

Lower Meadow Primary

Whole School Risk Assessment

2023

Issued by: Health, Safety & Wellbeing Team

Date of Issue: February 2023

Date Reviewed in school: February 2023

Date for Review: February 2024



This is the annual risk assessment for:

Lower Meadow Primary Academy

The risk assessment has been carried out by:

Jane Dawtry / Gemma McDonald / Ian Lamb

Job Title(s):

Principal / Office Manager / Site Supervisor

Date of risk assessment:

March 2023

Date communicated to staff and governors:

March 2023

Is there an action plan in place, with clear timescales to address the findings of the risk assessment?

Yes

Date for planned review:

March 2024

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Introduction

Advice on risk assessment or any safety related issues can be obtained from the Health, Safety & Wellbeing Team - Telephone: 2734082 or via the generic inbox healthandsafety@sheffield.gov.uk

The purpose of this booklet is to simplify the Risk Assessment process as required by the Management of Health and Safety at Work Regulations 1999.

The Regulations require hazards in the workplace to be identified and potential risks to be assessed. The duty to ensure that the risk assessments are carried out is with the Headteacher /Manager who should be involved with the assessments throughout. The Headteacher can request assistance from staff that are competent in specific areas.

These generic assessments cover general safety issues and will help you to fulfil your legal obligations under health & safety legislation.

The duty on Headteachers / Managers to carry out Risk Assessments is a **legal requirement** and therefore should be a priority. Risk Assessment is a continuous process and should be undertaken at reasonable intervals, but particularly when there is any change in the working environment e.g. if new equipment is brought in or new activity undertaken or accident / incident.

Hazards that are likely to occur in Schools are identified in the booklet, which is based on a tick box system. If you find that some of the identified control measures are not in place, or identify additional measures that need to be implemented the information should be recorded on the appropriate pages to identify the action you need to take. Clear timescales should be allocated, and regular progress checks should be made.

This booklet allows for an annual risk assessment. Schools are, in general, relatively safe places in which to work and therefore the risk assessment process should not be a major problem or as a heavy workload.

As the risk assessments in this booklet are general it is important for Headteachers / Managers to identify any activities which are not included in this booklet and assess the risks. [Record significant findings.](#) [A blank risk assessment is available](#)

The findings of the risk assessments **must** be shared with relevant members of staff including teachers, caretakers, support staff, supply staff, volunteers, governors etc

Once you have done all the above – how do you know that everything is happening as it should be in your School?

We recommend you monitor all areas of the Curriculum to ensure that safe working practices are being adhered to. For example, by:

- Carrying out regular inspections & document findings
- Making sure that staff are clear about their roles and responsibilities
- Incorporating Health & Safety issues as part of learning walks
- Making sure that Governors are active / challenge decisions
- Holding regular minuted health & safety meetings / briefings

Health & Safety is everyone's responsibility!

Risk Assessment Process

Five Steps to Risk Assessment

1. **Identify the hazards** (talk to staff, consider previous accidents, observe work processes)
2. **Decide who can be harmed and how** (consider staff, pupils vulnerable people, providers of extended services, visitors etc)
3. **Evaluate the risks and apply the required preventative and protective measures.** (Are these effective? Decide whether you need to do more to keep people safe)
4. **Record the findings** (and communicate to staff)
5. **Review** (periodically, after an accident / incident, introduction of new work processes etc)

Risk Control Measures

Where possible the following hierarchy of risk control measures should be applied:

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Guidance

Guidance regarding standards, current good working practice, and protective measures can be obtained from many different sources and include:

- www.hse.gov.uk
- [Health, Safety and Risk Information](#)
- <http://sheffield.technologyforge.com/tfweb/>
- [Association for Physical Education](#)
- [CLEAPSS](#)

Key Points to Consider in line with [Health & Safety Guidance Document 65](#) (HSE Guidance)

Plan

- Have you thought what you want to achieve, how to do this and who will be responsible for what?
- Does everyone understand their roles and responsibilities towards health and safety?
- Do you have access to competent advice?
- Do you understand the risks in your workplace?

Do

- Have you assessed the risks?
- Have you put suitable control measures in place?
- Are there arrangements for consulting with employees and their representatives?
- Are staff suitably trained?

Check

- Are you checking how well risks are being controlled in practice?
- Do you monitor health and safety performance, actively (e.g. spot checks) and reactively (e.g. accident and near-miss investigations)?

Act

- Have you reviewed your health and safety performance?
- Have you acted on lessons learned from incidents, inspections and other monitoring?
- Have you revisited your policies and plan to see if they need updating?



Fire

The requirement for emergency procedures is covered under Regulation 8 of the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order 2005 means that it is compulsory for all workplaces to conduct a 'suitable and sufficient fire risk assessment' of all premises and parts of premises.

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> • Burns • Crushing • Inhalation of smoke / toxic fumes • Explosion • DSEAR (Dangerous Substances & Explosives Atmospheres Regs 202) - if medical oxygen is stored on site 	<div> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </div> <ul style="list-style-type: none"> ✓ A fire risk assessment has been carried out on the premises by OLD KNOW CONSULTING LTD in May 2022 and is due for renewal in May 2023. ✓ There is a programme of work in place to address outstanding issues from the Fire Risk Assessment ✓ An up to date fire precautions logbook is available on the premises ✓ Fire Awareness training has been provided for all staff (National College online training) ✓ Arrangements are in place for an appropriate person to co-ordinate fire safety precautions Name of person: Ian Lamb ✓ There are nominated fire safety staff (fire wardens / marshals) located on the premises Names of People: Ian Lamb, Jane Dawtry, Heather Williams, Kate Bingham ✓ The nominated staff have received training in 2023. ✓ There are adequate fire detection and controls (extinguishers and blankets), signage, fire alarm, emergency light, training / drills, fire doors etc <ul style="list-style-type: none"> ✓ All fire extinguishers are marked with a valid test date ✓ Clear and adequate means of escape have been identified and maintained ✓ All shutters are open when the building is occupied ✓ The fire evacuation procedures are known, understood, and practised. The information is displayed in all classrooms, offices etc and regularly updated ✓ Fire drills are carried out at least once a term and recorded in the fire precautions logbook ✓ All fire alarm call points, fire exits, and assembly points are clearly identifiable ✓ The fire alarm is tested weekly and recorded in the fire precautions logbook By Ian Lamb ✓ Fire doors are free from obstruction and can be easily opened in the direction of travel – these are checked monthly and recorded in the fire precautions logbook ✓ Fire doors are not held open (unless they are connected to the fire alarm and will close on activation) ✓ The fire alarm can be heard in all parts of the building

Electricity

Electricity at Work Regulations 1989 - place a legal responsibility on employers and employees, as duty holders, to ensure that electrical systems and appliances used at work under their control are safe.

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Contact with Electricity (shock, electrocution, burns) • Fire • Faulty Equipment • Slips, Trips and Falls • Contact with moving parts/ materials being ejected <p>A notice should be displayed in School - highlighting the Electricity isolation point</p>	<ul style="list-style-type: none"> ✓ All electrical contractors carry a card of competency ✓ The card of competency is shown to staff prior to any electrical work being undertaken by the contractors ✓ An inventory of portable electrical appliances is available on site ✓ Visual checks are carried out by staff periodically and prior to equipment being used ✓ Appliances are formally inspected and PAT tested in accordance with guidelines (remember infrequently used items such as Christmas lights) ✓ All portable electrical equipment is manufactured to a British or European standard ✓ The electrical installation is tested periodically (usually every five years) ✓ Additions to the electrical installation i.e. during refurbishment / remodelling work is certificated to the appropriate standard and relevant documentation is retained by School ✓ Staff / visitors are reminded not to bring in electrical appliances from home ✓ Key members of staff know how to isolate the electricity supply in an emergency ✓ Where possible, battery operated, or low voltage tools are used ✓ The user has received the appropriate information, instruction, or training in the safe use of the equipment ✓ There is a procedure in place for reporting defects and taking faulty equipment out of use ✓ Trailing cables and leads are secured / re-routed so as not to present a trip hazard ✓ The use of extension sockets is kept to a minimum and the capacity is never exceeded ✓ Double adaptors are never used on site ✓ Extension reels are always fully unwound prior to use ✓ Residual current devices (RCDs) are available and used as necessary i.e. in wet areas or where there is an additional risk ✓ Electrical appliances are switched off when not in use ✓ When using tools and equipment (e.g. paper shredder) jewellery and loose clothing such as ties are removed, and long hair is tied back ✓ Where necessary, personal protective equipment is provided and used

Gas (Boilers / Appliances)

Gas Safety (Installation & Use) Regulations 1998 - place responsibilities on a wide range of people, including those installing, servicing, maintaining, or repairing gas appliances and other gas fitting

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Faulty appliances • Gas leaks • Carbon Monoxide poisoning • Explosion <p>A notice should be displayed in School - highlighting the Gas isolation point</p> <p>Where Mobile Gas Heaters are used – remember to review your Fire Risk Assessment!</p>	<ul style="list-style-type: none"> ✓ All Key members of staff are aware of the location of gas isolation valves; these are always accessible in case of emergency ✓ All gas appliances (Boilers, Cookers, Water Heaters etc) are serviced annually by a contractor on the Gas Safe Register and documentation is available ✓ Where necessary, carbon monoxide detectors are in appropriate areas ✓ Competent contractors carry out all necessary repair and maintenance work ✓ There is a procedure in place for reporting faults ✓ Mains Gas Valves are accessible, visible, and clearly signed to allow quick operation ✓ Emergency procedures are in place (if there is a gas leak) and can be implemented as necessary ✓ The gas heaters are appropriately guarded and positioned away from combustible materials, emergency exit routes etc ✓ Gas bottles (full and empty) are securely stored and removed from site when no longer required. See code of practice for further information on storage. <ul style="list-style-type: none"> ○ Where mobile gas heaters are used, there is adequate ventilation – N/A ✓ Mobile gas heaters are turned off whenever the room is vacant – N/A

Water (Hot Water & Legionella)

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p>☑☒</p>
<ul style="list-style-type: none"> • Defective/Faulty Plumbing Equipment • Scalds • Leakage • Contamination • Biological (Legionella) <p>A notice should be displayed in School - highlighting the Water isolation point</p> <p>Section 15 - HSE'S L8 – Legionnaires' disease</p> <p>This Approved Code of Practice applies to the control of legionella bacteria.</p> <div data-bbox="219 1074 304 1153" data-label="Image"> </div> <p>iac27.pdf</p>	<p>Hot Water</p> <ul style="list-style-type: none"> ✓ Key members of staff are aware of the location of water isolation valves; these are always operable and accessible in case of emergency ✓ Kettles or other equipment used for boiling or carrying water are kept away from children and are not located within children's reach ✓ When transporting hot drinks in circulation areas, staff use cups with lockable lids <p>Legionella</p> <ul style="list-style-type: none"> ✓ The Duty Holder & Appointed Person are identified & named ✓ The Duty holder & Appointed Person has attended the relevant training ✓ An up-to-date, site-specific Legionella risk assessment survey, carried out by a trained and qualified person, is available on site. The assessment is reviewed regularly (at least every two years) and, whenever there is reason to suspect that it is no longer valid. ✓ Recommendations from the survey/risk assessment have been implemented ✓ Regular on-site checks are carried out and are recorded (refer to Legionella logbook) ✓ Cold water in tanks is stored at or below 20°C. Stored hot water is maintained at 60°C or above (to reduce the risk of Legionella) ✓ To prevent scalding, hot water in staff and student areas does not exceed 43 °C (showers, wash hand basins etc). Cleaner's cupboards & kitchens will have water in excess of 43 °C. ✓ Shower heads and tap spray nozzles etc are cleaned, de-scaled and disinfected at 3-monthly intervals or sooner. ✓ After holiday periods, the water system is thoroughly flushed through ✓ A trained and qualified person checks and services air conditioning units in accordance with the manufacturer's recommendations ✓ Water sampling (if required) is undertaken by a competent person. ✓ All faults / anomalies identified by the Appointed Person or others is immediately referred to the Duty Holder (in writing) & entered in the Faults Log, dated & initialled.

Covid-19

Hazards	The Following Control Measures are in place ☑☒	Any further action needed?	When and by whom?	Done? ☑☒
<ul style="list-style-type: none"> Transmission of the virus 	<ul style="list-style-type: none"> ✓ You have a separate covid-19 risk assessment in place ✓ The covid-19 risk assessment has been discussed with all staff at a team meeting ✓ All staff have had sight and time to read the risk assessment ✓ Staff always adhere to the covid-19 risk assessment ✓ The building has covid-19 signage and maximum stickers displayed around the building ✓ All staff have access to the relevant PPE ✓ There is a suitable stock of hand gel ✓ Staff encourage the young people to wash their hands regularly with warm soapy water ✓ Staff are aware of the isolation periods for covid-19 ✓ All windows can be easily opened to allow ventilation in all areas of the School ✓ Doors are not propped open and do not compromise the safety and security of the School site 	See separate risk assessment for further specific details		

Asbestos

Section 14 - [Control of Asbestos Regulations 2012](#) - These regulations place a duty to manage asbestos in non-domestic premises and to inform, instruct and train employees who may be exposed, of the risks and of the precautions.

Hazards	<u>Permission to Work</u> may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Exposure to asbestos containing materials <p>Asbestos is present in most buildings and requires managing.</p> <p>Before any work is carried out you should always assume that asbestos is present unless proven otherwise.</p> <p>Whilst it is in a good condition and undisturbed it does not present a significant risk.</p>	<input checked="" type="checkbox"/> The Asbestos Duty Holder & Appointed Person are identified & named <input checked="" type="checkbox"/> All people with responsibilities have attended the relevant training <input checked="" type="checkbox"/> A site-specific Asbestos Management Plan is available on site and all staff briefed <input checked="" type="checkbox"/> Prior to intrusive work being carried out you should assume it is or prove it isn't . An appropriate asbestos survey covering the full scope of works is carried out by an approved asbestos surveyor <input checked="" type="checkbox"/> All staff are made aware of the potential risks of asbestos and the controls in place <input checked="" type="checkbox"/> Relevant members of staff (including kitchen staff) are aware of the location of the asbestos register and asbestos survey reports <input checked="" type="checkbox"/> The asbestos register is made available to contractors or anyone else undertaking any work in the building (including maintenance and servicing of equipment) where the fabric of the building may disturb Asbestos Containing Materials (ACM). <input checked="" type="checkbox"/> All contractors visiting site are required by law to sign the 'contractor clearance to work' section within the register once they have read & understood all appropriate asbestos information (including asbestos management survey, site specific asbestos management plan and any relevant refurbishment and demolition surveys). The Duty Holder / Appointed Person MUST ensure that all information about the location & condition of any ACM is provided to every person liable to disturb it & to the Emergency Services. <input checked="" type="checkbox"/> Regular inspections are carried out to monitor the condition of asbestos (it is the School's responsibility to make sure that all areas are available and accessible for the monitoring visits) and asbestos hazard risk assessments are reviewed through the Asbestos Review Process carried out between the site duty holder and the landlord duty holder <input checked="" type="checkbox"/> A formal risk assessment for non-intrusive work is carried out prior to work taking place. <input checked="" type="checkbox"/> All non-intrusive work is logged, and the log is available for inspection by Health & Safety Consultants / Facilities Management staff

Windows and Glazing

Regulation 14 of the Workplace, Health Safety & Welfare Regulations 1992 requires glazing to be of safety material to protect it against breakage and be appropriately marked

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Physical injury, • Severe laceration • Falls from height <p>Please note Safety Film is usually guaranteed for between 7 – 10 years. Where film has been in place for more than 10 years it is recommended that this is replaced</p>	<ul style="list-style-type: none"> ✓ All glazing below 1500mm from floor level is toughened, laminated or Georgian wired safety glass. Includes display cabinets, fish tanks etc ✓ Safety film has been applied to all glazing that does not meet the standard ✓ Where the above standard has not been complied with, a rolling programme of upgrading glazing has been implemented. (This must be documented or cross-referenced to other documents i.e. minutes of premises meetings etc) ✓ There is a procedure in place for ensuring that all replacement glass/glazing is to an appropriate standard ✓ Glazing is etched with the appropriate British Standard or Kite mark to confirm its standard ✓ Windows can be opened to allow adequate ventilation ✓ Window catches/restrictors are fitted to windows where there is a risk of a person falling through them when open (particularly those above ground floor level) ✓ A long reach pole is used to open windows at high level – Staff are instructed not to climb on chairs and tables ✓ Vision panels on fire doors are not obstructed by posters / notices

Slips, trips, and falls

Regulation 12 of the Workplace, Health Safety & Welfare Regulations 1992 requires the surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall. Slips, trips, and falls are the common cause of accidents.

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Slips, trips, and falls • Icy conditions • Wet, Slippery, Uneven and Deteriorated Stairways, Floors and Walkways, • Dry contaminants (such as powders, dusts etc) • Food • Bodily fluids • Spillages <p>Consideration is given to when cleaning is carried out: For example, do cleaning times coincide with extended activities? Does this increase the risk?</p>	<ul style="list-style-type: none"> ✓ Regular checks and inspections are carried out to ensure all floor surfaces (internally and externally e.g. carpets, mats, parquet flooring, floor tiles, fastening strips, paving stones etc) are in a good condition, even and secure ✓ There is a procedure in place for reporting defects and ensuring that appropriate remedial action is taken immediately ✓ All trailing cables have been removed, re-routed around the sides of the room, fitted with a rubber protection trunk, or taped down with a substantial adhesive tape ✓ Any spillages (including food, bodily fluids etc) are dealt with immediately ✓ Equipment is available for cleaning and drying spillages including colour coded mops ✓ "Wet floor" signs are available and used where necessary (additional consideration should be given to after school clubs and private lettings etc) N/A Stairs and stair nosings are in a good condition (internally and externally) N/A Staircases and steps have adequate lighting ✓ Where appropriate, handrails are provided. These are maintained in good condition and are fitted to the correct height ✓ There is a known procedure in place for managing slippery and icy footpaths/walkways and play areas (including wet pour safety surfaces) ✓ Barrier mats are in place at entrance doors (especially in wet conditions) ✓ Staff have been advised to wear suitable footwear (appropriate to the tasks being undertaken) ✓ There is good housekeeping to prevent an accumulation of supplies and waste ✓ Staff are trained in the correct use and application of cleaning substances (too much or the wrong type of detergent can cause a slip hazard) ✓ Procedures are in place to reduce the amount of dust that may be generated in certain work areas i.e. caretakers work room, design, and technology etc

Doors

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Trapping fingers <p>A child trapping their fingers in doors is a very common problem in Schools and can lead to painful injuries and sometimes hospital visits.</p> <p>Various manufacturers produce plastic strips which, when fitted to the inside edge of the door frame, will prevent them being trapped</p>	<ul style="list-style-type: none"> ✓ Finger guards are installed on doors which present a significant risk to pupils. These are checked on a regular basis ✓ Where necessary, finger guards are fitted on toilet doors ✓ Doors with hydraulic self-closing devices / magnetic locks are checked and maintained regularly to ensure that the door closes in a safe manner ✓ Doors are regularly checked by staff to ensure they close properly and do not compromise the security of the site

Storage


Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Inadequate, overloaded, and inappropriate storage • Injuries associated with moving and handling • Falls from height • Falling objects <p>Storage on corridors and staircases is discouraged due to the fire risk / obstruction. Where storage is necessary in these areas it must be appropriate and kept to one side of the corridor.</p> <p>Access to storage is restricted or appropriately supervised.</p> <p>The guidance on the weight distribution is as follows: -</p> <div data-bbox="197 1150 259 1211" data-label="Image"> </div> <p>weight ratios.docx</p>	<ul style="list-style-type: none"> ✓ There is always good housekeeping (Corridors and Staircases especially) ✓ Safe and easy access is provided to all storage areas ✓ Where necessary a separate manual handling assessment has been carried out manual handling ✓ Only lightweight items are stored above head height (and these are kept to a minimum) ✓ Appropriate means of access is provided to prevent inappropriate use of chairs and tables etc (see Working at Height) ✓ Staff have been informed not to use tables and chairs to put up display work / or any work at height <ul style="list-style-type: none"> ○ Staff provided with the Whole School Risk Assessment in May 2022 and have signed to say read and understood. Regular updates and reminders given through weekly briefings and staff meetings as well as INSET day at start of year 2023. ✓ Hazardous substances (including cleaning materials) are inaccessible to children and stored in a safe manner, i.e. in accordance with the relevant hazard data information ✓ Flammable liquids (e.g. aerosols) are stored in a signed locked metal “flammables” cabinet, and used safely and are detailed as part of the fire risk assessment ✓ Emergency equipment e.g. an appropriate fire extinguisher, spill kit is available ✓ Boiler houses are free from storage of combustible items <p>Boiler houses must not be used to store materials!</p>

Cleaning tasks

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Slips, trips, and falls (spillages) • Substances • Back injuries/strains etc associated with manual handling activities • Working at Height • Machinery and Equipment <p>Where cleaning tasks are carried out by a contractor the risk assessment should be shared and completed with the supervisor / manager</p>	<ul style="list-style-type: none"> ✓ All spillages are dealt with promptly ✓ Colour coded mops and buckets are available for cleaning ✓ Micro-fibre mops are provided to dry floors ✓ Obstacles are removed prior to cleaning ✓ Where floors cannot be effectively dried, barriers are used to exclude people from wet areas ✓ Wet floor cones/signs are provided and used ✓ Trailing cables are kept to an absolute minimum (particularly when the Cleaning staff are moving around the school with hoovers, buffers etc - adherence to Schools own risk assessments and working practices for trailing cables should be adhered to) ✓ All cleaning substances are selected carefully; the correct product is used in the correct quantity. ✓ Cleaning is undertaken at quiet times when the number of pedestrians is reduced ✓ Appropriate personal protective equipment is provided and worn ✓ Cleaning staff have received appropriate information, instruction, and training ✓ Cleaning equipment (vacuums and buffers etc) are serviced and maintained in good condition ✓ All lifting, pushing, and pulling movements have been identified and assessed. ✓ Where possible, work at height is avoided by cleaning staff ✓ Tasks that involve working at height have been identified and assessed separately ✓ Appropriate equipment for “high” cleans is selected and used in conjunction with a safe system of work e.g. long handled tools ✓ Sensible footwear is worn

Hazardous Substances & Pesticides

Section 13 – Control of Substances Hazardous to Health Regulations 2002 (COSHH) - as amended require employers to control substances that can harm workers' health.

Hazards	The Following Control Measures are in Place ☑☒
<p>In general, hazardous substances are marked with</p>  <p>Are Explosive; Flammable; Oxidising; Corrosive; Acute Toxicity; Hazardous to the Environment; Serious Health Hazard; Gas Under Pressure</p> <p>There may be other hazardous materials in School that could cause harm to health e.g. biological hazards etc</p> <p>Prolonged use of any cleaning substance on unprotected skin could cause skin irritation, occupational dermatitis, or eczema.</p> <p>Visit the Health & Safety Executive COSHH essentials website for advice on substances</p>	<ul style="list-style-type: none"> ✓ Hazardous Substances are kept to an absolute minimum ✓ There is an inventory of all hazardous substances on site (including cleaning and janitorial substances) ✓ All substances are selected carefully; the correct product is used in the correct quantity ✓ Safety data sheets are available for each substance and are stored in the site supervisors office. ✓ Hazardous substances (including cleaning materials) are inaccessible to pupils and stored in a safe manner, i.e. in accordance with the relevant hazard data information ✓ A safe system of work is in place for diluting substances ✓ All substances are kept in their original or appropriate containers; these are labelled with the name of the substance ✓ All hazardous substances have a separate COSHH assessment in place ✓ Where Personal Protective Equipment (PPE) is needed it is appropriate to the task being carried out and is worn ✓ Staff have received appropriate information, instruction, and training ✓ Substances are disposed of in accordance with the manufacturer's instructions / data sheets ✓ Flammable liquids (e.g. aerosols) are stored in a signed locked metal "flammables" cabinet, and used safely and are detailed as part of the fire risk assessment <p>Pesticides</p> <ul style="list-style-type: none"> ✓ Pesticides (including insecticide and weed killer) are not stored on the School site ✓ All pesticide work is carried out by a competent person who holds the relevant qualification

Working Environment (Heating, Lighting, Temperature, Ventilation)

Workplace, Health Safety & Welfare Regulations 1992

Regulation 6 (Ventilation) - requires that every enclosed workplace is ventilated by enough fresh or purified air

Regulation 7 (Temperature) - during working hours the temperature in all workplaces inside buildings shall be reasonable

Regulation 8 (Lighting) – every workplace shall have suitable and sufficient lighting

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Extremes of Temperature • Inadequate lighting levels • Poor Air Quality • Welfare Facilities <p>Guidance on toilet / hand washing facilities can be found in the School Premises Regulations</p>	<ul style="list-style-type: none"> ✓ The heating system provides and maintains a comfortable working temperature ✓ Lighting levels are appropriate for the tasks being carried out. ✓ Lights are replaced, repaired, or cleaned before lighting levels become too low to be safe ✓ Natural ventilation can be provided by opening windows <ul style="list-style-type: none"> ✓ There is an appropriate number of toilets / hand washing facilities for children and staff ✓ There is provision for washing and eating etc ✓ There is an adequate supply of drinking water ✓ If it is necessary, there is provision to store staff clothing e.g. personal protective equipment

External Areas (General)

The Workplace, Health Safety & Welfare Regulations 1992 requires the surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> • Inadequate lighting levels • Unsafe Equipment • Foreign Objects • Physical Injury and Ill Health, • Slips, Trips and Falls • Site Security 	<div data-bbox="667 352 721 379">☑☒</div> <ul style="list-style-type: none"> ✓ There is a procedure in place for checking all outdoor areas (broken glass, syringes, broken inspection covers, uneven surfaces, damaged steps etc) on a regular basis ✓ Steps, paths, and car parking areas etc are suitably lit – consideration has been given to staff working late, evening meetings, lettings, and extended activities etc ✓ External step nosings are clearly marked to denote a change in level ✓ Handrails are provided where appropriate and maintained in good condition ✓ There is a safe system of work in place for handling & disposing of sharps / syringes etc and appropriate equipment is provided e.g. brush, tongs, sharps bin etc ✓ Structures, fences, and gates are inspected, regularly and maintained / repaired as required. Records are kept ✓ Gates can be secured in the open position (when necessary) by shoot bolts or padlocks to prevent students from swinging on them or fingers getting trapped ✓ The hinge side of the gate does not present a guillotine effect when fully opened ✓ Gates with self-closing devices are checked and maintained regularly to ensure that the gate closes in a safe manner ✓ Gates are secured with combination padlocks during the day; all members of staff are aware of the code in case of need for emergency evacuation. ✓ Electric gates and shutters are inspected and maintained by a competent contractor on a regular basis and service documents retained by School ✓ Electric gates/shutters that form part of a fire escape route are checked to ensure they open upon activation of the fire alarm system ✓ Perimeter walls and fencing are of an appropriate height

General Security

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Safeguarding Issues • Threat of violence • Theft <p>The physical security of the building and site is a key issue and appropriate measures need to be in place to prevent children leaving the premises unsupervised.</p> <p>It is crucial that door closers are fully operational, and they must be checked regularly and adjusted accordingly.</p>	<p>Physical Security Measures</p> <ul style="list-style-type: none"> ✓ Doors are regularly checked and are maintained in a good working condition ✓ Door closers are fully operational and bring each door back to a fully closed position ✓ Doors are not propped open when rooms / areas are left unattended ✓ High and low handles are installed (foundation stage) to prevent younger pupils from leaving the premises unsupervised. ✓ There is a formal procedure in place for reporting defective equipment ✓ All external doors prevent unwanted visitors from entering the building whilst allowing people to escape quickly in the event of an emergency ✓ The Buildings Supervisor/Caretaker also has a role to play in ensuring that external doors and gates are secure as soon as possible after parents have left the site. This should take priority over other duties at this time <p>Visitor Management</p> <ul style="list-style-type: none"> ✓ All visitors are directed to the correct entrance ✓ There is an agreed procedure for checking the identify of visitors ✓ There is a system in place for all visitors to “sign in” ✓ Visitors are always issued with an identity badge and asked to wear this whilst on the premises ✓ There is a known and understood process in place to deal with unauthorised visitors to site ✓ Visitors are accompanied whilst on site

Ponds in school grounds – N/A at Lower Meadow

Hazards	The Following Control Measures are in Place <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Location • Construction • Slips, Trips and Falls • Drowning • Horseplay • Ill Health • Emergency Arrangements • Cuts, bites, and stings 	<ul style="list-style-type: none"> <input type="checkbox"/> The pond is in a safe and secure area <input type="checkbox"/> Suitable fencing / barriers / gates are in place to prevent unsupervised access <input type="checkbox"/> Trees and shrubs are regularly cut back and don't obscure the line of sight <input type="checkbox"/> Where possible the pond has sloping edges <input type="checkbox"/> The depth of the pond does not exceed 1 metre <input type="checkbox"/> The surrounding area of the pond is level and even <input type="checkbox"/> Consideration has been given to use at times of year e.g. during winter the area around the pond could be icy / slippery <input type="checkbox"/> Appropriate safety signage is displayed to indicate there is water on the site <input type="checkbox"/> Safe rules of use are in place <input type="checkbox"/> The area is checked prior to pupil use <input type="checkbox"/> A rescue / emergency plan is in place and clearly understood by all parties concerned <input type="checkbox"/> Supervision levels are assessed dependent upon group and activities being carried out <input type="checkbox"/> Sensible footwear is worn by staff, students, volunteers etc <input type="checkbox"/> Appropriate hygiene measures are followed <input type="checkbox"/> All cuts / open wounds are covered appropriately

Fixed Play Equipment

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> Slips, Trips and Falls from Height <p>Whilst there will always be an element of risk when children use any form of climbing equipment.</p> <p>It is the aim of the following preventative and protective control measures to reduce those risks to an acceptable level.</p>	<p>Fixed Play Equipment</p> <ul style="list-style-type: none"> ✓ All fixed play equipment and flooring e.g. climbing frames, slides etc complies with a relevant British Standard or European Standard EN1176 and EN1177 ✓ For equipment that doesn't meet EN1176 and EN1177 separate risk assessments and third party certifications (signed off by competent person / organisation) e.g. bespoke play equipment, milk crates, tyres, scrap materials, etc must be in place ✓ Appropriate safety surfaces, which are in good condition, are in place to prevent injury from falls ✓ Use of play equipment is undertaken under close supervision of staff / lunchtime supervisors ✓ Procedures are in place to ensure that equipment is not used if wet or icy conditions make it unsafe to do so ✓ All play equipment and surfacing are visually checked and recorded daily and more formally checked on a monthly basis by a member of staff ✓ All play equipment and surfacing is checked annually and risk assessed by Independent Play Inspections (IPI) ✓ Parents have been informed that play equipment should not be used outside of supervised session times <p>For further advice on playground inspections, please telephone 0114 2037754</p>

Accidents and First Aid

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) employers are legally required to report work related accidents and ill health to the enforcing authority.

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> Physical Injury <p>Civil Claims</p> <p>Young persons have until the age of 21 to submit a claim following an accident. Schools should keep all records relating to an accident in school e.g. accident investigations, witness reports, photos etc).</p> <p>Please do not destroy information relating to accidents before seeking advice from the Insurance and Risk Service on 0114 2053915 or risk@sheffield.gov.uk</p> <p>The retention of this information will help to assist in understanding a claim after a significant passage of time</p>	<p>Accidents</p> <ul style="list-style-type: none"> ✓ Staff are aware that it is their responsibility to report and record accidents (to themselves, students, visitors etc) ✓ All significant accidents are investigated to identify immediate and underlying causes ✓ Where applicable, the findings of investigations are shared with staff and Managers, risk assessments are reviewed, and any additional measures required are implemented <p>First aid</p> <ul style="list-style-type: none"> ✓ There is an adequate number of first aiders and paediatric first aiders on site throughout the day (including before and after school activities) ✓ A first aid policy is in place ✓ All members of staff are aware of the first aid arrangements that are in place ✓ A scheduled programme is in place for the periodic retraining of first aid personnel ✓ An appropriate number of first aid boxes are at strategic points throughout the School ✓ An appointed person is responsible for checking the use-by dates and re-stocking first aid kits on a regular basis and co-ordinating the emergency services <p>If you have a defibrillator, this is checked daily (the battery & pad indicator are on full power) to ensure readiness in case of emergency – NOT APPLICABLE AT LM</p> <p>Further information on first aid can be found on the HSE's website</p>

Working / Teaching in the Sun

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Sunburn • Heat Stroke • Dehydration • Skin Cancer <p>Employees need to be made aware of risk of excessive exposure to sun via Health & Safety Executive's leaflet "Keep your Top on".</p> <div data-bbox="219 767 304 847" data-label="Image"> </div> <p>keep your top on.pdf</p> <p>Health and Safety legislation does not prevent school staff from applying or helping pupils apply sun cream.</p> <p>The Department for Education has made clear that schools are expected to take a sensible approach to this issue.</p>	<p><u>Employees</u></p> <ul style="list-style-type: none"> ✓ Information regarding the risk associated with working in the sun are provided during induction training ✓ Regular breaks can be taken away from direct sunlight. ✓ Work is planned to avoid excessive exposure to the sun ✓ Employees are encouraged to keep skin covered during hot weather (Encourage appropriate clothing e.g. long sleeves and sunhats, high factor sun creams). ✓ Shaded areas are provided ✓ The employee has access to cool drinks <p>Further information is available on the Health and Safety Executives website on outdoor working</p> <p><u>Pupils</u></p> <p>Pupil's exposure is controlled by:</p> <ul style="list-style-type: none"> ✓ Monitoring the outdoor conditions prior to and when activities are taking place ✓ Reducing outdoor activity time during hot weather ✓ Making best use of shaded areas (e.g. trees, canopies, gazebos etc) ✓ Wearing suitable hats (with neck guards where possible) and long-sleeved clothing etc ✓ Using high factor sunscreens as and where appropriate ✓ Having access to cool drinks

Drugs and Medication

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> Wrong dosage / medication administered <p>Staff who have their own personal medication on site – must ensure this is stored securely</p>	<ul style="list-style-type: none"> ✓ There is an Administration of Medicines policy available ✓ Medication is not administered unless written parental consent has been given ✓ All medication is kept in a safe and secure place (out of the reach of pupils) ✓ All controlled drugs on site are locked away in a medical cabinet ✓ All medication is clearly labelled with the pupil's name and correct dosage to be administered ✓ A formal record is kept of all medication that is administered ✓ All out of date medication is disposed of following manufacturers guidance / returned to parents ✓ All staff (including supply staff) are aware of all pupils who have complex medical needs and individual care plans are in place ✓ Staff have had training in the administration of all medications ✓ Staff are informed not to re-sheath needles ✓ Pupils medical needs are considered when attending extended school activities, educational / residential visits etc ✓ An up to date emergency contact list for parents is available for staff ✓ A sharps bin is available for disposal of used needles / syringes

New and Expectant Mothers – An individual risk assessment should be carried out and personalised to the individual

Management of Health & Safety at Work Regulations 1992 require all employers to carry out an assessment of the Health & Safety risks to which their employees and any other persons are exposed to because of their activities. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Manual Handling • Exposure to shock, violence, unpredictable behaviour etc • Biological Hazards • Chemical Agents • General Working Conditions • Slips, Trips and Falls • Work at Height <p>The risk assessment should be regularly reviewed throughout the duration of the pregnancy</p> <p>An additional risk assessment should be carried out when the employee returns to work following maternity leave</p>	<p>Arrangements are in place to avoid the need for manual handling e.g.</p> <ul style="list-style-type: none"> ✓ moving stationery, furniture etc ✓ assisting / personal care with pupils <p>Arrangements are in place to avoid exposure to harm from:</p> <ul style="list-style-type: none"> ✓ Violent incidents ✓ Working with vibrating equipment ✓ Excessive driving <p>Arrangements are in place for the new / expectant mother to avoid contact with:</p> <ul style="list-style-type: none"> ✓ Chicken Pox ✓ Rubella ✓ German Measles ✓ Slapped Cheek Syndrome ✓ Hepatitis B ✓ HIV ✓ Pandemic Flu ✓ Covid-19 <p>Consideration has been given to:</p> <ul style="list-style-type: none"> ✓ Exposure to radioactive sources, mercury, lead or other substances ✓ Exposure to body fluids <p>Arrangements are in place to control:</p> <ul style="list-style-type: none"> ✓ Excessive heat <p>Consideration has been given to:</p> <ul style="list-style-type: none"> ✓ Provision of appropriate rest facilities and rest breaks ✓ Emergency Procedures ✓ Work related stress ✓ Lone Working

Pupil Supervision

Hazards	The Following Control Measures are in Place <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Horseplay • Inappropriate behaviour • Off-site activities • Physical Injury <p>The level of care provided for vulnerable pupils or pupils with behaviour problems should be assessed as part of their individual care plan</p>	<p>Incidents have occurred when the supervision of pupils has not been adequate</p> <p>Supervision levels are assessed and documented.</p> <p>Consideration is given to the following:</p> <ul style="list-style-type: none"> ✓ Beginning and end of the school day (including handover arrangements) ✓ General movement around school ✓ Assess the need for increased supervision and controls on balconies and recreation decks ✓ Break times (including “wet” days) ✓ Lunch time periods ✓ In the dining room ✓ Breakfast and After school clubs / extra-curricular activities ✓ Educational visits ✓ Practical lessons such as Design & Technology, Science, Food Technology, PE etc ✓ Individual pupils and their known behaviour patterns ✓ Unusual or “one-off” events <p>This list is not exhaustive – there may be others</p>

Circulatory Routes

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Slips, trips, and falls • Fire 	<ul style="list-style-type: none"> ✓ All corridors and walkways are clear and free from obstructions ✓ Good housekeeping is maintained and encouraged ✓ Suitable non-slip flooring is in place on corridors / walkways ✓ Fire Exit routes are always kept clear ✓ Fire Escape Routes are clearly signed ✓ All final exits are unlocked when the school is occupied ✓ Waste bins are provided to ensure circulatory areas are kept tidy and free from litter ✓ Litter is removed from circulatory areas on a regular basis to avoid slips, trips, and falls ✓ Lighting levels (including emergency lighting) in circulatory areas is adequate

Extended Services (Before and after school activities)

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Slips, trips, and falls • Fire • Hazardous substances 	<ul style="list-style-type: none"> ✓ Supervision levels are appropriate for the age and number of pupils attending ✓ Physical security measures are in place and are effective ✓ Formal handover arrangements (i.e. from breakfast staff to school staff, from school staff to after school club staff and then from after school club staff to parents and carers) are in place ✓ First aid provision has been assessed and staff have access to first aid facilities ✓ All accidents are reported, and investigations are carried out where necessary ✓ A good standard of housekeeping is always maintained ✓ Equipment is stored safely ✓ There is a known (and effective) procedure in place for dealing with spillages (breakfast clubs especially) ✓ The fire safety arrangements are known, understood, and practised by staff and children ✓ Users know how to raise the alarm in an emergency ✓ Fire escape routes are kept clear ✓ Substances are stored safely out of reach of children ✓ 3rd party providers are fully insured, adequate safeguarding arrangements are in place and they are competent to deliver the activities being carried out ✓ There is means of communication and sharing of relevant information between the school and 3rd party providers

Employment of Young People

In order to comply with the Health and Safety (Young Persons) Regulations 1997 It is helpful to know how people are defined by age in health and safety law, especially when working out what the young person is allowed to do:

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Work Processes • Lone Working • Work Equipment • Machinery <p>A young person is anyone under 18 years old</p> <p>A child is anyone who has not reached the official age at which they may leave School, just before or just after their 16th birthday</p>	<ul style="list-style-type: none"> ✓ Consideration is given to the age, immaturity and lack of experience in the workplace – Existing risk assessments are reviewed in light of this ✓ The findings / recommendations of any risk assessments are communicated to young people ✓ Young people working on site are appropriately supervised and within sight and sound of co-workers ✓ Appropriate information, instruction and training is available and provided for young people ✓ Staff have been made aware of any young person's medical / special needs / requirements <p>Visit the Health & Safety Executive website for more information on Young People</p> <p>Students and trainees, including children, on work experience are regarded in health and safety law as employees. Students on work experience placements must be provided with the same health, safety and welfare protection given to other employees. Restrictions apply to the types of work which young people, including pupils below the Minimum School Leaving Age on work experience, are allowed to do.</p>

Lone Working / Home Visits / Meetings off site

Management of Health & Safety at Work Regulations require **all** employers to carry out an assessment of the Health & Safety risks to which their employees and any other persons are exposed to as a result of their activities. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Lone Working • Violence & Aggression • Fire & Explosion • Confined spaces • Other emergencies • Vulnerable workers i.e. new and expectant mothers, young people, disabled • Slips, trips & falls 	<ul style="list-style-type: none"> ✓ Where possible, lone working is avoided ✓ High risk tasks have been identified and assessed to determine their suitability for lone workers i.e. home visiting / responding to alarms, particularly at night ✓ Lone Workers do not work at height / in confined spaces ✓ Effective procedures are in place and are understood by all i.e. signing in/out ✓ Lone workers are competent in all activities they are carrying out and have received appropriate training ✓ Lone workers are trained to recognise potentially violent or aggressive situations and know not to put themselves at further risk ✓ They have access to a means of communication or there is a "buddy" system in place ✓ Effective procedures are in place to ensure that lone workers keep in contact/ there is a means for summoning assistance ✓ Lone workers are aware of the need to report and record all incidents and near misses ✓ The security of the workplace has been assessed and appropriate control measures are in place ✓ The risks to vulnerable people/groups of people have been assessed and appropriate protective measures are in place ✓ Procedures are in place for sharing information on known or potentially violent children / parents / carers ✓ Training is available in dealing with difficult situations / defusing skills ✓ Staff are aware of their own personal safety ✓ First Aid facilities are available

Work at Height

NB: Separate risk assessments should be carried out for tasks that involve work at height

The Work at Height Regulations applies to **all** work at height where there is a risk of a fall, liable to cause personal injury. All work at height should be properly planned and organised; those involved in work at height should be competent

Who might be harmed? <ul style="list-style-type: none">• Employees including Lone Workers• Others in the area e.g. young people, volunteers, visitors• Disabled / vulnerable groups	
Description of the task and Location: Permission to Work may be required for the task being carried out. Seek further advice if necessary	Is this task planned or is it urgent reactive maintenance work? How long will it take (minutes/hours)? How often will the task be carried out?
Can work at height be avoided e.g. by using long handled tools, by contracting work out, By placing displays at a lower level or avoiding high level storage etc? <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No	
If “No” you should carefully consider the following: Visit the Health & Safety Executive website for further advice on work at height activities Selection of Equipment – This must be appropriate to the task and be of an industrial standard <ul style="list-style-type: none">• Mobile scaffold towers/working platforms– to be used for tasks lasting more than 30 minutes or for frequent/repetitive tasks• Podium Steps – portable, versatile, adjustable and provide a safe place of work• Ladders/Stepladders – to be used where a tower/working platform is not appropriate (i.e. where space is limited, for short duration (less than 30 minutes), low frequency tasks, or where the work is classed as an emergency responsive repair). You must be able to justify the use of ladders and steps.• Kick Stools – to be used for short duration, access i.e. for retrieving files etc at high level IF YOU HAVE ANY WOODEN STEP LADDERS ON SITE, THESE MUST <u>NOT</u> BE USED AND MUST BE REMOVED FROM SITE IMMEDIATELY!	

Work at Height continued....

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p>	
Falls from height/falling objects	<ul style="list-style-type: none"> ✓ Staff are competent to work at height ✓ Where work is beyond the capability of staff, competent contractors are used ✓ All access equipment is to an appropriate industrial (not domestic) standard ✓ Staff are instructed not to use tables and chairs when working at height ✓ A visual check of the equipment is carried out prior to each use ✓ Pre-use checks are formally recorded ✓ Equipment that is faulty is labelled and taken out of use immediately ✓ All equipment is maintained in good working condition and records are kept ✓ The equipment is secured appropriately (tied/footed/stability device /braked) ✓ Warning signs, barriers, cones, tape, etc are put up as necessary. ✓ No working is permitted under access equipment ✓ Tools are carried in tool belts 	
Inclement weather e.g. wind, rain, ice	<ul style="list-style-type: none"> ✓ Where the work being undertaken is outside, the weather conditions are assessed before and during the operation. ✓ Care is taken to avoid working in unsuitable weather conditions 	
Lone Working	<ul style="list-style-type: none"> ✓ All persons working at height do not work alone. (There is always someone within sight and sound) 	
Slips, Trips and Falls	<ul style="list-style-type: none"> ✓ The area is free from slips, trips and falls from height 	

Manual Handling (including pupil participation)

The Manual Handling Operations Regulations 1992 (amended 2002) require employers to:

- **AVOID** the need for hazardous manual handling, so far as is reasonably practicable;
- **ASSESS** the risk of injury from any hazardous manual handling that can't be avoided; and
- **REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable

An individual risk assessment should be made for all manual handling tasks

Brief Description of Task:

Preliminary Assessment

Does the activity involve a significant risk of injury? Yes ☐ No ☐ (If in doubt, answer yes)

Is it reasonable to avoid/mechanise/automate the activity? Yes ☐ No ☐

If **no**, complete the checklist and action plan on the following pages.

If **yes**, there is no need to continue with this form provided you carry out the action you have identified, and the remaining risk of injury is not significant.

Manual Handling

Questions to Consider (if the answer to this question is 'Yes' place a tick against it and then consider the level of risk)		Level of Risk Tick as appropriate			Possible Solutions (Make notes in this column of existing precautions and other possible solutions to help decide what might reduce the risk)
	Y/N	Low	Med	High	
<p>The Tasks – do they involve:</p> <ul style="list-style-type: none"> • Holding loads away from the trunk? • Twisting? • Stooping? • Reaching upwards? • Large vertical Movement? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movement of loads? • Repetitive handling? • Insufficient rest or recovery? • A work rate imposed by a process? 					
<p>The Loads – are they:</p> <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Unstable/unpredictable? • Intrinsically harmful (eg sharp/hot)? 					

Manual Handling Continued....

Questions to Consider (if the answer to this question is 'Yes' place a tick against it and then consider the level of risk)		Level of Risk Tick as appropriate			Possible Solutions (Make notes in this column of existing precautions and other possible solutions to help decide what might reduce the risk)
	Y/N	Low	Med	High	
The Working Environment – are there? <ul style="list-style-type: none"> • Slip/trip/fall hazards? • Constraints on posture? • Poor floors? • Variations in level? • Hot/cold/humid/wet conditions? • Strong air movements? • Poor lighting conditions? 					
Individual capability – does the job: <ul style="list-style-type: none"> • Require unusual capability? • Create a risk for those with a health problem • Create a risk for those who are pregnant? • Call for special information/training? • Has the individual received appropriate information, instruction and training and is deemed as competent for the task? • Is movement or posture hindered by clothing or personal protective equipment 					
Students involved in moving PE apparatus <ul style="list-style-type: none"> • Are students given appropriate information about the task? • Are they advised about correct lifting techniques? • Are students closely supervised when carrying out lifting and handling tasks? 	List the measures that you have put in to place to keep students safe				

Building Contractors

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Location of work • Unsafe systems of work, • Work at height • Dangerous plant and equipment • Asbestos • Physical Injury • Ill health • Noise • Fire <p>Before any work on your building is undertaken by contractors e.g. window replacement, electrical work etc you should always assume that asbestos containing materials are present and arrange for an appropriate asbestos survey that covers the full scope of the work prior to any work commencing.</p>	<p>Building Contractors</p> <ul style="list-style-type: none"> ✓ All building contract work is approved by the MAT ✓ Where possible building work is carried out in school holiday periods (this is particularly important when roofing work is being carried out) ✓ Contractors are informed about the movement of children at the beginning, break time, lunchtime, and end of the school day ✓ Contractors are selected from the CHAS website / similar accreditation scheme ✓ All contractors that visit the site read and sign the asbestos register daily ✓ Contractors are formally made aware of the expectations placed on them whilst on school premises e.g. use of toilets, transport routes, refer to the Council's code of conduct, for behaviour on site, location of skips etc ✓ Lines of communication, roles and responsibilities and meeting dates are established prior to work commencing ✓ Contractors supply risk assessments, method statements and documented safe systems of work for the work that is being undertaken ✓ Consideration is given to the location of the work being carried out and clear instructions are given around safeguarding of children, access, security arrangements, transport routes etc (You should also review your fire risk assessment where appropriate) ✓ Contractors are monitored throughout the duration of the work ✓ There is always appropriate separation and segregation of pupils, staff, visitors etc from the work being carried out ✓ Hazardous substances are used, stored, and transported in accordance with the appropriate hazard data information <p>Other Contractors i.e. School meals / cleaning staff</p> <ul style="list-style-type: none"> ✓ There are effective procedures in place for communicating / sharing information with people that share your site ✓ There are arrangements in place to monitor the work of contractors

Display Screen Equipment

Employers have a legal requirement under the Health and Safety Display Screen Regulations 1992 to examine the workstations under their control to assess the risks to the 'users' Health and Safety and to reduce the risks to the lowest level possible.

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Repetitive Strain Injury • Work Related Upper Limb Disorders • Headaches • Eye Strain • Stress • Fatigue <p>A separate risk assessment should be carried out for EACH member of staff who uses a workstation. It is suggested that this specific form is photocopied and "personalised"</p>	<ul style="list-style-type: none"> ✓ The workstation is neatly arranged and there is sufficient space to enable equipment to be adjusted to a comfortable position ✓ There is sufficient space to allow changes in posture ✓ The users chair can be adjusted to allow their feet to rest on the floor (A suitable footrest is provided if necessary) ✓ The keyboard is adjustable, detachable, legible, and clean ✓ The screen is clean and free from reflections and glare ✓ The screen display is clear and easy to read ✓ The view of the user beyond the screen is free from bright areas ✓ The work area is clear of electrical hazards such as worn or loose cables or trailing wires that might cause trips ✓ The working environment is reasonably acceptable e.g. temperature, noise, light, ventilation ✓ The users are free of fatigue, aches, and pains in the neck, back or upper limbs etc ✓ The users are free of eyestrain or headaches ✓ The users are aware of the procedure for vision screening ✓ The user is encouraged to take regular breaks away from the screen by undertaking other duties / tasks <p>NB Where laptops are in prolonged use the DSE Regulations apply and a risk assessment should be carried out using the general principles above. For further information visit the HSE's website</p>

Five Steps to Comfort

In order to achieve a comfortable and safe posture at your workstation you should be able to:

1. Adjust seat height for comfortable keying.

- Are your feet firmly on the floor or a footrest, without too much pressure from the seat on back of your legs?

2. Adjust height and angle of chair back.

- Is the small of your back supported by the chairs backrest?
- Does the angle of chair back allow you to sit upright and comfortably?

3. Adopt “straight on” posture.

- Don't twist your neck or upper body when working.
- Look away from the screen at regular intervals to change viewing distance.
- Are you able to comfortably reach all the equipment and papers you need to use?
- Do not over reach for equipment e.g. keyboard, mouse, and phone.
- Keep your forearms, wrist and hands in a relaxed, neutral position.
- Do not rest your wrists on work surfaces when typing.
- Do not tilt your head to overcome glare.

4. Position screen for comfortable viewing.

- Is your monitor approximately an arm's length away from you?
- Your monitor position should allow your head to be balanced comfortably above your shoulders.
- Your neck should not bend forward uncomfortably or backwards to any degree.
- Is the screen reasonably free from glare and reflections?
- Try to get rid of the source of any glare by using blinds or reposition screen.

5. Organise your workspace to promote good posture.

- The organisation of your workstation should not prevent you from sitting comfortable or moving freely.
- Remove any clutter from on or below your desk.
- Don't cradle your phone between your ear and shoulder, ask for a headset.

Are you able to carry out all the above steps?

Yes / No

If not consult your manager.

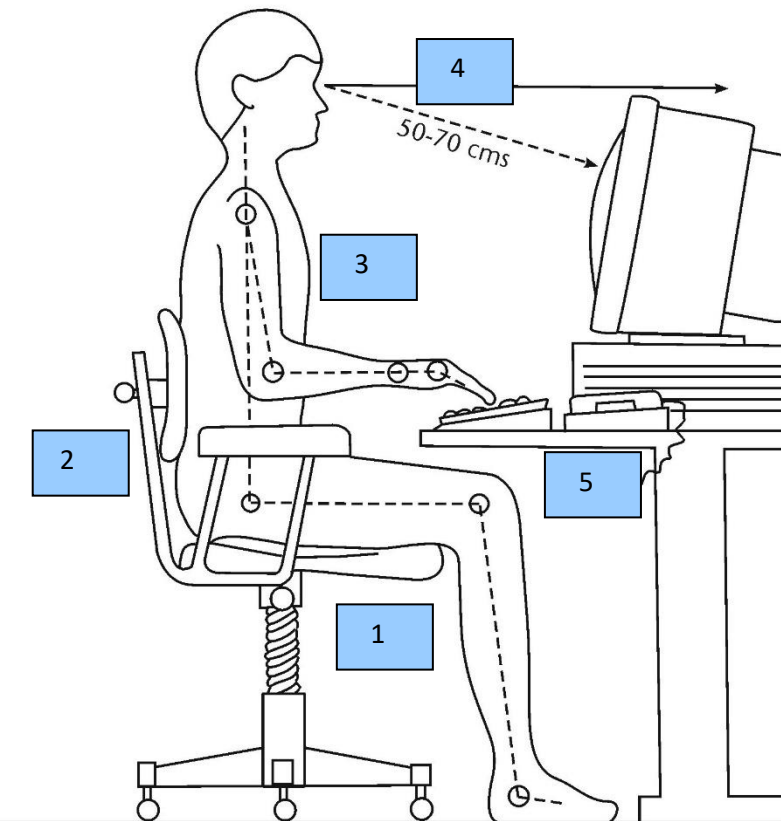
Your Name:

Date:

Section:

Please read and act on the advice to the right, it will help avoid many of the ill health complaints associated with computer use. If you can't do what is suggested, you should let your manager know. Finally hand the document to your manager (you may also wish to take a copy for future reference).

Note to managers: Please keep this record safely since it can form part of a DSE assessment or DSE review.



Vehicles, Vehicle Movement and Pedestrians

Employers have a responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure, so far as reasonably practicable, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> Physical Injury to pedestrians and cyclists Collision with vehicles <p>Vehicles are not used for transporting children – they are only used to drive to meetings at external locations or to collect resources.</p>	<p>Vehicle Movement</p> <ul style="list-style-type: none"> ✓ Vehicle and pedestrian routes are clearly defined and separated by physical barriers ✓ Car parking spaces are marked appropriately ✓ Where necessary “one way” measures are in place ✓ Blind spots are identified, and mirrors / other aids are provided to assist vision ✓ Procedures are in place to manage vehicles carrying out reversing manoeuvres e.g. banks person to assist the driver ✓ Vehicle movement is restricted at key times i.e. beginning and end of the school day etc ✓ Speed restriction signs are in place and enforced ✓ Routes are maintained for emergency vehicular access ✓ External lighting is provided as necessary ✓ When children are outside they are supervised to ensure they are kept safe and unable to access the carpark. <p>Employees Private Vehicles used for Work Purposes</p> <ul style="list-style-type: none"> ✓ All drivers hold a current driving licence ✓ All vehicles used are roadworthy (e.g. has a current MOT certificate and is regularly checked by the driver) and insured for business use ✓ The driver does not use a mobile phone or hands-free kit when driving including in car Bluetooth ✓ The driver is aware that they should not drive at work if they are under the influence of drink or drugs ✓ The driver is aware that they should not smoke in their car whilst carrying passengers ✓ The driver knows to inform their line manager if they are suffering from any illness or health condition which may impair their ability to drive or if they are required to take medicine that might affect their judgement

Noise

Hazards	The Following Control Measures are in Place ☑☒.
<ul style="list-style-type: none"> • Environment • Equipment • Work Process <p>Listening Checks</p> <p>High Risk – requires immediate attention</p> <p>Must shout or have difficulty being heard clearly by someone 1 metre (3ft) away = 90db(A)</p> <p>Medium Risk - requires immediate attention</p> <p>Must shout or have difficulty being heard clearly by someone 2 metres (6ft) away = 85db(A)</p> <p>Low Risk</p> <p>Noise level sounds about as loud as voice when talking at a normal conversation distance = 80db(A)</p> <p>Further support and advice can be provided by the Health, Safety & Wellbeing Team</p>	<ul style="list-style-type: none"> ✓ All tool /plant / equipment has routine inspections / checks at suitable frequencies ✓ The noise levels have been assessed by carrying out a “listening” check (see opposite) and these have been recorded separately ✓ An accurate assessment of the duration of exposure has been made ✓ Where the listening check has identified noise levels above 80 dB, further advice has been sought from the Health and Safety team (as other measures will need putting in place to reduce noise levels) ✓ Employees that are particularly vulnerable or at risk are identified and health surveillance is provided as appropriate ✓ Exposure is reduced where possible by limiting the time of exposure and making sure all equipment is maintained in good working condition ✓ Regular breaks can be taken away from identified noisy environments ✓ Personal protective equipment is provided as a last resort

Design & Technology - General

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Fire • Burns • Cuts & Lacerations <p>Please note rechargeable batteries may explode if immersed in water</p>	<ul style="list-style-type: none"> ✓ All mechanical equipment with dangerous moving parts e.g. paper shredders are guarded to prevent injury ✓ Scissors are stored safely with the blades pointing down ✓ Craft knives are stored safely and are only used under close supervision ✓ Only water-based paints are used by the children ✓ Only water-based adhesive is used by the children ✓ Activities using electrical components / equipment / batteries have been assessed separately ✓ Generic risk assessments from can be provided from the office. ✓ Supervision levels are appropriate to the activity being undertaken and the age / ability of the group <p>Power Tools Used by Premises Staff</p> <ul style="list-style-type: none"> ✓ If portable power tools such as circular saws, drills, sanders etc are used, the relevant staff have been trained in the use of the power tools ✓ The Power tools are regularly serviced and maintained by a competent person ✓ The power tools are inspected prior to use to ensure the equipment, guards etc are working effectively

Food Technology

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Burns • Slips, Trips and Falls • Allergic reactions <p>All staff (including supply staff) must be aware of any students who may have food allergies that could be potentially life threatening.</p> <p>Epi-pens should be readily available, and staff must be trained in the administration of epi-pens</p>	<p>Equipment</p> <ul style="list-style-type: none"> ✓ Fridges and freezers are working efficiently and maintain correct temperature for storing food ✓ Cookers are cleaned on a regular basis ✓ All equipment is checked, serviced, and maintained on a regular basis (All gas is serviced by a contractor on the Gas Safe Register) ✓ Electrical equipment is positioned so that electric cables do not cross cookers or hot surfaces ✓ Food technology equipment (cookers, washing machines etc) have an isolating switch that is clearly labelled and visible. So that the appliance can be isolated ✓ Cooking equipment (gas and electric) is isolated at source when not in use ✓ Extraction facilities are checked on a regular basis for build-up of grease etc and are cleaned/maintained as appropriate <p>General</p> <ul style="list-style-type: none"> ✓ Staff / students displaying symptoms / recovering from food poisoning / sickness & diarrhoea bug do not handle food ✓ Students records are checked for potential allergies ✓ Appropriate, clean & hygienic clothing is worn. Cuts and sores are covered with waterproof dressings ✓ Staff and students are aware of the need for good personal hygiene ✓ Food is stored correctly and at the appropriate temperature ✓ Waste food is stored appropriately ✓ Work surfaces, storage areas, shelving etc. are in good condition and are capable of being easily cleaned ✓ Floors and floor coverings are maintained in a clean and safe condition ✓ Sensible footwear is worn to prevent slips, trips and falls ✓ There is a good standard of cleanliness and housekeeping ✓ Spillages and breakages are dealt with promptly ✓ An appropriate fire extinguisher/fire blanket is available ✓ Adequate first aid supplies are available ✓ There is an inventory of substances used i.e. cleaning products and safety data sheets are available

ICT - Laptop Computer Charger Trolleys

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Contact with Electricity (shock, electrocution, burns, fire) • Faulty Equipment • Slips, trips and falls <p>Laptop computer charging trolleys should only be used by ADULTS</p>	<ul style="list-style-type: none"> ✓ The computer charging trolley is CE marked and has a declaration of conformity ✓ The 3 pin plug is only inserted and removed when the socket is OFF ✓ A warning notice is positioned at the side of the plug socket to remind users of the need to switch sockets OFF before inserting or removing plugs ✓ Dedicated, switchable Residual Current Devices are used ✓ A cable storage facility is fitted to prevent cables and plugs trailing on the floor ✓ Advice & guidance is displayed on the trolley ✓ A daily visual check of the equipment is carried out on the condition of the cables and plugs ✓ The equipment is PAT tested on an annual basis ✓ Trolleys are stored in a secure, well-ventilated area away from combustible materials ✓ The fire risk assessment has been reviewed as appropriate ✓ Any modifications or repairs on the trolley are discussed with the manufacturer prior to work commencing ✓ Any proposed changes to the electrical wiring and plug sockets is discussed with the manufacturer prior to any work commencing ✓ All electrical work carried out on the trolley is carried out by a competent person e.g. electrician ✓ There is a known procedure in place for removing damaged / defective equipment ✓ The above control measures have been communicated to members of staff <p>Further information can be found at: http://www.hse.gov.uk/services/education/safety121009.htm</p>

ICT – Interactive Whiteboards and Projectors

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p>☑ ☒</p>
<ul style="list-style-type: none"> • Eye strain • Lighting levels • Slips trips and falls • Whiteboards falling from their mountings • Lack of supervision • Exposure to asbestos 	<ul style="list-style-type: none"> ✓ Staff and children are advised not to stand in front of the projector beam – most IWB now have integral projectors ✓ Sticks or pointers are available and used to avoid the user from needing to enter the beam ✓ Leads and other trailing cables are made safe by routing them appropriately or taping them down ✓ Window blinds are used to prevent glare and to maximise lamp power and reduce ambient light levels ✓ The fastenings of the interactive whiteboards are checked periodically to ensure that they are secure ✓ Obstructions are not placed under height adjustable interactive whiteboards ✓ Warning notices are in place ✓ An asbestos survey, covering the full scope of works is undertaken prior to any new whiteboard / projector being installed ✓ Manufacturer's instructions are followed at all times

Interaction with Children

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Slips, trips, and falls • Burns / scalding • Cuts / lacerations 	<ul style="list-style-type: none"> ✓ All fire exit routes are clear, and a good standard of housekeeping is always maintained ✓ All furniture, equipment and toys are to a British standard and display the kite mark and are fit for purpose ✓ All toys and equipment are clean and comply with the relevant hygiene standards ✓ All play equipment is stored safely ✓ Hot drinks are stored out of children's reach ✓ Cups with lids are used when children are in the vicinity

Physical Education and Jewellery

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Apparatus • Jewellery • Weather • Physical Injury • Sunburn/Sunstroke • Dehydration 	<ul style="list-style-type: none"> ✓ All members of staff are familiar with and work to the standards set in the Safe Practice in Physical Education, School Sport & Physical Activity ✓ Written risk assessments are carried out for all activities that are outside the scope of the Safe Practice in Physical Education, School Sport & Physical Activity guidance and only after discussion with the PE Leader ✓ All PE Equipment and apparatus is inspected and maintained on an annual basis by a competent contractor and records are kept ✓ All members of staff are trained and competent in specific areas. Refresher training is carried out at regular intervals to ensure that skills are maintained ✓ Consideration has been given to the possibilities of trapping fingers or feet when assembling apparatus e.g. bars ✓ Consideration is given to the type and placing of mats ✓ There is a school policy on the wearing of jewellery, and this is enforced ✓ Consideration is given to the welfare of staff and students during sports activities (and sports day) especially about extremes of weather ✓ All mobile goal posts (Basketball posts etc) are securely fixed/anchored in accordance with the manufacturer's instructions ✓ If students are moving and handling goal posts / basketball posts, they have been adequately trained and are supervised throughout the handling of them ✓ All surfaces are checked regularly to ensure that they remain in good condition and there are no additional hazards i.e. broken glass on external play areas ✓ There is access to drinking water

Managing Children throughout the Day

Hazards	The Following Control Measures are in Place ☑☒
<p>Child managing to leave the premises unsupervised / unnoticed</p> <p>Throughout the session / day there may be times when there is the potential for a child to leave the setting unsupervised.</p> <p>It is important that physical measures, supervision levels and organisational arrangements are not in conflict.</p>	<ul style="list-style-type: none"> ✓ Consideration has been given to new starters, children with SEN / Disabilities and those where English is not their first language as additional control measures may be needed ✓ Gates are regularly checked to ensure that they remain secure ✓ The whereabouts of children is monitored throughout i.e. by regular headcounts ✓ Staff are aware of obstructions/" blind spots" in the indoor / outdoor play area. Where this is an issue, steps are taken to <ul style="list-style-type: none"> ▪ relocate the obstruction ▪ cordon off the area ▪ ensure that staff are strategically placed ✓ Where necessary, at crucial times of the session, areas are restricted to help with the safe supervision of children particularly where numbers of staff may have been reduced ✓ Play equipment / external seating is not sited adjacent to the perimeter fence ✓ Supervision levels both inside and outside are continually assessed by members of staff ✓ Staff are clear about their roles and responsibilities; particular attention needs to be given to relief / agency / temporary staff ✓ Procedures are in place for summoning assistance from other staff members i.e. in the case of an accident / incident

Educational Visits

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Pupils lost or separated from the group • Slips, trips & falls • Transport • First Aid provision 	<ul style="list-style-type: none"> ✓ The School has an Educational Visits Co-ordinator ✓ The Educational Visitors Co-ordinator has undertaken the EVC training and training in the Evolve System ✓ The School has an Educational Visits Policy ✓ The School has a “missing policy” in place and staff know who to respond should a child go missing on an educational visit ✓ Staff are aware of their roles and responsibilities when undertaking educational visits ✓ Staff are trained in the Evolve System, ✓ Specific risk assessments are carried out for all activities / educational visits ✓ There is a level of first aid cover for all educational visits ✓ A first aid kit and pupil’s medication are taken on all educational visits ✓ Emergency contact details are taken on all educational visits ✓ Reputable coach companies are used to transport pupils ✓ Driver record and insurance details are recorded by School

Volunteers – if in doubt please contact the central team at the MAT

Hazards	The Following Control Measures are in Place ☑☒
<ul style="list-style-type: none"> • Slips, trips & falls • Fall from height • Manual handling injuries • Skin cancer • Fire <p>If you have volunteers working on the School site undertaking any work, you must ensure that a full induction of the site is carried out. Make sure they are aware of the Fire Procedures, exits available and the fire assembly point etc</p> <p>Volunteers should always sign in and out and wear an ID badge</p> <p>Where necessary volunteers must have a DBS disclosure check carried out</p>	<ul style="list-style-type: none"> ✓ The SLT are responsible for planning any work that may involve the use of parent volunteers ✓ If volunteers are carrying out any maintenance / repair work, a member of SLT has checked that the volunteers are competent and have the necessary qualifications and skills to carry out the work ✓ All volunteers carrying out any maintenance / repair work are CHAS registered or similar ✓ Risk Assessments and Safe Systems of Work are carried out for all work that is carried out by volunteers ✓ All work equipment that is used by volunteers is visually checked and PAT tested and displays the CE Mark, this applies if they bring their own equipment ✓ All equipment and materials are stored safely, secured & segregated to prevent access from pupils ✓ All flammable liquids, hazardous substances, gas bottles etc are stored safely, secured & segregated to prevent access from pupils ✓ Where necessary volunteers wear the appropriate Personal Protective Equipment (PPE) ✓ If volunteers are required to litter pick, long handle tools, litter pickers are provided and where necessary a sharps bin is available ✓ All accidents, violent incidents & near misses are reported accordingly on the MAT nominated platform

Blank Risk Assessment Template

Worksite		Who might be harmed? <ul style="list-style-type: none"> • Employees • Others in the area e.g. students, young people, volunteers, visitors 		
Brief Description of Task				
Hazards	The Following Control Measures are in place <input checked="" type="checkbox"/> <input type="checkbox"/>	Any further action needed?	When and by whom?	Done? <input checked="" type="checkbox"/> <input type="checkbox"/>

The following pages should be used to record your findings and actions required

Findings - Fire	Action by Name:	Action Due date:	Date action completed:
Kate Bingham to undertake fire marshal training	Jane Dawtry to provide training	26.05.2023	
Findings – Electricity	Action by Name:	Action Due date:	Date action completed:
Findings – Gas (Boilers and Appliances)	Action by Name:	Action Due date:	Date action completed:
Findings – Water (Hot Water & Legionella)	Action by Name:	Action Due date:	Date action completed:
Findings – Covid-19	Action by Name:	Action Due date:	Date action completed:
Findings – Asbestos	Action by Name:	Action Due date:	Date action completed:
Findings – Windows and Glazing	Action by Name:	Action Due date:	Date action completed:

Findings – Slips, Trips and Falls	Action by Name:	Action Due date:	Date action completed:
Findings – Doors	Action by Name:	Action Due date:	Date action completed:
Findings - Storage	Action by Name:	Action Due date:	Date action completed:
Findings – Cleaning Tasks	Action by Name :	Action Due date:	Date action completed:
Findings – Hazardous Substances & Pesticides	Action by Name :	Action Due date:	Date action completed:
Findings – Working Environment	Action by Name :	Action Due date:	Date action completed:
Findings – External Areas (General)	Action by Name :	Action Due date:	Date action completed:
Findings – General Security	Action by : Name:	Action Due date:	Date action completed:

Findings – Ponds in School Grounds	Action by Name	Action Due Date:	Date action completed:
Findings – Fixed Play Equipment	Action by : Name:	Action Due date:	Date action completed:
Findings – Traversing Walls	Action by Name :	Action Due date:	Date action completed:
Findings – Accidents and First Aid	Action by Name:	Action Due date:	Date action completed:
Findings - Working / Teaching in the Sun	Action by Name:	Action Due date:	Date action completed:
Findings – Drugs and Medication	Action by Name:	Action Due date:	Date action completed:
Findings – New and Expectant Mothers	Action by Name :	Action Due date:	Date action completed:
Findings – Pupil Supervision	Action by Name:	Action Due date:	Date action completed:

Findings – Circulatory Routes	Action by Name:	Action Due date:	Date action completed:
Findings Extended Services (before and after school activities)	Action by Name:	Action Due date:	Date action completed:
Findings – Employment of Young People	Action by Name:	Action Due date:	Date action completed:
Findings – Lone Working / Home Visits / Meetings off Site	Action by Name:	Action Due date:	Date action completed:
Findings – Working at Height	Action by Name :	Action Due date:	Date action completed:
Findings – Manual Handling (Including pupil participation)	Action by Name :	Action Due date:	Date action completed:
Findings – Building Contractors	Action by Name :	Action Due date:	Date action completed:

Findings – Display Screen Equipment	Action by Name:	Action Due date:	Date action completed:
Findings – Vehicles and Vehicle Movement	Action by Name :	Action Due date:	Date action completed:
Findings – Minibuses	Action by Name :	Action Due date:	Date action completed:
N/A			
Findings – Noise	Action by Name:	Action Due date:	Date action completed:
Findings – Design & Technology – Kilns	Action by Name :	Action Due date:	Date action completed:
N/A			
Findings – Design & technology - General	Action by Name :	Action Due date:	Date action completed:
Findings – Food Technology	Action by Name:	Action Due date:	Date action completed:
Findings – ICT – Laptop Computer Charging Trolleys	Action by Name :	Action Due date:	Date action completed:

Findings – ICT – Interactive Whiteboards and Projectors	Action by Name :	Action Due date:	Date action Completed:
Findings – Interaction with Children	Action by Name:	Action Due date:	Date action completed:
Findings – Physical Education and Jewellery	Action by Name:	Action Due date:	Date action completed:
Findings – Managing Children throughout the School day	Action by Name:	Action Due date:	Date action completed:
Findings – Educational Visits	Action by Name:	Action Due date:	Date action completed:
Findings – Volunteers	Action by Name:	Action Due date:	Date action completed:
We do not have volunteers carrying out maintenance or repair work – qualified, approved professionals or site supervisor only.			