Eday Community School

**Persons at risk from the hazards identified:** **Staff, Pupils, Contractors and Visitors**

**Risk assessed by: Acting HT MM, SIO WB, MC and staff Date assessed: 11/1/24 Next Review: On arrival of new HT**

| **Significant Hazards** | **Risk Control Measures** | **Risk Evaluation**  **(Severity X Likelihood)** | | | **Do you need to do anything else to control this risk?** |
| --- | --- | --- | --- | --- | --- |
| **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Rating** |
| **Slips, Trips & Falls (inc. during play time in playground)** | Monitor condition of walk ways and outside paths. | 3 | 1 | 3 |  |
|  | Use of hazard signs during cleaning, when spillages occur and on wet days |  |  |  |  |
|  |  |  |  |  |  |
|  | Floors washed during targeted periods when traffic flow minimal or no children in school |  |  |  |  |
|  |  |  |  |  |  |
|  | Salt/grit used on paths, playground and car parks during icy conditions - janitor |  |  |  |  |
|  |  |  |  |  |  |
|  | Follow procedure for cleaning up spills |  |  |  |  |
|  | Enforce walk rather than run policies which is part of Behaviour Policy/school ethos  Clean up any spills immediately and dry floor |  |  |  |  |
|  |  |  |  |  |  |
|  | Remove all power and extension cords in walkways. Use of cable bridges and runs to secure wires/cables to floor.  Staff monitor play times in order to provide support in the case of falls/injury. At least one member of staff with First Aid training to be on duty. Person on duty to carry a walkie-talkie ensuring someone inside has the other one on. |  |  |  | CT/HT to be First Aid Trained |
| **Finger injuries in doors** | •All school and nursery doors to be risk assessed by HT and OIC safety officer. Door safety strips have been fitted in nursery and throughout the building.  •Staff to be vigilant when youngsters are waiting near doors/moving around the building. | 3 | 2 | 9 | Request OIC safety officer to visit Eday |
| **Working at Heights – Use of Ladders** | Use of ladders restricted to staff trained in their use (Janitors). Staff training undertaken as part of induction. | 4 | 1 | 4 |  |
|  | Good maintenance regime for ladders. Before every use, the ladder has been checked for: painted covering defects, cracked, split stiles and damaged rungs, rivets, hinges, missing damaged metal supports, e.g. under rungs. Clean icy/wet/muddy rungs & dry.  Keep record of ladder checks. (ladder register) |  |  |  |  |

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| **Electrical** | Visual inspection by supervising adult prior to use | 4 | 1 | 4 |  |
|  | Defective equipment, components/damaged cables - remove from service and arrange for repair/disposal |  |  |  |  |
|  | All electrical equipment inspected, tested and tagged by OIC accredited contractor. |  |  |  |  |
|  |  |  |  |  |  |
|  | Recording and notification of serious electrical incidents and dangerous electrical events |  |  |  |  |
| **Classroom Equipment (i.e. scissors, glue guns leading to cuts, burns etc.)** | Child appropriate equipment used at all times.  Ensure that children are shown how to use equipment safely prior to start of activity.  Supervise children during use of equipment. | 3 | 1 | 3 |  |
| **Doors** | Adult(s) present at transitions to ensure children are moving around the school calmly and carefully.  Pupils told of the dangers and potential for harm. | 3 | 1 | 3 |  |
| **Manual Handling of Objects**. | All furniture/large equipment/packages to be handled by janitorial/other staff who have had manual handling training – ilearn. | 3 | 1 | 3 |  |
|  |  |  |  |  |
| Use of trolleys for transporting large items/multiple small items breaking up large consignments into more manageable loads modifying the workstation to reduce carrying distances, twisting movements, or the lifting of things from floor level or from above shoulder height, |  |  |  |  |
| **Animals** | Minimised contact between children and animals, particularly when allergies are known | 3 | 1 | 3 |  |
|  |  |  |  |  |  |
|  | Hands washed after contact with animals. Hands to be washed with liquid soap and warm water. Hand washing lessons prior to animal contact. Follow HSE guidance. |  |  |  |  |
| **Spillages** | •Spillages of vomit, blood etc. to be cleaned according to OIC Guidance for Cleaning Spillages.  •Classroom/Nursery spillages will be cleaned up by the auxiliary or CT/HT/Nursery Lead using spill kit.  •Spillages in open areas or playgrounds will be cleaned up by the auxiliary/janitor. | 2 | 4 | 8 | Spill kit in office under first aid kit. |
| **Display Screen Equipment** | Workstations are reviewed regularly in relation to: appropriate chair, lighting, noise level, screen, keyboard and document position | 2 | 1 | 2 |  |
|  |  |  |  |  |  |
| Training  **Building Access** | Training is provided to workers via iLearn.  All staff are vigilant to new people entering the school grounds.  Gates keep the school grounds separate to the road.  Children know to let an adult know if someone unfamiliar is around the school grounds.  Doors are locked when everyone is inside the building, ensuring that visiotrs entre throught the front door and talk to the front office.  All visitors sign the visitors book |  |  |  |  |
| **Nursery – follows all general building expectations for risk reductions.** | Drop off to happen at the front door, greeted by nursery staff.  Nursery entrance to be locked when wind direction makes the door unsafe. Nursery pupils and parents use main entrance.  Spaces inspected prior to opening each term. |  |  |  | Door latches to prevent slamming to be installed. |

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| **Fire in building** | •Annual checks of electrical equipment, fire detection equipment, fire extinguishers to ensure safety – carried out by outside agency  •Weekly checks of the building and alarm system to ensure fire safety compliance – janitor – fire book to be updated  •Termly fire drills to ensure all people exit the building quickly and safely - Head Teacher  •Fire safety and evacuation procedures discussed at an annual meeting and shared/made available to all staff - Head Teacher | 1 | 5 | 5 |  |
| **Violence** | Implementation of safety and security policy and procedures  Inner door to be kept locked | 3 | 1 | 3 | Continual monitoring of effectiveness of existing safety and security procedures |
|  | Act in accordance with training, ensure safety procedures for challenging behaviours specified, class recording of incidents, referral to Head Teacher for info/advice/further action |  |  |  | Continued monitoring review of effectiveness of existing safety and security procedures |
|  |  |  |  |  |  |
|  | Adherence to OIC policy for management and reporting incidents of violence |  |  |  |  |
|  |  |  |  |  |  |
| **Stress** | Adherence to OIC policy for management of stress. | 3 | 1 | 3 |  |
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|  | Staff being aware of pressures on themselves and management at particular times  •Head teacher available to discuss with individuals.  •Head teacher and all colleagues to be alert to visual signs of stress.  •Colleagues to report to the head teacher if they are stressed. |  |  |  |  |
| **Lone Working** | Staff are not normally expected to work alone, but there are occasions when this does happen, ie during holiday periods. | 4 | 1 | 4 |  |
|  |  |  |  |  |  |
|  | Training provided in Emergency Evacuation, Security Door procedures. |  |  |  |  |
|  |  |  |  |  |  |
|  | Head Teacher must be advised in advance of the requirement for lone working. |  |  |  |  |
|  |  |  |  |  |  |
|  | Established that the lone worker physically fit and able to work alone |  |  |  |  |
|  |  |  |  |  |  |
|  | The lone worker must carry a mobile phone at all times when on the premises so that should an emergency arise, emergency services and Head Teacher can be alerted.  Lone worker Policy implemented |  |  |  |  |
| **Vehicles** | Adherence to policy/checks before use of OIC/Development Trust vehicles. | 5 | 1 | 5 |  |
|  | Pupil use of seatbelts. Adherence to safety guidelines when travelling by school bus |  |  |  |  |

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| **Vibration** | Maintenance - tools kept well maintained | 3 | 1 | 3 |  |
|  | Restrict use of vibrating tools to minimum possible.  When purchasing equipment buy the least vibrating tool possible that is suitable for the job.  Ensure that staff members who use equipment report any symptoms of hand arm vibration:   * Tingling and numbness in the fingers (which can cause sleep disturbance). * Not being able to feel things with your fingers. * Loss of strength in your hands (you may be less able to pick up or hold heavy objects). * In the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger). |  |  |  |  |
| **Display Screen Equipment** | •All staff who use computers regularly complete OIC iLearn course on the safe use of computers and display screens  •Administrative staff supported with appropriate seating and preventative gel equipment on keyboard and mouse | 2 | 3 | 6 |  |
| **Noise** | Noise restricted to specific areas e.g. Music Room | 3 | 1 | 3 |  |
|  |  |  |  |  |  |
|  | Redesigning of tasks so that staff are not exposed to loud noise over extended periods. |  |  |  |  |
|  |  |  |  |  |  |
|  | Researching and determining noise levels of equipment prior to their purchase and trying to 'buy quiet'. |  |  |  |  |
|  |  |  |  |  |  |
|  | Repairing and maintaining equipment and machinery to reduce their noise levels. |  |  |  |  |
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|  | Provision of personal hearing protection and training for relevant staff in the correct use and storage of the hearing protection. |  |  |  |  |
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| **Legionella** | Janitors are appointed by OIC as having responsibility for managing the OIC procedures maintain and operate water services under conditions which prevent or control the growth and multiplication of legionella. | 4 | 1 | 4 |  |
|  | Janitors to keep maintenance records and check that adjustments have been effective;  Head Teachers to ensure that Janitors are carrying out their duties. |  |  |  |  |
|  | Avoidance of water temperatures and conditions that favour the growth of legionella and other micro-organisms; |  |  |  | HT to appoint second member of staff for this role, due to long term absence. |
| **Asbestos** | Ensuring that Head Teachers and Janitors are familiar with the Asbestos Management Pack which identifies Asbestos Containing Materials, location, amount and what condition it is in | 4 | 1 | 4 |  |
|  | Presumption that materials contain asbestos, unless there is strong evidence that they do not |  |  |  |  |
|  | Ensuring that OIC updates to records of location of condition of ACMS/presumed ACMs kept accessible |  |  |  |  |
|  | Adherence to OIC ‘The Control of Asbestos at Work Procedures’ |  |  |  |  |
|  | Providing information on the location and condition of the material to anyone who is liable to work on or disturb it. |  |  |  |  |
|  |  |  |  |  |  |
| **Grass Cutting and Grounds Maintenance** | Ensure that Janitors have undertaken appropriate training in use of equipment and use of chemical weedkillers.  Where necessary, Head Teacher to complete COSHH assessment using Council’s COSHH policy.  See assessments for noise and vibration  .  Equipment to be maintained regularly.  Janitor to be provided with appropriate PPE, trained in its use and provided with somewhere to store it safely. | 3 | 1 | 3 | H/T to undertake IOSH traininig |

**The risk rating is calculated by multiplying the severity and likelihood figures.**

**Risk Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Likelihood/Severity | Negligible (1) | Minor (2) | Moderate (3) | Major (4) | Extreme (5) |
| Almost Certain (5) | 5 | 10 | 15 | 20 | 25 |
| Likely (4) | 4 | 8 | 12 | 16 | 20 |
| Possible (3) | 3 | 6 | 9 | 12 | 15 |
| Unlikely (2) | 2 | 4 | 6 | 8 | 10 |
| Rare (1) | 1 | 2 | 3 | 4 | 5 |

|  |  |  |
| --- | --- | --- |
| Low = 1-5 |  | No action required |
| Medium =6 - 12 |  | Remedial action required as soon as is reasonably practicable. The higher the risk rating, the greater the priority for action |
| High = 13 - 25 |  | Work must cease until the necessary action is taken |

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| **Likelihood/Severity Definitions:** | |
| **Likelihood** |  |
| Rare (1) | Will only happen in exceptional circumstances (5-10 years) |
| Unlikely (2) | Not expected to happen but definite potential exists (2-5 years) |
| Possible (3) | May occur occasionally. Has happened before on occasion. Reasonable chance of occurring (annual) |
| Likely (4) | Strong possibility this could occur. (quarterly) |
| Almost Certain (5) | Expected to occur frequently (daily/weekly/monthly) |
| **Severity** |  |
| Negligible (1) | Adverse event leading to very minor injury not requiring first aid |
| Minor (2) | Minor injury or illness, first aid treatment required |
| Moderate (3) | Significant injury requiring medical treatment and/or counselling. RIDDOR reportable |
| Major (4) | Major injuries/long term incapacity or disability (loss of limb) requiring medical treatment and/or counselling |
| Extreme (5) | Incident leading to death or permanent incapacity |