	The Caretaker uses a barrow to move deliveries of clay to where it is used. Max 12.5 Kg packs purchased to reduce manual handling risks to staff. Clay is cut into smaller lumps to reduce manual handling risks.	Yes	
Hazards from contact with wet clay.	Pupils	Aprons worn to keep clay off clothes. Hands washed thoroughly after working with clay. Close supervision by staff.	Yes	
Dust from dried clay	Pupils	Dried clay objects are not abraded. Clay areas are thoroughly wet mopped after use to reduce dust evolution when surfaces dry off	Yes	
Glazes	Pupils Staff	Only low hazard, ready mixed wet glazes are used. Pupils are closely supervised whilst using glazes. Hands washed thoroughly after working with glazes.	Yes	
Fire		See separate fire risk assessment.		

## Significant Findings of Risk Assessments

Assessment Number	17	Area/Activity	Pupil's Toilets.	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils	<ul style="list-style-type: none"> <li>• Floor surfaces maintained in good condition and any spills cleaned up promptly to reduce risks of slips.</li> <li>• Cleaning staff to use wet floor signs when floors have been cleaned.</li> </ul>	Yes	
Scalding from hot water taps.	Pupils	<ul style="list-style-type: none"> <li>• Water temperature kept to a suitable temperature.</li> <li>• Water temperatures checked regularly.</li> <li>• See legionella risk assessment</li> </ul>	Yes	
Hygiene	Pupils	<ul style="list-style-type: none"> <li>• Soap and paper towels are always in stock.</li> <li>• Children encouraged to wash hands after going to the toilets.</li> <li>• Signs in toilets to remind children to wash their hands after using the toilet.</li> </ul>		
Fire		<ul style="list-style-type: none"> <li>• See separate fire risk assessment.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>18</b>	<b>Area/Activity</b>	<b>Work Related Stress</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
General work related stress issues	Staff	<p>The general measures to reduce the risks of work related stress are to:</p> <ul style="list-style-type: none"> <li>• maintain an open and understanding management style</li> <li>• provide staff with the skills, training and resources they need</li> <li>• treat staff fairly and consistently</li> <li>• communication openly, especially in times of change</li> <li>• provide support and counselling facilities where appropriate</li> <li>• encourage staff to report any work situation causing intense or sustained levels of work-related stress.</li> </ul>	Yes*	*Generally the measures in place are considered adequate. A specific risk assessment to be carried out if individual staff members have problems.
Abuse and harassment from pupils and parents		<ul style="list-style-type: none"> <li>• Support from other staff is available at times when problems are likely to occur.</li> <li>• Staff are instructed to report all incidents of verbal abuse, threats or actual assaults so that action can be taken against those involved. This information will be used to develop future strategies.</li> </ul>	Yes*	*Generally the measures in place are considered adequate. A specific risk assessment to be carried out if individual staff members have problems.

Workloads		<ul style="list-style-type: none"> <li>• Individual issues to be discussed with the Head teacher.</li> <li>• Re-allocation of duties and supply assistance will be considered where necessary to help with special projects/peaks of demands.</li> </ul>	Yes*	*Generally the measures in place are considered adequate. A specific risk assessment to be carried out if individual staff members have problems.
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## Significant Findings of Risk Assessments

Assessment Number	19	Area/Activity	Violence at Work	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Violence and abuse from pupils, parents and other persons.	Staff	<ul style="list-style-type: none"> <li>• The school grounds are fenced; access to the school is only possible during the school day via the access controlled Reception door.</li> <li>• Visitors must report to Reception to enter the premises and given an identification badge.</li> <li>• Staff are encouraged to be alert for the presence of strangers on the premises and to challenge when they feel it is safe to do so or report if this is not the case.</li> <li>• Staff are trained in techniques which help minimise confrontational behaviour.</li> <li>• Staff are instructed to report all incidents of verbal abuse, threats or actual assaults and this information will be used to devise future strategies.</li> <li>• Support from other staff is available at times when problems are likely to occur.</li> <li>• Staff who experience verbal abuse or assault at work will be treated sympathetically and given support to help overcome the experience</li> </ul>	Yes	

## Significant Findings of Risk Assessments

Assessment Number	20	Area/Activity	Contractors' Activities	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Vehicle and construction hazards.	Staff Pupils	<ul style="list-style-type: none"> <li>• All work carried out by contractors is planned in advance and meetings take place to agree the risk control measures necessary. A summary of the risk control measures is recorded.</li> <li>• Advice and guidance is obtained from LCC property advisors when necessary.</li> <li>• Wherever possible construction and major maintenance work is undertaken at holiday times. Where this is not possible effective separation of the work from school activities is maintained by restricting access to affected areas and the use 'Heras' type fencing.</li> <li>• All contractors must report to Reception and sign in on the 'Contractor's Signing-In Sheet' before work of any sort commences.</li> <li>• The Head teacher monitors the work of contractors to make sure they keep to the agreed risk control measures.</li> </ul>	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>21</b>	<b>Area/Activity</b>	<b>Working Alone</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Being injured or becoming unwell and not being able to summon assistance.	Staff	<p>Working alone on the premises is avoided where possible, where not the following measures are implemented:</p> <ul style="list-style-type: none"> <li>• the school is secured to prevent unauthorized persons entering</li> <li>• high hazard work such as using ladders and stepladders is not to be carried out</li> <li>• a mobile phone to be kept readily available to summon assistance if required.</li> <li>• Staff shall always inform another person who is to make contact/raise the alarm if they are overdue</li> </ul>	Yes	

## Significant Findings of Risk Assessments

Assessment Number	22	Area/Activity	Moving and Handling Assistance for Pupils with Special Needs	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
<p>Injuries from assisting pupils:</p> <ul style="list-style-type: none"> <li>• to move around the school</li> <li>• with personal care</li> <li>• on/off transport</li> </ul>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> <li>• Specific assessments of the moving and handling needs of pupils are carried out before starting at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and the Moving and Handling Co-ordinator at St Francis Special School in Lincoln. From the assessment, moving and handling plans are devised and recorded in the pupil's care plan. These assessments are reviewed each term or when significant changes occur.</li> <li>• The general principles of the care plans are to avoid hazardous moving and handling where possible by the use of hoists/slings, tail hoists on vehicles etc. and where appropriate encouraging pupils to move themselves or by re-organising activities.</li> <li>• Where avoidance is not possible measures to be implemented to reduce the risk of injury such as               <ul style="list-style-type: none"> <li>• training for staff and drivers/escorts</li> <li>• team lifts</li> <li>• wheelchair ramps</li> <li>• transfer boards, handling belts, sliding sheets, turntables, etc.</li> </ul> </li> </ul>	<p>Yes</p>	

Fire	Pupils	Specific fire safety plans are devised where necessary to ensure pupils with special needs can evacuate in the case of a fire or go to an area which is effectively protected from fire.	Yes	
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## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>23</b>	<b>Area/Activity</b>	<b>Initial Risk Assessment for Expectant Mothers</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
School activities, substances and processes.	Expectant mother and unborn child	<ul style="list-style-type: none"> <li>• No substances, processes or activities are present within the school that are likely to harm an unborn child prior to an employee knowing they are expecting. Therefore women of child bearing age do not have to be excluded from any activity.</li> <li>• Staff are encouraged to report to the Head teacher immediately they are aware they are pregnant so that an individual risk assessment can be carried out</li> </ul>	Yes*	*Individual Local Authority staff risk assessments to be carried out when pregnancy is notified.
Manual handling		<ul style="list-style-type: none"> <li>• Expectant staff shall not attempt carry out any heavy lifting tasks. Items to be split down into smaller units where possible and assistance to be obtained from colleagues where necessary.</li> </ul>	Yes	
Falls from heights whilst accessing storage racks and putting up displays.		<ul style="list-style-type: none"> <li>• Expectant staff shall not use stepladders.</li> </ul>	Yes	
Violence from pupils or others.		<ul style="list-style-type: none"> <li>• Expectant staff will be excluded from activities that involve foreseeable violence from pupils or others.</li> </ul>	Yes	

Infections such as German Measles, Chickenpox and Slapped Cheek Disease		<ul style="list-style-type: none"> <li>• Specific advice to be obtained from the County Council's Occupational Health Service and the staff member's GP if these illnesses are reported within the school.</li> </ul>	Yes	
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## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>24</b>	<b>Area/Activity</b>	<b>Boiler Room</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Hot pipes and Boilers	Staff	Locked Door No entry to unqualified persons. Insulated pipe work	Yes	
Gas Electricity	Staff/pupils	Regular checks of gas by LA provider.  1 year and 5 year check by electrician contractor	Yes	
Asbestos containing materials	Staff/contractors	Refer to separate ACMs Management Policy	Yes	
Fire	Staff/pupils	No combustibles to be stored in boiler room area. Minimum storage in boiler room area.	Yes	

## Significant Findings of Risk Assessments

Assessment Number	25	Area/Activity	Trim Trail Early Years	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Wet/Icy	All	<ul style="list-style-type: none"> <li>Level of slip to be assessed</li> <li>If it is deemed too wet or icy then the Trim Trail is not to be used.</li> </ul>	Yes	
Trim Trail Sections	All	<ul style="list-style-type: none"> <li>Pupils are all instructed during a directed session how to use the trim trail by teacher.</li> </ul>	Yes	
Children on the trim trail (Number)	All	<ul style="list-style-type: none"> <li>Pupils are instructed as to how many pupils are allowed on each piece of the trim trail.</li> </ul>	Yes	
Height	All	<ul style="list-style-type: none"> <li>None of the trim trail exceeds 600mm due to this the barked area is adequate for them to fall onto. Pupils are not allowed to climb on or up any of the supporting beams as they exceed this height.</li> </ul>	Yes	
Collision from other activities	All	<ul style="list-style-type: none"> <li>A 1.5m buffer zone has been issued around the trim trail and will be adhered to at all times. Any activity that is set up around or near the trim trail is closely monitored and supervised.</li> </ul>	Yes	
Younger children using the Trim Trail	All	<ul style="list-style-type: none"> <li>No under 3's are permitted to use the trim trail due to the nature of the equipment. This adheres to the manufacturer's instruction.</li> </ul>	Yes	
Defects to the equipment	All	<ul style="list-style-type: none"> <li>The trim trail is to be checked on a monthly basis for any structural or manufacturing defects. This is then logged in the monitoring book.</li> </ul>	Yes	

Suitable footwear	All	<ul style="list-style-type: none"><li>Children's footwear is to be visually checked for suitability on the Trim trail. Children should wear shoes with grip-i.e. trainers or similar.</li></ul>	Yes	
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## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>26</b>	<b>Area/Activity</b>	<b>Climbing Frame - field</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Wet/Icy	All	<ul style="list-style-type: none"> <li>Level of slip to be assessed</li> <li>If it is deemed too wet or icy then the climbing frame is not to be used.</li> </ul>	Yes	
Climbing Frame	All	<ul style="list-style-type: none"> <li>Pupils are all instructed during a directed session how to use the climbing frame by teacher.</li> </ul>	Yes	
Children on the climbing frame (Number)	All	<ul style="list-style-type: none"> <li>Pupils are instructed as to how many pupils are allowed on each piece of the climbing frame</li> </ul>	Yes	
Height	All	<ul style="list-style-type: none"> <li>The height of the climbing frame and the surface complies with legislation</li> </ul>	Yes	
Collision from other activities	All	<ul style="list-style-type: none"> <li>A buffer zone has been issued around the trim trail and will be adhered to at all times.</li> <li>No other activity is to be carried out in the area.</li> </ul>	Yes	
Younger children using the Climbing Frame	All	<ul style="list-style-type: none"> <li>No under 7's are permitted to use the climbing frame due to the nature of the equipment. This adheres to the manufacturer's instruction.</li> </ul>	Yes	
Defects to the equipment	All	<ul style="list-style-type: none"> <li>The Climbing frame is to be checked on a monthly basis for any structural or manufacturing defects. This is then logged in the monitoring book.</li> </ul>	Yes	

Suitable footwear	All	<ul style="list-style-type: none"><li>Children's footwear is to be visually checked for suitability on the climbing frame. Children should wear shoes with grip-i.e. trainers or similar.</li></ul>	Yes	
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## Significant Findings of Risk Assessments

Assessment Number	27	Area/Activity	Tyre Park - field	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Wet/Icy	All	<ul style="list-style-type: none"> <li>Level of slip to be assessed</li> <li>If it is deemed too wet or icy then the Tyre Park is not to be used.</li> </ul>	Yes	
Tyre Park	All	<ul style="list-style-type: none"> <li>Pupils are all instructed during a directed session how to use the Tyre Park by teacher.</li> </ul>	Yes	
Children on the tyre park (Number)	All	<ul style="list-style-type: none"> <li>Pupils are instructed as to how many pupils are allowed on each piece of the tyre park.</li> </ul>	Yes	
Height	All	<ul style="list-style-type: none"> <li>None of the tyre Park exceeds safety standards with regard to height. Due to this the grassed area is adequate for them to fall onto.</li> </ul>	Yes	
Collision from other activities	All	<ul style="list-style-type: none"> <li>Children are encouraged not to run through the tyre park. Children are reminded to use the tyre park for balancing and make a conscious choice to use the area as intended – ie not a short cut</li> </ul>	Yes	
Younger children using the Tyre Park	All	<ul style="list-style-type: none"> <li>No under 3's are permitted to use the tyre park due to the nature of the equipment. This adheres to the manufacturer's instruction.</li> </ul>	Yes	
Defects to the equipment	All	<ul style="list-style-type: none"> <li>The tyre park is to be checked on a monthly basis for any structural or manufacturing defects. This is then logged in the monitoring book.</li> </ul>	Yes	

Suitable footwear	All	<ul style="list-style-type: none"><li>Children's footwear is to be visually checked for suitability on the tyre park. Children should wear shoes with grip-i.e. trainers or similar.</li></ul>	Yes	
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## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>28</b>	<b>Area/Activity</b>	<b>Nature Reserve Used under close supervision of teaching staff.</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Uneven Ground, Mole Hills/Rabbit holes	All	Caretaker / maintenance support/contractors to remedy uneven ground.  Nature reserve to be out of use when this is a problem	Yes	
Potential of litter/glass.	All	Adults on duty to check. Caretaker / maintenance support to clear on a regular basis.	Yes	
Trees	Pupils  All	Children are not to climb trees.  Contractors to check for loose branches	Yes	
Wire fence at boundary of field.	All	Visual check of wire fence at regular intervals.	Yes	
Fungi	All	All informed not to touch and made aware of risks	Yes	
Risk of absconding	Children	Adequate supervision ratios External gates to be secured as agreed Staff to be vigilant	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>29</b>	<b>Area/Activity</b>	<b>School Field and playground</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Uneven Ground, Mole Hills/Rabbit holes	All	Caretaker/maintenance support / contractors to remedy mole hills/mole holes.  Field to be out of use when this is a problem	Yes	
Potential of litter/glass from shared boundary.	All	Adults on duty to check. Caretaker to clear on a regular basis.	Yes	
Trees	Pupils  All	Children are not to climb trees.  Contractors to check for loose branches	Yes	
Wire fence at boundary of field.	All	Visual check of wire fence at regular intervals.	Yes	
Toys from playground	All	Children to be reminded to play with the toys in the way they are intended.  Children to be encouraged to put away unused toys.	Yes	
Fungi	All	All informed not to touch and made aware of risks	Yes	
Risk of absconding	Children	Adequate supervision ratios External gates to be secured as agreed Staff to be vigilant	Yes	

Access to the field/playground		Staff are vigilant that all children make their way straight to the playground or field and do not play in the area around the steps. Year 6 door monitors at lunch time to assist with access in and out of school for the use of the toilets.	Yes	
Bars and bicycle sheds on the playground		No climbing or swinging on any bars. Bicycle sheds are out of bounds	Yes	

## Significant Findings of Risk Assessments

Assessment Number	30	Area/Activity	Photocopier room / Area	Carried out by	SW/EO	Date	March 2016
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Laminator	All	Only to be used as per instructions. Must be turned off when not in use-do not warm up and leave unattended. Must be PAT tested annually. Children may not use. Return to office when not in use.	Yes	
Guillotine	Adults	Children not to use this equipment. Finger guard must be kept in place.	Yes	
Clutter on floor	All	Rubbish must be discarded frequently-e.g. empty photocopier boxes. Floor to be kept clear of clutter	Yes	
Photocopier	All	Do not try to service machine-contact engineer. Follow instructions to clear jams etc.	Yes	

## Significant Findings of Risk Assessments

<b>Assessment Number</b>	<b>31</b>	<b>Area/Activity</b>	<b>Classroom cupboards / PE store</b>	<b>Carried out by</b>	<b>SW/EO</b>	<b>Date</b>	<b>March 2016</b>
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<b>Hazard</b>	<b>Who might be harmed</b>	<b>Existing controls</b>	<b>Is Risk controlled? Yes/No</b>	<b>If 'No' what action is required to control the risk</b>
Children being shut in cupboard / store	Children	Children are not to go into teacher's cupboards or store rooms without direct instruction and supervision.	Yes	

## **Further General Guidance**

### **General Hazards**

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker.

Step stools and step ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Caretaker or Headteacher. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self closers operate properly, ensuring that adjustments are carried out if doors close too quickly. All vulnerable doors identified have been fitted with finger guards.

All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

## **Guardrails on Stairs and Landings**

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks, staff must ensure good discipline in these areas, making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

## **Working at Heights**

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

## **Ladders (if provided) and Step Ladders - General Rules**

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.

- Move ladders and step ladders frequently so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position, or arrange for a responsible person to pass tools or equipment as required.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform of a step ladder unless it is constructed with a secure hand hold, and manufacturer's instructions indicate this as an acceptable method of use.
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

### **Substances Hazardous to Health**

Where possible all substances used in the school should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section.

### **School Cleaning Substances**

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school.

These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

### **Fire Risk Assessment**

A fire risk assessment has been carried out as required by The Regulatory Reform (Fire Safety) Order 2005 - Fire Safety Risk Assessment - Educational Premises. The significant findings of the fire risk assessment are attached to this policy. (Appendix A)

### **Smoking at Work**

Smoking is not permitted anywhere on the school site. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

### **Young persons working or on work experience in the school.**

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

### **Appendix A - Fire Risk Assessment Record of the Significant Findings**

#### **1) Fire hazards identified in the premises.**

##### **A) Combustible materials and flammable liquids/gas hazards**

Pupils' coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs, gas for central heating, waste paper/packaging, tea towels, Christmas decorations and fairy lights.

##### **B) Source of ignition hazards**

Fixed and portable electrical equipment, gas fired boiler for the hot water radiator central heating system. Use of a candle in assembly or in RE.

#### **2) Risk assessment and control measures**

## **A) Preventing a fire starting**

The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, that staff are aware of this and routine monitoring is carried out by the Head Teacher. A high proportion of the combustibles are kept in storerooms, items being stacked carefully to prevent any likelihood of contact with the lights.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located clear of the buildings at the back of the school. Any large amounts of waste packing materials are removed to bins immediately.

Smoking is not allowed in the school or on the school site.

The boiler is located in a separate room which is kept free of combustibles. Portable supplementary heaters are checked annually.

The fixed and portable electrical equipment is inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.

The cooking appliances are:

- Stand alone cookers in staffroom, one classroom and kitchen off the hall
- Toasters in staffroom and kitchen off hall
- Microwave in the staffroom and kitchen off the hall.
- Slow cooker in kitchen off the hall
- Portable Baby Belling which is used rarely in classes for simple cookery demonstrations

Control Measures for the above:

- No equipment used without adult supervision.
- Fire blankets located near the ovens
- No flammable materials stored near appliances

A meeting is held with contractors before any maintenance work is carried out at the school. The measures necessary to safeguard pupils and staff are agreed, along with fire prevention measures where blowlamps, pitch boilers or other heat producing equipment is to be used, refer to the school Hot works policy for detail.

Candles are to be used only by adults and monitored carefully. Matches are stored in the Headteacher's office or the main office.

## **B Limiting the injury and damage if a fire starts**

### **(i) General**

No one is particularly at risk from fire. Combustible materials are kept to a minimum to limit the size of any fire that starts.

**(ii) Fire detection and warning**

Automatic fire detection sensors are fitted in all rooms and the majority of storage areas, and are connected to the fire alarm system. During the normal school day, staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. Breakglass fire alarm points connected to the fire alarm system are fitted at each exit door. The fire alarm sounders can be heard throughout the school.

**(iii) Means of escape**

Exit doors fitted with 'push bar to open' devices provide escape routes from the seven classrooms to the outside of the school.

All other entrance doors can be opened easily from inside with a turn latch or handle.

Emergency/Escape lights are positioned in some corridors, rooms, and the hall. Exit doors are signed with 'Fire Exit' notices incorporating 'Pictograms'.

**(iv) Fire fighting equipment**

Equipment is indicated on the Means of Escape Plan in the entrance lobby and in the doorway of the staffroom.

**(v) Planning for an emergency**

Procedures to follow in the event of a fire are displayed on notices around the school. Staff are instructed about these on their induction and the procedures are tested by carrying out a fire drill once every term. Special procedures for evacuating disabled pupils are devised when appropriate and are practised on fire drills. Two members of staff are trained as Fire Wardens.

**(vi) Maintenance and testing of fire equipment**

The following is carried out by the Caretaker

- The fire alarm is tested weekly from a different Break-glass call point;
- Self closers on fire doors are checked monthly to ensure they fully close automatically;
- Fire extinguishers are checked visually on a weekly basis to ensure they are present and unused;
- The emergency lights are tested in accordance with BS 5266 (checked monthly that lights illuminate when power switched off, and every 12 months that lights illuminate for at least 3 hours).

Fire extinguishers and the fire alarm system are serviced by specialists on a contract basis. Details are recorded.

**3) Assessment conclusion and any risk reduction measures necessary**

The above measures are adequate to control the risks from fire. This conclusion is confirmed by satisfactory reports in the past from Fire Brigade inspections.