



Health and Safety Policy

Baston C of E Primary School

The Governing Body is committed to:

- **the provision of safe and healthy conditions for pupils, staff, visitors and 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 risk control arrangements are set out in the risk assessments which are recorded separately.

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 *Jean Cross* **Chair of Governors**

Signed *Rebecca Mills* **Head Teacher**

Date 03.10.19

INTRODUCTION

1. This statement covers the activities of Baston CE Primary School. It is to be read in conjunction with the general statement of safety policy issued by the Lincolnshire County Council and the Education Department's Health and Safety policy.
2. The Governors and Headteacher recognise the importance of safety, health and welfare, in the successful operation of all its activities. They believe in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on initiative, teamwork and the co-operation of all staff.
3. The Governors and Headteacher are required by the Health and Safety at Work etc. Act 1974 to afford facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Head Teacher

Governing Body

Are specifically 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;
- 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;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- 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.

Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff 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 with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others 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 and the measures detailed in the risk assessments;
- 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.

Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- 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 staff.

Health and Safety Assistance

The Health and Safety Team for schools are available to provide health and safety assistance. The Team can be contacted to provide general health & safety enquires via email: corporatehealth&safety@lincolnshire.gov.uk or telephone 01522 554917.

Please note that your first and immediate contact for Schools Health and Safety matters, queries, questions, advice or help is - Fraser Shooter, Corporate Health & Safety Advisor email address: Fraser.Shooter@lincolnshire.gov.uk

1. Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

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 when 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 Hall Kitchen Area, and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. 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.

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 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.

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.

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 Staff room. Must wear latex Gloves, Disposal of all clinical waste including the gloves must be made by using sealed plastic bags and placing them into the sanitary container in the Ladies Toilet.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in the accident book kept in the Hall Kitchen Area.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available on LCC Website), a copy being kept on file and a copy sent to the Health and Safety Team.

The Head Teacher is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'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.

Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

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

'Over 3 day' absence are injuries to staff, do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'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 (shall be contacted via email - corporatehealth&safety@lincolnshire.gov.uk - 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 also be reported to the ICC. 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, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team () shall be contacted if in doubt about reporting procedures via email - corporatehealth&safety@lincolnshire.gov.uk.

Statutory Notices

The following statutory notices are displayed in the Staff room;

'Health and Safety Law' poster.

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 attached form and will be stored in electronic copy on the school server and in hard copy in the main school office.

Risk assessments will be reviewed every year or when circumstances change.

Significant Findings of Risk Assessments

Assessment Number		Area/Activity		Carried out by		Date	
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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

Baston C of E Primary School - Risk Assessments

Assessment Number	Area/Activity
1.	Caretaker's Activities
2.	Legionella Bacteria
3.	Asbestos
4.	School Security and Vehicle Hazards
5.	Pupil Play Activities
6.	Pond
7.	School Corridors (Risk Assessment Attached)
8.	Classrooms
9.	PE Activities
10.	Hall
11.	ICT Room
12.	Office
13.	Staffroom
14.	Design and Technology Activities
15.	Science Activities
16.	Educational Visits and Trips.
17.	Clay Work and Kiln Operations.
18.	Pupils' Toilets
19.	Work Related Stress
20.	Violence at Work
21.	Contractors' Activities
22.	Working Alone
23.	Moving and Handling Assistance for Pupils with Special Needs
24.	Initial Risk Assessment for Expectant Mothers
25.	Fire Risk Assessment
26.	Library Bus

The school may not hold risk assessments which do not apply to the school e.g. ICT Room, Kiln Operations risk assessment.
Electronic versions of these model risk assessments are available from corporatehealth&safety@lincolnshire.gov.uk

Significant Findings of Risk Assessments

Assessment Number	1	Area/Activity	Caretaker's Activities	Carried out by		Date	15 August 2005
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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>Manual handling: Moving furniture and equipment. Distributing supplies of paper, books, clay etc. to where needed in the school. Litter picking.</p>	Caretaker	<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. Staff have been provided with manual handling training to reduce the risk of injury.</p>	Yes	
<p>Falls from heights: Clearing gutters. General cleaning. Changing light tubes.</p>	Caretaker	<p>All work above 3 metres from the ground is contracted to specialists. Suitable length aluminium stepladders are provided. (Additional risk assessments are required for the use of ladders and mobile scaffold towers) Stepladders are checked regularly and records kept, see attached sheet. General rules for the use of stepladders have been drawn up (attached). Caretaker is physically fit and comfortable using stepladders for work up to 3 metres from the ground.</p>	Yes	

Electricity	Caretaker	<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>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 switch off prior to changing tubes.</p> <p>RCD protection to be used when using mains equipment outdoors.</p>	Yes	
Cleaning Substances	Caretaker Cleaners	<p>Only non-hazardous or low hazard (those labelled 'Irritant' or 'Harmful') substances are used. (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	
Gas fired boilers		Modern gas boilers installed and serviced regularly by CORGI engineers.	Yes	

Working alone	Caretaker Cleaners	Working alone on the premises is avoided where possible, where not the following measures are implemented: <ul data-bbox="651 252 1346 564" style="list-style-type: none">• the school is secured to prevent unauthorized persons entering• high hazard work such as using stepladders is not to be carried out• a mobile phone to be kept readily available to summon assistance if required.• Staff shall inform another person who is to make contact/raise the alarm if they are overdue	Yes	
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Rules for Using Stepladders and Record of Inspections

Rules for Using Stepladders

1. Stepladders shall only be used for short duration work 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.
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 front or back of 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 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.

List of stepladders used on the site

Stepladder No	Description
–	–
–	–
–	–

Record of monthly inspections of the above stepladders

Stepladder No	Date	Comments	Carried out by:
–	–	–	–
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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 burn marks or staining that suggests 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

Assessment Number	2	Area/Activity	Legionella Bacteria	Carried out by		Date	15 August 2005
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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. Remedial work identified in this assessment has been carried out.</p> <p>All outlets except the shower are used regularly during term time and flushing is not required.</p> <p>The Caretaker flushes the shower through weekly and keeps records.</p> <p>The Caretaker flushes all outlets before school resumes after closures of more than one week.</p> <p>The Caretaker checks water temperatures on a monthly basis and keeps records to ensure:</p> <ol style="list-style-type: none"> 1. Hot water is stored above 60 deg C. 2. Hot supplies are a min. of 50 deg C after 1 minute. 3. Cold supplies are a max of 20 deg C after 2 minutes. 	Yes	

Significant Findings of Risk Assessments

Assessment Number	3	Area/Activity	Asbestos	Carried out by		Date	15 August 2005
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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 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 (attached) has been implemented for the low risk asbestos containing materials left in the school.</p>	Yes	

Asbestos Management Plan

All contractors must report to Reception where they will be shown the Asbestos Register.

Contractors must sign the record sheet (attached) to confirm they have been notified of the asbestos containing materials (ACM's) in the school and they will not disturb them.

All building works to be planned in advance and checks made to ensure ACM's are not affected.

All building works to be monitored by the Head teacher & Caretaker to ensure ACM's are not disturbed.

Specialist assistance to be obtained from the Premises Advisor if it is likely that ACM's need to be disturbed.

The Asbestos Register Section at HBS Property to be informed if ACM's are removed or treated in any way by specialists.

The condition of ACM's is to be monitored on a monthly basis by the Caretaker to ensure no deterioration, damage or disturbance. Monitoring records are kept on the attached sheet.

Entry to any areas where deterioration, damage or disturbance to ACM's occurs shall be prohibited and urgent remedial work by initiated by specialists.

Contractor's Signing-In Sheet

- 1. I confirm that the Asbestos Survey Report has been brought to my attention and my work will not disturb these materials.**

- 2. I also confirm I will not disturb any potential ACM's I discover which are not listed on the above and report these immediately to the Head teacher/Caretaker.**

Date	Name of Contractor	Signature

Significant Findings of Risk Assessments

Assessment Number	4	Area/Activity	School Security and Vehicle Hazards.	Carried out by		Date	15 August 2005
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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	<p>Pupils are excluded from the vehicle entrance and car park, a separate pedestrian entrance is provided for pupils and their areas are totally separated from vehicle movements.</p> <p>Parking and turning room is tight and care must be exercised by drivers, particularly when reversing.</p> <p>A speed hump installed on vehicle entrance.</p> <p>Parent's cars are not allowed within the school.</p> <p>Buses park at the kerbside adjacent to the school entrance before finishing time.</p> <p>Pupils wait in the playground until called forward and sufficient staff are provided to escort pupils safely onto the buses.</p> <p>Taxis drop pupils off at the main pupil entrance.</p> <p>Taxis arrive before finishing time and wait in designated areas away from pedestrian routes.</p> <p>Pupils wait in school until they are escorted to taxis.</p>	Yes	
Pupils leaving school without supervision and going missing or being involved in an accident with vehicles on the road outside the school.	Pupils	<p>The school is securely fenced and the pupil gate is locked after school starting time and remains locked until the end of the school day.</p> <p>The only way in & out during the school day after this is via the accessed controlled Reception door.</p> <p>Class teachers ensure that younger pupils leave school at the end of the day into the care of a recognised person.</p> <p>Older pupils are only allowed out with the permission of parents to leave unaccompanied.</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	5	Area/Activity	Pupils' Play Activities	Carried out by		Date	15 August 2005
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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
General play hazards.	Pupils	<p>Playground rules drawn up and enforced by staff.</p> <p>From 8.40 am the playground is supervised. Parents are encouraged not to send their children in before this time.</p> <p>Staff supervise the playgrounds at break times.</p> <p>Ball games only permitted in designated areas and restrictions are put on the types of balls used.</p> <p>Good surface maintained on playgrounds.</p>	Yes	
Slip, trips and falls.	Pupils Staff	<p>Playground and outside walkways maintained in good condition.</p> <p>Leaves cleared up to prevent slipping hazard.</p> <p>Rock salt stocked and spread on slippery areas in frost and snow conditions.</p>	Yes	
Injuries from climbing fences surrounding the sports field to receive balls from gardens.	Pupils Staff	The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.	Yes	

Finger traps and collisions from outward opening doors to playground.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. Drop bolts fitted to hold doors open and prevent violent closing.	Yes	
Collisions with glazing in doors and low level windows.	Pupils	All glazing in doors and low level glazing has been safeguarded with anti-shatter film.	Yes	
Falls and bumps whilst entering school at start of the day and after breaks.	Pupils	A closely supervised system is used to manage the pupils into the school in an orderly fashion.	Yes	
Injuries from playing on logs	Pupils	Top edges of the logs have been chamfered to minimise injury severity if a pupil slips and falls. Close supervision by staff.	Yes	
Outdoor play equipment	Pupils	Play equipment meets requirements of European Standards for Play Equipment EN1176 and has been installed by a competent (ROSPA listed) supplier. Annual thorough examinations take place by an independent specialist. Formal monthly inspections are carried out by staff and records kept. Pre-use visual checks are carried out by staff. Pupils are closely supervised whilst using the equipment to prevent unsuitable behaviour and misuse. Pupils must wear suitable clothes. Equipment is not used in poor weather conditions.	Yes	

Significant Findings of Risk Assessments

Assessment Number	6	Area/Activity	Pond	Carried out by		Date	15 August 2005
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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
Drowning in pond	Pupils	<p>The pond area is secured by a fence and a locked gate to prevent pupils gaining unsupervised access. (The fence is 1.1 metres high with 100mm spaced vertical bars in accordance with ROSPA recommendations.)</p> <p>Close supervision is provided by staff during visits to the pond area.</p> <p>The pond is not deep (less than 500mm) and has gradually sloping sides. This allows Staff to easily carry out a wading rescue if a pupil falls in.</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	7	Area/Activity	School Corridors	Carried out by		Date	15 August 2005
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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	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Caretaker's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Trailing cables avoided. Main corridors kept clear and at least 1 metre clear passage route maintained in other corridors.	Yes	
Pupils colliding with one another.	Pupils	No running allowed in the school and good pupil discipline maintained. A one-way system through the double swing doors is enforce	Yes	
Lacerations from the breaking of glazed panels in corridor fire doors.	Pupils Staff	Anti shatter film fitted to wired glazing panels to prevent serious lacerations if glass is broken.	Yes	
Finger traps in hinge side of corridor fire doors.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.	Yes	

Significant Findings of Risk Assessments

Assessment Number	8	Area/Activity	Classrooms	Carried out by		Date	15 August 2005
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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	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Caretaker's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Furniture and equipment organised to provide clear walkways. Trailing cables avoided.	Yes	
Falls from heights whilst putting up displays.	Staff	Max height of displays is 2.5 metres. Chairs shall not to be used for putting up displays; stepladders are readily available in all areas.	Yes	
Falls from heights whilst reaching items on upper shelves in store rooms and falls of items from shelves.	Staff	Max height of shelves is 1.85 metres. Chairs shall not to be used; step stools and stepladders are readily available in all areas. No climbing on boxes or up racks. Items stored carefully on shelves to prevent falls.	Yes	
Manual handling boxes of paper/books, trays of lunch boxes and other items for teaching.	Staff Pupils	Most items weigh below 15kg. Larger loads can be split down to reduce weight or assistance obtained from other staff. Staff have been provided with manual handling training to reduce the risk of injury. Barrows and trolleys are available and assistance is available. Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	

Electricity	Staff Pupils	<p>Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids.</p> <p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached.</p> <p>Electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years.</p> <p>Socket outlets in nursery and reception classes are fitted with blanks to prevent contact with the live electrical terminals.</p> <p>RCD protection to be used when using main equipment outdoors.</p>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	Anti shatter film fitted to glazing panels in doors and any windows below 800mm. to prevent serious lacerations if glass is broken.	Yes	
Finger traps from doors.	Pupils	<p>Finger guard strip fitted to the hinge side of doors.</p> <p>Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</p> <p>Drop bolts fitted to outward opening doors to hold doors open when required to prevent violent closing.</p>	Yes	
Electric oven & hotplates in hall	Pupils	Pupils do not handle hot items and are closely supervised and kept well clear.	Yes	
Legionella bacteria in water system supplying sinks	Pupils Staff	<p>Cold water supplies only at the sinks.</p> <p>Aerosol generation is low.</p> <p>See separate Legionella assessment.</p>	Yes	
Fire		See separate fire risk assessment.	Yes	

Significant Findings of Risk Assessments

Assessment Number	9	Area/Activity	PE Activities	Carried out by		Date	15 August 2005
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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	School activities do not take place whilst contractors are mowing the grass and carrying out other grounds maintenance work.	Yes	
General PE activities	Pupils	PE safety rules have been drawn up and all activities are closely supervised by staff and carried out in accordance with BAALPE guidelines. Outside pitches and equipment are checked prior to use.	Yes	
Gym equipment: Wall bars, ropes benches, stands, agility tables, vaulting boxes, and mats.	Pupils	All equipment inspected annually by independent specialists and repaired or replaced where necessary to prevent danger. All activities closely supervised by staff and carried out in accordance with BAALPE guidelines.	Yes	
Manual handling gym equipment i.e. benches, vaulting box, stands, agility tables and mats etc.	Staff Pupils	Team lifts used to reduce risks. Larger loads are split down where possible to reduce weight. Staff have been provided with manual handling training to reduce the risk of injury. Trolleys provided for gym mats and these only moved by two persons because of the high weights involved. Pupils carry items in teams to reduce risks. Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	

Significant Findings of Risk Assessments

Assessment Number	10	Area/Activity	Hall	Carried out by		Date	15 August 2005
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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	Polished wood block floor is kept in good condition and not excessively slippery. Trailing cables avoided or covered. Equipment store kept tidy to reduce risks of falls. Spillages and food droppings from meal times are cleaned up promptly.	Yes	
Falls from heights whilst putting up displays.	Staff	Max height of displays is 3 metres. Suitable length aluminium stepladders are provided. Stepladders are checked regularly and records kept, see attached sheet. General rules for the use of stepladders have been drawn up (attached). Only staff who are physically fit and comfortable using and stepladders carry out this work. 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.	Yes	
Falls from stage	Staff Pupils Visitors	Stage is only low - 0.6 metres. Removable steps provided. Pupils supervised closely when on the stage.	Yes	

Manual handling chairs and tables for meal times.	Staff	<p><i>Wheeled, folding table/chair units have been provided to minimise manual handling. These can be set out and put away easily by one person.</i></p> <p>14 Tables are folding and stacked individually on a trolley which is to be moved by two people and chairs are folding and stacked on a trolley which is also to be moved by a minimum of two people. New staff will be provided with manual handling training to reduce the risk of injury.</p>	Yes	
Electricity	Staff Pupils	<p>Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids.</p> <p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached.</p> <p>Electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years.</p> <p>RCD protection to be used when using main equipment outdoors.</p>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	<p>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.</p>	Yes	

Injuries arising from whole school assemblies in the Hall.	Staff Pupils	<p>Pupils are led in/out in class groups and closely supervised by staff.</p> <p>Good pupil discipline is maintained because space is tight.</p> <p>Pupils sit cross-legged on the floor close up to one another and do not move until instructed by staff.</p> <p>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.</p> <p>An adequate number of exits are provided and a clear route is maintained from the corridor to the stage.</p> <p>The maximum time of whole school assemblies is less than 1 hour.</p> <p>Windows are opened before pupils come in to avoid the risks associated with moving around with pupils sat on the floor.</p>	Yes	
Finger traps and collisions from doors.	Pupils	<p>Finger guard strip fitted to the hinge side of doors.</p> <p>Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</p> <p>Drop bolts fitted to outward opening doors to hold doors open when required to prevent violent closing.</p>	Yes	
Fire		See separate fire risk assessment.		

Significant Findings of Risk Assessments

Assessment Number	11	Area/Activity	ICT Room (Same as General Classrooms plus items below)	Carried out by		Date	15 August 2005
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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
Computer workstation issues	Pupils	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. Blinds fitted to windows to prevent clear and reflections.	Yes	
Computer workstation issues.	ICT Teacher	ICT Teacher's workstation has been assessed and meets the minimum requirements of the DSE Regulations, see checklist attached. ICT Teacher has been trained how to set up their workstation to reduce risks. Changes of activity take place naturally to reduce the onset of fatigue.	Yes	
Electricity	Staff Pupils	Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage.	Yes	

DSE Workstation Checklist

Name of User ICT Teacher	Location ICT Room	Date 15/8/05	
Checklist completed by	Any further action needed? No		
You should be able to tick the 'Yes' box to all of the following:	Yes	No	Action required
Display Screen			
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?	√		
Keyboard			
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?	√		
Mouse, trackball etc.			
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?	√		
Software			
Is the software suitable for the task?	√		
Have you had adequate training in the use of the software?	√		
Furniture			
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.	√		
Environment			
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?	√		
Other Issues			
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?	√		

Significant Findings of Risk Assessments

Assessment Number	12	Area/Activity	Office	Carried out by		Date	15 August 2005
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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	<p>Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Caretaker's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible.</p> <p>Furniture and equipment organised to provide clear walkways.</p> <p>All cabling positioned at rear of workstations to avoid the need for trailing cables avoided.</p>	Yes	
Computer workstation issues.	Administrators	<p>Workstation has been assessed and meets the minimum requirements of the DSE Regulations, see checklist attached.</p> <p>Secretary has been trained how to set up their workstation to reduce risks.</p> <p>Changes of activity take place naturally to reduce the onset of fatigue.</p>	Yes	

Manual handling boxes of paper/books.	Staff Pupils	Most items below 15kg. Larger loads can be split down to reduce weight or assistance obtained from other staff. Staff have been provided with manual handling training to reduce the risk of injury. Barrows and trolleys are available and assistance is on hand for larger items.	Yes	
Electricity	Staff Pupils	Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years.	Yes	
Photocopier	Staff	Modern photocopier marked with CE as a declaration of conformity to essential safety standards. Non hazardous toner used which is in cartridges designed to avoid toner contact with the skin. Photocopier serviced and maintained by suppliers. Ventilation provided to prevent the build of heat and fumes.	Yes	
Fire		See separate fire risk assessment.		

DSE Workstation Checklist

Name of User Secretary	Location Office	Date 15/8/05	
Checklist completed by	Any further action needed? No		
You should be able to tick the 'Yes' box to all of the following:	Yes	No	Action required
Display Screen			
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?	√		
Keyboard			
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?	√		
Mouse, trackball etc.			
Is the device suitable for the tasks it is used for?	√		
Is the device positioned close by 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?	√		
Software			
Is the software suitable for the task?	√		
Have you had adequate training in the use of the software?	√		
Furniture			
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.	√		
Environment			
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?	√		
Other Issues			
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?	√		

Significant Findings of Risk Assessments

Assessment Number	13	Area/Activity	Staffroom	Carried out by		Date	15 August 2005
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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	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Site Manager's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Furniture arranged to keep walkways clear. Items not stored on floor in places that could cause trips and falls.	Yes	
Electricity	Staff	Modern electrical equipment used. Implements not to be used to remove things from toaster. Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years.	Yes	
Scalds/burns from kettle and microwave oven/Oven in the Kitchen area in the Hall.	Staff	Careful use by staff to ensure hot water is not spilled or splashed whilst filling cups. The instructions on all prepared meals to be followed. Oven cloths used to avoid burns from hot items. Care to be used to ensure metallic items are not placed in the microwave oven.	Yes	
Cuts from sharp knives	Staff	Clean knives kept in a jar with points downwards. Knives not left in washer up water.	Yes	
Fire		See separate fire risk assessment.		

Significant Findings of Risk Assessments

Assessment Number	14	Area/Activity	Design & Technology Activities.	Carried out by		Date	15 August 2005
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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>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.</p>	<p>Pupils</p>	<p>The Qualifications and Curriculum Authority (QCA) schemes of work are followed for Key Stages 1, 2 & 3.</p> <p>The advice and guidance detailed in the CLEAPSS Primary Design and Technology Publications are implemented to control the risks. Staff have access to these publications through the County Council's membership of CLEAPSS. In addition the following measures are in place:</p> <ul style="list-style-type: none"> • Pupils' Health and Safety rules have been drawn up and are enforced by staff. • Close supervision is provided to maintain good pupil discipline. • All tools are kept securely, checked before use and counted out and in. • Non hazardous materials are used. • Low hazard hand tools are used. • Aprons are worn during lessons. • Loose clothing is tucked in and long hair tied back where necessary to prevent entanglement and contact with glues etc. • Adequate space is arranged between pupils. • Safety spectacles are worn where there is a risk of eye injury. • Only low temperature glue guns are used. 	<p>Yes</p>	

Significant Findings of Risk Assessments

Assessment Number	15	Area/Activity	Science Activities.	Carried out by		Date	15 August 2005
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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	The Qualifications and Curriculum Authority (QCA) schemes of work are followed for Key Stages 1, 2 & 3. The advice and guidance detailed in the CLEAPSS Primary Science Publications are implemented to control the risks. Staff have access to these publications through the County Council's membership of CLEAPSS.	Yes	

Significant Findings of Risk Assessments

Assessment Number	16	Area/Activity	Educational Visits and Trips.	Carried out by		Date	15 August 2005
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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>Travel and activity hazards dependent on type of visit.</p> <p>Pupils going missing whilst on visits and trips.</p>	Pupils	<p>Control measures and supervision levels are decided by a specific risk assessment for each visit which incorporates regular head counts etc.</p> <p>The advice and guidance in document 'Safety in Outdoor Education' issued by the County Council is followed.</p> <p>The County Council 'Outdoor Education Advisor' is available to give guidance and assist with specific risk assessments.</p> <p>An 'Educational Visits Co-ordinator' has been trained and appointed for the school and all visits are subject to their approval.</p> <p>Only licensed activity centres are used, these all have independently verified risk control systems for the activities provided. (Risk assessments for the travel and accommodation elements are carried out by the school where these centres are used.)</p> <p>Most visits have been carried out many times before and the control measures have been developed through experience.</p> <p>On new trips, staff carry out exploratory visits without pupils to help assess the risks and devise control measures.</p>	Yes	

Road traffic hazards when using a minibus.	Pupils and Staff	N/A		
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Significant Findings of Risk Assessments

Assessment Number	17	Area/Activity	Clay Work and Kiln Operations.	Carried out by		Date	15 August 2005
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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
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	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	
Burns, electric shock and fumes from kiln.	Staff	The kiln is located in separate room which is kept locked. The kiln is on a maintenance contract with specialists. Electric supplies to the bare heating elements are interlocked to eliminate shock risks. The kiln room is ventilated positively by extractor fan. A timer is fitted to prevent over firing and light fitted outside room to show when kiln is firing.	Yes	
Fire		See separate fire risk assessment.		

Significant Findings of Risk Assessments

Assessment Number	18	Area/Activity	Pupil's Toilets.	Carried out by		Date	15 August 2005
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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	Floor surfaces maintained in good condition and any spills cleaned up promptly to reduce risks of slips.	Yes	
Scalding from hot water taps.	Pupils	Mixer taps provided at pupils washbasins to prevent scalding. Water temps checked regularly.	Yes	
Fire		See separate fire risk assessment.	Yes	

Significant Findings of Risk Assessments

Assessment Number	19	Area/Activity	Work Related Stress	Carried out by		Date	15 August 2005
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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
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"> • maintain an open and understanding management style • provide staff with the skills, training and resources they need • treat staff fairly and consistently • communication openly, especially in times of change • provide support and counselling facilities where appropriate • encourage staff to report any work situation causing intense or sustained levels of work-related stress. 	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		Support from other staff is available at times when problems are likely to occur. Staff have been trained in techniques which help minimise confrontational behaviour. 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.	Yes*	
Workloads		Individual issues to be discussed with the Head teacher. Re-allocation of duties and supply assistance will be considered where necessary to help with special projects/peaks of demands.	Yes*	

Significant Findings of Risk Assessments

Assessment Number	20	Area/Activity	Violence at Work	Carried out by		Date	15 August 2005
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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	<p>The school grounds are fenced; access to the school is only possible during the school day via the access controlled Reception door.</p> <p>Visitors must report to Reception to enter the premises and given an identification badge.</p> <p>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.</p> <p>Staff are trained in techniques which help minimise confrontational behaviour.</p> <p>Staff are instructed to report all incidents of verbal abuse, threats or actual assaults and this information will be used to devise future strategies.</p> <p>Support from other staff is available at times when problems are likely to occur.</p> <p>Staff who experience verbal abuse or assault at work will be treated sympathetically and given support to help overcome the experience</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	21	Area/Activity	Contractors' Activities	Carried out by		Date	15 August 2005
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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	<p>Only contractors included on County Council lists of approved contractors will be used.</p> <p>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.</p> <p>Advice and guidance is obtained from HBS Property Advisors and the HBS Health and Safety Team where necessary.</p> <p>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.</p> <p>All contractors must report to Reception and sign in on the 'Contractor's Signing-In Sheet' before work of any sort commences.</p> <p>The Head teacher monitors the work of contractors to make sure they keep to the agreed risk control measures.</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	22	Area/Activity	Working Alone	Carried out by		Date	15 August 2005
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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 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"> • the school is secured to prevent unauthorized persons entering • high hazard work such as using stepladders is not to be carried out • a mobile phone to be kept readily available to summon assistance if required. • Staff shall inform another person who is to make contact/raise the alarm if they are overdue 	Yes	

Significant Findings of Risk Assessments

Assessment Number	23	Area/Activity	Moving and Handling Assistance for Pupils with Special Needs	Carried out by		Date	15 August 2005
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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"> • to move around the school • with personal care • to on/off transport 	<p>Staff Pupils</p>	<p>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.</p> <p>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.</p> <p>Where avoidance is not possible measures to be implemented to reduce the risk of injury such as</p> <ul style="list-style-type: none"> • training for staff and drivers/escorts • team lifts • wheelchair ramps • transfer boards, handling belts, sliding sheets, turntables, etc. 	<p>Yes</p>	
<p>Fire</p>	<p>Pupils</p>	<p>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</p>	<p>Yes</p>	

Significant Findings of Risk Assessments

Assessment Number	24	Area/Activity	Initial Risk Assessment for Expectant Mothers	Carried out by		Date	15 August 2005
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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>School activities, substances and processes.</p> <p>Manual handling</p> <p>Falls from heights whilst accessing storage racks and putting up displays.</p> <p>Violence from pupils or others.</p> <p>Infections such as German Measles, Chickenpox and Slapped Cheek Disease.</p>	Expectant mother and unborn child	<p>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. 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</p> <p>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.</p> <p>Expectant staff shall not use stepladders.</p> <p>Expectant staff will be excluded from activities that involve foreseeable violence from pupils or others.</p> <p>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.</p>	Yes*	*Individual staff risk assessments to be carried out when pregnancy is notified.

Premises and description**Baston Primary School.**

Single story School with 7 classrooms, and two of these are Mobiles, teaching areas in open grounds, the staffroom, storage and toilets are all on the same level. Brick built traditional construction.

1) Fire hazards identified in the premises**A) Combustible materials and flammable liquids/gas hazards**

Pupil's coats and outdoor clothing, books, papers, cardboard/paper displays, carpets, some foam filled chairs, oil for heating, waste paper/packaging, Christmas decorations during Dec/Jan.

B) Source of ignition hazards

Fixed and portable electrical equipment, 2 oil-fired boilers for the hot water radiator central heating system. Domestic hot water is from fixed electric water heaters.

The only cooking appliances are a microwave cooker and kettle in the Staffroom and an electric oven and hob that is used to prepare food by the Wraparound Manager for the before and after school club 'Activ8'.

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, routine monitoring is carried out by staff.

Waste bins are emptied daily to bins outside that are kept well away from the buildings, see plan. Any large amounts of waste packing materials are removed to the bins immediately.

Smoking is not allowed in the school.

The boilers are located in a separate room with access from outside only. The Boiler Room is kept free of combustibles. Supplementary heaters are not needed. The oil tank is located in a bunded brick enclosure to contain any leaks well away from the premises, see plan. Fusible links are positioned over the boilers to cut off the oil supply automatically in the event of a fire. An emergency cut-off button is also provided in the Boiler Room. Boilers are serviced and maintained by specialists on a contract basis.

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

B) Limiting the injury and damage if a fire starts**(i) General**

No one is particularly at risk from fire. The only areas with a single means of escape are the Offices, music room and stores.

Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

During the normal school day all parts of the school are occupied and a fire developing would be noticed quickly. Warning of a fire is given by a single zone fire alarm system with call points at all exits.

Domestic type smoke alarms are fitted at the top and bottom of the stairs to the Staffroom to give early warning of any fire situation developing.

(iii) Means of escape

The means of escape are adequate. Two means of escape are provided from all teaching areas, see plan, no point in the building is more than 18 metres from an exit. This is well within the maximum of 45 metres recommended for normal fire risks with escape in more than one direction. All doors are fitted with push bars or thumb-turn screws and these can be readily and easily opened from inside without a key.

Self-closers are fitted to all doors to protect means of escape routes.

'Fire Exit' notices incorporating 'Pictograms' designate the exit routes.

(iv) Fire fighting equipment

Water, AFFF Foam and CO2 extinguishers are located throughout the school but staff are not required to use these in the event of a fire. The premises shall be immediately evacuated and the Fire Service called if a fire is discovered or suspected.

(v) Planning for an emergency

Procedures to follow in the event of a fire have been drawn up and are displayed on notices throughout the school. Staff are instructed on their induction and the procedures are tested by carrying out a fire drill every term.

(vi) Maintenance and testing of fire equipment

The fire extinguishers are maintained annually by a competent contractor.

The fire alarm system is serviced and maintained on a regular basis by specialists.

These domestic smoke alarms are tested/cleaned in accordance with the manufacturer's instructions and records kept.

The emergency lights in the Hall and on the rear exit route from the Hall are tested in accordance with the attached schedule and records kept.

3) Assessment conclusion and any risk reduction measures necessary

The fire risks are low and the above measures are adequate.

Assessment carried out by:

Record of Escape Lighting Tests

Test in accordance with BS 5266:

- 1. Every month – Switch off supply and check lights illuminate
- 2. Every 6 months - Switch off supply, check lights illuminate and leave on for at least 1 hour.
- 3. Every 12 months - Switch off supply, check lights illuminate and leave on for at least 3 hours.

Date	Lights tested	Type of test	Operation OK Yes/No*	Person carrying out test

*If No, state what action has been taken to rectify defects.

Record of Fire Alarm Tests

Test weekly from different call points in accordance with BS5389

Date	Alarm point tested	Sounders and panel indications OK Yes/No*	Person carrying out test

***If No, state what action has been taken to rectify defects.**

Primary School Science

Also refer to Self Assessment Checklist Number 25(a)

A separate health and safety policy should be produced for science. A model policy for a primary school is available from CLEAPSS as follows:

L224 Model Health and Safety Policy for Primary Schools. Guidance on producing a school policy, and on risk assessments for teaching science. 01/99

The health and safety arrangements in science should be based on the advice and guidance issued by CLEAPSS. A Primary School Science Checklist is attached which can be used to audit standards.

The CLEAPSS advisory documents for primary schools are categorised under the following headings. These should be used to help assess the risks and determine the control measures necessary. The individual documents are too many to list; full details are available on the CLEAPSS website www.cleapss.org.uk.

Experimental and Investigative Science Sc1

Life Processes and Living Things Sc2

Materials and their Properties Sc3

Physical Processes Sc4

Information Technology

Managing Science

Primary Science and Technology Newsletters INDEX for Issues 1 - 19 (Spring '94 – Spring '01)

Primary School Science

A separate health and safety policy should be produced for Science.

Design and Technology

Also refer to Self Assessment Checklist Number 26(a) *[unable to check this header for accuracy]*

A separate health and safety policy should be produced for Design Technology.

BS 4163:2014 'Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments' covers most aspects of health and safety in Secondary Schools and should be used as a guide to assessing risks and implementing appropriate controls.

The following CLEAPSS publications are available and these should also be used to help assess the risks and determine the control measures necessary. These documents are available from CLEAPSS, Tel 01895 251496. CLEAPSS also have an excellent web site, www.cleapss.org.uk and can be emailed at science@cleapss.org.uk.

Primary School Publications

L110 Materials & Components for Technology What to buy and the best sources. 03/97

L173 Construction Kits. Details of over 180 products including relative sizes of models plus advice on what to buy for different pupil age ranges and various tasks. 05/93

L18 Glues and Adhesives. Advice on which glue to use for different materials; glue guns included. 05/00

Primary School Design and Technology

A separate health and safety policy should be produced for Technology.

Significant Findings of Risk Assessments

Assessment Number	26	Area/Activity	Library Bus	Carried out by	Rebecca Mills	Date	12 December 2019
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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 Pupils	Floor surfaces carpeted and maintained in good condition. 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. Furniture and equipment organised to provide clear walkways. Trailing cables avoided.	Yes	
Trips and falls on stairs.	Staff Pupils	All to use the handrail and move with caution up and down stairs. No swinging on handrails permitted. No loitering on stairway permitted. Children always supervised by adults when on bus.	Yes	
Books falling from shelves.	Staff Pupils	No ladders/steps required to reach books from shelves. Children always supervised by adults when on bus.	Yes	
Manual handling of books.	Staff Pupils	Most items weigh below 2kg. Staff to ensure that any manual handling carried out by pupils is well within their capabilities. Staff advised not to carry loads larger than 15kg.	Yes	
Fire	Staff Pupils	Fire alarms in place. Children to be evacuated from the bus via main front double doors. Back window of top deck to never be used as escape route. Two fire extinguishers on board - one on each floor.	Yes	

