

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

OPENING & CLOSING WINDOWS / ADJUSTING BLINDS

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment 01.09.2022

Date of Issue

Assessment carried out by

K Magner

Signature



Reviews

Review Date

Reviewed by

Changes Made

Y

N

Affected persons: Young People/Clients

Staff

Visitors

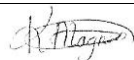
Contractor

Others (specify)

Name of Manager confirming and agreeing Assessment:

K Magner

Signature:



The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of incorrect equipment (chairs etc.)	Staff instructed not to use makeshift steps (chairs / tables / ledges etc.)	Y	All	➤		
	Provide remote means of opening high windows i.e. long handled poles or mechanical openers	Y				
Defective equipment	All access equipment suitable for purpose, checked before use and maintained in good condition	Y	All	➤ CT- care taker ➤ OA- Office administrator		
	Ensure opening windows are maintained in good condition	Y	CT			
	Reporting procedure in place for identified defective items with prompt removal / remedial action	Y	OA			
Falls from unprotected window	Fit window opening limiters to all windows above ground floor level	N/A		➤		
	Ensure windows are maintained in a safe condition	Y	CT			
Contact with blind cords	Blind cords made of easily breakable materials	N	HT	Needs addressing- added to Risk Assessment Review and action plan		
	Blind cords designed so that young people can't fasten them around their necks or so that there are not loops that young people could become entangled in.	N	HT			
	Where risks from blind cords still exist they are fastened back and secured out of the reach of young people so that they cannot be looped around necks.	Y	HT/ CT			