

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

GENERAL WORK, OFFICE & TEACHING AREAS

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	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients

Staff

Visitors

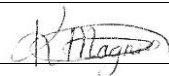
Contractor

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 general equipment	Staff instructed to visually inspect all equipment before use.	Y	All staff	➤ OA- office administrator ➤ CT- care taker ➤ HT- Headteacher ➤ DSL- Designated safeguarding lead		
	Equipment is stored away from unauthorised person(s) (pupils/young people/visitors/service users), and only used under supervision / control of staff	Y				
	Equipment is only used for tasks it is designed for.	Y				
	All staff aware of any equipment which must only be used by trained, competent authorised staff and only those staff use it.	Y				
	Equipment which is restricted to use by authorised staff only, suitably isolated or secured to prevent any unauthorised use.	Y				
	Equipment for use by young people is suitable for age of users (eg blunt ended scissors for primary aged young people, plastic tools in early years foundation stage).	Y				
	Electrical equipment is tested and visually inspected in line with Children's Services guidance.	Y	OA			
	Staff have received any training necessary to use equipment.	Y	All staff			
	Staff ensure young people are fully instructed in use of any equipment before they are allowed to use it in any activity or lesson.	Y				
	All equipment which requires guarding will have guards in place and will be inspected prior to use to ensure guards are in place and not damaged.	Y				
Finger Trapping	All doors where there is significant risk of finger trapping are identified.	Y	CT	➤		
	Appropriate finger safety devices are fitted to all identified doors.	Y	CT			
Tripping / Slipping	Staff made aware of findings and control measures in slipping and tripping risk assessment.	Y	HT	➤		
Poorly maintained stairs / steps Carrying equipment up / down steps	All stairs are well maintained and appropriately lit.	Y	CT	➤		
	Moving and handling of bulky, large, heavy or unwieldy loads is not allowed.	Y	All staff			
	All stairs, ramps and changes in level are fitted with suitable handrails.	Y	CT			

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 Display Screen Equipment (DSE)	All workstations are ergonomically assessed in line with DSE guidance.	Y	HT	➤		
	All staff who are DSE users are identified.	Y				
	Eyesight tests and if necessary corrective glasses offered to all defined DSE users through County procedure	Y				
	Appropriate equipment provided if identified as necessary by ergonomic assessment.	Y				
	Staff instructed in safe use of DSE and how to alter their workstation appropriately.	Y				
	Regular natural breaks from using DSE are provided for users	Y				
Poor Posture during teaching activities or work with young people	Appropriate furniture provided for teaching staff to include adjustable chair or stool and appropriate size desk.	Y	HT	➤		
	Staff instructed to avoid stooping over low tables to talk to pupils and young people and to use equipment provided e.g. adjustable chair.	Y				
	Adults instructed not to sit on chairs designed for primary or foundation stage pupils and young people.	Y				
Poor housekeeping	All work areas and walkways kept clear of obstructions.	Y	All staff	➤		
	All rubbish removed before it is allowed to build up. Appropriate bins provided.	Y				
	Flammable items are not stored near to ignition sources.	Y				
	No storage of items on fire escape routes, in front of exits, fire alarm points or fire fighting equipment allowed.	Y				
	Regular inspections carried out and recorded by management.	Y				
	Staff and young people instructed to report unsafe situation to management immediately.	Y				
Access to Heights	Work at height only carried out by trained and authorised staff following appropriate Children's Services guidance.	Y	CT	➤		
	Staff made aware of and follow low level work at height risk assessment.	Y				
	Staff are aware of and follow guidance for using step ladders and ladders.	Y				
	Staff are instructed not to use chairs, tables etc. to access heights.	Y				
	Mobile scaffold towers only erected and used by trained and authorised personnel	Y				

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
Lack of adequate access / egress around work area	Work areas have clearly defined walkways which are always available / maintained.	Y	All staff	➤		
Assault	Personal safety training carried out where necessary.	Y	HT	Security survey in progress		
	Lone working and assault policy is in place in accordance with departmental guidance.	Y	HT			
	Staff made aware findings and control measures in Lone Worker risk assessment.	Y	HT			
	Security Survey has been carried out and suitable security measures implemented.anti slip	N	OA			
	All assaults are recorded and appropriate action taken.	Y	All staff			
	Specific risk assessments carried out for known violent pupils, young people, parents and service users.	Y	DS L			
Moving and handling of equipment, paper books, etc.	Manual handling will be eliminated or reduced to the lowest practicable level.	Y	HT	➤		
	Specific manual handling assessments will be carried out for all significant manual handling activities.	Y				
	Mechanical Aids will be provided wherever necessary.	Y				
	Staff receive moving and handling training as necessary	Y				
	Findings of the moving and handling assessment communicated to all staff involved in moving and handling activities.	Y				
Poor Storage	Storage units are only used within their rated load capacity where known.	Y	All staff	➤		
	For proprietary storage units only the manufacturers shelves and fastenings are used.	Y	CT			
	Items stacked on shelves not on top of one another where they can become unstable	Y	All staff			
	Heavy items not stacked on top of cupboards	Y	All staffs			
	Large cabinets/racks of shelving are secured to the structure of the building to prevent them toppling.	Y	CT			
	Heavy or breakable items not stored on higher shelves from which they could fall or cause the cabinet to become unstable	Y	All staff			

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
Poor Storage (Cont.)	Hazardous substances stored in locked containers with access only to authorised persons	Y	All staff	➤		
	Incompatible substances are not stored together	Y	All staff			
Poor lighting	Lighting levels are adequate for the task and levels altered where necessary	Y	HT	➤		
	Unshaded direct overhead lighting is not allowed in the proximity of DSE	Y	HT			
	Diffusers fitted to fluorescent lighting and shades to standard lighting.	Y	HT			
Extension Cables	Wherever possible extension cables will not be used.	Y	All staff	➤		
	Staff instructed to visually inspect cable, plug and socket before use (look out for loose wires, cracked plugs, overheating etc.).		All staff			
	Extension cables are tested in accordance with LA guidance for PAT testing.		All staff			
	Where necessary cables have an RCD fitted to the extension by a competent person.		HT			
	Extension's are only used in accordance with the manufacturer's instructions (NB some extension reels should only be used if fully unwound).		All staff			
	Where multi-plug extensions are used they are only of the flat type and will be fused.		All staff			
	Staff are instructed not to overload extensions.		All staff			
	Plug in solid block type plug adaptors are not used.		All staff			
	Extension cables are not 'daisy chained'.		All staff			
Fire	All staff aware of findings of Fire Risk Assessment.	Y	All staff	➤		
	Appropriate procedures for fire evacuation are in place, practiced and recorded.	Y	CT			
	Fire Log book is kept up to date.	Y	CT			
Hazardous Substances	Use of hazardous substances avoided where possible.	Y	CT	➤		
	All hazardous substances used are identified and logged.	Y	CT			
	Data sheets obtained for all hazardous substances and COSHH assessments carried out in line with departmental guidance.	Y	CT			

	Findings of COSHH assessments communicated to staff involved and control measures enforced.	Y	CT			
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