

	<b>Establishment/Department</b> 878/2012	<b>Primary Whole School Risk Assessment</b>	<b>RA22</b>
	<b>Name and Address of Establishment</b> Hayward's School, East Street, Crediton EX17 3AX		
<b>Person(s)/Group at Risk</b> All Employees, Governing Body, Contractors, Visitors and Pupils	Initial Assessment <input type="checkbox"/> Review <input checked="" type="checkbox"/> Following Incident <input type="checkbox"/>		
<b>Activity/Task/Process/Equipment</b> Whole Primary School	Date of Assessment : March 2023 Assessor(s) Nicola Schofield <i>Addition of infection control May 2022</i>		

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
<b>Administration of Medicines</b> <i>Administration of prescribed medicines by staff</i> <i>Adverse physical reaction, cuts from sharps, misadministration, failure to administer</i>	<ul style="list-style-type: none"> <li>▪ Supporting Pupils with Medical Needs policy in place which covers administration of medication</li> <li>▪ Responsibility for medication remains the parent's responsibility. In the majority of cases only prescribed medication administered, unless specific permission given by Head and it keeps a child in school. No medication provided unless written parental consent is provided. Single medicine administration window offered to parents (12noon) managed by MTA with First Aid Responsibility. All administration is recorded. Consent and administration forms contained within HS0032 Medication Guidance Note used.</li> </ul>		X

	<ul style="list-style-type: none"> <li>▪ Staff have sufficient information about the medical condition of any pupil with long-term medical needs. Medical lists in register, in medical room and first aid folder in staffroom and photos in first aid room. EYFS have individual plans, with photos and names (agreed with parents) displayed on a noticeboard in the unit.</li> <li>▪ Appropriate arrangements in place for the safe storage of medication – stored in locked drawer in office or in fridge in office. Asthma inhalers stored out of children’s reach but close to hand for immediate access. Stored in cupboard/teachers desks in classrooms.</li> <li>▪ Out of date/redundant medication returned to parents</li> <li>▪ Staff who administer specialist medications and invasive procedures (e.g. adrenalin injection, etc) to receive appropriate training. Specialist support is gained for complex needs via school nursing team, hospital teams or GP. Online training for Anaphylaxis and Asthma offered to all staff.</li> <li>▪ Emergency procedures known, plan for calling 999 tested in January 2019, reviewed and altered.</li> <li>▪ School holds emergency epipens (child and adult) and inhalers. Staff have received training on how to use them and who can use them.</li> <li>▪ Staff medical needs are recorded in a file of information which is held securely and other staff members in teams and first aiders are aware of the conditions and medication requirements.</li> </ul>		
<p><b>Animals in schools</b></p> <p><i>School pets, visiting animals</i></p> <p><i>Allergic Reactions, bites and scratches, infestation/disease</i></p>	<ul style="list-style-type: none"> <li>▪ School currently have 2 rabbits and 4 chickens in the animal area.</li> <li>▪ There is restricted access to the animal area, with pupils needing to be supervised. Gate is locked and access controlled. At lunchtime a group of students called the Anipals, trained by staff, help the children pet and hold the animals. They are briefed on expectations re. hygiene. A member of staff is in close proximity when this happens</li> <li>▪ DEFRA guidance followed where required.</li> <li>▪ Guidance is displayed in the shed, within the animal area, and adults are required to sign to say this has been read before they access the area for the first time. This also applies to any parent volunteers who support with the maintenance of the animals.</li> <li>▪ Staff and pupils instructed to wash their hands before and after contact with animals, there is hand gel available for immediate use but pupils still told to wash</li> </ul>		X

	<p>hands.</p> <ul style="list-style-type: none"> <li>▪ Staff or pupils with known allergic reactions to animals, bedding, feed (such as nuts) to avoid contact. All staff are aware of allergies and copies of lists are kept within classrooms.</li> <li>▪ When animals are used in learning, permission is sought and activity is controlled closely. Staff respect pupils uncertainties around animals supporting them as required.</li> <li>▪ Guidance in CLEEAPS document on Animals in School followed.</li> <li>▪ Dogs (except guide and listening dogs) are not allowed on school playing fields or play facilities</li> </ul>		
<b>Caretaking and Cleaning Activities</b>	<ul style="list-style-type: none"> <li>▪ Separate risk assessment RA04 completed for the activities of cleaning and caretaking staff employed by the school. To be reviewed March 2022.</li> </ul>		X
<p><b>Hazardous Chemicals</b></p> <p><i>e.g. cleaning chemicals, solvents, adhesives, paints</i></p> <p><i>Inhalation/respiratory problems, burns, ingestion</i></p>	<ul style="list-style-type: none"> <li>▪ All substances kept to a minimum and <u>all</u> containers clearly labelled</li> <li>▪ Separate COSHH risk assessments based upon Material Safety Data Sheets available for all for all substances classed as hazardous and staff briefed in findings</li> <li>▪ Hazardous substances whether used by school staff or an on-site contractor locked away</li> <li>▪ RA05 to be reviewed July 2022</li> </ul>		X
<p><b>Contractors on site</b></p> <p><i>Injuries or damage arising from use of contractors who are not competent, uncontrolled access / egress, physical injuries, health issues from exposure to asbestos</i></p>	<ul style="list-style-type: none"> <li>▪ Contractors used are from the DCC approved list or subjected to formal Health and Safety vetting if using a non DCC approved contractor (<i>Public Liability Insurance, DBS checks</i>)</li> <li>▪ Contractors informed of any hazards on site e.g. the presence and location of asbestos</li> <li>▪ Contractors will be shown a copy of the School's Asbestos Register and will sign to acknowledge this. Contractors will also be informed of any other hazards affecting them on the site and of emergency procedures</li> <li>▪ Contractor to inform the school of any hazardous substances or activities being undertaken on the school site</li> </ul>		X

	<ul style="list-style-type: none"> <li>▪ Contractors complete sign in sheet which captures this information.</li> <li>▪ An agreed plan of work will be adopted to control these risks – this will be documented separately and will include an agreed, reasonable timeframe for completion of the work</li> <li>▪ Schedules of contractors work to be compiled by Premises and Safety Administrator. Liaison with affected staff undertaken and dates placed in school diary. Where possible building or hazardous work carried out outside of school hours. Where not practicable work area will be segregated</li> <li>▪ Where segregation not possible, adequate supervision in the vicinity of the work area if contact with pupils is possible</li> <li>▪ Appropriate welfare facilities will be provided for contractors on site</li> <li>▪ For works over 30 days or 500 man days a CDM Coordinator will be engaged and the CDM Regulations will be complied with</li> </ul>		
<p><b>Curriculum Hazards</b></p> <p>Using heat in science and cookery activities, hand tools in technology work, practical work in the environmental area/pond dipping</p> <p>Cuts, burns, scalds, infection/hygiene issues</p>	<ul style="list-style-type: none"> <li>▪ There are few significant hazards in the curriculum at Hayward's</li> <li>▪ Separate specific risk assessments to be completed for higher risk projects e.g.batik</li> <li>▪ Areas with significant hazard currently are limited to Forest School and D&amp;T</li> <li>▪ Precautions from relevant CLEAPSS guidance notes followed, and include: <ul style="list-style-type: none"> <li>○ D&amp;T – dedicated D&amp;T Room with first aid equipment, PPE provided where required (aprons, oven gloves etc...), staff working in the area to ensure they have radio to call for assistance if required.</li> </ul> </li> <li>▪ The findings of the risk assessment for these areas are recorded in the separate Forest School Risk Assessments</li> <li>▪ Separate Off-Site visit risk assessments undertaken in line with <i>Devon Outdoor Education, Visits and Off-Site Activities Health and Safety Policy</i></li> <li>▪ One member of staff (YC) is responsible for managing the kiln, test booked for March 2021</li> <li>▪ In PE lessons, pupils are asked to tie long hair back and remove any jewellery.</li> </ul>		X
<p><b>Display Screen Equipment (DSE)</b></p>	<ul style="list-style-type: none"> <li>▪ Separate DSE Assessment carried out on identified DSE users and issues identified in these assessments actioned accordingly</li> <li>▪ The trained DSE Assessors for the school are <i>Kirsty Brett and Judith Harris</i></li> </ul>	X	

<p><i>Ergonomic problems arising from inappropriate work station set up, upper limb disorders, temporary eye strain / headaches</i></p>	<ul style="list-style-type: none"> <li>▪ These assessments are valid for 3 years but must be reviewed if location or equipment changes. KB/JH to ensure that all users have completed DSE assessments, especially as staff join the school.</li> <li>▪ Majority of RA's expire in 2023, following up required on Andy Smith and assessments to be arranged for Nicola Schofield, Kat Cousins and Maugan Collins</li> </ul>		
<p><b>Environment and Welfare</b></p> <p><i>Thermal comfort, space, lighting, welfare facilities</i></p> <p><i>Health problems, infection</i></p>	<ul style="list-style-type: none"> <li>▪ Adequate lighting and comfortable room temperatures can be achieved and maintained. – LED lighting upgrade completed 2019</li> <li>▪ Adequate ventilation available</li> <li>▪ School no smoking policy in place and correct signage used at entrance to premises – consider repeating this message on the inner school car park gate</li> <li>▪ Hand washing facilities available outside of toilets with sinks in classrooms</li> <li>▪ Toilets for staff and pupils supplied with hot and cold water, soap and drying facilities.</li> <li>▪ Wash-up areas provided with drinking water</li> <li>▪ Drinking water provided by free standing dispensers in the corridors, maintained by Thirsty Work</li> <li>▪ Hot water boiler in staff room maintained by Thirsty Work</li> <li>▪ Daily waste clearance arrangements in place, this is collected on a weekly basis</li> <li>▪ Sanitary and clinical waste collections scheduled monthly through contract with Peake GB, calendar of collection dates in office.</li> <li>▪ Confidential waste stored in bags in office and collection happens as requested by the office.</li> </ul>		X
<p><b>Infection Prevention Control Measure (IPC) – Outbreak control measures:</b></p>	<p>We take a preventative approach to Infection Prevention Control (IPC) and have baseline measures in place that reduce the spread of infection within our setting. The following guidance outlines the process schools should consider: <a href="http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/544212/Health_protection_in_schools_and_other_childcare_facilities_-_GOV.UK.pdf">Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)</a></p> <p>Information has been shared during academic year 2021/22 and is refreshed in newsletters regularly. Office staff are aware of the requirements and confirm these to parents as and when needed:</p>		X

	<ul style="list-style-type: none"> <li>• Stay at home if you have symptoms of an infection e.g., gastroenteritis (diarrhoea and vomiting) or influenza (flu) like illness and not return to work until 48 hours have passed since last fever and diarrhoea and/or vomiting episode</li> <li>• Clean your hands thoroughly and often</li> <li>• Promote and practice good respiratory hygiene: ‘Catch it, bin it, kill it’</li> <li>• Clean frequently touched surfaces often, using standard products such as detergents</li> <li>• Keep occupied spaces well ventilated</li> <li>• Be clear about what to do if someone becomes unwell at work</li> <li>• Promote the uptake of vaccinations</li> </ul> <p><b>Outbreak Control Measures:</b></p> <p>At Hayward’s Primary School we:</p> <ul style="list-style-type: none"> <li>• Will in the event of an outbreak follow guidance in <a href="http://www.gov.uk">Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)</a> and implement recommendations.</li> <li>• Our business continuity plan identifies the settings actions in an outbreak situation <a href="#">DfE emergency planning and response</a></li> </ul> <p><b>Ventilation</b></p> <p><b>We will ensure that:</b></p> <ul style="list-style-type: none"> <li>• Ventilation and AC systems are working optimally.</li> <li>• Heating is used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>• Windows are kept open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</li> </ul>		
--	--	--	--

	<ul style="list-style-type: none"> <li>• Windows are opened fully when rooms are unoccupied for longer periods to purge the air (e.g., lunch times and before and after school).</li> <li>• Actions are taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> <li>• Fans are used for good air circulation.</li> <li>• Air conditioning systems that normally run with a recirculation mode are set up to run on full outside air.</li> <li>• Ventilation's system that removes and recirculates air to different rooms are turned off.</li> <li>• Ventilation system remain on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends.</li> <li>• Occupants are encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold, and the above steps must be considered).</li> <li>• Staff meetings and insets are held in rooms with suitable and sufficient ventilation</li> </ul> <p>A robust risk assessment process should include the following:</p> <ul style="list-style-type: none"> <li>• How is each room in the establishment being ventilated?</li> <li>• How many people are going to be using the room – more people greater the risk</li> <li>• What activities are being done in that room – lots of people talking, shouting, more risk</li> <li>• CO2 monitors are only a tool to identify poorly ventilated areas</li> <li>• HSE information on ventilation in the workplace <a href="https://www.hse.gov.uk/ventilation/overview.htm">Overview - Ventilation in the workplace (hse.gov.uk)</a></li> </ul>		
--	--	--	--

	<ul style="list-style-type: none"> <li>Simple resource to support schools with ventilation and CO2 monitoring: <a href="#">CoSchools - tools for healthy schools</a></li> </ul> <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></p>		
<p><b>Fire and other emergencies</b></p> <p><i>Fire, bomb threats, major incidents off-site</i></p> <p><i>Smoke inhalation, burns and death</i></p>	<ul style="list-style-type: none"> <li>Separate Fire Risk Assessment (FRA) and associated documentation in place. FRA located in <i>Fire and Emergency Evacuation File</i> in SBM office. Fire Risk Assessment refresher training has been completed in Jan 2020.</li> <li>Regular testing of alarm and emergency lighting is carried out by the caretaker and bi-annual testing by competent contractor completed under DMP.</li> <li>Fire extinguishers visually inspected and formal inspection and testing undertaken by competent contractor annually.</li> <li>Premises Emergency Evacuation Plan drawn up and shared with all staff. Emergency evacuation route posters in all rooms, full site plan on foyer wall by fire alarm panel with isolation points for all services indicated.</li> <li>Separate Schools Emergency Management Plan in place. Staff briefed in its contents and arrangements</li> <li>Hirers user agreement given to all hirers of school which includes action in an emergency</li> </ul>		X
<p><b>First Aid Arrangements</b></p> <p><i>Lack of first aiders or supplies.</i></p> <p><i>Physical injuries deteriorating due to lack of attention</i></p>	<ul style="list-style-type: none"> <li>First aid boxes marked and available in the following locations in the school: <ul style="list-style-type: none"> <li>First aid space</li> <li>EYFS</li> <li>Art room</li> <li>Owls Nest</li> <li>Grab bags in office for playground duty</li> </ul> </li> <li>Burns First Aid Kit in DT room</li> <li>Level of first aid trained staff assessed and RA09 documents this.</li> <li>16 - Emergency First Aid at Work trained employees are available.</li> </ul>		X



	<p>9 - Paediatric First Aid trained employees are available. Training updated every 3 years and refresher training when required. This is managed by the Premises and Safety Administrator</p> <ul style="list-style-type: none"> <li>▪ Paediatric First Aider on site at all times when children under 5 years of age present as required by law</li> <li>▪ The nearest Minor Injuries Unit is 8 miles and 15 minutes away. The nearest A&amp;E unit is 8 miles and 15 minutes away.</li> <li>▪ The Appointed Persons duties are shared between Kaye Vinnicombe, Jill Taylor and Judith Harris. Kaye Vinnicombe is responsible for checking and filling the boxes, and Judith Harris for training needs.</li> <li>▪ All accidents involving pupils are recorded in the school accident file, located at First Aid Area and in grab bags, when further treatment is required then these are logged on OSHENS</li> <li>▪ All accidents involving staff are recorded on accident/incident forms in SBM office and then logged on OSHENS</li> <li>▪ DCC accident reporting procedures followed. Copies of completed accident forms kept in School Office and inputted on OSHENS system as required</li> <li>▪ Notice of current first aiders/emergency first aiders located in First Aid Room, Staff room, SBM office, and office.</li> <li>▪ Parents notified by text if their child suffers a head bump. A note is provided to remind parents of the precautions to take in this instance.</li> <li>▪ First Aid supplies taken out on every visit off the school premises and adequately trained first aid cover arranged where necessary</li> </ul>		
<p><b>Lone Working</b></p> <p><i>Injury whilst lone working, assault/violence, delayed assistance in emergency</i></p>	<ul style="list-style-type: none"> <li>▪ Time spent working alone eliminated or reduced where possible</li> <li>▪ All staff to text Headteacher on arrival and text on leaving</li> <li>▪ If headteacher – he will communicate by the same way with a family member.</li> <li>▪ Communication arrangements in place with line manager / other employees if working alone or when meeting known aggressive parents</li> <li>▪ Agreed procedures to be followed if this notification not received. <i>More details can be found in lone working risk assessment.</i></li> <li>▪ Only agreed tasks undertaken when working alone. No work at height</li> <li>▪ Means to summon assistance close to hand – mobile phone carried</li> <li>▪ Adequate security in place; access to site controlled through security coded doors</li> </ul>		X

	<ul style="list-style-type: none"> <li>▪ Use of visitor badges / signing in book. Access not granted to unknown callers</li> <li>▪ Fob holders controlled</li> <li>▪ Key holders controlled</li> <li>▪ Keyholders sign for keys; they have to have permission to get keys.</li> <li>▪ Keyholders are shown how to set alarm by Caretaker</li> </ul>		
<p><b>Manual Handling of Objects and People</b></p> <p><i>Carrying, lifting, pulling, pushing furniture, PC's, stationery, etc</i></p> <p><i>Musculoskeletal strain or injury, falls and slips.</i></p>	<ul style="list-style-type: none"> <li>▪ Manual handling of items other than normal office type stationery or files avoided where possible</li> <li>▪ Trolleys or sack trucks are provided when moving things</li> <li>▪ Where possible, loads are split to reduce weights</li> <li>▪ Team lifting is used as appropriate</li> <li>▪ Individual Assessments carried out on any young people requiring physical handling leading to a Handling Plan for the individual concerned.</li> </ul>		X
<p><b>Playtime and Breaks</b></p> <p><i>Falls from climbing frames, child protection issues, pupils leaving the site</i></p> <p><i>Physical injuries, slips, falls</i></p>	<ul style="list-style-type: none"> <li>▪ Numbers are restricted on apparatus at any one time</li> <li>▪ Age groups are segregated Reception and KS1 (front playground) KS2 (rear playground)</li> <li>▪ Apparatus and safety surfacing below apparatus installed and maintained to meet the BS EN 1176 and 1177 standards (<i>all equipment installed by professional firms and checked annually by competent contractor</i>)</li> <li>▪ Apparatus not used when wet and slippery</li> <li>▪ Fixed (e.g. climbing frames) and mobile (e.g. scooters, tricycles etc) play equipment inspected visually each time it is used by supervising employees and employees briefed about faults to look for. Faulty items removed from use and reported to Premises and Safety Administrator, SBM or Caretaker.</li> <li>▪ Annual independent inspection of fixed equipment carried out by competent contractor and report issued. Results considered by the Governing Body and action undertaken accordingly</li> <li>▪ Numbers of supervising staff at break and lunch time are <i>at least 2 members of staff in the front and rear playground with radio contact for assistance</i></li> <li>▪ Staff supervision accounts for proximity of play areas to gates, steps, 'blind spots'</li> </ul>		X

	<p>other hazards. Staff on the back playground need to be aware of children on the side playground.</p> <ul style="list-style-type: none"> <li>▪ Supervision levels to account for lunch breaks and emergency situations</li> <li>▪ Points of access onto the site for visitors minimised with clearly signed routes to the reception</li> <li>▪ Areas of site identified as higher risk made “out of bounds”. These are <i>Forest School, Bank, Dean Street Drive, area in front of ceramic studio, area by hall backing on to Fire Station and animal area (restricted access)</i></li> <li>▪ Staff briefed in school’s anti-bullying policy</li> </ul>		
<p><b>Premises Related Hazards</b></p> <p>e.g. asbestos, security, Legionella, gas, electrical equipment, glazing, hazardous chemicals</p> <p>Physical injuries - electric shock, burns, fire, explosion</p> <p>Health Issues – asbestosis, Legionella</p>	<ul style="list-style-type: none"> <li>▪ Annual Maintenance Planner in SBM office on wall</li> <li>▪ All building maintenance / inspection records maintained by <i>Caretaker and Premises and Safety Administrator</i></li> <li>▪ Regular building and site inspections carried out by Headteacher or H&amp;S Governor and Premises and Safety Administrator on a termly basis</li> <li>▪ Defects logbook kept in <i>SBM office</i> for staff to log problems</li> <li>▪ Safety glazing or film used in all high risk glazing areas as required by separate Glazing Survey and Risk Assessment document</li> <li>▪ Finger guards on door hinges for identified high risk doors. These are located in the following areas: <i>all reception and KS1 doors.</i></li> <li>▪ When moving around the school staff are reminded to monitor usage of doors, KS1 and EYFS are not left holding the door to the Owlery, this is to be held open by the accompanying member of staff.</li> <li>▪ Separate Water Hygiene Risk Assessment &amp; Log Book in place on <i>shelf in SBM office</i>. Tests of water temperatures for Legionella carried out regularly by <i>Caretaker</i>, 6 and 12 monthly Leg 1 and Leg 2 reports go to Premises and Safety Administrator for action as appropriate</li> <li>▪ Electrical or gas maintenance work only carried out by a qualified electrician or Gas Safe registered engineers respectively</li> <li>▪ Annual gas maintenance for heating plant and tightness test reports goes to Premises and Safety Administrator and Headteacher for action as appropriate. Location of emergency gas isolation valve known to staff (on chart in office or by fire alarm)</li> <li>▪ 5 yearly electrical installation report goes to <i>Premises and Safety Administrator</i></li> </ul>		X

	<p>and Headteacher for action as appropriate</p> <ul style="list-style-type: none"> <li>▪ All portable electrical appliances are subject to visual inspection prior to use by all staff and report concerns to Premises and Safety Administrator. Items are subject to formal inspection and testing; the frequency of this will be dictated by HSE guidance and carried out by a competent contractor.</li> <li>▪ Employees to report defective plugs, leads, wires and cables to SBM or Caretaker or record online</li> <li>▪ Personal electrical equipment not used unless subject to inspection / test</li> <li>▪ 3 yearly inspection, testing and maintenance of stage lighting equipment carried out by competent contractor</li> <li>▪ Sufficient sockets available to reduce use of extension cables and to avoid over-current</li> <li>▪ Boiler room and electrical switchgear room (next to school hall) kept free from combustible materials and secured</li> <li>▪ Separate Asbestos Management Plan in place. Premises and Safety Administrator is responsible for updating Register</li> <li>▪ Kitchen and other forced extraction equipment is maintained under NPS contract.</li> </ul>		
<p><b>Public use / out of school hours use/ organising events on school sites</b></p> <p>People unfamiliar with the premises or activity. Increased security issues, large numbers of people on site. Physical Injuries, inadequate first aid cover, compromised fire escape</p>	<ul style="list-style-type: none"> <li>▪ The school is currently hired out to <i>Crediton Town Band (thu) and Martial Arts (mon)</i></li> <li>▪ Before agreeing to a hirer's request, consideration of the activity planned and the likely hazards and risks to the premises and existing users to be carried out</li> <li>▪ Safety arrangements agreed with and communicated to all hirers – hirers asked to sign hirers agreement.</li> <li>▪ Where premises are being used without an employee present, hirers are given details of a school employee to be contacted in the event of an emergency (hirers agreement)</li> <li>▪ Hirers asked to provide their own first aid equipment and inform the school of any accidents whilst on site (hirers agreement)</li> </ul>		X
<p><b>Security</b></p>	<ul style="list-style-type: none"> <li>▪ Access to main entrance of site controlled through magnetic locks controlled by</li> </ul>		

<p>e.g. attempted abduction, theft, vandalism, arson</p>	<p>reception</p> <ul style="list-style-type: none"> <li>▪ Communication and visual scrutiny available to reception staff prior to access being granted</li> <li>▪ Use of visitor badges / signing in book</li> <li>▪ Other access points to site secured from unauthorised entrance whilst allowing suitable means of escape for emergency/fire</li> <li>▪ Fob holders are limited to staff members.</li> <li>▪ Key holders are strictly controlled.</li> <li>▪ The building has been secured by: <ul style="list-style-type: none"> <li>○ CCTV system</li> <li>○ An intruder alarm system</li> </ul> </li> <li>▪ External security lighting has been provided to illuminate pathways, car parking areas and illuminate access routes – manually controlled system</li> <li>▪ Try not to store loose, combustible items left outside the building</li> <li>▪ Rubbish/waste bins are locked in the school car park away from the building</li> <li>▪ Fencing prevents access to the more vulnerable sections of the property</li> <li>▪ 'Private Property signs are around the perimeter of the establishment</li> <li>▪ Fencing is checked for breaching/damage.</li> <li>▪ All expensive portable equipment is marked as belonging to school</li> <li>▪ Valuable and recognisable items have been photographed</li> </ul>		X
<p><b>Slips, trips and falls</b></p> <p>Inappropriate storage and layout, poor housekeeping, poor and wet flooring</p> <p>Physical Injuries – cuts, broken limbs.</p>	<ul style="list-style-type: none"> <li>▪ Reasonable housekeeping standards maintained and work areas kept tidy and clear of obstructions or objects lying around that may cause people to trip</li> <li>▪ Spills cleaned up immediately with paper towels to leave floor dry or area cordoned off until this can be achieved</li> <li>▪ Sufficient barrier matting is provided to soak up rain water. Canopies are located on main entrances to reduce rainwater being walked into school.</li> <li>▪ Slip resistant flooring is provided where water contamination is unavoidable such as kitchen areas.</li> <li>▪ Wet cleaning methods only used out of school hours. Barriers/signs used to segregate area being cleaned from dry floors.</li> <li>▪ Cable covers used on occasions when there are trailing wires</li> <li>▪ Mats monitored for curling edges and replaced as required</li> <li>▪ Heavy objects stored on lower shelves</li> </ul>		X

	<ul style="list-style-type: none"> <li>▪ Steps are available in the office for reaching materials on shelves and are kept in safe serviceable condition – staff reminded not to stand on chairs or tables as an alternative</li> <li>▪ Defect reporting system in place and known by staff – file in SBM office</li> <li>▪ Caretaker does not use extending ladder when lone working</li> <li>▪ Drains are cleared on a regular basis by caretaker to ensure that there is not a build up of water in key access areas to school.</li> </ul>		
<p><b>Transport Issues</b></p> <p>e.g. Employees driving cars, minibuses, Vehicle movement on site</p> <p>Road traffic collisions, physical Injuries from impacts or being trapped between vehicles and buildings, injuries sustained by failure to wear correct seatbelt / restraint</p>	<p><b>On site:</b></p> <ul style="list-style-type: none"> <li>• Pedestrians have a separate route (Dean Street and East Street) from vehicles, the school car park is fenced off and children/parents are not permitted into the car park.</li> <li>• School minibus is permitted to park in school car park to drop off children; the driver opens and closes the school gates for the children to enter</li> <li>• If required vehicles can only access the playground when escorted by staff wearing hi-vis jackets, using their hazard lights and driving very slowly.</li> <li>• Delivery vans park in car park and are not permitted on to playground.</li> <li>• Parents are encouraged to use the Parish Church car park for drop off and collection, but are told when this is not accessible.</li> </ul> <p><b>Off site:</b></p> <ul style="list-style-type: none"> <li>• Employees who drive a minibus have undergone DCC's minibus drivers' course. School will acquire the required permit to take children (where money has transferred hands) on a minibus.</li> <li>• Employees who drive pupils in minibuses/private cars have insurance cover / licence / MOT checked annually</li> <li>• Employees who drive only themselves and colleagues self-declare correct insurance cover / licence / MOT when claiming expenses</li> <li>• Private vehicles checked for suitability for intended purpose / load</li> <li>• Drivers to ensure vehicle is legal and roadworthy</li> <li>• Adequate time allowed for journeys, including breaks and possible delays. Drivers are not pressurised to drive when weather conditions are exceptionally difficult</li> </ul>		X

	<ul style="list-style-type: none"> <li>• Staff must not drive if taking medicine that could impair their judgement</li> <li>• Mobiles, including hands-free are not used whilst driving. The driver will park and turn off the engine before using a mobile phone</li> <li>• Pupils being transported are adequately supervised</li> <li>• Drivers ensure that all passengers are secured / wearing seat belts / correct child restraint at all times</li> <li>• When parents/volunteers cars are used, confirmation is sought that insurance cover / licence / MOT is in place via model letter in Outdoor Education, Visits and Off-Site Activities Health &amp; Safety Policy</li> <li>• Parents/volunteers will not be left alone with a lone pupil unless it is their own child</li> </ul>		
<p><b>Vulnerable Persons</b></p> <p><i>e.g. young persons / new and expectant mothers / disabled persons / staff experiencing work related stress</i></p> <p><i>Physical and Psychological injury</i></p>	<ul style="list-style-type: none"> <li>• Separate Risk Assessment (RA18) carried out on all expectant mothers and, where appropriate, alternative tasks arranged</li> <li>• Separate Risk Assessment (RA28) carried out if Work Experience students have a work placement at the school. This form is provided by the secondary school for completion and is returned for parental information</li> <li>• Separate Personal Emergency Evacuation Plans in place for any service user of member of staff whose disability limits their ability to follow the general Premises Fire Emergency Plan.</li> <li>• An individual risk assessment is written for children/staff who are returning to work following an injury which impacts on their involvement in school life.</li> <li>• Handling plans in place for any service user requiring moving and handling</li> <li>• School managers are aware of indications of stress in others</li> <li>• Stress Risk Assessment carried out where appropriate and support obtained via Smart Clinic Occupational Health service through their referral programme</li> </ul>		X
<p><b>Work Equipment</b></p> <p><i>Kilns, curriculum use kitchen equipment, guillotines, copiers, shredders, power</i></p>	<ul style="list-style-type: none"> <li>• Work equipment on site will be used for the purpose for which it was designed</li> <li>• Staff receive verbal briefing in safe working method based on manufacturer's instructions</li> <li>• Staff instructed to carry out pre-user checks on hand-held tools and know to report defects to the caretaker</li> </ul>		X

<p><b>tools</b></p> <p>Physical injuries – cuts, electric shock, burns</p>	<ul style="list-style-type: none"> <li>• Work equipment will be maintained so that its condition does not give rise to danger. Specifically: <ul style="list-style-type: none"> <li>○ Any guards supplied with machinery will be kept in place and in working order</li> <li>○ Formal Inspection and Testing regime for portable appliances</li> <li>○ Annual inspection, testing and maintenance of equipment undertaken by competent contractor as per equipment annual planner in SBM Office</li> </ul> </li> <li>• Pupils are supervised at all times when using any work equipment and instructed in safe working method</li> <li>• Personal protective equipment provided for use of work equipment as appropriate - Oven gloves for cooking, goggles for science and DT</li> <li>• Caretaker and cleaning staff have own PPE (see RA04)</li> </ul>		
<p><b>Work at Height</b></p> <p>Putting up displays, painting, cleaning gutters, adjusting lighting</p> <p>Physical injuries from falls, impacts of falling objects onto those nearby</p>	<ul style="list-style-type: none"> <li>• Work at height is avoided by contracting this work out wherever practicable</li> <li>• The following access equipment has been provided (step ladders) and measures are in place to ensure that it is maintained in a safe working condition (<i>The caretaker to make regular visual inspections and annual formal inspection</i>)</li> <li>• Staff briefed on safe use of access equipment provided and are instructed not to use desks/tables/chairs as a means of access</li> <li>• Pupils kept from vicinity when working at height</li> <li>• Caretaker not to use extendable ladder when lone working (see RA04)</li> </ul>		X



**Assessor's Recommendations - Additional Control Measures or Actions**

List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Actions required on DSE assessments	Jul 2022	Judith Harris

**Signed: the Headteacher/Head of Department .....**      **Date .....**

The outcome of this assessment should be shared with the relevant employees  
 A copy of the completed assessment kept on file and copied to the Health and Safety Co-ordinator