

Confidential Risk Assessment

Description of Task / Work Area			Location	
Caretakers			Mesne lea C P School M28 7FG	
Assessor:	A Nelson D.Murphy	Assessment Date:	May 2020	Date of Review: May 2021

Hazard	Risk to whom? e.g. staff, pupils, members of public etc.	Overall risk L/M/H L – Minor/Unlikely M – Major/Likely H – Risk to life/Probable [Severity of injury x likelihood of occurrence]	Controls and precautions	Is this adequate in your building?	Additional controls and precautions to be taken.
Coronavirus COVID 19	Site Officer		Social distancing, 2 Mtrs apart, Hand washing, frequent cleaning of personal equipment Windows and doors left open, frequent outdoor activities Following government guidance		
Lone Working e.g. fire, attack, collapse, fall, medical issues etc.	Site Officer	-	Refer to Lone Working Risk assessment	Y	
Manual handling	Site Officer	-	<u>General Control Measures</u> Use lifting equipment and trolleys where provided. Lift only within own capabilities.	Y	

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			<p>Take regular rest breaks to reduce strain and tiredness Use good manual handling techniques</p> <p>Lifting only to be performed by trained personnel Break large tasks into smaller tasks Avoid repetitive movement</p>		
Slips, trips, falls at same level	Site Officer	L	<p>Safety footwear provided and worn.</p> <p>Awareness of increased risk in certain circumstances e.g. cleaning (wet floors), construction work (uneven surface).</p> <p>Good housekeeping methods employed to reduce hazards.</p> <p>Good cable management - taping down cables.</p>	Y	

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			<p>Work areas cordoned off to prevent unauthorised access.</p> <p>Steps (inside and outside) made noticeable by ensuring contrasting colour of step edge (nose).</p> <p>Non-slip flooring in place and maintained.</p>		
Falls from height	Site Officer	L	<p>No working at height unless absolutely necessary and never when lone working</p> <p>Where work at height is necessary, a separate, specific risk assessment must be carried out for that task e.g. retrieving a ball from a roof and the correct access equipment used.</p> <p>Must be accompanied whilst working at height</p> <p>All ladders must be industrial grade 1 or 2 type</p>	Y	

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			<p>Ladder/steps to be steadied and supported</p> <p>Ladders/steps/scaffold to be inspected to ensure free from defects prior to use</p> <p>Ladder inventory in place and ladder checklist used to record inspections termly. (See ladder / stepladder checklist in Site Officers File).</p> <p>Area to be cordoned off.</p> <p>Appropriate footwear to be worn.</p> <p>Ladders/steps to be used as per Manufacturer's instructions.</p>		
Fall of material	Anyone wandering underneath the Site Officer whilst he/she is	L	<p>Area to be cordoned off.</p> <p>Items used at height to be minimised.</p>	Y	

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	working at height		<p>Task to be carried out when as few people as possible are present.</p> <p>Items to be held securely using a tool belt for example or lanyards.</p> <p>Check any material/item being moved or erected is secure and unlikely to fall during the process.</p> <p>Carry out a specific risk assessment for the task as a 'work at height' activity'</p>		
Body fluids	Site Officer	L	<p>Follow COVID guidelines from the Government.</p> <p>Wear non-permeable gloves and if necessary, a disposable apron and face shield if appropriate</p> <p>Scrape up contaminated granules using plastic dustpan and scraper and put granules into a suitable bag and dispose</p>	Y	

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			<p>of as per HPA guidelines. Clean the area thoroughly.</p> <p>Sterilise equipment after use using non-hazardous sterilising tablets or suitable cleaner/disinfectant e.g. Milton fluid.</p> <p>Wash hands immediately after the spill has been dealt with and equipment cleaned and follow good hygiene practice throughout.</p> <p>Any sharps found in or outside school should be handled using tongs and put into a sharps bin for disposal.</p> <p>Adequate first aid facilities are available.</p>		
Violence/attack	Site Officer	L		Y	

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			<p>Refer to lone working risk assessment, checklist and guidelines.</p> <p>Do not approach parents or visitors who you know to be or appear to be threatening.</p> <p>Call the Police if necessary, do not intervene if adults are exhibiting violent behaviour or fighting.</p>		
<p>Hazardous substances COVID 19 - Biological e.g. legionella - Chemical e.g. Cleaning products</p>	Site Officer	L	<p>Follow guidelines from the Government Non-hazardous substances are used where possible.</p> <p>Follow instructions in COSHH assessments.</p> <p>Follow manufacturer's instructions.</p> <p>Never mix incompatible chemicals – always seek advice.</p>	Y	

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			<p>Gloves and goggles and overalls to be worn when handling chemicals.</p> <p>Carry out water temperature monitoring as per legionella control procedures.</p> <p>Adopt good hygiene practices especially when handling body fluids, chemicals, soil and dirt etc.</p> <p>See above for bodily fluids.</p>		
Use of tools or machinery e.g. inadequate guarding, moving parts, hand injuries, eye injuries, electrocution.	Site Officer	L	<p>Electrical mains powered tools PAT tested regularly and visually inspected before each use.</p> <p>Battery operated tools to be used where possible as an alternative to electrical.</p> <p>Safety guards not to be removed or tampered with where/if applicable.</p>	Y	

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			<p>Follow manufacturer's instructions.</p> <p>Only use complex machinery if trained to do so.</p> <p>Defective equipment should be labelled as such and taken out of use.</p> <p>All equipment should be visually inspected before each use and by a competent person regularly (annually)</p> <p>Personal protective equipment e.g. gloves, goggles are provided and should be worn where appropriate.</p>		
Injury from traffic			<p>Speed restrictions on site.</p> <p>Segregation of traffic from pedestrians.</p>	Y	

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			Gates are locked closed when not in use (see gate risk assessment)		