



SOAR



SHARE



STRIVE



SPARKLE

The John Moore Primary School
&
Little Foxes Playgroup

Health & Safety

Risk Assessment

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1 Introduction

This Risk Assessment should be read in conjunction with The John Moore Primary School/Little Foxes Playgroup's Health & Safety Policy and the other relevant Risk Assessment carried out which can be viewed on request and include but are not limited to:

- Main Risk Assessment
- Fire Risk Assessment
- Display Screen Equipment Risk Assessment
- Stress Management Risk Assessment
- Lone Working Risk Assessment
- Pregnant Workers Risk Assessment
- Physical Education Risk Assessment

2 Risk Assessment

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
Vehicle movement related risks including interface with pedestrians	Staff Visitors Children Others	<ul style="list-style-type: none"> • Parents cooperate with parking requirements • Play areas separated from parking areas • Footpaths segregated from vehicles • Deliveries and contractors vehicles scheduled appropriately • Appropriate signage and road markings • Designated crossings • Appropriate supervision and control of coaches and vehicle movements • Adequate space and arrangements in place for access by emergency vehicles 	Yes	None
Slips, Trips & Falls within the school/playgroup building.	Staff Visitors Children Others	<ul style="list-style-type: none"> • Floors in good condition to prevent slips, trips and falls • Regular inspections of premises and grounds • Prompt maintenance of defects • Spillages and leaks cleaned up immediately • Good housekeeping in corridors and circulation spaces • Absence of trailing leads • Appropriate directional and emergency signage • Entrances and exits are free from obstruction • Procedures in place for snow and ice gritting • Adequate lighting and emergency lighting where required • Pupil bags and coats stored appropriately to prevent obstruction in corridors and circulation spaces • Housekeeping standards are adequate to prevent slips, trips and falls • Chairs and desks are in good condition • Class sizes and space requirements have been assessed in line with Department for Education Guidance 	Yes	None
External Areas, Slips, trips and falls/abduction/assault/exposure to	Staff Visitors	<ul style="list-style-type: none"> • Numbers restricted on apparatus where necessary e.g. trim trail • Impact absorbing surfaces used where a risk of falling is present 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
infection, allergies etc/poisonous plants, trees etc	Children Others	<ul style="list-style-type: none"> • Games played in appropriate areas • Adequate number of supervisors • Supervisors trained to deal with inappropriate behaviours • Adequate first aid arrangements in place • Areas inspected and litter picked • Access to playground by dog owners prohibited or controlled • Grounds maintenance controls such as tree safety and managing poisonous plants • Areas in poor repair cordoned off • Arrangements in place to remove moss and leaves from paved areas • Steps and pathways in good condition • Security arrangements in place such as fencing, minimised or single point of site access, gates closed where necessary • Pupils in line of sight of supervision. 		
Animals on school/playgroup site, Exposure to infection/bites/allergies etc	Staff Visitors Children Others	<ul style="list-style-type: none"> • CLEAPSS Guidance L56 followed • Only healthy animals from accredited sources used • Cages and tanks kept clean • Pupils instructed and supervised in handling animals • Pupils with known allergic reactions are restricted from access to animals • Good hygiene and hand washing • All wounds appropriately covered • Soiled bedding appropriately disposed of • Feeds stored appropriately to avoid contamination • Animals not to come into contact with wild rodents etc • Floors and tables cleaned immediately after handling 	Yes	None
Electricity Portable appliances, plant rooms and fixed installation, Electric shock/fire etc	Staff Visitors Children Others	<ul style="list-style-type: none"> • Schedule for portable appliance testing (PAT) in place • Inventory of equipment which requires testing • Procedure for reporting defects and taking equipment out of use • Pre-use checks where appropriate • Fixed systems subject to five yearly wiring checks 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
		<ul style="list-style-type: none"> • Condition of sockets monitored during site or other inspections • Electrical risers and plant rooms locked and access restricted • Rooms not used to store combustible materials • Isolation points marked where appropriate • Any works on the system carried out by approved and competent contractors with appropriate completion certificates 		
Caretaking duties and ground maintenance, contact with machinery/fall from height/electrical shock/exposure to chemicals/slips, trips and falls etc	Staff Visitors Children Others	<ul style="list-style-type: none"> • Manual handling assessments in place • Staff trained in good manual handling techniques • Appropriate PPE worn e.g. footwear • Lifting aids provided where appropriate e.g. sack trucks, trolleys etc • Pre-use checks of hand tools and grounds maintenance equipment • Guards in place where necessary e.g. strimmer's etc • Equipment appropriately maintained • Training and instruction provided where necessary • Appropriate controls in place for working at height including appropriate training for staff • Material safety data sheets and CoSHH assessments undertaken for all hazardous chemicals • Where cleaning activities are undertaken these are adequately controlled • Where applicable appropriate controls are in place for spraying weeds etc this includes CoSHH assessments for weed killing agents • The safe use of spraying equipment, scheduling any spraying during out of school hours and appropriate PPE used 	Yes	None
Contractors on site, Poor workmanship/ unsafe practices/blocked exit routes/inappropriate contact with children/unsafe equipment/unsafe vehicle movements/release of asbestos fibre/electric shock/fall from	Staff Visitors Children Others	<ul style="list-style-type: none"> • Approved contractors used • Method statements and risk assessments prepared where necessary • Contractors sign in and out and use the logbook • Designated routes to contractors areas • Contractors segregated from pupils e.g. with fencing etc • Work carried out outside of normal working hours or during holidays where practicable 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
height/noise/fire etc.		<ul style="list-style-type: none"> • Pupils and parents advised of any hazards during works • Vehicle movements controlled • Contractors equipment and tools in good condition and properly maintained • Permit to work used where necessary • Appropriate controls in place for hot work • CoSHH assessments in place for hazardous materials • Noisy activities appropriately scheduled • Storage and lay down areas do not obstruct exits and walkways • Waste materials are removed from site appropriately • Contractors advised of emergency procedures and contractors instructed not to engage with pupils • Location of buried and overhead services identified appropriately 		
Fire, Potential for smoke inhalation/exposure to fire/property damage or loss.	Staff Visitors Children Others	<ul style="list-style-type: none"> • Refer to the Fire Safety Policy and associated Risk Assessment 	Yes	None
Gas/boiler rooms, Explosion/fire/carbon monoxide	Staff Visitors Children Others	<ul style="list-style-type: none"> • Gas appliance installation/servicing and maintenance carried out by a gas safety registered fitter or company • Gas meter rooms are kept locked and are adequately ventilated • Gas meter rooms are not used to store other items or combustible materials • Boiler rooms are kept locked with authorised access only • Boiler rooms not used for general or combustible storage • Fire control measures are in place e.g. fire detectors/fire extinguishers/automatic shut off valves/gas detectors etc and are properly maintained • Boiler room adequately ventilated • Isolator switches clearly marked • Floor areas kept clear of spills/grease/oil etc 	Yes	None
First aid, Medical administration,	Staff	<ul style="list-style-type: none"> • Refer to First Aid Policy and associated Risk Assessment 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
Incorrect first aid applied, or dosage/medicine administered.	Visitors Children Others			
Storage, Inappropriate storage/poor housekeeping/ manual handling	Staff Visitors Children Others	<ul style="list-style-type: none"> • Hazardous substances stored in accordance with CoSHH assessments • Flammable substances including petrol stored in a lockable fire resistance cabinet or approved safety can • Shelving and racking properly installed with secure fixings in place • Shelving and racking not overloaded • Storage organised with heavier objects at waist height or lower levels • Appropriate steps/kick stools etc provided to reach higher shelves • Good housekeeping to ensure gangways and general access is kept clear 	Yes	None
Display Screen Equipment	Staff	<ul style="list-style-type: none"> • Refer to DSE Risk Assessment 	Yes	None
Work at height	Staff Visitors Others	<ul style="list-style-type: none"> • Displays restricted to head height wherever practicable • Kick stools/steps are available and used to access higher displays and storage • Staff are instructed not to use tables/chairs etc as makeshift steps • Floor surfaces suitable for use of steps and ladders • Staff wear appropriate footwear when using kick stools or step ladders • Long handle poles or mechanical openers are used to open high level windows or blinds • Ladders only used for short duration work < 30 minutes and where three points of contact can be maintained whilst climbing the ladder • Two-person rule implemented when using ladders • pre-use checks are carried out of all ladders and step ladders • Faulty ladders or step ladders are taken out of use • Appropriate staff are trained in the use of ladders • Ladder used at correct angle i.e. one metre out for four metres up • Area where ladder being used is fenced off or coned appropriately with tools and equipment carried in tool belt 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
		<ul style="list-style-type: none"> • Work not undertaken in adverse weather conditions e.g. high wind/rain etc • Wheel brakes applied when towers in use • Exclusion zone created under work area with warning signs/barriers etc 		
Offsite Visits and minibus use, Various dependant on activity and risk of road traffic accident	Staff Visitors Children Others	<ul style="list-style-type: none"> • GCC Offsite Visits Manual and guidance followed • Offsite Visits Coordinator (OVC) appointed and trained • Staff leading visits have appropriate training where required • Adventurous activities and residential trips are reviewed by SHE • Risk assessments are prepared for all aspects of each trip by modifying GCC generic versions where applicable • Headteacher or other responsible person has final approval of trips • Appropriate insurance arrangements are in place • Where necessary the provider completes the provider's questionnaire which covers their safety management systems • DBS checks are carried out where necessary • Document checks for drivers are carried out where necessary • An annual review of all trips is undertaken which includes any health and safety issues • Staff who drive minibuses are MIDAS (or equivalent) trained • Staff have appropriate driving licence (D1 where necessary) • Minibus maintained and serviced in line with GCC requirements • Any lifting equipment is subject to insurance inspection • Pupils use seat belts and are supervised • If required pupils will use car seats or approved booster seats • First aid kit and fire extinguisher available • Pre-use vehicle checks carried out • Laden weight in line with GCC SHE minibus guidance • Arrangements in place to cover break down or emergency 	Yes	None
Other organisations sharing school/playgroup site or hiring	Staff Visitors	<ul style="list-style-type: none"> • Organisations briefed and provided with appropriate information on health and safety matters that affect them or require their 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
facilities, Various e.g. fire/unsafe acts and conditions arising from their operations or the operations of a school which may affect each other.	Children Others	<p>cooperation e.g. fire procedures</p> <ul style="list-style-type: none"> Organisations share appropriate information with the school on their policies, procedures and risk assessments which may affect the schools operation Clear definition of boundaries or buildings occupied by any organisation sharing/hiring and appropriate locking or access control systems in place to prevent inadvertent entry Clearly defined responsibilities regarding facilities management issues such as who owns and who is responsible for the maintenance of any plant and equipment etc Policies and agreements in place to cover hiring arrangements 		
Control of Substances Hazardous to Health (CoSHH), Exposure to chemicals/infection/fire etc	Staff Visitors Children Others	<ul style="list-style-type: none"> Material safety data sheets (MSDS) are available and CoSHH assessments are carried out Control measures are in place for use of all hazardous substances Hazardous substances are stored in line with CoSHH assessments and MSDS The appropriate engineering controls e.g. local exhaust ventilation (LEV) are in place where necessary and equipment inspected and maintained annually PPE is provided and used where necessary Arrangements are in place to deal with spillages Hazardous waste is disposed of appropriately 	Yes	None
Manual handling and moving of pupils, Unsafe lifting practices	Staff Visitors Children Others	<ul style="list-style-type: none"> Moving and handling assessments are carried out by a competent person and is part of pupil individual care plan Staff are trained in appropriate manual handling techniques and use of lifting aids e.g. hoists where required Any lifting aids are subject to regular documented checks including insurance inspections Personal emergency evacuation plan (PEEPS) in place where necessary 	Yes	None
Manual handling of inanimate objects, Unsafe lifting practices	Staff Visitors	<ul style="list-style-type: none"> Manual handling risk assessments are carried out where appropriate Staff are given appropriate lifting and handling training 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
	Children Others	<ul style="list-style-type: none"> Suitable lifting aids are available where required e.g. trolleys and sack trucks Storage is arranged so that heavier items are at waist height and more light weight items stored at a higher level The environment in which lifting, and handling activities take place is suitable 		
Violence (Physical and Verbal, Exposure to violent incident	Staff Visitors Children Others	<ul style="list-style-type: none"> Staff are aware and trained where necessary in how to deal with violence or aggression from or between pupils and/or parents Systems are in place to deal with intruders Procedures are in place to record any such incident 	Yes	None
Legionella, Exposure to hazardous aerosols containing legionella bacteria	Staff Visitors Children Others	<ul style="list-style-type: none"> A legionella survey has been carried out and any actions reviewed HSE guidance on legionella is followed Key staff receive training on legionella risks if appropriate Water temperatures are monitored as required at the location specified in the survey and at the appropriate time interval e.g. monthly Dead legs/ends have been identified and removed where necessary 	Yes	None
Asbestos, Exposure to hazardous airborne levels of asbestos fibres	Staff Visitors Children Others	<ul style="list-style-type: none"> An asbestos management plan has been created for the school which identifies the location/type of any residual asbestos containing materials (ACM) No Asbestos is contained within the school boundaries, survey carried out in September 2005 	Yes	None
Site security, Exposure to violence or assault/damage to property/child protection issues/theft.	Staff Visitors Children Others	<ul style="list-style-type: none"> Procedures in place for locking and unlocking buildings A range of security control measures are in place as appropriate including fencing/access control systems 	Yes	None
Kitchen (general), Inadequate personal/ food hygiene arrangements/slips trips falls/contamination/exposure to hot surfaces and	Staff Visitors Children Others	<ul style="list-style-type: none"> Appropriate food hygiene management system in place Staff trained and have the appropriate food hygiene certificate Surfaces in contact with food are easily cleaned and maintained Cleaning regimes in place Appropriate separation of cooked and raw foods 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
substances/fire/gas/explosion		<ul style="list-style-type: none"> • Freezer temperatures recorded • Cleaning materials are adequately separated from food and have appropriate CoSHH assessments • Staff are given appropriate PPE e.g. overalls, gloves, aprons and non-slip footwear • Suitable storage and waste disposal arrangements in place for waste food and refuse • Adequate hand washing facilities in place for staff • Spillages cleaned up immediately to prevent slips/trips/falls • Location of gas and electrical isolation valves clearly marked and staff can operate them • Appropriate firefighting equipment provided e.g. fire blanket or wet chemical agents for fires involving hot oil/fat • Extractor hood above cooking appliances maintained and cleaned • Kitchen is deep cleaned at regular intervals • Risk assessments in place for all catering equipment and catering activities to include deliveries etc • Where catering contractors are used it is clear who owns and maintains the cooking equipment • Pest control measures in place where appropriate e.g. regular inspection of dried food for signs of damage to packages/droppings etc • Servery organised to ensure hot containers not accessible to pupils • Hot counters/surfaces display warning signs where necessary 		
Art, Exposure to adhesives/sharp objects e.g. knives/hot surfaces e.g. kilns/exposure to clay, glazes, plaster of Paris etc.	Staff Visitors Children Others	<ul style="list-style-type: none"> • CoSHH assessments and appropriate control measures in place to cover use of hazardous substances e.g. adhesives etc • Paints and adhesives are substituted with non-toxic water based alternatives wherever possible • GCC SHE guidance for managing risks in art followed and the generic risk assessment for art used and modified for department, (actions identified have been completed) 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
		<ul style="list-style-type: none"> • Craft knives used under supervision and stored safely • Clay dust is minimised by damping down and cleaning appropriately (i.e. not swept dry with a brush) • Glue guns and plaster of Paris etc used under supervision 		
Physical Education, Unsafe condition of equipment and grounds/inappropriate actions or behaviours during PE activities	Staff Visitors Children Others	<ul style="list-style-type: none"> • Refer to the Physical Education Risk Assessment 	Yes	None
Science and Design & Technology (D&T), Exposure to chemicals/biological agents//slips trips and falls /unsafe condition of equipment.	Staff Visitors Children Others	<ul style="list-style-type: none"> • School has copies of Be safe! Health and safety in primary school science and technology and access to primary school CLEAPSS guidance • All teachers check Be safe! from time to time and use it when planning their science [and technology] activities • Where relevant guidance cannot be found in Be safe!, staff consult CLEAPSS • Model risk assessments in Be Safe are modified appropriately for the school and control measures written into schemes of work • Supervision ratios are in line with guidance in Be Safe! • Equipment, materials and tools stored safely, chemicals and any other hazardous items are locked away • Where animals or other living organisms are used CLEAPSS Guidance e.g. L56 is followed (see section 4) • Staff are trained appropriately in the use of Be safe Guidance • Pupils at Key Stage 1 do not use expanded polystyrene • Glass containers not normally used by pupils in Years Reception to 4, but can be used in Years 5 and 6 when the nature of the work means that there is no realistic alternative • Scrupulous hygiene (thorough hand washing) ensured before and after cooking activities or when handling animals 	Yes	None
PTA and PTA run events, Slips, trips and falls/fire/contact with moving	Staff Visitors	<ul style="list-style-type: none"> • Risk assessments for each event are sent through to the Headteacher for approval which should cover all aspects of the activities proposed. 	Yes	None

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?
vehicles or other objects/manual handling/electrocution etc	Children Others			
Occupational Stress	Staff	<ul style="list-style-type: none"> Refer to the Stress Management Risk Assessment 	Yes	None
Volunteer and Parent Helpers on Site, Safeguarding/ accident/ injury	Staff Visitors Children Others	<ul style="list-style-type: none"> DBS checks undertaken Induction brief to include safety and parameters of their role within the school are clearly defined from the outset Volunteers/ parent helpers are not asked to carry out tasks that fall into a teachers responsibility Volunteers/ parent helpers are not exposed to dangerous or hazardous substances/ equipment or conditions Volunteers/parent helpers are made aware of expectations with regard to confidentiality, GDPR, Equal Opportunities Policy etc Volunteers/ parent helpers using their own car to transport children other than their own children to school events, (sport, music etc) made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions 	Yes	None
Expectant Mothers, Safeguarding/ accident/ injury	Staff Visitors Others	<ul style="list-style-type: none"> Refer to the Pregnant Workers Risk Assessment 	Yes	None
Collection of Children, Children being misplaced, picked up by incorrect persons	Staff Visitors Children Others	<ul style="list-style-type: none"> EYFS and KS1 children will remain on school grounds until a suitable parent/carer has arrived. KS2 children will be allowed to leave school independently if a parent/carer has informed the school that this is allowed All children to be supervised by school staff prior to being collected Parents / Guardians are required to phone the school prior to the end of the school day in order to nominate additional persons to collect children. 	Yes	None