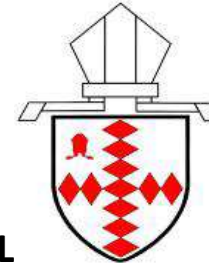




St PAUL'S (C OF E) PRIMARY SCHOOL



Site Risk Assessment & Plan *Respect, Trust, Compassion*

Reviewed: May 2018
Next Review: May 2019

What is the Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	What are the existing controls?	Are Existing Controls Adequate	What additional controls are required?
Defective flooring Slips Trips Falls	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none">• Condition of premises regularly checked• Prompt maintenance of defects• Adequate external lighting during working hours	Yes Yes Yes	

Liquid spillages / Slips, Falls	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Supervision in use of liquids in class • All spillages to be dealt with immediately • Wet floor signs to be used when appropriate • Dry mop floors after cleaning up initial spillage • Appropriate footwear worn • Pupils, visitors etc to be kept away from spill area during cleaning. 	Yes Yes Yes Yes Yes	
Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Good housekeeping maintained • Regular inspection • Ensure bags and coats are not blocking corridors / walkways • Designated storage areas 	Yes Yes Yes Yes	
Trailing electrical cables	Staff Pupils Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Trailing leads kept to a minimum • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary • Use of cable covers where cables are a trip hazard • Use nearest available socket to reduce need for extension leads 	Yes Yes Yes Yes	

<p>Electrical equipment & sockets Electrocution Fire Electrical burns</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Electrical shock Burns Fire</p>	<ul style="list-style-type: none"> • Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • All tested appliances to be labelled showing date tested / next test date • Fixed Installation testing completed (5yearly min) and any remedial work actioned. • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 	<p>Yes Yes Yes Yes Yes</p>	
<p>Hot Surfaces Hot water from taps</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Burns / scalds shock</p>	<ul style="list-style-type: none"> • Low surface temperature radiators where young or special needs children are present • Hot surfaces in kitchen / server protected and warning signs in place. • Thermostatic mixing valves fitted to all sinks to which nursery, KS1 and special needs pupils have access. • Temperatures monitored (43 deg c max at outlets where vulnerable users have access) 	<p>Yes Yes Yes Yes</p>	

<p>Open or broken windows / Falls, cuts, injury</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries</p>	<ul style="list-style-type: none"> • Opening limiters fitted to windows above ground floor where risk of falling exists. • Where windows open onto playground areas barriers / controls in place to prevent pupils running into them • All glazing in vulnerable areas (more than 250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing. • All such glazing to be appropriately marked / etched. • As replacement is necessary glazing to BS 6206 used 	<p>Yes Yes Yes Yes</p>	
<p>Finger trapping Entrapment injury</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Cuts/ Fractures Bruising/ swelling amputation</p>	<ul style="list-style-type: none"> • Doors in EYFS have finger guards fitted, other doors in the remainder of the school have soft closing doors. 	<p>Yes</p>	
<p>Defective furniture/ equipment Injury</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Furniture and fittings regularly inspected and defects reported. • Staff aware of arrangements for above. 	<p>Yes Yes</p>	

<p>Access / egress Trips, Falls, fire risk, obstructed escape</p> <p>Inadequate lighting of exit routes</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p> <p>Fire evacuation hindered/ unsafe access/egress</p>	<ul style="list-style-type: none"> • Adequate space, circulation routes and emergency exits. • Entrances and exits are clearly signed and well lit and kept free from obstructions. • Arrangements in place to ensure access maintained in snowy / icy conditions • All escape routes should be sufficiently lit for people to see their way out safety. • Extent of emergency lighting reviewed considering all areas of school used outside of ambient daylight hours / without natural daylight • Ensured that all escape routes are adequately lit in event of a power failure. • Where ambient light is not sufficient torches may be acceptable for trained staff to use. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Vehicular Access</p> <p>Collision between vehicles and persons</p>	<p>Whole School Community and Visitors</p>	<p>Collision between vehicles and persons</p>	<ul style="list-style-type: none"> • Separate pedestrian and vehicle entrances in to school. • Grounds maintenance contractors sign in at School Office and only given authorisation to drive to rear of school when the building users are indoors. • Pupil play areas are segregated from the car park 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

<p>Fire</p> <p>Property damage Smoke inhalation Physical injury Burns</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Major injury Burns Property damage</p>	<ul style="list-style-type: none"> • Detailed Fire Risk Assessment conducted and reviewed annually • Rubbish not allowed to accumulate. • Storage areas kept tidy. • Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested weekly, drills conducted termly. • Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom. • Fire doors checked regularly (self closures operating, doors close freely etc.) 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Service cupboards</p> <p>Inappropriate use Fire Electric shock</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Fire Major injury Property damage Electric shock</p>	<ul style="list-style-type: none"> • All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. • Fire fighting equipment, detection etc in place. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

Building Works – Including repairs and maintenance	Whole School Community	Building users compromised by activity/ materials etc.	<ul style="list-style-type: none"> • Premises Manager only attempts/carries out tasks within the limitations of his experience and expertise. • Maintenance (beyond the in-house resources of the school) is carried out by SCC approved, Diocesan approved, or recommended Contractors. • Works carried out during school holidays or outside normal school hours whenever possible • Daily liaison with Contractors working to organise logistics necessary to protect building users from building works, including dust, fumes and noise. • Contractors are segregated from the main school function (according to the degree of risk) by barriers, warning signs. • Mains isolation arrangements are clearly identified (water, gas, electricity) & are accessible to authorised persons. • The Asbestos Register is consulted and signed by site staff/Contractors prior to any invasive works. • Governors involved and authorise all major works 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
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ACTION PLAN

Action Required	By Whom	Planned Completion Date	Date Completed