

CONFIDENTIAL RISK ASSESSMENT FORM

Description of Task / Work Area				Location	
Classroom Risk Assessment					
Assessors:	A. Nelson D. Murphy	Assessment Date:	May 2020	Date of Review:	May 2021
Signatures:	<i>A. Nelson</i>	How communicated to staff:	ALL relevant risk assessments are held on the staff drive and communicated through Team briefings	Date communicate d to staff:	June 1 st 2020. Training Day

What are the hazard?	Who might be harmed and how?	What precautionary controls are already in place?	What further action is necessary (if any)?	Action by who?	Action by when?	Date completed.
Slips/trips/falls	Staff and Pupils If there is insufficient space to move around the classroom this could cause collisions with other pupils or equipment Damaged/Faulty flooring could cause trips. Wet flooring could cause slips leading to falls or collisions	Children have enough space to move safely around furniture and other equipment. Regular checks are made of carpeted areas to ensure there is no 'lifting' at the edges. Spillages should be cleaned up as soon as possible and appropriate signage should be displayed if a floor is wet. Outside 'classroom' access is supervised – safety matting is used				

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		<p>where necessary to prevent slipping. e.g. where continuous access to outdoor area is provided.</p> <p>Play equipment conforms to BS 1176 and where appropriate the correct impact absorbing surface has been, installed</p> <p>Outdoor play equipment is inspected and maintained by competent contractor annually</p> <p>Staff check equipment for damage daily before it is used by pupils.</p> <p>Outdoor play equipment and external areas are checked termly by the Site Officer and recorded.</p> <p>Sensible footwear should be worn at all times.</p> <p>The condition of playground surfaces is monitored and recorded termly.</p>				
Injury from equipment	Staff/Pupils If equipment is the wrong size, pupils could	Equipment is fit for purpose and age of pupils.				

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	<p>injure themselves. Moving parts on equipment that isn't checked and maintained regularly can become loose and dangerous.</p>	<p>Equipment is regularly checked for sharp edges etc.</p> <p>Equipment is regularly maintained</p> <p>Some equipment may need parental consent and a specific risk assessment e.g. hot glue guns.</p> <p>Use of equipment is adequately supervised.</p>				
<p>Hot water in hot pipes/sinks Hot Surfaces</p>	<p>Staff/Pupils Burns and scalds from hot water</p>	<p>Thermostatic Mixer Valves (TMV's) are fitted to the pipework that feeds hand basins, to reduce the temperature of very hot water or there is no hot water in classrooms.</p> <p>Water temperature is regularly checked to ensure TMV's are working.</p> <p>Where possible, hot pipes in classrooms are boxed in or lagged to prevent direct access.</p> <p>Where possible, radiators that are too hot to touch, will be boxed in or fitted with thermostats, so they can be turned down.</p>				

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Collisions	Staff/Pupils Injuries caused by walking into or striking against and object.	Shelves are not fitted at head height Furniture/equipment should not protrude into the circulation area of pedestrians in or out of the classroom.				
Being struck by a falling object	Staff/Pupils Being struck by an object incorrectly stored	Equipment should be stored away tidily and safely. Any items that are stored above head height should be done so in a safe manner. When required, these items should be accessed only by an adult, using appropriate steps or a footstool and not by over-reaching or using another object to 'dislodge' the required item. Heavy items should be stored at low level Pupils are always supervised and are told not to throw things at each other.				

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Swallowing/eating noxious substances	Staff/Pupils Poisoning, sickness, burns to skin	All substances used in class are non-hazardous. Any cleaning products are stored in a locked cupboard, in accordance with COSHH regulations, and only used by the Site Officer and/or Cleaners, normally outside of school hours.				
Electrocution	Staff/Pupils Faulty equipment and or misuse could lead to burns, severe trauma	All equipment is tested in accordance with current legislation. Staff to visually check equipment for damage/unexplained wear. If equipment appears damaged it should not be used and the problem reported to premises staff. Use of extension leads is discouraged and if used, kept to a minimum. Plug sockets are not overloaded.				
Inadequate Ventilation	Staff/Pupils - Headaches, feeling nauseous due to build-up of carbon dioxide.	Windows open safely for ventilation i.e. restrictors are in use where necessary. CO ² levels of below 1000ppm should be achievable and				

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		<p>levels should not exceed 1500ppm.</p> <p>CO² meters are fitted in some rooms to monitor levels (new modular buildings).</p> <p>BMS in place that records CO² on a continual programme</p>				
Coronavirus COVID 19	Staff and Pupils	<p>Social distancing, 2 Mtrs apart, Staggered breaks and meal times within their own areas</p> <p>Limited group sizes. Maintaining their own 'Bubble'</p> <p>Hand washing, frequent cleaning of desks, chairs and deep cleaning when applicable.</p> <p>Windows and doors left open, frequent outdoor activities</p> <p>Isolation of anyone with suspected symptoms</p> <p>Following government guidance</p>				