



The Fountain School

Policy Documentation

Policy: Risk Assessment

Responsibility for Review: Proprietor/Head teacher

Date of Last Review: May 2026

Risk Assessment

The Proprietor and the Head Teacher of The Fountain School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

This policy is written in accordance with:

- The **Health and Safety at Work etc. Act 1974**
- The **Management of Health and Safety at Work Regulations 1999**
- The **Independent School Standards Regulations (ISSR) 2014 (as amended), Part 3, paragraph 16**
- Relevant guidance from the **Health and Safety Executive (HSE)**
- *Keeping Children Safe in Education (KCSIE)*

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in The Fountain School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips

But risk assessments are also needed for many other areas, including:

Educational

- Science
- Sport and PE activity
- Art
- ICT

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

We use the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science.

All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Medical and First Aid

Refer to First Aid Policy

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art cupboard etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. For Further information refer to Safeguarding Children Policy.

Support Areas

- **Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment, and safety notices.
- **Caretaking and Security:** risk assessments cover every room, laboratory, stairs, corridor, and emergency exit in the entire school. Emphasis in training is given to minimising the risk of fire. Risk assessments also cover manual handling and working at heights. Induction and refresher training covers risk assessments, protective equipment, and safety notices.
- **Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction and refresher

training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Grounds:** risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend most of their working day in front of a screen.

CONDUCTING A RISK ASSESSMENT

Our policy at The Fountain School is not to carry out any high-risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouthguards, and to follow instructions.

We will always employ specialists to undertake high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

The school follows a consistent process:

1. **Identify hazards** – anything with the potential to cause harm
2. **Evaluate risks** – likelihood and severity of harm
3. **Identify control measures** – steps to reduce risk
4. **Record findings**
5. **Implement controls**
6. **Review regularly**

Risk assessments must be:

- **Suitable and sufficient**
- Proportionate to the level of risk
- Readily accessible to relevant staff

Specialist Risk Assessments

The School's Proprietor arranges for specialists to carry out the following risk assessments:

- Fire safety
- Gas safety
- Electrical safety

Responsibilities

Proprietor

- Ensure the school has an effective risk assessment policy
- Monitor implementation and effectiveness
- Ensure adequate resources are available

Headteacher

- Overall responsibility for implementation
- Ensure all required risk assessments are completed and reviewed
- Ensure staff are trained and competent
- Ensure appropriate action is taken to reduce risk

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff is responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Proprietor and Head Teacher to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School Proprietor.

Dynamic Risk Assessment

Levels of risk can change from day to day, and tasks that have been assessed and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assess risk from every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking moment to think before acting. It's the same principle as looking both ways before crossing the road – you must do it every time before you cross the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up-to-date risk assessment.

Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially pupils at the school.

Control Measures

The school applies the hierarchy of control:

1. Eliminate the hazard
2. Substitute with a safer alternative
3. Introduce physical controls (e.g. barriers)

4. Implement safe systems of work
5. Use personal protective equipment (PPE)

Training

- All staff receive **induction training** on risk assessment
- Ongoing training is provided as appropriate
- Staff are expected to understand and apply risk assessments

Accident and Incident Reporting

- All accidents and near misses must be recorded
- Investigations are carried out where appropriate
- Findings are used to improve risk control
- RIDDOR reporting is undertaken where required

Links with Safeguarding

Risk assessment is integral to safeguarding. The school ensures:

- Pupils are properly supervised
- Access to the site is controlled
- Risks relating to behaviour and vulnerability are managed

Overall Risk assessment

General Activities

General Manual Handling

Significant Risk(s) – Cause of Injury

- Pushing, pulling, lifting, carrying of loads
- No manual handling assessment
- Lack of assistance/equipment
- Rushing
- Dropping loads on feet/hands

Effects of Hazards – Possible Injury

- Back strain
- Muscular – skeletal injury
- Cuts
- Bruises
- Fractures
- Sprains – joints, muscles
- Internal injury, e.g. hernia

Suggested Control Measures

- Break down loads where possible
- Carry out tasks at quiet times
- Use mechanical assistance for heavy loads – long distances
- Request assistance for heavy loads, doors, hazardous routes, etc.
- Maintain floors free from slip/trip hazards
- Avoid rushing
- Consider medical problems, previous back injury
- ‘Test’ weight of load prior to attempting the lift
- Store/stack heaviest items at low levels
- Position equipment, furniture, displays safely so not to obstruct access
- Consider environmental conditions if lifting/carrying outdoors
- Report/record all manual handling related injuries, near misses

Violence at Work – Security Procedures

Significant Risk(s) – Cause of Injury

- Direct contact with students, parents, relatives, etc. conflict arising from a variety of situations
- Access by unauthorised persons
- Lack of physical security systems
- Lack of staff training, i.e. dealing with ‘difficult’ students/parents/potentially violent situations
- Staff ‘acceptance’ of threatening behaviour

Effects of Hazards – Possible Injury

- Minor to serious personal injury
- Fatality
- Damage to personal/council property

Suggested Control Measures

- Implement security system to prevent unauthorised access to the school building.
- Office staff need to regularly monitor CCTV
- Access should only be granted after office staff have confirmed who is at the gate via the intercom
- If ‘trespassers’ are identified, contact Local Police for advice
- School not to hesitate in dialling 999 when trespassers/assailants are on site and present risks of physical assault/nuisance or damage
- All physical assaults on staff to be reported and recorded
- All verbal assaults perceived by the individual staff member to be threatening, to be reported and recorded

Use of Portable Electrical Equipment

Significant Risk(s) – Cause of Injury

- Lack of training/instructions or unauthorised use by students
- Electric shock, fire, explosion
- Cuts from sharp tools
- Struck by moving parts or ejected materials
- Falls – trailing leads, cables
- Falls of equipment – unsafe storage
- Untested portable equipment
- Faulty equipment
- Use of the equipment, which is unsuitable for the environment, e.g. wet, flammable
- Use of extension leads
- Overloading
- Incompetent people repairing or using electrical equipment
- Lack of maintenance

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Electric shock
- Electric burns
- Serious injury

Suggested Control Measures

- Ensure adequate levels of supervision, instruction and training are in place
- Exclude students from using inappropriate equipment
- Staff to undertake visual checks of equipment prior to each use, e.g. no joins in the lead, insulations are intact, without cracks or fraying, plug tops are in good condition without cracks or pieces missing, etc.
- Any damaged/defective equipment should be taken out of use and labelled as unsafe. All defects must be reported to the head teacher
- All repairs, including fitting of plugs to be undertaken by competent persons
- Position equipment correctly consider location of sockets and prevent trailing leads
- Equipment to be used by authorised personnel only
- Establish emergency procedures re. First Aid in the event of electric shock
- Store safely all equipment not in use
- Extension leads only to be used as a temporary measure

- Consider the provision of additional sockets to enable safe positioning
- Consider the relocation of the sockets to enable safer use-positioning
- Position equipment away from water, heat sources or busy 'traffic' route

Working at Heights - Staff

Significant Risk(s) – Cause of Injury

- Lack of instruction/training
- Falling
- Dropping/falling objects
- Danger to others

Effects of Hazards – Possible Injury

- Minor or serious injury to self or others

Suggested Control Measures

- Ensure adequate/appropriate access equipment is available and used by staff members
- Steps/ladders access equipment to be purchased
- Inform others of tasks being undertaken
- Aim to carry out tasks at quiet times, i.e. when pupils are not around
- Access equipment should be safely/securely stored so as not to present further hazards, e.g. tripping/falling
- All equipment should be inspected before use
- Avoid working at heights alone on site
- Avoid overreaching/rushing
- Do not work at heights beyond which you are comfortable/confident
- Train and instruct staff
- **Do not** stand on desks, chair or **any** surface that is not designed as access equipment
- Do not store heavy objects at height, best stored between shoulder and knee height

Disposal of Clinical/Medical Waste - Staff

Significant Risk(s) – Cause of Injury

- Infections
- Spread of infection
- Contact with body fluids
- Lack of instruction and training

Effects of Hazards – Possible Injury

- Minor – Cross infection
- Minor – Blood borne infections

Suggested Control Measures

- Follow advice to hygiene guidelines
- First aiders will make sure all waste should be disposed correctly
- Ensure responsible staff only involved in disposing of clinical/medical waste

Use of a Word Processor, Laptop, Printer and photocopier

Significant Risk(s) – Cause of Injury

- Collision
- Falling equipment
- Electric shock
- Traps
- Strains – muscular/skeletal
- Eye strain
- Trips, falls – trailing cables

Effects of Hazards – Possible Injury

- Cuts, bruises
- Strains
- Eye strain
- Electric shock
- Muscular/skeletal injury/work related upper limb disorders
- Stress

Suggested Control Measures

- Users to be appropriately trained in use of equipment
- All equipment to be regularly electrically tested and maintained
- All defects to be reported immediately to the head teacher
- All repairs to be undertaken by competent persons
- All defective equipment to be taken out of use until repaired/replaced
- Position equipment safely, i.e. away from doors, fire exits, water, heat sources
- Avoid trailing cables and leads (trip hazards)
- Ensure staff are trained in the correct use of photocopiers
- Follow manufacturer's instructions
- All equipment to be included in electrical equipment tests/inspections
- All faults to be reported immediately
- Position photocopiers as close to sockets as possible to prevent trailing leads, obstruction, collision hazards, etc.
- Ensure photocopiers are placed in a room with adequate ventilation
- Ensure manual handling assessments are undertaken if photocopiers are to be relocated by staff
- Store paper/toners safely so as not to cause obstructions/fire hazards
- Extension leads should be used only as a temporary measure

Use of other Office Equipment, e.g. Binders, Laminators

Significant Risk(s) – Cause of Injury

- Lack of instruction/training
- Electric shock
- Collision hazard
- Trap injury

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Burns

Suggested Control Measures

- Ensure all staff are trained in correct use of equipment
- Follow manufacturer's instructions
- Only authorised staff to use machines – students to be prohibited where relevant or receive suitable supervision
- Position equipment in quiet areas and away from accesses, water, heat sources, with no trailing cables, leads
- Extension leads only to be used as a short-term measure
- All equipment to be included in the electrical inspection and maintained/serviced regularly
- Faulty/defective equipment to be taken out of use
- All repairs/fitting of plugs to be undertaken by competent persons only
- Report/record all accidents/near misses

Working Alone

Significant Risk(s) – Cause of Injury

- Lack of instruction/training
- Hazardous activities
- Call outs
- Violence and challenging behaviour
- Inability due to injuries to report accidents

Effects of Hazards – Possible Injury

- Minor – serious personal injury

Suggested Control Measures

- Re-schedule hazardous duties for when others are to be on site, e.g. working at heights, heavy lifting, etc.
- Call outs – ensure police/others are contactable (mobile phones, etc.)

Curriculum Based Activities

Art and Design (Art, Textiles, Needlework)

Significant Risk(s) – Cause of Injury

- Contact with sharp objects/tools
- Exposure to machinery
- Contact with hazardous substances
- Eye contact
- Slips, trips and falls
- Contact with glue
- Lack of supervision
- Falling equipment

Effects of Hazards – Possible Injury

- Cuts
- Abrasions
- Puncture wounds
- Skin irritation
- Eye injury/infection
- Allergic reaction
- Minor – serious personal injury
- Burns and scalds

- Electric shock
- Inhalation

Suggested Control Measures

- Ensure adequate space for class size and activities
- Ensure adequate hand washing facilities with soap and paper towels
- Provide adequate levels of supervision and instruction
- Provide adequate safe storage for equipment when not in use
- Ensure safe methods of drying and processing in order to avoid slip and trip hazards
- Clean up area thoroughly after use. Clean up any spillage promptly
- Carry out visual checks of equipment, leads and plugs
- Report any defects
- Report/investigate all accidents/near misses
- Provide secure storage for any hazardous materials
- Retrieve lost needles/pins with a magnet
- Sewing machines positioned carefully, close to sockets to avoid trailing leads
- Tools and equipment checked for defects and repaired/replaced as necessary
- Report/record all accidents/near misses
- Refer to Cleapss Hazard Cards

Science– Staff and Students

Significant Risk(s) – Cause of Injury

- Lack of instruction/training/supervision
- Use of equipment
- Contact with hazardous substances
- Hygiene/infection
- Contact with hot surfaces
- Eye contact
-
- Electric shock
- Slips, trips and falls

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Inhalation
- Allergies
- Skin irritation
- Hygiene/infection
- Electric shock
- Burns/scalds

Suggested Control Measures

- Ensure that all science subjects are taught under the direct supervision of a science teacher
- Ensure staff have access to the following publications:

Cleapss Publication

Hazards

- Storage is organised with guidance given in Cleapss Handbook
- Hazardous chemicals are appropriately labelled with warning signs
- Flammable liquids in containers are stored securely
- Store heavy items at low level
- Audit stock (at least annually and dispose of unwanted stock)
- Regularly inspect glassware for cracks, chips, and dangerous sharp edges
- Undertake regular inspection of Bunsen burners to ensure air sleeves are adjustable, jets and flame retention collar is not blocked, tubing is in good order
- Ensure that laboratory equipment is in good condition and operatives fully trained and instructed in the correct operating procedures, purpose, function, controls and safety devices. Refer to Cleapss Guide
- Ensure that laboratory flooring is cleaned daily, benching and seating is in good order
- Electrical sockets/switches are free from defects, regularly checked, plugs and flexes inspected prior to use
- Undertake regular inspection for gas and water leaks
- All staff should be aware of immediate remedial measures required to prevent injury while waiting for a First Aider
- Appropriate fire fighting equipment available
- Laboratory has adequate ventilation
- Laboratory lighting is fully functional

- Ensure hygiene standards are maintained, e.g. supervised washing of hands following handling of soil/substances
- Access to laboratory is restricted and rooms kept locked when not occupied
- There is an agreed procedure for the briefing of staff and pupils regarding specific hazards
- Please refer to the following Health and Safety policy for additional information.

COSHH & Safety Notes – Science Lab Equipment and Chemicals

Equipment / Chemical	Main Hazard	Safe Use Guidance	PPE Required	First Aid
Dilute Acids (e.g. Hydrochloric Acid)	Irritant to skin and eyes	Use small quantities for demonstrations. Do not touch directly. Keep containers sealed when not in use.	Safety goggles, gloves	Rinse skin or eyes immediately with plenty of water for at least 10 minutes.
Dilute Alkalis (e.g. Sodium Hydroxide Solution)	Corrosive, can irritate skin and eyes	Handle carefully. Use droppers or pipettes when transferring.	Safety goggles, gloves	Wash immediately with running water if contact occurs.
Copper Sulphate / Salts	Harmful if swallowed, irritant	Do not ingest. Wash hands after experiments. Use only small quantities.	Gloves recommended	Rinse skin with water if contact occurs. Seek help if swallowed.
Bunsen Burner	Fire and burn hazard	Keep flammable materials away. Tie back long hair. Use under teacher supervision only.	Safety goggles	Cool burn under cold running water for at least 10 minutes.
Glass Beakers / Test Tubes	Breakage causing cuts	Handle carefully. Do not use cracked glassware. Dispose of broken glass safely.	Safety goggles	Clean wound and apply first aid dressing if cut occurs.
Thermometers (Alcohol type)	Breakage hazard	Handle carefully and keep away from edges of benches.	Safety goggles	If broken, inform teacher immediately and clean safely.
Hot Plates / Heating Equipment	Burn hazard	Allow equipment to cool before touching. Do not leave unattended while heating.	Safety goggles	Cool burn with running water for at least 10 minutes.
Indicator Solutions (e.g. Litmus / Universal Indicator)	Mild irritant	Avoid contact with skin or eyes. Use droppers for small amounts.	Safety goggles	Rinse with water if contact occurs.

Science Experiment Risk Assessment Table

Experiment	Hazard	Possible Risk	Control Measures	Risk Level
Bunsen Burner Heating	Open flame	Burns or fire	Teacher demonstration, use heatproof mats	Medium
Magnesium Burning	Bright light and heat	Eye damage or burns	Do not look directly, use tongs, clear workspace	Medium
Acid–Alkali Neutralisation	Dilute acids and alkalis	Skin or eye irritation	Wear safety goggles, use small quantities	Medium
Microscope Investigation	Glass slides	Cuts from broken glass	Handle slides carefully, teacher supervision	Low
Reaction of Metals with Water	Reactive metals	Fire or splashing	Use very small samples, maintain distance	Medium
Density Experiment	Glass containers and water	Breakage or slips	Handle glass carefully, clean spills immediately	Low
Filtration Experiment	Glass funnels and beakers	Breakage	Use carefully and handle glassware safely	Low

Experiment	Hazard	Possible Risk	Control Measures	Risk Level
Photosynthesis Experiment	Glass containers and water	Breakage or spills	Handle equipment carefully	Low
Lung Model Demonstration	Balloons and scissors	Minor injury or allergies	Teacher supervision when using scissors	Low
Light Reflection Experiment	Mirrors	Breakage	Handle mirrors carefully	Low
pH Testing	Indicator chemicals	Skin irritation	Use gloves or goggles where necessary	Low

General Laboratory Safety Controls

Safety Requirement	Procedure
Safety equipment	Goggles and gloves used where required
Hair and clothing	Loose clothing secured
Behaviour	No running or eating in the laboratory
Supervision	Teacher supervision during all practical experiments
Chemical storage	Stored according to COSHH guidelines
Emergency equipment	Fire blanket, extinguisher and first aid kit available

Student PE Activities - Outdoors

Significant Risk(s) – Cause of Injury

- Ground defects, e.g. holes
- Equipment defects
- Lack of supervision/training
- Environmental conditions
- Slips, trips, falls, collision

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Fractures/sprains
- Head injury
- Minor – serious personal injury

Suggested Control Measures

- Ensure levels of supervision, instruction and training are adequate
- Ensure grounds/field free of defects, litter, sharps, etc. – report to appropriate department
- Playground is checked by health and safety officer every morning and should be checked by P.E teacher before use of it.
- Take into account nearby hazards and environmental conditions
- All team games to be conducted in a safe manner and supervised
- All equipment to be checked for defects
- All equipment to be used appropriately
- Large equipment to be tested regularly and defects reported/actioned
- Take into account students' needs, capabilities and medical conditions, e.g. access to Asthma inhalers
- Suitable clothing and footwear to be worn
- Refer to First Aid policy for all injuries or accidents etc.

Students PE Activities - Indoors

Significant Risk(s) – Cause of Injury

- Slips, trips and falls
- Lack of supervision
- Collisions
- Dropping/falling equipment

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Fractures
- Head injury
- Sprains
- Minor – serious personal injury
- Injury to others

Suggested Control Measures

- Ensure adequate levels of supervision, instruction and training are in place
- Ensure hall is free from defects, floor surfaces and cleanliness maintained at a high standard, no trip/slip hazards
- All equipment in use to be regularly checked for defects by staff
- Equipment to be stored safely – staff to supervise in storage areas to avoid collisions/accidents
- First aid facilities are available

Educational Visits

Significant Risk(s) – Cause of Injury

- Lack of instruction/training
- Traffic and transport
- Venue – suitability
- Clothing and equipment
- Environmental factors
- Lack of relevant expertise at venue
- Medical considerations
- No access to emergency services/telephone
- Risks of infection
- Contact with hazardous substances
- Inappropriate attitude

Effects of Hazards – Possible Injury

- Possible fatality/minor to serious injury depending on the activity being undertaken

Suggested Control Measures

- Ensure adequate detailed proposals in place prior to visit, i.e. information to parents
- Ensure adequate levels of supervision, instruction and training are in place
- Consider students' capabilities, needs and medical conditions (also special needs) including access to Asthma inhalers/medication
- Ensure travelling first aid kit and first aider accompanies group
- Staff to be aware of emergency facilities, i.e. first aid, emergency telephone, fire exits at venues
- Warn staff/students of hazards likely to be encountered prior to visit
- Check all aspects of itinerary – transport, standard of venue, possible effects of environmental factors, equipment, clothing, and supervision ratios.
- All transport to be arranged according to Authority guidelines, i.e. , certified vehicles, etc.
- Record/report/investigate all accidents/near misses as appropriate
- Ensure student food hygiene re. packed lunches, consider appropriate storage of lunch boxes
- Carry out transport risk assessment
- Obtain details of risk assessments carried out at the site by the provider at the site to be visited

Information Communication Technology

Significant Risk(s) – Cause of Injury

- Muscular/skeletal strains
- Electric shock
- Eye strain
- Trips and falls – trailing cables
- Collision

Effects of Hazards – Possible Injury

- Cuts and bruises
- Strains
- Eye strain
- Electric shock
- Muscular/skeletal injury
- Work related upper limb disorders
- Stress

Suggested Control Measures

- Ensure that all students are adequately supervised
- Ensure that installation is by a qualified electrician and circuit protection is fitted centrally
- All equipment to be regularly electrically tested and maintained
- Any defects reported immediately, and repairs undertaken by a competent person
- Equipment positioned safely to avoid door, fire exits, water and heat sources
- Avoid the need for trailing cables and leads
- Provide carbon dioxide fire extinguisher in ICT room
- Access to room restricted when not supervised
- Food and drink in room prohibited

Site Management and Cleaning

Use of Hand Tools

Significant Risk(s) – Cause of Injury

- Lack of instruction/training
- Lack of maintenance
- Contact with equipment
- Contact with sharp objects
- Ejection of particles
- Faulty tools
- Traps – falling tools

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Eye damage
- Trap injuries
- Minor – personal injury

Suggested Control Measures

- Ensure tools are appropriate for task
- Follow manufacturer's instructions
- Request assistance if appropriate
- Check tools for defects and if defective, take out of use until repaired/replaced
- Ensure tools are stored safely
- Do not leave tools where they may obstruct access and cause trip hazards, etc.
- Segregate students from work areas
- Avoid hazardous tasks when working alone
- Report/record all accidents/near misses
- Access to First Aid facilities to be available at all times
- Ensure that electrical tools are tested for electrical safety at least every year

Boiler Duties

Significant Risk(s) – Cause of Injury

- Boiler plant not maintained
- Lack of instruction/training
- PPE not provided/used
- Slips, trips, falls
- Explosion/fire
- Manual handling
- Working in high temperatures

Effects of Hazards – Possible Injury

- Cuts
- Bruises, fractures – minor to serious personal injury
- Burns
- Choking
- Manual handling - injury

Suggested Control Measures

- Access to Boiler Room by authorised personnel only
- Boiler Room to be kept locked when occupied
- Boilers to be checked/inspected by competent heating engineers at appropriate intervals
- Main gas shut off valve to be easily located and provided
- Storage of combustible/flammable items prohibited
- Fire exits to be signed and easily accessible
- All steps to be clear and non-slip
- Ensure adequate lighting inside Boiler Room

Use of Cleaning Materials

Significant Risk(s) – Cause of Injury

- Unauthorised products in use
- Contact with hazardous substances
- Inhalation of hazardous substances
- Slips, trips, falls

Effects of Hazards – Possible Injury

- Minor – serious injury – from slips, trips, falls
- Inhalation noxious fumes
- Allergies
- Dermatitis
- Skin Cancer

Suggested Control Measures

- Ensure only approved/authorised products used in school
- Consider known allergies of users or medical conditions and substitute products for safe type or provide appropriate PPE
- Use materials in accordance with manufacturer's instruction
- **NEVER** mix chemicals especially toilet cleaners/bleach
- Undertake regular 'stock' checks and dispose of unapproved surplus materials
- Use materials appropriate to task
- Chemicals/materials to be appropriately stored in a locked container/cupboard, check for leakages and mixing of materials
- Provide appropriate storage facility for flammable materials
- Segregate students from cleaning areas
- Clean up spillages promptly
- Empty containers should not be used to store any liquids or materials other than what is stated on the label

COSHH Notes – Cleaning Products

Product	Main Hazard	Safe Use Guidance	PPE Required	First Aid
Antibacterial Surface Cleaner	Irritant to eyes and skin	Use diluted as instructed. Do not mix with other chemicals. Spray onto cloth rather than directly near pupils.	Disposable gloves	If in eyes rinse with clean water for 10 minutes.
Bleach / Disinfectant	Corrosive, harmful if swallowed	Use only diluted. Never mix with other cleaning chemicals. Ensure good ventilation.	Gloves recommended	If in eyes rinse immediately with plenty of water and seek medical advice if irritation continues.
Floor Cleaner / Mop Solution	Mild irritant	Use diluted in mop bucket. Avoid spills to prevent slipping.	Gloves recommended	Wash skin with water if irritation occurs.
Glass Cleaner	Eye irritant	Spray onto cloth before wiping surfaces. Avoid inhaling spray.	Gloves optional	Rinse eyes with water if contact occurs.
Toilet Cleaner	Strong chemical irritant	Use carefully inside toilet bowl only. Avoid splashes. Ensure area is ventilated.	Gloves required	Rinse skin or eyes immediately with water.
Hand Sanitiser	Flammable, irritant	Keep away from flames. Use small amounts. Supervise pupil use.	None required	If swallowed seek medical advice.
Washing-Up Liquid	Mild irritant	Use diluted with water when washing equipment or utensils.	Gloves optional	Rinse with water if irritation occurs.
Hand Soap	Mild skin irritation if excessive use	Used for regular handwashing. Avoid contact with eyes. Suitable for pupil and staff use.	None required	If in eyes rinse with clean water until irritation stops.

Use of Vacuum Cleaners

Significant Risk(s) – Cause of Injury

- Electric shock
- Slips, trips, falls
- Lack of training/instruction

Effects of Hazards – Possible Injury

- Minor to serious personal injury
- Cuts, bruises, fractures, etc.
- Injury to other site users

Suggested Control Measures

- Ensure all equipment is checked for electrical defects, e.g. Electrical Inspection Unit/competent persons
- Staff to undertake visual checks prior to use – plugs, leads, cables, etc
- All defects to be reported
- All repairs/fitting of plugs by competent personnel only
- Defective equipment to be taken out of use and marked ‘defective’
- Follow manufacturer’s instructions
- Use of equipment by authorised persons only
- Machine to be appropriate for the job in hand
- Plugs to be fused with the correct value fuse
- Taken care not to jam cables beneath doors or become a trip hazard or obstruction, not to become tangled in machines
- Keep the machines in a clean and tidy state, empty regularly to prevent fire hazards
- Ensure filters are replaced when appropriate

Drinking Water Supply – Staff, Students, Visitors

Significant Risk(s) – Cause of Injury

- Infection – spread, e.g. dysentery, health/hygiene risks
- Contaminated water supply
- Legionella/bacteria

Effects of Hazards – Possible Injury

- Spread of infection
- Health problems
- Possible severe illness

Suggested Control Measures

- Water tank system to be routinely inspected/maintained
- Ensure all drinking water is identified by competent persons and marked as such
- Water tank should be cleaned periodically

Site Cleanliness – Hygiene Risk – Students, Staff

Significant Risk(s) – Cause of Injury

- Contamination
- Infestation
- Growth of bacteria
- Spread of infections
- Allergies – (aggravated)
- Slips, trips, falls

Effects of Hazards – Possible Injury

- Food poisoning
- Infections
- Asthma attack
- Cuts
- Bruises
- Minor – serious injury

Suggested Control Measures

- Ensure levels of site cleanliness are maintained at an acceptable standard
- Head teacher to monitor standards of cleaning
- Health and safety officer to check all building and playground on a daily basis
- Students to be instructed on maintaining cleanliness around the building
- Monitor the site for defects, e.g. slips, trips, hazards
- Report/record/investigate all accidents/near misses as appropriate
- Control/prevent unauthorised access to site

Vandalism – Broken Windows, Damage to Building - Staff, Students, Site Users and Unauthorised Visitors

Significant Risk(s) – Cause of Injury

- Contact with sharp objects/broken glass following vandalism
- Trips, slips, falls – defects created
- Violence/challenging behaviour

Effects of Hazards – Possible Injury

- Cuts/puncture wounds
- Bruises
- Fractures
- Serious personal injury

Suggested Control Measures

- Ensure staff/students report all breakages immediately
- Daily checks done by office staff of all building
- Contact local police if unauthorised persons present
- Encourage neighbours to report unauthorised access by persons

Movement of Students Around the Site - Including Breaks and Lunchtime

Significant Risk(s) – Cause of Injury

- Exposure to known hazards, e.g. slips, trips, falls
- Collisions – with other pupils, furniture, etc.
- Site specific hazards, e.g. steps, ramps, staircases
- Environmental conditions, e.g. snow, ice, rain
- Lack of supervision

Effects of Hazards – Possible Injury

- Cuts – abrasions
- Bruises – bumps to the head
- Fractures
- Serious injury

Suggested Control Measures

- Students to be supervised at all times
- Ensure adequate levels of housekeeping are maintained
- Report/record/action all defects observed, e.g. slip, trip hazards, broken glass/doors, etc.
- Ensure adequate access/egress to all fire exits at all times, all fire exits/escape routes to be signed
- Staff/pupils to be aware of fire emergency evacuation procedures – hold regular fire drills (i.e. once a term at least)
- Instruct on safe use of premises, i.e. walk don't run, traffic systems, etc.
- Implements rules on movement, e.g. no moving, carry bags on shoulders, etc. and enforce/supervise as appropriate
- Clear away spillages promptly – erect caution signs when floors are wet
- Consider classroom layout for easy access
- Consider environmental condition outdoors, e.g. snow, ice, rain and provision of barrier matting
- Report/report/investigate all accidents and near misses as appropriate
- Ensure adequate levels of supervision maintained in the canteen
- Ensure all spillages are cleaned away – spilt food, etc.
- Canteen staff to liaise with Head teacher regarding behavioural problems
- Ensure adequate first aid provision available at all times including access to medication/asthma inhalers

Fire and Fire Prevention

Significant Risk(s) – Cause of Injury

- Lack of fire prevention
- Lack of fire precautions in place
- Lack of fire procedures
- Heat/fire/smoke
- Building collapse
- Inability to escape

Effects of Hazards – Possible Injury

- Fatality
- Burns
- Ill health effects from smoke inhalation
- Minor to serious physical injury

Suggested Control Measures

- Fire risk assessment in place
- Fire Warden training
- Induction training
- For more information refer to Fire safety policy

Showers and Changing Rooms

Significant Risk(s) – Cause of Injury

- Lack of supervision
- Slips, trips and falls
- Burns and scalds
- Struck by falling objects
- Risk of infection
- Medical considerations
- Inappropriate attitude

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Fractures
- Head injury
- Sprains
- Minor – serious injury
- Injury to others
- Burns and scalds

Suggested Control Measures

- Provision of non-slip flooring
- Ensure adequate levels of supervision, instruction and training
- Ensure floor surfaces and cleanliness is maintained to a high standard to prevent spread of mud, dirt and infection
- Ensure showers are regularly maintained and services and heat regulators functioning
- Take into account pupils' medical needs/conditions and ensure procedures are in place to prevent spread of infection, e.g. verruca
- Investigate/report/record all accidents/near misses as appropriate
- Ensure checks undertaken for water quality

Grounds Maintenance – Boundary, Grounds, Trees - Staff, Students and Visitors

Significant Risk(s) – Cause of Injury

- Unfenced/damaged boundary fencing
- Holes in ground
- Unsafe trees
- Litter- broken glass
- Sharps – syringes, etc.
- Falls, trips, slips
- Unsafe fencing
- Neighbour nuisance
- Trespassers

Effects of Hazards – Possible Injury

- Cuts
- Bruises
- Fractures
- Infections
- Minor – serious personal injury

Suggested Control Measures

- Report major defects in grounds
- Prohibit entry/access to danger areas if possible
- Warn students/staff of known hazards
- Cleaner to undertake litter picking, sweeping of leaves to prevent slip hazards
- Staff/students to report all broken glass, syringes etc to the office for safe removal
- Report/record/investigate all accidents/near misses as appropriate
- Prompt first aid for cuts/wounds etc.
- School not to hesitate in dialling 999 when trespassers are identified on site and present risks of physical assault/nuisance or damage