



Health and Safety

Risk Assessment Policies

This school is part of the Polaris Community. We have a commitment that the health and safety of all pupils and staff is of paramount importance.

This Policy defines how we ensure a safe and healthy premises for pupils to learn and for staff work by assessing and minimising hazards and risks.

This policy forms part of the Polaris Quality Management System, aligned to ISO 9001 standards and applies to all companies within the community, unless stated otherwise. This policy forms part of the Polaris Quality Management system ISO 9001.

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|-------------------|--------------------------------|
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| Associated Documents | Health and Safety Policy |
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Policy Statement

We believe that the health and safety of our pupils is of paramount importance. We make our setting a safe and healthy place for pupils, staff and visitors by assessing and minimising the hazards and risks to enable the pupils thrive in a healthy and safe environment.

This policy is based on the [HSE's Five Step to Risk Assessment](#) guidance, and follows the listed items below:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluation the risks and decide on precautions
4. Records your findings and implement them
5. Review your assessment and update if necessary

Introduction

The purpose of this risk assessment document is to identify hazards that may be present whilst conducting everyday tasks within the school and to help identify ways to control the risks associated with them.

Factors to be considered in relation to each hazard are:

- Will the continuing of a process or conducting an action result in injury?
- Will using a piece of equipment result in an injury?
- How severe will it be?
- Will there be a damage?
- Who will be at risk?

If a hazard is identified, the question of whether it can be controlled in any way to reduce the likelihood of injury or harm has to be addressed. The risk assessment will show identified control measures that may already exist to make a process safe or will identify proposed control measures to make a process safer. If this is not possible, then the risk must be addressed by changing a procedure or use of a certain piece of equipment.

Note to all Teachers

“Significant findings” have been recorded in these risk assessments. This means anything that is key for you and your team to know. The control measures recommended and proposed must be used and monitored to ensure the risks are controlled. The Risk Assessments within this policy will be reviewed at least annually to ensure that control measures are still being used and that work activities have not changed.

Whenever work activities or equipment change, risk assessments should be reviewed and amended as necessary.

Should teachers wish to conduct an activity which is not covered by a risk assessment found in this Policy, but it is felt may pose a significant risk, then they should complete a risk assessment using the blank form below, following guidance within this Policy and the Health and Safety Policy.

Teachers need to identify what the activity or equipment is and all the likely hazards. It is also important to document all the controls necessary to conduct the task. Consider every aspect of control and add these to the risk assessment and ensure they are adhered to at all times. The risk assessment should then get final sign off from the Headteacher.

Guidance on Risk Assessment and Review of Risk Assessments

What is a Risk Assessment?

The purpose of risk assessment is to determine all the potential dangers with the task or activity and to identify how likely it is that the dangers any occur, and to identify what can reasonably be done to avoid them.

How should the Risk Assessment be reviewed?

The Risk Assessment Policy and each of the assessments must be reviewed on an annual basis by the Headteacher.

If any amendments are identified as necessary, the Headteacher is responsible for updating this Policy and the relevant risk assessment/s. The Headteacher must then complete the review section at the bottom of each risk assessment to show it has been reviewed.

The Headteacher must ensure that significant findings are brought to the attention of all relevant staff.

Definitions

When carrying out a risk assessment it is the overall risk factor which must be determined. Each risk assessment has a risk factor of Low, Medium or High. In order to determine the risk factor, it is necessary to assess the probability and severity of the hazards associated with the activity and also any control measures which may already be in place. Therefore, the overall risk factor is an indicator of how likely it is that the harm / damage will occur.

| | |
|------------------|--|
| Control Measures | When initially carrying out the risk assessment these are the measures already in place to reduce the risk, any further / additional controls to be added should also be captured in the relevant section on the risk assessment |
| Hazard | A danger / something which has the potential to cause harm associated with the activity being assessed |
| Likelihood | The chance of something happening |
| Significant Risk | The serious potential result if a hazard has not been controlled effectively |
| Severity | Also referred to as the consequence or level of harm / disruption that could be caused if the hazard is not controlled effectively |

The ratings High, Medium and Low should be used to assess the Hazard and Likelihood Rating.

| Hazard Rating | Likelihood Rating | Overall Risk Rating and action if required |
|---------------|-------------------|--|
| HIGH | HIGH | High Risk, unacceptable – immediate attention needed |
| HIGH | MEDIUM | High Risk – action to be taken |
| HIGH | LOW | Low Risk, follow control measures to maintain low risk |
| MEDIUM | HIGH | High Risk – action to be taken |
| MEDIUM | MEDIUM | Medium Risk – attention required to improve control measures |

| | | |
|--------|--------|--|
| MEDIUM | LOW | Low Risk |
| LOW | HIGH | Medium Risk – attention required to improve control measures |
| LOW | MEDIUM | Low Risk |
| LOW | LOW | Low Risk |

Blank Risk Assessment Template

Risk Rating:.....

| | |
|------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| | |

| | |
|--|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| | |

How do we currently control these risks?

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

At least every 12 months or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
| | |
| | |
| | |
| | |

Ref: G1

Risk Rating: LOW

Task / Activity

Cleaning up spillages of blood, vomit, urine etc.

Who is at risk & who needs to know about the risk assessment for this activity?

All Staff, people in the vicinity eg. children, visitors, carers

What are the hazards (dangers)?

Blood
Urine
Vomit
Bodily fluids
Faeces

What are the potential outcomes (risk)?

Infectious diseases
Slips

How do we currently control these risks?

- Personal protective equipment provided as per COSHH requirements are worn
- **The spillage boxes provided to be used and instructions followed meticulously**
- All staff trained in chemical safety and knowledge of COSHH manual and assessments
- Wet floor signs displayed as soon as possible
- Spillages cleared away immediately – children kept away from the area until dry
- All items excluding clothing must be placed in clinical waste bags and disposed of in the correct bins
- Soiled clothing rinsed off and placed in sealed bags
- Staff trained in safe working practices where applicable • Staff training reviewed on an ongoing basis

| |
|---|
| List any additional control measures taken or necessary |
|---|

| |
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When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
|--------------------------|----------------|
| | |
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Ref: G2

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---------------------------------|---|
| Vacuuming carpets and stairways | All Staff, people in the vicinity eg. children, visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|---|
| Faulty electrical equipment Working at heights Trailing leads Manual handling | Trips Falls Electrocution Manual handling injuries |

How do we currently control these risks?

- Vacuuming takes place during quiet periods or when the school is closed
- Equipment maintained in good repair and visually inspected by staff – not used if broken/damaged. Any defects reported to manager
- Visual inspection to include checks on leads for damage, exposed wiring, signs of overheating, cracked plugs on an ongoing basis
- Ensure extension leads are fully unwound prior to use (only to be used as a last resort – try and use sockets closest to the task)
- Use signage where appropriate (eg. cleaning in progress etc.)
- Restrict visitors and child access to area being cleaned to reduce the risk of injury
- There is to be no working at heights – all areas to be access from ground level
- Portable electrical appliances to be checked (PAT) on an ongoing basis and as part of premises management checks
- Staff trained in health and safety and safe working practices where applicable • Staff training reviewed on an ongoing basis
- Ongoing attention to surroundings when cleaning

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G3

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------------|---|
| Use and storage of chemicals | All staff and others in the vicinity eg. children, visitors, carers |

What are the hazards (dangers)?

Chemicals
Manual handling

What are the potential outcomes (risk)?

Slips, trips and falls
Irritation to chemicals
Toxic fumes
Personal injury
Manual handling injuries

How do we currently control these risks?

- Personal protective equipment provided as per COSHH requirements and worn eg. gloves
- Ensure all containers used for chemicals are correctly labelled
- Do not decant chemicals into other containers not for the purpose (such as a drinks bottle) • Do not mix chemicals
- Store away from children in a locked cupboard
- Follow manufactures guidance
- Only use chemical for purpose it was intended for
- Do not leave buckets etc containing water and chemicals out, empty once finished
- Restrict access to area where task is being completed
- Complete task when school is closed and no children are present
- Use signage where appropriate (eg. cleaning in progress etc.)
- Staff trained in health and safety and safe working practices where applicable • Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
|--------------------------|----------------|
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Ref: G4

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|-------------------------------|--|
| Changing light bulbs above 3m | People carrying out task, people in the vicinity eg. children, visitors, carers, staff |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|--|
| Working at heights Electricity Ladders/equipment Glass from lightbulbs | Falls Electrocution Head injury (dropping an item from height) Cuts / lacerations from broken glass |

How do we currently control these risks?

- Task outsourced to contractor
- Ensure that contractor has the use of a safe system of work
- Contractors to sign in and out of school
- Contractors and / or staff to restrict access whilst task carried out, especially directly below the area being worked on
- Contractors to dispose of any used light bulbs

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
|---------------------------------|-----------------------|
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Ref: G5

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|--|--|
| Changing light bulbs throughout School at less than 3m | People carrying out task, people in the vicinity eg. children, visitors, carers, staff |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|--|
| Working at heights Electricity Ladders/equipment Glass from lightbulbs | Falls Electrocution Head injury (dropping an item from height) Cuts / lacerations from broken glass |

How do we currently control these risks?

- Two people to complete task together – one to foot stepladder and pass bulbs etc.
- Alert other staff and restrict access to the area whilst task is completed
- Any stepladders provided are maintained and in good order
- Power should be switched off when completing task
- Always use same size light bulb (wattage)
- Never touch the metal casing
- Stand back before switching light switch back on in case bulb blows
- Once power is restored, if lights blow or do not work seek professional advice from a competent person
- If bulbs shatters or breaks, ensure it is cleaned up immediately
- Staff trained in health and safety and safe working practice
- Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G6

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|----------------------|---|
| General child safety | All staff, children, visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Electricity Doors Equipment Hot food and liquids Chemicals | Electrocution Entrapment Burns Crushing and falling injuries Personal injury Missing / lost child |

How do we currently control these risks?

- Staff appraisals to maintain good practice
- Staff ratios maintained
- Supervision of children
- Clear guidance to pupils and staff around safety around doors— eg. door locks, door stops, door hinges
- Morning checks on all equipment to ensure safety and suitability
- Daily checks that chemicals are stored away from children
- Staff trained in health and safety and safe working practice • Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G7

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---|--|
| Person suffering a known medical condition, which may give rise to the need for emergency treatment | All staff and others in the vicinity eg. children, visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Unavailability of medicine Ingestion of inappropriate food Insect bite/sting Aggravating asthma factors Failure to seek medical assistance Off-site visits Person not supervised or lone working | Varying conditions from discomfort to death |

How do we currently control these risks?

- Medical verification of type and extend of condition – controls to be defined once obtained • Awareness amongst close contact staff
- Review of work arrangements and area to ensure no significant health hazards
- Care plans and risk assessment for all children with known medical conditions
- Access to training and on-the-job-coaching if required
- Administration of Medicine policy and procedure in place and followed
- All relevant forms regarding special dietary requirements completed
- Paediatric and emergency resuscitation first aid training in place for correct ratio of staff
- Staff ratios maintained
- Supervision of children
- Procedure on off-site visits included within Health & Safety Policy
- Staff health declaration form to be completed on commencement of employment • Incident record completed

List any additional control measures taken or necessary

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When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|---|-----------------------|
| Date of review/amendment | Carried out by |
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Ref: G8

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------------|--|
| Use of electricity (general) | Anyone using electrical equipment – staff, children, visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Electricity Water in the vicinity of electrics Children in the vicinity of electrics | Fire Burns Electrocution |

How do we currently control these risks?

- Ensure that all equipment is turned off at the mains when not in use, plug should be removed from socket before cleaning or repair
- Staff trained in safe working practices where applicable
- Visual checks of equipment before use to ensure wire, plug and sockets intact and safe / good condition
- Only competent persons to repair electrical machinery
- Checks on safety of electrical equipment every two years by a competent person and recorded (PAT)
- No adapter plugs or extension leads to be used wherever possible (preference to dedicated sockets)
- Children to be supervised when using electrical equipment
- Manufacturer's instructions must be followed
- Socket covers to be used as necessary

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G9

Risk Rating: LOW

| | |
|------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Legionella Control | All staff, children, visitors and carers using water systems |

| | |
|---|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Legionella bacteria within the water system | Contracting infection Bacteria growth |

How do we currently control these risks?

- Design of water systems to be known and recorded
- Temperature of water coming from water outlets to be taken
- Flushing water through from systems not used regularly
- Checking condition of water tanks and systems
- Cleaning of taps regularly

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |

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Ref: G10

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------|--|
| Use of stepladders | Those using the ladder, others in the vicinity eg. staff, children, visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Falls from height Defective ladder | Personal injury Injury to others |

How do we currently control these risks?

- Wear suitable clothing that allows free movement
- Use warning signs to alert others of the task taking place
- Ensure rubber non-slip safety feet are in place
- Check there are no overhead hazards
- Check ladder is locked in position prior to use
- Ensure the ladder is on a firm flat base
- Don't put tools where they could move or fall and cause injury (use a fixed work tray if necessary)
- Always have a person to hold the ladder and to pass things to/from
- Wherever possible task to take place when school is closed, where not possible access to area should be restricted
- Ensure the floor is clean and dry
- Staff trained in health & safety and safe working practices where applicable
- Regular replacement / maintenance of stepladders where necessary • Suitable storage of stepladders when not in use

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
|--------------------------|----------------|
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Ref: G11

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------------------|---|
| General manual handling activities | Those carrying out the task, others in the vicinity eg. staff, children, visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|---|
| Moving heavy or awkward shaped objects Lifting items manually | Personal injury Injury to others Damage to equipment/property |

How do we currently control these risks?

- Staff trained in manual handling
- Staff trained in health & safety and safe working practices where applicable
- If object is too heavy for one person, ensure two people lift (always assess before lifting)
- Allow adequate space around object to be moved to allow easy access and remove the need to over-stretch (use a second person to open doors etc. where needed)
- Provision of trolleys and lifting devices where appropriate
- Regular monitoring of lifting activities
- If going up and down stairs ensure safe practices are observed
- Assess item to be lifted for other hazards such as chemicals and glass and take necessary precautions
- Assess route and environment and ensure safety before commencing task

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G12

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|--|---|
| Provision of first aid and medicine administration | All first aid trained staff, children, other staff, visitors and carers |

What are the hazards (dangers)?

Untreated injuries requiring first aid may become worse
 Infectious disease
 Unsuitable treatment

What are the potential outcomes (risk)?

Reaction to medicine
 Reaction to bandage or plaster Over-medicated
 Incorrect medication
 Incorrect treatment

How do we currently control these risks?

- Fully stocked first aid kit on site
- First aid trained staff on site and relevant safe working practices where applicable
- All staff made aware of First Aid Policy on induction
- Comprehensive Administration of Medicine Policy to be followed
- First aid staff only to administer first aid
- All relevant medical and consent forms completed
- All medication to be administered by a member of staff

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
|--------------------------|----------------|
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Ref: G13

Risk Rating: MEDIUM

Task / Activity

Risk of abduction, school security

Who is at risk & who needs to know about the risk assessment for this activity?

All staff, children and others in the vicinity

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|---|
| Entry of a stranger Kidnap of child Intruder violence | Injury from violence Child abuse Child abduction / kidnap Emotional damage / effects |

How do we currently control these risks?

- All staff trained in safeguarding and security
- All outside doors secure or supervised at all times
- All visitors signed in and out and escorted at all times unless they are on the system as agreed person (head teacher agreed)
- New carers escorted and checked before entering the premises

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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| | |
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| | |

Ref: G14

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|--|---|
| Employment of young persons (under 18's) | Young employees (under 18's), other staff and those in the vicinity eg. children, visitors and carers |

| | |
|--|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Young, unskilled personnel | Lack of experience leading to personal injury |

How do we currently control these risks?

- **We would not ordinarily employ anyone under the age of 18 – but in the very unusual circumstance that we had a work experience person on site we would follow the points below •**
Assess task types to be undertaken by young person and ensure appropriate training provided (refer to the Health and Safety Policy)
- Ensure suitable level of supervision provided
- Only allow tasks to be completed unsupervised once training received and understood
- Complete an induction process on arrival to ensure that they are aware of the risks associated with their role
- Provide adequate guidance, instruction and information to trainee to conduct task, work shadow until level of competency is displayed.
- Do not allow person under 18 to use/clean dangerous machinery
- Inform them of emergency procedures on arrive (fire, bomb threat, accidents/incidents)
- Review all risk assessment and work tasks relevant to the young person and record any significant findings and inform trainees of them.
- Knowledge of COSHH manual and assessment relevant to role
- Personal protective equipment provided as per COSHH requirements should be worn where needed
- Communicate findings of the risk assessment to the parent prior to work commencing (for those under 18)

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G15

Risk Rating: MEDIUM

| | |
|------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Violence at work | All – especially staff and management, but also children, visitors and carers |

| | |
|---|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Violent, aggressive children, carers, visitors or other staff Emotional situations eg. disciplining staff member | Personal injury Stress |

How do we currently control these risks?

- Manage confrontational situations – management to receive training where necessary
- Staff training on violence and dealing with aggressive situations
- Staff to follow training guidance and guidance from SLT at all times
- Pupils all have PHPs (positive handling plans) – these need to be read and understood by all staff working with the pupils
- Senior members of staff on duty at all times
- Communication to be regular, open and honest to reduce the risk of confrontational situations developing
- School provided with security perimeters and door entry systems where necessary
- Should a situation escalate and a member of staff feels intimidated or unsafe by a carer, visitor or child then a senior member of staff should be contacted and if needed a local community support officer should be contacted.

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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| | |
| | |

Ref: G16

Risk Rating: MEDIUM

| | |
|------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Remote / Lone Working | Staff, other working along eg. cleaners and contractors |

| | |
|---|---|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Being alone (starting early, working late, working during school closure periods) | Employee suffering personal injury and unable to call for help Entrapment in isolated area |

How do we currently control these risks?

- Staff to work in pairs wherever possible
- Always advise colleagues of whereabouts and check in with them regularly
- Adhere to Home Visits and Lone Working Policy
- Other staff to carry out regular checks on staff in these areas
- Review any areas where staff may work alone and define arrangements for alerting fire / other emergency support
- Provision of mobile phone or other communication system wherever the situation demands this as a necessary control.

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
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Ref: G17

Risk Rating: MEDIUM

| | |
|------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Covid-19 | All staff, children and others in the vicinity |

| | |
|--|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Catching Covid | Falling ill from the symptoms of Covid |

How do we currently control these risks?

- Encourage and enable ventilation, this can be mechanical or via opening windows
- CO2 monitors in situ to ensure ventilation is at a safe level
- Asking any staff / pupils / visitors who test positive for Covid-19 to remain away from the workplace until they test negative
- Maintaining a clean Centre, all premises should have cleaners in place to regularly maintain the space
- Manage any outbreaks by not attending the Centre while testing positive and by thoroughly cleaning the premises following an outbreak

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: G18

Risk Rating: MEDIUM

| | |
|------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Glazing Awareness | All staff, children and others in the vicinity |

| | |
|--|---|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Incident / accident causing damage to glazing Glass shards being used as a weapon | Personal Injury from direct injury Personal Injury from secondary injury |

How do we currently control these risks?

- All windows have a safety film or polypropylene sheet which will contain any shattered panes
- Ground floor – any floor to ceiling windows will have additional plastic panelling installed across the bottom panels
- Weekly H&S inspection will be completed which will include the visual inspection of these glazed units.
- Annual Fire Risk Assessment and H&S inspection will be completed to help management any additional risks with regards to glazing
- Monitoring/ supervision of children to ensure behaviour doesn't increase risk of harm

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |

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Ref: S1

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---------------------------|--|
| Needles / sharps disposal | Staff, any persons in the vicinity eg, children, visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Contaminated needles – HIV, Aids, Hepatitis etc. | Personal injury including puncture, needle/stick wounds Contracting diseases from needles |

How do we currently control these risks?

- Wear heavy duty gloves
- Restrict access to area until needle is removed
- Handle as little as possible, act quickly – use dustpan and brush to remove needle from the area and place in a rigid closed container – label 'Hazardous Waste – Sharps'
- Contact local medical centre for information on sharps disposal
- Check areas prone to contamination (garden), using open and close checklist – ie. Before children go out to play
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: S2

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------|--|
| Use of machinery | Staff and any persons in the vicinity eg, staff, children, visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|---|
| Electricity Trailing wires Sharp blades Broken guards Foul play Lack of supervision | Slips and trips Personal injury Electrocution |

How do we currently control these risks?

- Control of machinery so only trained people use machinery
- All machinery has stop buttons in place and power lock offs
- All locks must be used when machines are not in use and isolated
- Hand tools to be counted and checked back in and locked away
- Check of machinery before work starts and when returning equipment to ensure that cables are safe etc.
- Use of warning signage that task taking place wherever necessary
- Restrict access to the area to staff only when task is taking place
- Staff trained in safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: S3

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---|--|
| Minor tidying of car park, entry areas and part of garden areas | Person carrying out the task and any persons in the vicinity eg, staff, children, visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|---|
| Slippery steps or uneven surfaces Uneven flagstones or tarmac Moving vehicles Faulty electrics Trip hazards | Slips and trips Personal injury Fire Electrocution |

How do we currently control these risks?

- Ensure that all electrical wires are secure so they cannot be damaged/exposed
- Restrict access to ensure cars and people cannot enter the area being attended to • Use of warning signage to ensure others are alert
- Ensure all staff completing the task of aware of the possible risks
- Tidy/sweep only when the area is quiet and in daylight, or when well lit. Complete the task before children arrive or after they have left
- Ensure icy steps are gritted and/or leaves cleared
- Provide heavy duty gloves to use where appropriate
- Provide dustpan and long handled brush where necessary
- If cigarette ends are found, ensure all cigarettes are extinguished before disposal in bin bags
- Ensure adequate lighting
- Suitable footwear should be worn
- Regular monitoring of floor and fixtures in area and remedial action taken if necessary
- Staff trained in safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: S4

Risk Rating: LOW

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|---------------------------------------|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Putting up displays within the school | Staff putting up the display and any persons in the vicinity eg, staff, children, visitors, carers |

| | |
|--|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Defective ladder Unsound ground Item being displayed | Personal injury Falls from height slips |

| |
|--|
| How do we currently control these risks? |
| <ul style="list-style-type: none"> • Plan how to hang the display before starting the task • Two people to complete the task, one to hold the ladder and pass items • Always use a suitable stepladder • Refer to the Use of step ladders risk assessment • Always wear suitable clothing and footwear • Do not leave scissors or knives unattended in the area • Do not over-reach • Staff trained in health and safety and safe working practices |

List any additional control measures taken or necessary

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| When does this risk assessment need to be reviewed? | |
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| Annually, or when premises/equipment relevant to the task is changed | |
| Details of reviews or amendments | |
| Date of review/amendment | Carried out by |
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Ref: S5

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|--------------------------------|---|
| Use of internal play equipment | Staff, children and others in the vicinity eg. visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|--|
| Broken toys / equipment Height of equipment Unsuitable toys / equipment Stability of equipment | Entrapment Cuts & bruises Crushing injuries Puncture wounds Choking Injuries due to falling |

How do we currently control these risks?

- Suitable toys / equipment for children (age related)
- Checks of toys and equipment before children are allowed to play and/or use them
- Store toys and equipment in a safe manner to ensure that they do not topple out of the storage area
- Ensure that the floor is clean and dry to keep the equipment secure
- When setting up the equipment, make sure that it is stable and secure
- Supervision of children while using the toys / equipment
- Staff / children ratio maintained
- Ensure all other room equipment is suitably located during use of toys / equipment •
Manual handling training as necessary
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: S6

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|----------------------|---|
| Use of outdoor areas | Staff, children, visitors, carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|---|
| Glass | Cuts & bruises |
| Needles | Puncture wounds |
| Poisonous plants, sharp parts of plants | Poisoning |
| Stones | Infectious disease |
| Uneven ground | Lost child |
| Animal Faeces | |

How do we currently control these risks?

- Consider plants in the schools grounds are suitable for children. However we are aware that plants grow naturally and may be present in the school areas. Staff to remain vigilant and to teach children about the dangers that some plants pose eg. poisonous, thorns.
- Where possible the plants will be maintained safely
- Complete weekly checks to remove any animal faeces, glass, sharp stones, needles and remove safely. Complete before children enter the area. Dustpan, brush and gloves to be used for animal faeces and needles
- Check daily the paved areas to the garden to ensure all paving stones are secure and no trip hazards have developed
- Check all outdoor furniture and equipment before use to ensure safety / good condition • All children to be supervised when in outdoor areas
- Any damaged areas/equipment to be cordoned off or removed to a safe area
- Regular headcounts whilst in play to prevent missing children
- See Needles/sharps disposal risk assessment if necessary
- Staff trained in safe working practices where applicable

List any additional control measures taken or necessary

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When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: S7

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|-----------------|---|
| Off-site visits | Staff, children and others in the vicinity eg. general public |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Traffic, vehicles Play equipment Water Heights Animals | Drowning Personal injury Slips, trips and falls Cuts, lacerations and bruising Infectious disease Bites |

How do we currently control these risks?

- Staff supervision of all children at all times. Physical need to keep children together where necessary
- First aider on trip
- Contact the planned visit place to request their own RA or review of premises / area visiting prior to visit to ensure suitability
- Prior instructions to carers re clothing and other preparations needed for the children
- Monitoring of children to ensure behaviour doesn't increase risk of harm
- Staff ratios maintained as per standards
- Vehicles maintained – including seat belts and car seats available and in good condition
- Follow off site visit procedure within the Health & Safety Policy
- Follow any instructions, guidance given by the off-site venue where applicable
- Company driver to have received training and to be familiar with guidance in the Health & Safety Policy
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: S8

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|-----------------------|---|
| Challenging behaviour | Staff, children and others within the vicinity eg. visitors and carers |

What are the hazards (dangers)?

Impact with equipment
 Personal harm
 Violence to others

What are the potential outcomes (risk)?

Personal injury
 Injury to others

How do we currently control these risks?

- Staff supervision of all children at all times
- Clear communication with the children about appropriate behaviour
- Monitoring of children to ensure behaviour doesn't risk of harm
- Staff ratios maintained as per standards
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: S9

Risk Rating: MEDIUM

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|--|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Vehicle / pedestrian separation in car park and on the entrance lane | Staff, children and others within the vicinity eg. visitors and carers |

| | |
|--|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Traffic, vehicles Weather | Personal injury Slips, trip and falls |

How do we currently control these risks?

- Staff supervision of all children at all times
- Clear communication with the children about appropriate behaviour when entering and leaving school and not entering the entrance lane unless told it is safe to do so
- Explain the dangers to the children before leaving the building
- Monitoring of children to ensure behaviour doesn't risk of harm
- Staff ratios maintained as per standards
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: S10

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---|---|
| Dealing with children with food allergies | Staff, children and others within the vicinity eg. visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Consumption of item allergic to and reaction | Anaphylactic shock Rash Swelling Allergic reaction Death |

How do we currently control these risks?

- Thorough knowledge of allergy and reaction type obtained from the carers, including medical verification – information disseminated to all relevant staff before the child commences at the School, and then on an ongoing basis
- Control of food in the kitchen to ensure that the food for the child with the allergy is not contaminated with the items providing the allergen
- Regular updates with the carers on care plan – carer advised that they are equally responsible for updating the school in writing of any developments
- Accurate information of the ingredients of brought in products with allergen information to be compiled

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: K1

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------|---|
| Descaling kettles | Staff completing task and others within the vicinity eg. other staff, children, visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Hazardous chemicals Hot water | Chemical poisoning Burns Irritation Toxic fumes |

How do we currently control these risks?

- Conduct task in kitchen where possible or in the staff room away from children •
Complete when staff are not using areas
- Knowledge of COSHH manual and assessments relevant to role
- Personal protective provided as per COSHH requirements and worn
- Follow manufacturer's guidelines and ensure chemical is only used for purpose for which it is intended. Continue task through from start to finish – rinse kettle thoroughly – do not leave fluid in kettle unsupervised
- Add signs to kettle while task is in progress to ensure no one else tries to use the kettle until safe
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: K2

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|-----------------------------|---|
| Maintenance of insectocuter | Staff completing task and others within the vicinity eg. other staff, visitors |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|---|
| Changing light bulbs, maintenance Cleaning Falls | Burns Electrocution Personal Injury |

How do we currently control these risks?

- Turn off all electricity to machine before attempting to clean, maintain or repair it
- Clean the tray and grills monthly to maintain equipment
- Other work on insectocuter carried out by contractors or competent person
- Guidance provided on use of insectocuter from manufacturer/provider • Do not spray with water
- Where applicable use stepladders and refer to use of stepladders risk assessment
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: K3

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------------|--|
| Use of knives | Those using the knives and others within the vicinity eg. staff, children, visitors |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Sharp blades | Cuts and lacerations |

How do we currently control these risks?

- Sharp knives stored in lockable drawer/cupboard
- Knives kept sharp to facilitate cutting
- Do not leave knives in sinks of water unattended
- Use scissors to open bags etc.
- Ensure staff are instructed in the correct way to handle knives eg. cutting away from the body, not catching falling knives, not to cut into hand, walking with knives held downwards
- Knives are not be left on the side
- Staff to ensure that knives are placed in the dishwasher and on the draining board in a safe fashion eg. blade down, laid flat, pointing away
- Only use knives for intended purposes, not opening mail unless a letter knife
- Area restricted access – no children should enter at any time when knives are being used
- Children to be supervised in designated cooking activities and all sharp knives to be accounted for and returned to drawer/cupboard once the session is over
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: K4

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|----------------------------|---|
| Cleaning kitchen equipment | Those cleaning the equipment and others within the vicinity eg. staff |

What are the hazards (dangers)?

High temperatures
Chemicals
Restricted access to some areas, proving some difficulties to clean

What are the potential outcomes (risk)?

Burns from heat and chemicals
Irritation & inhalation
Personal injury

How do we currently control these risks?

- All staff trained in COSHH and chemical safety
- Knowledge of COSHH manual and assessment relevant to role
- Personal protective equipment provided as per COSHH requirements and worn
- Do not clean equipment when hot, unless specifically trained to do so.
- Tasks completed when food is not being prepared
- Only use cleaning products for intended use and as per manufacturer's instructions
- Use step ladders where necessary and refer to step ladders risk assessment
- Alert other staff with warning signage where necessary
- Restrict access to the area while cleaning is in progress
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: K5

Risk Rating: MEDIUM

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|--|--|
| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
| Use of ovens, grills and other cooking equipment | Those using the equipment and others within the vicinity eg. staff & visitors |

| | |
|--|--|
| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
| Hot surfaces Hot oil Spills Hot water Steam Kitchen equipment | Burns & scalds Fire Slips & trips |

How do we currently control these risks?

- Staff to use oven cloths or oven gloves for handling hot objects
- Ensure oven cloths or oven gloves are dry prior to use
- Kitchen layout / design to minimise risk of burns (eg height of equipment)
- Fire blankets and extinguishers available and serviced regularly
- First aid equipment available in the kitchen
- Minimise travel distance whilst handling hot food and liquids
- Visitors to kitchen to be made aware of areas of safety (eg. areas not in cooking zone)
- Long hair and trailing clothing to be held back so it cannot catch fire or be entrapped
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: K6

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|------------------|---|
| Use of microwave | Those using the equipment and others within the vicinity eg. staff & visitors |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Hot liquids, food Electricity Minor emission of radiation due to damage to microwave equipment | Burns & scalds Electrocution Personal injury |

How do we currently control these risks?

- Before each use visual check of microwave condition, especially door seals
- Do not put food in a sealed container, if microwave safe cling film is used this must be pierced
- Do not put food in metal containers or any metal utensils in the microwave
- Pull cling film off containers away from body, leave items to cool for a period where appropriate to avoid burns
- Do not obstruct the air vents on the microwave
- Follow correct cooking procedures
- Annual electrical PAT and microwave radiation leakage test to be completed by a competent person to ensure safety of item
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments

| Date of review/amendment | Carried out by |
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Ref: K7

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|--------------------|---|
| Use of dishwashers | Those using the equipment and others within the vicinity eg. staff & visitors |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| Broken glass, crockery Electricity Steam from dishwasher | Burns & scalds Electrocution Personal injury |

How do we currently control these risks?

- Machines located to ensure safe access and movement around the machine
- Spillages mopped up immediately
- Manufacturer's instructions followed at all times
- Extra care taken when loading and unloading machine to ensure any broken glasses, crockery are noticed and the removed with care while wearing heavy duty gloves if necessary
- Annual electrical PAT to be completed by a competent person to ensure safety of item
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: F1

Risk Rating: MEDIUM

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---|---|
| Prevention of and protection against fire | Everyone on the premises – staff, children, carers & visitors |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|---|
| Open fire doors Obstructed fire escape routes/exits Inadequately maintained fire-fighting equipment and alarms Faulty electrical appliances and wiring Combustible materials | Fire Smoke Toxic fumes Burns Death Property damage |

How do we currently control these risks?

- All furniture and equipment purchased with suitable hazard rating
- All staff notified of fire procedures and safety on induction
- Staff trained in fire safety and refresher training completed every 2 years
- All fire escape routes/exits kept clear and fire doors closed – staff to regular check these
- Staff familiar with their roles and responsibilities in the event of a fire
- Staff familiar with any personal emergency evacuation plans in place
- Weekly fire alarm tests and monthly emergency lighting and fire-fighting equipment checks to be completed and recorded
- Regular full evacuation drill of buildings and recorded
- Fire alarms and fire-fighting equipment to be serviced 6 monthly and annually respectively
- Ongoing inspection and hazard identification and control
- Annual electrical PAT to be completed by a competent person to ensure safety of items

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: O1

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---------------------------------------|---|
| Use of DSE (display screen equipment) | All staff |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--|--|
| DSE Repetitive hand movements Furniture and surroundings | Eye strain Headaches Repetitive strain injury Upper limb disorders Back pain |

How do we currently control these risks?

- Frequent breaks to be taken from DSE work
- Correct posture used whilst working on DSE – staff trained
- Adjustable equipment provided where necessary – in accordance with DSE assessment
- Ensure display is clean and legible (eg. no flickering characters, colour and brightness can be adjusted)
- Provide a suitable environment, adequate lighting and temperature
- Eye tests provided for all defined 'users' of DSE (refer to Health & Safety Policy)
- Individual DSE risk assessments to be undertaken – reviewed regularly and whenever equipment is relocated

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: O2

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|---|--|
| Use of general office equipment (guillotines, photocopiers, laminators, shredders etc.) | All staff and others within the vicinity eg. children, visitors and carers |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|---|--|
| Electricity Sharp blades Moving parts | Electrocution Personal Injury |

How do we currently control these risks?

- Restrict access to the area if needed so children cannot gain access to the equipment
- Warn others in the area of dangers
- Equipment sited on suitable tables (where required) – stability and height must be considered
- Annually PAT completed by competent person to ensure equipment is safe to be used
- Keep long hair and trailing clothing away from machinery such as the guillotine and shredder
- Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
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| Date of review/amendment | Carried out by |
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Ref: O3

Risk Rating: LOW

| Task / Activity | Who is at risk & who needs to know about the risk assessment for this activity? |
|--|---|
| Changing of toner cartridge in photocopier / printer | Staff completing the task and others within the vicinity eg. other staff, children, carers and visitors |

| What are the hazards (dangers)? | What are the potential outcomes (risk)? |
|--------------------------------------|--|
| Electricity Toner Moving parts | Electrocution Personal injury Chemical irritation to eyes, skin, nasal passages and throat |

How do we currently control these risks?

- Provide suitable COSHH information and PPE required
- Restrict access to the area
- Warn others of the dangers
- Keep all long hair and trailing clothing away from the machine
- Ensure suitable location and access to the machine
- Only move the machine if trained to do so

List any additional control measures taken or necessary**When does this risk assessment need to be reviewed?**

Annually, or when premises/equipment relevant to the task is changed

| Details of reviews or amendments | |
|----------------------------------|----------------|
| Date of review/amendment | Carried out by |
| | |
| | |
| | |

