|  |
| --- |
| **HEALTH AND SAFETY inc. RISK ASSESSMENT POLICY** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Review Date** | **Headmistress** | **Proprietor** |
| **October 2017** | **2018-2019** | **Zoe Sylvester** | **Brian Berkery** |

This Policy forms part of a set of documents and policies which relate to the safeguarding and welfare responsibilities of the School.

**PROPRIETOR’S STATEMENT OF INTENT FOR HEALTH AND SAFETY**

1. The overall responsibility for Health and Safety within the School lies with the Proprietor who will have due regard for the guidance published by DfE as: Health and Safety: Advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies - February 2014.

2. As a School, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Proprietor is committed to safeguarding the welfare of everyone in our community in order that effective learning can take place.

3. Day to day responsibility for the operation of health and safety at the School is vested with the Headmistress. The Proprietor will assist the Headmistress to implement and maintain this policy and will consider health and safety matters when assessing the budget. The Headmistress will ensure that the School adheres to the following framework for managing health and safety:

* the external fabric of the school, its plant, equipment and systems of work are to be surveyed and inspected regularly by qualified professionals
* their recommendations (together with other defects) are to be tabled at each of the monthly Health and Safety meetings as part of the Headmistress’ report to the Advisory Board annually and are to form the basis of the school’s routine maintenance programmes
* a competent person is to write a fire risk assessment which is to be updated every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Proprietor is to review this risk assessment every time it is amended and submit an appropriate report at their next meeting
* health and safety training is to be undertaken regularly including induction training for new staff before taking up their appointment. Importantly, new staff are to receive additional instruction relevant to their function including occupational health and stress
* all staff are to receive First Aid training every 3 years

4. All members of staff have an individual responsibility to take reasonable care of their own safety and that of pupils, parents, visitors and contractors. Staff have a common-law duty to act as any prudent parent would do when in charge of pupils. Also, they have a duty to cooperate with the Headmistress and other members of the SMT in order to enable the Proprietor to comply with our health and safety duties. This includes reporting any risks or defects to the Headmistress. The Proprietor will assist the Headmistress to implement and maintain this policy and will consider health and safety matters when assessing the budget.

5. Separately the School has a policy in accordance with the Education (Independent School Standards) Regulations (the ISSRs) and in particular in relation to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the School to actively promote the wellbeing of pupils.

6. All staff are briefed on where copies of this statement and supporting health and safety documents can be obtained. The information relevant to the pupils, parents and visitors is to be brought to their attention, as required.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The Proprietor)

**ORGANISATION**

Overall responsibility for health and safety rests with the Proprietor. But in order to manage the policy effectively it is necessary to share the many duties. The division is summarised below.

**THE PROPRIETOR**

The Proprietor must ensure that the School has a structure in place to manage health and safety effectively and which is integrated into general day-to-day management. In particular, he must ensure that:

* plans for continuous improvement in health and safety management are developed and reviewed regularly
* all school activities are organised and have sufficient arrangements and resources to ensure that health and safety can be managed effectively
* a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils
* responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of their duties
* staff have sufficient experience, knowledge and training to perform the tasks required of them
* clear procedures are created which assess the risk from hazards and produce safe systems of work
* sufficient funds are set aside with which to operate safe systems of work
* health and safety performance is constantly measured and reviewed annually

**THE HEADMISTRESS**

The Proprietor delegates the day to day responsibility for organising health and safety to the Headmistress. Her duties include:

* being fully committed to the Proprietor’s Statement of Intent for Health and Safety
* ensuring that a clear written local Policy for Health and Safety is in place and reviewed annually

ensuring that the Policy is communicated adequately to all relevant persons

* ensuring appropriate information on significant risk activities is given to visitors and contractors
* ensuring appropriate consultation arrangements are in place for staff and children
* ensuring that all staff are provided with adequate information, instruction and training on health and safety issues
* ensuring risk assessments of the premises and working practices to be undertaken
* ensuring safe systems of work are in place as identified from risk assessments
* ensuring that emergency procedures are in place
* ensuring that equipment is inspected and tested in order to confirm it remains in a safe condition
* ensuring records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc
* ensuring arrangements are in place to monitor premises and performance
* ensuring that all accidents are investigated and any remedial actions required are implemented
* reporting to the Proprietor annually on the health and safety performance of the school

**SCHOOL ADMINISTRATOR**

They are responsible for policing the safety arrangements that have been put in place. Their duties include:

* ensuring the necessary health and safety policies and assessment are in place and that they are relevant, understood and annually reviewed

co-ordinating the inspections and performance monitoring process

* making provision for the inspection and maintenance of work equipment throughout the school
* managing the keeping of records of all health and safety activities including management
* advising the Headmistress of situations or activities which are potentially hazardous to the health and safety of staff, children and visitors
* ensuring that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
* carrying out any other functions devolved to him by the Headmistress or Proprietor

**ALL STAFF**

All staff have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, staff must:

* comply with the School’s Health and Safety Policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
* co-operate with the School management in complying with relevant health and safety law
* use all work equipment and substances in accordance with instruction, training and information received
* report to their immediate line manager any hazardous situations and defects in equipment found in their work places
* report all incidents in line with current incident reporting procedure
* act in accordance with any specific health and safety training received
* inform their Line Manager of what they consider to be shortcomings in the school’s health and safety arrangements
* exercise good standards of housekeeping and cleanliness

**Children**

Children, allowing for their age and aptitude, are expected to:

* exercise personal responsibility for the health and safety of themselves and others
* observe standards of dress consistent with safety and/or hygiene
* observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
* use and not wilfully misuse, neglect or interfere with things provided for their health and safety

**PROCEDURES AND ARRANGEMENTS**

*“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC*

The Proprietor is fully committed to promoting the safety and welfare of our community to facilitate effective education in a secure environment. 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 with not just with the law but also with best practice. ISSR regulations require Schools to have a risk assessment policy and the School has always evaluated risk as part of its Health and Safety Policy and now formally states for regulatory purposes that the Risk Assessment policy is documented below. Risks are inherent in everyday life. They need to be identified and systems adopted to minimise them. All personnel need to be educated in order to cope safely with risk.

**RISK ASSESSMENTS**

**WHAT IS A RISK ASSESSMENT?**

A risk assessment is simply 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. Some definitions:

* 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). All the hazards in School are deemed to be LOW and for simplicity the template used for the risk assessments does not address probability
* 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. Simple measures can be very effective and inexpensive.

Risk assessments need reviewing and updating annually. The School is very aware that all staff and children need to receive training.

A “library” of risk assessments is maintained by the Administrator, copies are also available by the School for staff to refer to and use for themselves.

**WHAT AREAS REQUIRE POLICIES AND RISK ASSESSMENTS?**

There are numerous activities carried out which require a separate policy and/or risk assessment. The most important of these covers:

**Risk Assessment Policy.** This policy is drawn up and implemented in accordance with ISSR 2016 and in particular in relation to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the School to actively promote the wellbeing of pupils.

**Fire Safety.** A risk assessment for every room, stairs, corridor and emergency exit in the entire school is required to ensure the School provides a safe fire environment. Particular emphasis is placed on training to minimise the risk of fire and to be able to respond effectively and safely should fire break out.

The School acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly. A formal Risk Assessment is carried out by external contractors and is updated annually.

To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Employees should report any concerns they have about fire hazards, etc. to the Headmistress so that the School can take the appropriate measures to eliminate the problem.

Periodic inspections and assessments shall be carried out to identify fire risks and ensure that appropriate precautions are in place. The School will ensure that housekeeping standards are such as to minimise the risk and development of fire. Effective security precautions shall be taken to minimise the risk of arson both within buildings and on the grounds of every site.

The School will also exercise suitable control over contractors' operations and the fire risks associated with such operations. All contractors working on School premises shall be bound, under the terms of their contract, to comply with the School's conditions for contractors.

Suitable and sufficient assessments of the risks of fire due to electrical failure, smoking or arson have been made and will be updated at regular intervals.

The School will regularly practice evacuations and keep records of these and any testing of fire detection and warning equipment.

Please also refer to the School’s Fire Evacuation Procedures.

**Educational Visits.** The School has a policy for educational visits and trips which includes a risk assessment template and the adult/child ratios.

**First** **Aid Policy.** The School has a first aid policy and risk assessments for first aid and all other treatments and procedures. Supplies of first aid material will be held at various locations throughout the School. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

The class accident books are checked monthly by the Administrator, Headmistress and Proprietor who is also is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Additionally all staff receive First Aid training from a recognised providor every 3 years to enable effective treatment to be given and the burden to be shared. A record will be made of each occasion any member of staff, any pupil or any other person receives first aid treatment either on the School premises or as part of a School-related activity. The Headmistress and the Proprietor will receive information about all accidents and investigate them to determine the correct course of action to reduce the risk of the accident happening again.

**Occupational Health and Stress.** The School recognises that its duty of care extends to mental health as well as physical health at work. It is committed to providing a supportive working environment that maintains and promotes the health and well -being of all staff. The School is committed to implementing a stress management policy which includes improving the organisational environment through effective and sensitive management including training and providing information, enabling individuals to cope successfully with the demands and pressures of work, and providing support for employees whose health and well-being are affected by stress.

**Security.** The Headmistress is to monitor the School’s Visitors and Site Security Policies to ensure it continues to safeguard staff, children, parents/carers and visitors as much as reasonably practical.

Risk assessments are also needed for many other areas, see Appendix 1 as an aid, including the following:

**EDUCATIONAL**

The following educational subjects require assessments and should be written by the Administrator:

1. Generic classroom assessment.
2. Outdoor areas
3. Fire exit stairs
4. PE   
   Art.  
   Music (including minimising the risk of hearing loss to staff).

Performances (including the stage, props and lighting) to be written by class teachers

**PROCEDURAL**

There are a number of procedural activities, which require assessments and should be written by the Administrator:

1. Use of playgrounds
2. Movement around the School

**SUPPORT AREAS**

The support areas of the School are equally important and risk assessments coordinated by the Headmistress are required:

**Cleaners.** A similar assessment is necessary for the cleaners and cleaning equipment in the School and is the responsibility of the Proprietor.

**Handling and Storage of Chemicals and Harmful Substances.** An assessment so that all persons on the premises are aware of how to handle and store chemicals and harmful substances and how they are kept away from the children.

**Maintenance, Contractors & Hirers**

The Proprietor will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with Sections 3-4 of the Health and Safety at Work, etc. Act 1974.

All contractors who work on the School premises will be advised of the School’s contractors’ guidance notes and will be expected to abide by all conditions contained therein.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Proprietor will take such actions as are necessary to prevent persons in his or her care from risk or injury.

When the School premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the School, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the School and that they will not without the prior consent of the Headmistress or Proprietor:

1. Introduce equipment for use on the School premises.
2. Alter fixed installations.
3. Remove fire and safety notices or equipment.
4. Take any action that may create hazards for persons using the premises or the staff or pupils of the School.

The School draws the attention of all users of the School premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Please also refer to the School’s Policy for Contractors.

Risk assessments and training are needed for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). The Proprietor is responsible for the health and safety of the Maintenance Team.

**Office Staff.** Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen. The Headmistress is responsible for informing staff, conducting individual assessments and evaluating requests for equipment and alterations to working conditions. The School will, in consultation with staff carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker and take all necessary measures to remedy any risks found as a result of the assessment. The School will advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

**Slips and Trips.** The School has a duty of care to protect people in the workplace from slips trips and falls which are the most common reasons for injury in the workplace. The basic guidelines listed in the Slips and Trips Risk Assessment are to be observed by staff and the Headmistress and Proprietor must relate concerns which they identify daily when locking up and opening the School’s buildings.

**Pregnancy.** The School acknowledges that pregnant members of staff may need adjustments to their working environment if a significant health and safety risk is identified which goes beyond the normal level of risk found outside the workplace. Options include temporarily adjusting working conditions and/or working hours; or if that is not possible offering suitable alternative work; or if that is not possible suspending the teacher from work on paid leave for as long as necessary to protect her health and safety, and that of her child. The School’s routine risk assessments have not identified risks particular to pregnant mothers and the onus is placed on them to approach the Headmistress if they encounter a hazard which should be investigated.

**Lone Working** On occasions when it is necessary for staff to work alone in areas of the School that have been vacated after normal working hours, they must take particular care to avoid undertaking hazardous work tasks and to remain alert in the unlikely event of confronting an intruder. All staff working alone must make themselves aware of how to summon help if necessary and are strongly advised to carry a mobile phone with them at all times.

**Manual Handling** Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The School will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys.

An assessment of manual handling activities will be carried out during normal risk assessment activities and reviews. Significant risks which are identified will be reduced to the lowest level reasonably practicable. Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

1. When possible, employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution. Manual handling assessments are carried out where relevant and records are kept
2. Employees are properly supervised
3. Adequate information and training is provided to persons carrying out manual handling activities
4. Any injuries or incidents relating to manual handling are investigated, with remedial action taken
5. Employees adhere to safe systems of work
6. Safety arrangements for manual handling operations are regularly monitored and reviewed
7. Employees undertaking manual handling activities are suitably trained
8. Special arrangements are made, where necessary, for individuals with health conditions, which could be adversely affected by manual handling operations.

**School Trips.** The Government is determined to reduce burdens on schools and to simplify health and safety requirements and explain them better. The Government is making it easier for schools to take pupils on trips, removing paperwork and taking steps to reduce teachers’ fears of legal action. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. Schools are advised to adopt a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork. See the ‘Educational trips’ policy.

**Online Safety Policy.** The focus of the School’s policy is to ensure that every pupil leaves understanding the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

**Safeguarding and Child Protection.** The School’s 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. Everyone in our community receives regular child protection training and the School manages this risk to an acceptable level. The Headmistress is responsible for ensuring the School complies with Keeping Children Safe in Education requirements.

**CONDUCTING A RISK ASSESSMENT**

The School uses a generic risk assessment form and as the School endeavours 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 all activities, and are expected to wear protective equipment, if required, and to follow instructions.

**Specialist Support for Risk Assessments**

The Proprietor arranges for specialist contractors to carry out the following inspections and safety checks in support of the School’s written risk assessments. Records are maintained.

* Fire Safety. An audit is conducted by an independent advisor every 3 years to support the Fire Safety Policy and risk assessment
* Asbestos. Asbestos sites within the School have been identified and sealed. Contractors are informed by the Proprietor if they are working in the vicinity
* Legionella. Inspections are carried out annually but water samples to check the purity of the water are taken quarterly
* Gas Safety. In accordance with The Gas Safety (Installation and Use) Regulations 1998, it is the duty of every employer to ensure that any gas appliance, installation pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent risk of injury to any person
* The School boilers for the heating and hot water systems are inspected and serviced annually as part of the Insurance requirements
* Electrical Safety. In accordance with the Electricity at Work Regulations 1989, the School has a suitable Permit-to-Work system to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences. This is renewed every 5 years. Otherwise visual checks of electrical equipment are conducted annually as part of the PAT testing
* COSHH. A contractor is engaged every 3 years to review the COSHH hazard and data sheets, storage arrangements and safety measures including first aid provision

When work is carried out The School will, in consultation with the maintenance staff and their representatives:

1. Carry out an assessment of any remedial or repair work required for the premises and grounds and task specific staff, whether internal or external, to carry out this work.
2. Avoid work at heights or with live electrical equipment wherever possible.
3. Avoid manual handling wherever possible.
4. Cordon off work areas to restrict unauthorised entry wherever possible.
5. Carry out an assessment of how the machinery should be isolated to enable maintenance work to be carried out safely including when guards have been removed.
6. Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety.
7. Provide any training and personal protective equipment that might be necessary for staff in all areas of the School to operate equipment safely.
8. Ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

**REVIEWS**

All risk assessments are reviewed annually by the authors by January of each year and submitted to the Headmistress who will seek formal approval for them from the

Proprietor. However all staff have been asked to monitor activities regularly and recommend possible improvements immediately. Equally the following measures have been put in place to ensure that staff, with particular responsibilities, are aware of their obligations.

All incidents are to be investigated in order to learn any lessons that might prevent a recurrence and relevant risk assessments are to be amended appropriately, if required.

**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 (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmistress in order to enable the Proprietor to comply with his health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headmistress or the Proprietor.

**DEALING WITH HEALTH AND SAFETY EMERGENCIES**

All staff receive medical training every 3 years and should be able to provide immediate assistance in the event of an accident. In accordance with the First Aid Policy - an ambulance is to be called IMMEDIATELY if the member of staff attending the emergency feels unable to cope.

**SUMMARY**

The School has a comprehensive and practical approach to Health and Safety and Risk Management. The aspiration is to apply common sense to create a safe working environment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Headmistress:** |  | **Date:** |  |
| **Proprietor:** |  | **Date:** |  |

**Appendix 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and safety checklist for classrooms**  **Checklist:** | | **Yes** | **Further action needed** | **N/A** |
| **Movement around the classroom (slips and trips)** | Is the internal flooring in a good condition? |  |  |  |
| Are there any changes in floor level or type of flooring that need to be highlighted? |  |  |  |
| Are gangways between desks kept clear? |  |  |  |
| Are trailing electrical leads/cables prevented wherever possible? |  |  |  |
| Is lighting bright enough to allow safe access and exit? |  |  |  |
| Are procedures in place to deal with spillages, eg water, blood from cuts? |  |  |  |
| For stand-alone classrooms: ■Are access steps or ramps properly maintained? ■Are access stairs or ramps provided with handrails? |  |  |  |
| **Work at height (falls)** | Do you have an ‘elephant-foot’ stepstool or stepladder available for use where necessary? |  |  |  |
| Is a window-opener provided for opening high-level windows? |  |  |  |
| **Furniture and fixtures** | Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving? |  |  |  |
| Is furniture in good repair and suitable for the size of the user, whether adult or child? |  |  |  |
| Is portable equipment stable, eg a TV set on a suitable trolley? |  |  |  |
| Where window restrictors are fitted to upper- floor windows, are they in good working order? |  |  |  |
| Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people? |  |  |  |
| **Manual handling** | Have trolleys been provided for moving heavy objects, eg computers? |  |  |  |
| **Computers and similar equipment** | If you use computers as part of your job, has a workstation assessment been completed? |  |  |  |
| Have pupils been advised about good practice when using computers? |  |  |  |
| **Electrical equipment and services** | Are fixed electrical switches and plug sockets in good repair? |  |  |  |
| Are all plugs and cables in good repair? |  |  |  |
| Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it’s safe to use? (There may be a sticker to show it has been tested.) |  |  |  |
| Has any damaged electrical equipment been taken out of service or replaced? |  |  |  |
| **Asbestos** | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you? |  |  |  |
| Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos? |  |  |  |
| **Fire** | If there are re exit doors in the classroom, are they: ■unobstructed; ■kept unlocked; and ■easy to open from the inside? |  |  |  |
| Is re- fire-fighting equipment in place in the classroom? |  |  |  |
| Are fire evacuation procedures clearly displayed? |  |  |  |
| Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children? |  |  |  |
| **Workplace (ventilation and heating)** | Does the room have natural ventilation? |  |  |  |
| Can a reasonable room temperature be maintained during use of the classroom? |  |  |  |
| Are measures in place, for example blinds, to protect from glare and heat from the sun? |  |  |  |

*This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional issues** | | **Yes** | **Further action needed** | **N/A** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  |  |  |  |  |

**Further action needed**

|  |  |
| --- | --- |
| **Hazards noted:** | **Action taken and when:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Name (and position):** | **Signature:** | **Date:** |
|  |

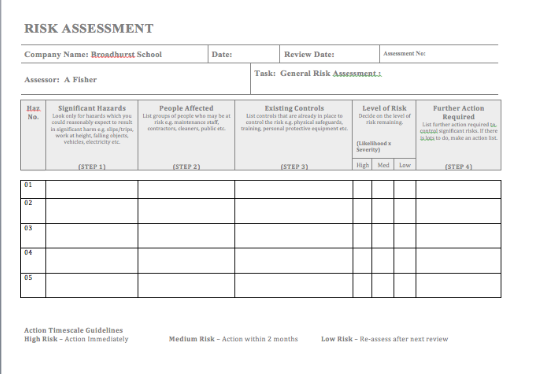
**APPENDIX 2**

**Risk Assessment Ticklist for Class Teacher Class**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week beginning ……………………………..** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** |
| **Fire Safety check completed**  Smoke Alarm/ Break Glass  Exits clear  Keys stored correctly |  |  |  |  |  |
| **Health and Hygiene checks completed**  Tables surfaces/equipment clean  Toys  Liquid soap  Bins  First aid box and medication |  |  |  |  |  |
| **Equipment checks completed**  Plug sockets |  |  |  |  |  |
| **Items locked away/secured**  Cupboard locks  Knives  Tools |  |  |  |  |  |
| **Outdoor checks completed**  Animal faeces  Play equipment |  |  |  |  |  |
| **Any actions: See Administrator Cara or for emergencies the**  **Caretaker Kenith Pilon** |  |  |  |  |  |

**APPENDIX 3**

**BROADHURST SCHOOL RISK ASSESSMENT FORM SAMPLE**

****