



EARLY LIFE

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Risk Assessment Policy

Last Review on: 1st September 2024
Next review due by: 1st September 2025

Signed By: *Charlotte Barton*

Charlotte Barton

Position: Director / Head of Centre

Signed By: *Ian Lawrence*

Ian Lawrence

Position: Director / Managing Partner



Risk Assessment Policy

Last reviewed on:	1st september 2024
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This is the annual risk assessment for: Early Life Enterprise CIC

The risk assessment has been carried out by:

	Charlotte Barton & Ian Lawrence	
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Job Title(s):

Centre Lead & Managing Partner

Date of risk assessment:

1.9.2024

Date communicated to staff:

8.4.2024

Is there an action plan in place, with clear timescales to address the findings of the risk assessment?

N/A

Date for planned review:

1.9.2025

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Introduction

The purpose of this booklet is to simplify the Risk Assessment process as required by the Management of Health and Safety at Work Regulations 1999.

The Regulations require hazards in the workplace to be identified and potential risks to be assessed. The duty to ensure that the risk assessments are carried out is with the Headteacher / Manager who should be involved with the assessments throughout. The Headteacher can request assistance from staff that are competent in specific areas.

These generic assessments cover general safety issues and will help you to fulfil your legal obligations under health & safety legislation.

The duty on Managers to carry out Risk Assessments is a **legal requirement** and therefore should be seen as a priority. Risk Assessment is a continuous process and should be undertaken at reasonable intervals, but particularly when there is any change in the working environment e.g. if new equipment is brought in or new activity undertaken or accident / incident.

Hazards that are likely to occur in Provisions are identified in the booklet, which is based on a tick box system. If you find that some of the identified control measures are not in place, or identify additional measures that need to be implemented the information should be recorded on the appropriate pages 56 – onwards to identify the action you need to take. Clear timescales should be allocated and regular progress checks should be made.

This booklet allows for an annual risk assessment. Provisions are, in general, relatively safe places in which to work and therefore the risk assessment process should not be seen as a major problem or as a heavy workload.

As the risk assessments in this booklet are general it is important for Headteachers / Managers to identify any activities which are not included in this booklet and assess the risks. **Record all significant findings on pages 60 onwards. A blank risk assessment template can be found at page 59.**

The findings of the risk assessments **must** be shared with relevant members of staff including teachers, caretakers, support staff, supply staff, volunteers, governors etc.

Once you have done all of the above – how do you know that everything is happening as it should be in your Provision?

We recommend you monitor all areas of the Curriculum to ensure that safe working practices are being adhered to. For example by:-

- Carrying out regular inspections & document findings
- Making sure that staff are clear about their roles and responsibilities
- Incorporating Health & Safety issues as part of learning walks
- Making sure that Governors are active / challenge decisions
- Holding regular minuted health & safety meetings / briefings

Health & Safety is everyone's responsibility!

Risk Assessment Process

Five Steps to Risk Assessment

1. **Identify the hazards** (talk to staff, consider previous accidents, observe work processes)
2. **Decide who can be harmed and how** (consider staff, pupils vulnerable people, providers of extended services, visitors etc)
3. **Evaluate the risks and apply the required preventative and protective measures.** (Are these effective? Decide whether you need to do more to keep people safe)
4. **Record the findings** (and communicate to staff)
5. **Review** (periodically, after an accident / incident, introduction of new work processes etc)

Risk Control Measures

Where possible the following hierarchy of risk control measures should be applied:

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Guidance

Guidance regarding standards, current good working practice, and protective measures can be obtained from many different sources and include:

- www.hse.gov.uk
- [Health, Safety and Risk Information](#)
- <http://sheffield.technologyforge.com/tfweb/>
- [Association for Physical Education](#)
- [CLEAPSS](#) (is an advisory service providing support in science and technology for a consortium of local authorities and their provisions)
- [DATA](#) (Design & Technology Association)
- [BS 4163:2014](#) Health and safety for design and technology in educational and similar establishments (Code of practice)

Key Points to Consider in line with [Health & Safety Guidance Document 65](#) (HSE Guidance)

Plan

- Have you thought what you want to achieve, how to do this and who will be responsible for what?
- Does everyone understand their roles and responsibilities towards health and safety?
- Do you have access to competent advice?
- Do you understand the risks in your workplace?

Do

- Have you assessed the risks?
- Have you put suitable control measures in place?
- Are there arrangements for consulting with employees and their representatives?
- Are staff suitably trained?

Check

- Are you checking how well risks are being controlled in practice?
- Do you monitor health and safety performance, actively (e.g. spot checks) and reactively (e.g. accident and near-miss investigations)?

Act

- Have you reviewed your health and safety performance?
- Have you taken action on lessons learned from incidents, inspections and other monitoring?
- Have you revisited your policies and plan to see if they need updating?



Fire

The requirement for emergency procedures is covered under Regulation 8 of the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order 2005 means that it is compulsory for all workplaces to conduct a 'suitable and sufficient fire risk assessment' of all premises and parts of premises.

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> • Burns • Crushing • Inhalation of smoke / toxic fumes • Explosion • DSEAR (Dangerous Substances & Explosive Atmosphere Regs 2002) if you have medical oxygen on site 	<p style="text-align: center;">☑☐</p> <ul style="list-style-type: none"> • A fire risk assessment has been carried out on the premises By Whom? Date carried out: • There is a programme of work in place to address outstanding issues from the Fire Risk Assessment ✓ An up to date fire precautions log book is available on the premises • Fire Awareness training has been provided for all staff (Fire DVD) – ✓ Arrangements are in place for an appropriate person to co-ordinate fire safety precautions Name of person: Ian Lawrence, Tracey ✓ There are nominated fire safety staff (fire wardens / marshals) located on the premises Names of People: Ian Lawrence, Tracey • The nominated staff have received training Date of Training: ✓ There are adequate fire detection and controls (extinguishers and blankets), signage, fire alarm, emergency lighting, training / drills, fire doors etc ✓ All fire extinguishers are marked with a valid test date – ✓ Clear and adequate means of escape have been identified and maintained ✓ The fire evacuation procedures are known, understood and practised. The information is displayed in all classrooms, offices etc and regularly updated ✓ Fire drills are carried out at least once a term and recorded in the fire precautions log book ✓ All fire alarm call points, fire exits and assembly points are clearly identifiable ✓ The fire alarm is tested monthly and recorded in the fire precautions log book By Whom: Tracey ✓ Fire doors are free from obstruction and can be easily opened in the direction of travel, these are checked and recorded on a monthly basis in the fire precautions log book ✓ Fire doors are not held open (unless they are connected to the fire alarm and will close on activation) ✓ The fire alarm can be heard in all parts of the building (internally & externally)

Electricity

Electricity at Work Regulations 1989 place a legal responsibility on employers and employees, as duty holders, to ensure that electrical systems and appliances used at work under their control are safe.

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Contact with Electricity (shock, electrocution, burns) • Fire • Faulty Equipment • Slips, Trips and Falls • Contact with moving parts/ materials being ejected <p>A notice should be displayed in Provision - highlighting the Electricity isolation point</p>	<ul style="list-style-type: none"> ✓ All electrical contractors carry a card of competency ✓ The card of competency is shown to staff prior to any electrical work being undertaken by the contractors ✓ An inventory of portable electrical appliances is available on site ✓ Visual checks are carried out by staff periodically and prior to equipment being used ✓ Appliances are formally inspected and PAT tested in accordance with guidelines (remember infrequently used items such as Christmas lights) ✓ All portable electrical equipment is manufactured to a British or European standard ✓ The electrical installation is tested periodically (usually every five years) ✓ Additions to the electrical installation i.e. during refurbishment / remodelling work is certificated to the appropriate standard and relevant documentation is retained by Provision ✓ Staff / visitors are reminded not to bring in electrical appliances from home ✓ Key members of staff know how to isolate the electricity supply in an emergency ✓ Where possible, battery operated or low voltage tools are used ✓ The user has received the appropriate information, instruction or training in the safe use of the equipment ✓ There is a procedure in place for reporting defects and taking faulty equipment out of use ✓ Trailing cables and leads are secured / re-routed so as not to present a trip hazard ✓ The use of extension sockets is kept to a minimum and the capacity is never exceeded ✓ Double adaptors are never used on site ✓ Extension reels are always fully unwound prior to use ✓ Residual current devices (RCDs) are available and used as necessary i.e. in wet areas or where there is an additional risk ✓ Electrical appliances are switched off when not in use ✓ When using tools and equipment (e.g. paper shredder) jewellery and loose clothing such as ties are removed and long hair is tied back ✓ Where necessary, personal protective equipment is provided and used

Gas (Boilers / Appliances)

Gas Safety (Installation & Use) Regulations 1998 - place responsibilities on a wide range of people, including those installing, servicing, maintaining or repairing gas appliances and other gas fitting

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Faulty appliances • Gas leaks • Carbon Monoxide poisoning • Explosion <p>A notice should be displayed in Provision - highlighting the Gas isolation point</p> <p>See also Code of Practice Portable Gas Heaters for further information</p> <p>Where Mobile Gas Heaters are used – remember to review your Fire Risk Assessment!</p>	<ul style="list-style-type: none"> ✓ Key members of staff are aware of the location of gas isolation valves; these are accessible at all times in case of emergency ✓ All gas appliances (Boilers, Cookers, Water Heaters etc) are serviced annually by a contractor on the Gas Safe Register and documentation is available – ✓ Where necessary, carbon monoxide detectors are located in appropriate areas ✓ Competent contractors carry out all necessary repair and maintenance work ✓ There is a procedure in place for reporting faults ✓ Mains Gas Valves are accessible, visible and clearly signed to allow quick operation ✓ Emergency procedures are in place (if there is a gas leak) and can be implemented as necessary <p>Mobile Gas Heaters</p> <ul style="list-style-type: none"> ✓ Mobile gas heaters are only used for emergency situations i.e. heating breakdown ✓ The gas heaters are appropriately guarded and positioned away from combustible materials, emergency exit routes etc ✓ Gas bottles (full and empty) are securely stored and removed from site when no longer required. See code of practice for further information on storage. ✓ Where mobile gas heaters are used, adequate ventilation must be maintained ✓ Turned off whenever the room is vacated

Water (Hot Water & Legionella)

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/>
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- Defective/Faulty Plumbing Equipment
- Scalds
- Leakage
- Contamination
- Biological (Legionella)

A notice should be displayed in Provision - highlighting the Water isolation point

Section 15 - HSE'S L8 – Legionnaires' disease

This Approved Code of Practice applies to the control of legionella bacteria.



iacl27.pdf

Hot Water

- ✓ Key members of staff are aware of the location of water isolation valves; these are operable and accessible at all times in case of emergency
- ✓ Kettles or other equipment used for boiling or carrying water are kept away from children and are **not** located within children's reach
- ✓ When transporting hot drinks in circulation areas, staff use cups with lockable lids

Legionella – responsibility of building manager

- ✓ An up-to-date, site-specific Legionella risk assessment survey, carried out by a trained and qualified person, is available on site. The assessment is reviewed regularly (at least every two years) and, whenever there is reason to suspect that it is no longer valid. Await SCC visit
- ✓ Recommendations from the survey/risk assessment have been implemented
- ✓ Regular on site checks are carried out and are recorded (refer to Legionella log book)
- ✓ To prevent scalding, hot water in staff and student areas does not exceed 43 °C (showers, wash hand basins etc). Cleaner's cupboards & kitchens will have water in excess of 43 °C.
- ✓ Shower heads and tap spray nozzles etc are cleaned, de-scaled and disinfected at 3-monthly intervals or sooner.
- ✓ After holiday periods, the water system is thoroughly flushed through
- ✓ A trained and qualified person checks and services air conditioning units in accordance with the manufacturers recommendations
- ✓ Water sampling (if required) is undertaken by a competent person.
- ✓ All faults / anomalies identified by the Appointed Person or others is immediately referred to the Duty Holder (in writing) & entered in the Faults Log, dated & initialled.

Windows and Glazing

Regulation 14 of the Workplace, Health Safety & Welfare Regulations 1992 requires glazing to be of safety material to protect it against breakage and be appropriately marked

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p><input checked="" type="checkbox"/></p>
<ul style="list-style-type: none"> • Physical injury, • Severe laceration • Falls from height <p>Please note Safety Film is usually guaranteed for between 7 – 10 years. Where film has been in place for more than 10 years it is recommended that this is replaced</p>	<ul style="list-style-type: none"> ✓ All glazing below 1500mm from floor level is toughened, laminated or Georgian wired safety glass. Includes display cabinets, fish tanks etc ✓ Safety film has been applied to all glazing that does not meet the standard ✓ Where the above standard has not been complied with, a rolling programme of upgrading glazing has been implemented. (This must be documented or cross-referenced to other documents i.e. minutes of premises meetings etc) ✓ There is a procedure in place for ensuring that all replacement glass/glazing is to an appropriate standard ✓ Glazing is etched with the appropriate British Standard or Kite mark to confirm its standard ✓ Windows can be opened to allow adequate ventilation ✓ Window catches/restrictors are fitted to windows where there is a risk of a person falling through them when open (particularly those above ground floor level) ✓ Vision panels on fire doors are not obstructed by posters / notices

Slips, trips and falls


Regulation 12 of the Workplace, Health Safety & Welfare Regulations 1992 requires the surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall. Slips, trips and falls are the common cause of accidents.

Hazards	The Following Control Measures are in Place ☑.
<ul style="list-style-type: none"> ● Slips, trips and falls ● Icy conditions ● Wet, Slippery, Uneven and Deteriorated Stairways, Floors and Walkways, ● Dry contaminants (such as powders, dusts etc) ● Food / bodily fluid spillages <p>Consideration is given to when cleaning is carried out: For example do cleaning times coincide with extended activities? Does this increase the risk?</p> <p>Further advice on Snow & Ice Clearance</p> <p>Risk Assessment for Snow & Ice Clearance</p>	<ul style="list-style-type: none"> ✓ Regular checks and inspections are carried out to ensure all floor surfaces (internally and externally e.g. carpets, mats, parquet flooring, floor tiles, fastening strips, paving stones etc) are in a good condition, even and secure ✓ There is a procedure in place for reporting defects and ensuring that appropriate remedial action is taken immediately ✓ All trailing cables have been removed, re-routed around the sides of the room, fitted with a rubber protection trunk or taped down with a substantial adhesive tape ✓ Any spillages (including food, bodily fluids etc) are dealt with immediately ✓ Equipment is available for cleaning and drying spillages including colour coded mops ✓ “Wet floor” signs are available and used where necessary (additional consideration should be given to after provision clubs and private lettings etc) ✓ Stairs and stair nosings are in a good condition (internally and externally) ✓ Staircases and steps have adequate lighting ✓ Where appropriate, handrails are provided. These are maintained in good condition and are fitted to the correct height ✓ There is a known procedure in place for managing slippery and icy footpaths/walkways and play areas (including wet pour safety surfaces) ✓ Barrier mats are in place at entrance doors (especially in wet conditions) ✓ Staff have been advised to wear suitable footwear (appropriate to the tasks being undertaken) ✓ There is good housekeeping to prevent an accumulation of supplies and waste ✓ Staff are trained in the correct use and application of cleaning substances (too much or the wrong type of detergent can cause a slip hazard) ✓ Procedures are in place to reduce the amount of dust that may be generated in certain work areas i.e. caretakers work room, design and technology etc

Doors

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> • Trapping fingers <p>A child trapping their fingers in doors is a very common problem in Provisions and can lead to painful injuries and sometimes hospital visits.</p> <p>Various manufacturers produce plastic strips which, when fitted to the inside edge of the door frame, will prevent them being trapped</p> <p>For further information on suppliers refer to Code of Practice - Finger Safety Devices</p>	<ul style="list-style-type: none"> ✓ Finger guards are installed on doors which present a significant risk to pupils. These are checked on a regular basis ✓ Where necessary, finger guards are fitted on toilet doors ✓ Doors with hydraulic self-closing devices / magnetic locks are checked and maintained regularly to ensure that the door closes in a safe manner ✓ Doors are regularly checked by staff to ensure they close properly and do not compromise the security of the site

Storage

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> ● Inadequate, overloaded and inappropriate storage ● Injuries associated with moving and handling ● Falls from height ● Falling objects <p>Storage on corridors and staircases is discouraged due to the fire risk / obstruction. Where storage is absolutely necessary in these areas it must be appropriate and kept to one side of the corridor</p> <p>Access to storage is restricted or appropriately supervised</p> <p>The guidance on the weight distribution is as follows:-</p> <div style="text-align: center;">  <p>weight ratios.docx</p> </div>	<p>☑.</p> <ul style="list-style-type: none"> ✓ There is good housekeeping at all times (Corridors and Staircases especially) ✓ Safe and easy access is provided to all storage areas ✓ Where necessary a separate manual handling assessment has been carried out (see page 32) ✓ Only lightweight items are stored above head height (and these are kept to a minimum) ✓ Appropriate means of access is provided to prevent inappropriate use of chairs and tables etc (see page 30 Working at Height) ✓ Hazardous substances (including cleaning materials) are inaccessible to students and stored in a safe manner, i.e. in accordance with the relevant hazard data information ✓ Flammable liquids (e.g. aerosols) are stored in a signed locked metal “flammables” cabinet, and used safely and are detailed as part of the fire risk assessment ✓ Emergency equipment e.g. an appropriate fire extinguisher and spill kit are available

Cleaning tasks

Hazards	The Following Control Measures are in Place
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	☑☐
<ul style="list-style-type: none"> ● Slips, trips and falls (spillages) ● Substances ● Back injuries/strains etc associated with manual handling activities ● Working at Height ● Machinery and Equipment <p>Where cleaning tasks are carried out by a contractor the risk assessment should be shared and completed with the supervisor / manager.</p> <p>Further information is available on spillages</p>	<ul style="list-style-type: none"> ✓ All spillages are dealt with promptly ✓ Colour coded mops and buckets are available for spot cleaning ✓ Micro-fibre mops are provided to dry floors ✓ Obstacles are removed prior to cleaning ✓ Where floors cannot be effectively dried, barriers are used to exclude people from wet areas ✓ Wet floor cones/signs are provided and used ✓ Trailing cables are kept to an absolute minimum (particularly when the Cleaning staff are moving around the provision with hoovers, buffers etc - adherence to Provisions own risk assessments and working practices for trailing cables should be adhered to) ✓ All cleaning substances are selected carefully; the correct product is used in the correct quantity. ✓ Cleaning is undertaken at quiet times when the number of pedestrians is reduced ✓ Appropriate personal protective equipment is provided and worn ✓ Cleaning staff have received appropriate information, instruction and training ✓ Cleaning equipment (vacuums and buffers etc) are serviced and maintained in good condition ✓ All lifting, pushing and pulling movements have been identified and assessed. ✓ Tasks that involve working at height have been identified and assessed ✓ Where possible, work at height is avoided. Long handled tools are provided and used ✓ Appropriate equipment for “high” cleans is selected and used in conjunction with a safe system of work ✓ Sensible footwear is worn

Working Environment (Heating, Lighting, Temperature, Ventilation)

Workplace, Health Safety & Welfare Regulations 1992

Regulation 6 (Ventilation) - requires that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air

Regulation 7 (Temperature) - during working hours the temperature in all workplaces inside buildings shall be reasonable

Regulation 8 (Lighting) – every workplace shall have suitable and sufficient lighting

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> ● Extremes of Temperature ● Inadequate lighting levels ● Poor Air Quality ● Welfare Facilities <p>Guidance on toilet / hand washing facilities can be found in the Provision Premises Regulations</p>	<ul style="list-style-type: none"> ✓ The heating system provides and maintains a comfortable working temperature ✓ Lighting levels are appropriate for the tasks being carried out. ✓ Lights are replaced, repaired or cleaned before lighting levels become too low to be safe ✓ Natural ventilation can be provided by opening windows <ul style="list-style-type: none"> ✓ There is an appropriate number of toilets / hand washing facilities for students and staff ✓ There is provision for washing and eating etc ✓ There is an adequate supply of drinking water ✓ If it is necessary, there is provision to store staff clothing e.g. personal protective equipment

External Areas (General)

The Workplace, Health Safety & Welfare Regulations 1992 requires the surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> ● Inadequate lighting levels ● Unsafe Equipment ● Foreign Objects ● Physical Injury and Ill Health, ● Slips, Trips and Falls ● Site Security <p>See Code of Practice – Needle stick Injuries for further information</p>	<p>☑☐</p> <ul style="list-style-type: none"> ✓ There is a procedure in place for checking all outdoor areas (broken glass, syringes, broken inspection covers, uneven surfaces, damaged steps etc) on a regular basis ✓ Steps, paths and car parking areas etc are suitably lit – consideration has been given to staff working late, evening meetings, lettings and extended activities etc ✓ External step nosings are clearly marked to denote a change in level ✓ Handrails are provided where appropriate and maintained in good condition ✓ There is a safe system of work in place for handling & disposing of sharps / syringes etc and appropriate equipment is provided e.g. brush, tongs, sharps bin etc ✓ Structures, fences and gates are inspected, regularly and maintained / repaired as required. Records are kept ✓ Gates can be secured in the open position (when necessary) by shoot bolts or padlocks to prevent students from swinging on them or fingers getting trapped ✓ The hinge side of the gate does not present a guillotine effect when fully opened ✓ Gates with self-closing devices are checked and maintained regularly to ensure that the gate closes in a safe manner ✓ Gates are secured with combination padlocks during the day; all members of staff are aware of the code in case of need for emergency evacuation. ✓ Electric gates and shutters are inspected and maintained by a competent contractor on a regular basis and service documents are retained by Provision ✓ Electric gates/shutters that form part of a fire escape route are checked to ensure they open upon activation of the fire alarm system ✓ Perimeter walls and fencing are of an appropriate height

General Security


Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> • Safeguarding Issues • Threat of violence • Theft 	<p>Physical Security Measures</p> <ul style="list-style-type: none"> ✓ Doors are regularly checked and are maintained in a good working condition ✓ Door closers are fully operational and bring each door back to a fully closed position ✓ Doors are not propped open when rooms / areas are left unattended ✓ There is a formal procedure in place for reporting defective equipment ✓ All external doors prevent unwanted visitors from entering the building whilst allowing people to escape quickly in the event of an emergency <p>Visitor Management</p> <ul style="list-style-type: none"> ✓ All visitors are directed to the correct entrance ✓ There is an agreed procedure for checking the identify of visitors ✓ There is a system in place for all visitors to “sign in” ✓ Visitors are issued with an identity badge and asked to wear this at all times whilst on the premises ✓ There is a known and understood process in place to deal with unauthorised visitors to site ✓ Visitors are accompanied whilst on site

Accidents and First Aid

Under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR) employers are legally required to report work related accidents and ill health to the enforcing authority.

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> Physical Injury <p>Civil Claims</p> <p>Young persons have until the age of 21 to submit a claim following an accident. Provisions should keep all records relating to an accident in provision e.g. accident investigations, witness reports, photos etc).</p> <p>Please do not destroy information relating to accidents before seeking advice from the Insurance and Risk Service on 0114 2053915 or risk@sheffield.gov.uk The retention of this information will help to assist in understanding a claim after a significant passage of time</p>	<p>Accidents</p> <p>Staff are aware that it is their responsibility to report and record accidents (to themselves, students, visitors etc)</p> <p>All significant accidents are investigated to identify immediate and underlying causes Where applicable, the findings of investigations are shared with staff and Managers, risk assessments are reviewed and any additional measures required are implemented</p> <p>First aid</p> <ul style="list-style-type: none"> ✓ There is an adequate number of first aiders and paediatric first aiders on site throughout the day (including before and after provision activities) ✓ All members of staff are aware of the first aid arrangements that are in place ✓ A scheduled programme is in place for the periodic retraining of first aid personnel ✓ An appropriate number of first aid boxes are at strategic points throughout the Provision ✓ An appointed person is responsible for checking the use-by dates and re-stocking first aid kits on a regular basis and co-ordination the emergency services ✓ If you have a defibrillator, this is checked daily (the battery & pad indicator are on full power) to ensure readiness in case of emergency <p>Accident, Violent Incident and Near Miss Reporting Form</p> <p>Ringing 999 for an ambulance – useful information</p>

Working / Teaching in the Sun

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> ● Sunburn ● Heat Stroke ● Dehydration ● Skin Cancer <p>Employees need to be made aware of risk of excessive exposure to sun via Health & Safety Executive's leaflet "Keep your Top on".</p> <div style="text-align: center;">  <p>keep your top on.pdf</p> </div>	<p style="text-align: center;"><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> ✓ Information regarding the risk associated with working in the sun are provided during induction training ✓ Regular breaks can be taken away from direct sunlight. ✓ Work is planned to avoid excessive exposure to the sun ✓ Employees are encouraged to keep skin covered during hot weather (Encourage appropriate clothing e.g. long sleeves and sunhats, high factor sun creams). ✓ Shaded areas are provided ✓ The employee has access to cool drinks <p>Further information is available on the Health and Safety Executives website on outdoor working</p> <p><u>Pupils</u></p> <p>Pupil's exposure is controlled by:</p> <ul style="list-style-type: none"> ✓ Monitoring the outdoor conditions prior to and when activities are taking place ✓ Reducing outdoor activity time during hot weather ✓ Making best use of shaded areas (e.g. trees, canopies, gazebos etc) ✓ Wearing suitable hats (with neck guards where possible) and long sleeved clothing etc ✓ Using high factor sunscreens as and where appropriate ✓ Having access to cool drinks <p>For further information see Code of Practice - Working in the Sun</p>

Drugs and Medication

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> Wrong dosage / medication administered <p>Staff who have their own personal medication on site must ensure this is stored securely</p>	<p>☑☐</p> <ul style="list-style-type: none"> ✓ The Provisions Health and Safety Policy makes specific reference to the arrangements for administration of drugs / medication ✓ Medication is not administered unless written parental consent has been given ✓ All medication is kept in a safe and secure place (out of the reach of students) ✓ All medication is clearly labelled with the students name and correct dosage to be administered ✓ A formal record is kept of all medication that is administered ✓ All out of date medication is disposed of following manufacturers guidance / returned to parents ✓ All staff (including supply staff) are aware of all students who have complex medical needs and individual care plans are in place ✓ Staff have had training in the administration of all medications ✓ Staff are informed not to re-sheath needles ✓ Students medical needs are taken into account when attending extended provision activities, educational / residential visits etc ✓ An up to date emergency contact list for parents is available for staff ✓ A sharps bin is available for disposal of used needles / syringes

New and Expectant Mothers – An individual risk assessment should be carried out and personalised to the individual

Management of Health & Safety at Work Regulations 1992 require all employers to carry out an assessment of the Health & Safety risks to which their employees and any other persons are exposed to as a result of their activities. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Hazards	The Following Control Measures are in Place <input checked="" type="checkbox"/>
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<ul style="list-style-type: none"> ● Manual Handling ● Exposure to shock, violence, unpredictable behaviour etc ● Biological Hazards ● Chemical Agents ● General Working Conditions ● Slips, Trips and Falls ● Work at Height <p>The risk assessment should be regularly reviewed throughout the duration of the pregnancy</p> <p>An additional risk assessment should be carried out when the employee returns to work following maternity leave</p>	<p>Arrangements are in place to avoid the need for manual handling e.g.</p> <ul style="list-style-type: none"> ✓ moving stationery, furniture etc ✓ assisting / personal care with students <p>Arrangements are in place to avoid exposure to harm from:</p> <ul style="list-style-type: none"> ✓ Violent incidents ✓ Working with vibrating equipment ✓ Excessive driving <p>Arrangements are in place for the new / expectant mother to avoid contact with:</p> <ul style="list-style-type: none"> ✓ Chicken Pox ✓ Rubella ✓ German Measles ✓ Slapped Cheek Syndrome ✓ Hepatitis B ✓ HIV ✓ Pandemic Flu <p>Consideration has been given to:</p> <ul style="list-style-type: none"> ✓ Exposure to radioactive sources, mercury, lead or other substances ✓ Exposure to body fluids <p>Arrangements are in place to control:</p> <ul style="list-style-type: none"> ✓ Excessive heat <p>Consideration has been given to:</p> <ul style="list-style-type: none"> ✓ Provision of appropriate rest facilities and rest breaks ✓ Emergency Procedures ✓ Work related stress ✓ Lone Working
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Student Supervision

<p>Hazards</p>	<p>The Following Control Measures are in Place</p> <p><input checked="" type="checkbox"/></p>
<ul style="list-style-type: none"> ● Horseplay ● Inappropriate behaviour 	<p>Incidents have occurred when the supervision of students has not been adequate</p>

- Off-site activities
- Physical Injury

The level of care provided for vulnerable students or students with behaviour problems is assessed as part of their individual care plan

- ✓ Supervision levels are assessed and documented. Consideration is given to the following: -
- ✓ General movement around provision
- ✓ Lunch time periods
- ✓ In the dining room
- ✓ Assess the need for increased supervision and controls on [balconies / recreation decks](#)
- ✓ Educational visits
- ✓ Practical lessons such as Design & Technology, Science, Food Technology, PE etc
- ✓ Individual pupils and their known behaviour patterns
- ✓ Unusual or “one-off” events

This list is not exhaustive – there may be others

Circulatory Routes

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> • Slips, trips and falls • Fire 	<ul style="list-style-type: none"> ✓ All corridors and walkways are clear and free from obstructions ✓ Good housekeeping is maintained and encouraged ✓ Balustrades on stairs, landings and around balconies etc meet the relevant Building Regulation Standard, however we recognise this is a minimum standard and the actual height is appropriate to meet the needs of the end user See Safety Alert on recreation decks/balconies ✓ Items are not placed on recreation decks / balconies which could enable students to climb over the barriers ✓ Suitable non-slip flooring is in place on corridors / walkways ✓ Fire Exit routes are kept clear at all times ✓ Fire Escape Routes are clearly signed ✓ All final exits are unlocked when the provision is occupied ✓ Waste bins are provided to ensure circulatory areas are kept tidy and free from litter ✓ Litter is removed from circulatory areas on a regular basis to avoid slips, trips and falls ✓ Lighting levels (including emergency lighting) in circulatory areas is adequate

Employment of Young People

In order to comply with the Health and Safety (Young Persons) Regulations 1997 It is helpful to know how people are defined by age in health and safety law, especially when working out what the young person is allowed to do:

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> • Work Processes • Lone Working • Work Equipment • Machinery <p>A young person is anyone under 18 years old</p> <p>A child is anyone who has not reached the official age at which they may leave Provision, just before or just after their 16th birthday</p>	<p>☑☐</p> <ul style="list-style-type: none"> ✓ Consideration is given to the age, immaturity and lack of experience in the work place – Existing risk assessments are reviewed in light of this ✓ The findings / recommendations of any risk assessments are communicated to young people ✓ Young people working on site are appropriately supervised and within sight and sound of co-workers ✓ Appropriate information, instruction and training is available and provided for young people ✓ Staff have been made aware of any young person’s medical / special needs / requirements <p>Visit the Health & Safety Executive website for more information on Young People</p> <p>Students and trainees, on work experience are regarded in health and safety law as employees. Students on work experience placements must be provided with the same health, safety and welfare protection given to other employees. Restrictions apply to the types of work which young people, including students below the Minimum Provision Leaving Age on work experience, are allowed to do.</p>

Lone Working/ Home Visits / Meetings off site

Management of Health & Safety at Work Regulations require **all** employers to carry out an assessment of the Health & Safety risks to which their employees and any other persons are exposed to as a result of their activities. The law does not expect you to eliminate all risk, but you are required to protect people as far as ‘reasonably practicable’.

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> ● Lone Working ● Violence & Aggression ● Fire & Explosion ● Confined spaces ● Other emergencies ● Vulnerable workers i.e. new and expectant mothers, young people, disabled ● Slips, trips & falls 	<ul style="list-style-type: none"> ✓ First Aid facilities are available Where possible, lone working is avoided ✓ High risk tasks have been identified and assessed to determine their suitability for lone workers i.e. home visiting / responding to alarms, particularly at night ✓ Lone Workers do not work at height / in confined spaces ✓ Effective procedures are in place and are understood by all i.e. signing in/out ✓ Lone workers are competent in all activities they are carrying out and have received appropriate training ✓ Lone workers are trained to recognise potentially violent or aggressive situations and know not to put themselves at further risk ✓ They have access to a means of communication or there is a “buddy” system in place ✓ Effective procedures are in place to ensure that lone workers keep in contact/ there is a means for summoning assistance ✓ Lone workers are aware of the need to report and record all incidents and near misses ✓ The security of the workplace has been assessed and appropriate control measures are in place ✓ The risks to vulnerable people/groups of people have been assessed and appropriate protective measures are in place ✓ Procedures are in place for sharing information on known or potentially violent children / parents / carers ✓ Training is available in dealing with difficult situations / defusing skills ✓ Staff are aware of their own personal safety

Work at Height

NB: Separate risk assessments should be carried out for tasks that involve work at height

The Work at Height Regulations applies to **all** work at height where there is a risk of a fall, liable to cause personal injury. All work at height should be properly planned and organised; those involved in work at height should be competent

Who might be harmed? <ul style="list-style-type: none"> • Employees including Lone Workers • Others in the area e.g. young people, volunteers, visitors • Disabled / vulnerable groups 	
Description of the task and Location: Permission to Work may be required for the task being carried out. Seek further advice if necessary	Is this task planned or is it urgent reactive maintenance work? How long will it take (minutes/hours)? How often will the task be carried out?
You should refer to the detailed guidance in the Work at Height Code of Practice	
Can work at height be avoided e.g. by using long handled tools, by contracting work out, <input type="checkbox"/> Yes <input type="checkbox"/> No By placing displays at a lower level or avoiding high level storage etc?	
If “No” you should carefully consider the following: Click on the WAIT tool produced by the Health & Safety Executive for further advice on selecting the correct equipment for work at height activities Selection of Equipment – This must be appropriate to the task and industrial standard <ul style="list-style-type: none"> • Mobile scaffold towers/working platforms– to be used for tasks lasting more than 30 minutes or for frequent/repetitive tasks • Podium Steps – portable, versatile, adjustable and provide a safe place of work • Ladders/Stepladders – to be used where a tower/working platform is not appropriate (i.e. where space is limited, for short duration (less than 30 minutes), low frequency tasks, or where the work is classed as an emergency responsive repair). You must be able to justify the use of ladders and steps. • Kick Stools – to be used for short duration, access i.e. for retrieving files etc at high level 	
IF YOU HAVE ANY WOODEN STEP LADDERS ON SITE, THESE MUST <u>NOT</u> BE USED AND MUST BE REMOVED FROM SITE IMMEDIATELY!	

Work at Height continued....

Hazards	Permission to Work may be required for the task being carried out. Seek further advice if necessary The Following Control Measures are in Place <input checked="" type="checkbox"/>
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Falls from height/falling objects	<ul style="list-style-type: none"> ✓ Staff are experienced, trained and competent to work at height ✓ Where work is beyond the capability of staff, competent contractors are used ✓ All access equipment is to an appropriate industrial (not domestic) standard ✓ Staff are instructed not to use tables and chairs when working at height ✓ A visual check of the equipment is carried out prior to each use ✓ Pre-use checks are formally recorded ✓ Equipment that is faulty is labelled and taken out of use immediately ✓ All equipment is maintained in good working condition and records are kept ✓ The equipment is secured appropriately (tied/footed/stability device /braked) ✓ Warning signs, barriers, cones, tape, etc are put up as necessary. ✓ No working is permitted under access equipment ✓ Tools are carried in tool belts <p>Refer to checklists in Work at Height Code of Practice</p>
Overhead cables/obstructions	<ul style="list-style-type: none"> ✓ Overhead obstructions are identified and the work is adequately planned to avoid such obstacles
Inclement weather e.g. wind, rain, ice	<ul style="list-style-type: none"> ✓ Where the work being undertaken is outside, the weather conditions are assessed before and during the operation. ✓ Care is taken to avoid working in unsuitable weather conditions
Lone Working	<ul style="list-style-type: none"> ✓ All persons working at height do not work alone. (There is always someone within sight and sound) <p>Refer to separate risk assessment for Lone Working</p>
Slips, Trips and Falls	<p>Refer to separate risk assessment for Slips, Trips and Falls</p>

Manual Handling including pupil participation

The Manual Handling Operations Regulations 1992 (amended 2002) require employers to:

- **AVOID** the need for hazardous manual handling, so far as is reasonably practicable;
- **ASSESS** the risk of injury from any hazardous manual handling that can't be avoided; and
- **REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable

An individual risk assessment should be made for all manual handling tasks

Brief Description of Task:

Preliminary Assessment

Does the activity involve a significant risk of injury? Yes No (If in doubt, answer yes)

Is it reasonable to avoid/mechanise/automate the activity? Yes No

If **no**, complete the checklist and action plan on the following pages.

If **yes**, there is no need to continue with this form provided you carry out the action you have identified and the remaining risk of injury is not significant.

Manual Handling

Questions to Consider (if the answer to this question is 'Yes' place a tick against it and then consider the level of risk)		Level of Risk Tick as appropriate			Possible Solutions (Make notes in this column of existing precautions and other possible solutions to help decide what might reduce the risk)
	Y/N	Low	Med	High	
<p>The Tasks – do they involve:</p> <ul style="list-style-type: none"> ● Holding loads away from the trunk? ● Twisting? ● Stooping? ● Reaching upwards? ● Large vertical Movement? ● Long carrying distances? ● Strenuous pushing or pulling? ● Unpredictable movement of loads? ● Repetitive handling? ● Insufficient rest or recovery? ● A work rate imposed by a process? 					
<p>The Loads – are they:</p> <ul style="list-style-type: none"> ● Heavy? ● Bulky/unwieldy? ● Unstable/unpredictable? ● Intrinsically harmful (eg sharp/hot)? 					

Manual Handling Continued....

Questions to Consider	Level of Risk	Possible Solutions
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(if the answer to this question is 'Yes' place a tick against it and then consider the level of risk)		Tick as appropriate			(Make notes in this column of existing precautions and other possible solutions to help decide what might reduce the risk)
	Y/N	Low	Med	High	
<p>The Working Environment – are there?</p> <ul style="list-style-type: none"> • Slip/trip/fall hazards? • Constraints on posture? • Poor floors? • Variations in level? • Hot/cold/humid/wet conditions? • Strong air movements? • Poor lighting conditions? 					
<p>Individual capability – does the job:</p> <ul style="list-style-type: none"> • Require unusual capability? • Create a risk for those with a health problem • Create a risk for those who are pregnant? • Call for special information/training? • Has the individual received appropriate information, instruction and training and is deemed as competent for the task? • Is movement or posture hindered by clothing or personal protective equipment 					
<p>Students involved in moving PE apparatus</p> <ul style="list-style-type: none"> • Are students given appropriate information about the task? • Are they advised about correct lifting techniques? • Are students closely supervised when carrying out lifting and handling tasks? 	List the measures that you have put in to place to keep students safe				

Building Contractors

Hazards	The Following Control Measures are in Place <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ● Location of work ● Unsafe systems of work, ● Work at height ● Dangerous plant and equipment ● Asbestos ● Physical Injury ● Ill health ● Noise ● Fire <p>Before any work on your building is undertaken by contractors e.g. window replacement, electrical work etc you should always assume that asbestos containing materials are present and arrange for an appropriate asbestos survey that covers the full scope of the work prior to any work commencing.</p> <p>For further information – See the Code of Practice Contractors on Provision Premises</p>	<p>Building Contractors</p> <ul style="list-style-type: none"> ✓ Where possible building work is carried out in provision holiday periods (this is particularly important when roofing work is being carried out) ✓ Contractors are informed about the movement of children at the beginning, break time, lunchtime and end of the provision day ✓ Contractors are selected from the CHAS website / similar accreditation scheme ✓ All contractors (each gang member) that visit the site read and sign the asbestos register on a daily basis ✓ Contractors are formally made aware of the expectations placed on them whilst on provision premises e.g. use of toilets, transport routes, refer to the Council's code of conduct, behaviour on site, location of skips etc ✓ Lines of communication, roles and responsibilities and meeting dates are established prior to work commencing ✓ Contractors supply risk assessments, method statements and documented safe systems of work for the work that is being undertaken ✓ Consideration is given to the location of the work being carried out and clear instructions are given around safeguarding of children, access, security arrangements, transport routes etc (You should also review your fire risk assessment where appropriate) ✓ Contractors are monitored throughout the duration of the work ✓ There is always appropriate separation and segregation of pupils, staff, visitors etc from the work being carried out ✓ Hazardous substances are used, stored and transported in accordance with the appropriate hazard data information <p>Other Contractors i.e. Provision meals / cleaning staff</p> <ul style="list-style-type: none"> ✓ There are effective procedures in place for communicating / sharing information with people that share your site ✓ There are arrangements in place to monitor the work of contractors

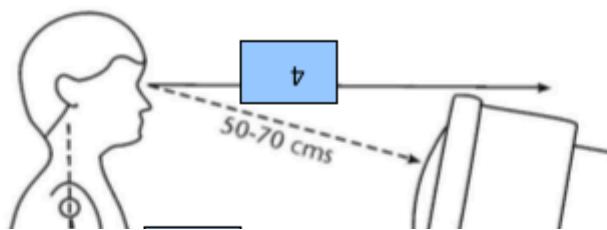
Display Screen Equipment

Employers have a legal requirement under the Health and Safety Display Screen Regulations 1992 to examine the workstations under their control to assess the risks to the 'users' Health and Safety and to reduce the risks to the lowest level possible.

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> ● Repetitive Strain Injury ● Work Related Upper Limb Disorders ● Headaches ● Eye Strain ● Stress ● Fatigue <p>A separate risk assessment should be carried out for EACH member of staff who uses a workstation. It is suggested that this specific form is photocopied and “personalised”</p> <p>For further information see the computer workstation assessment form</p>	<p>☑☐</p> <ul style="list-style-type: none"> ✓ The workstation is neatly arranged and there is sufficient space to enable equipment to be adjusted to a comfortable position ✓ There is sufficient space to allow changes in posture ✓ The users chair can be adjusted to allow their feet to rest on the floor (A suitable footrest is provided if necessary) ✓ The keyboard is adjustable, detachable, legible and clean ✓ The screen is clean and free from reflections and glare ✓ The screen display is clear and easy to read ✓ The view of the user beyond the screen is free from bright areas ✓ The work area is clear of electrical hazards such as worn or loose cables or trailing wires that might cause trips ✓ The working environment is reasonably acceptable e.g. temperature, noise, light, ventilation ✓ The users are free of fatigue, aches and pains in the neck, back or upper limbs etc ✓ The users are free of eyestrain or headaches ✓ The uses are aware of the procedure for vision screening ✓ The user is encouraged to take regular breaks away from the screen by undertaking other duties / tasks <p>NB Where laptops are in prolonged use the DSE Regulations apply and a risk assessment should be carried out using the general principles above. The Health and Safety Executive recommends use of docking stations. Staff should be reminded to take regular breaks</p>

Five Steps to Comfort

In order to achieve a comfortable and safe posture at your workstation you should be able to:



Adjust seat height for comfortable keying.

Are your feet firmly on the floor or a footrest, without too much pressure from the seat on back of your legs?

Adjust height and angle of chair back.

Is the small of your back supported by the chairs backrest?
Does the angle of chair back allow you to sit upright and comfortably?

Vehicles and Vehicle Movement

Employers have a responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure, so far as reasonably practicable, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.

Hazards	The Following Control Measures are in Place
<ul style="list-style-type: none"> • Physical Injury to pedestrians and cyclists • Collision with vehicles <p>For further information on employees using their own vehicles. See Use of private vehicles on official business</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>Vehicle Movement</p> <ul style="list-style-type: none"> ✓ Vehicle and pedestrian routes are clearly defined and separated by physical barriers ✓ Car parking spaces are marked appropriately ✓ Where necessary “one way” measures are in place ✓ Crossing points are designated and clearly signed ✓ Blind spots are identified and mirrors / other aids are provided to assist vision ✓ Procedures are in place to manage vehicles carrying out reversing manoeuvres e.g. banks person to assist the driver ✓ Vehicle movement is restricted at key times i.e. beginning and end of the provision day etc ✓ Speed restriction signs are in place and enforced ✓ The Provisions policy on parental use of the provision car-park is communicated to parents ✓ Routes are maintained for emergency vehicular access ✓ External lighting is provided as necessary <p>Employees Private Vehicles used for Work Purposes</p> <ul style="list-style-type: none"> ✓ All drivers hold a current driving licence ✓ All vehicles used are roadworthy (e.g. has a current MOT certificate and is regularly checked by the driver) and insured for business use ✓ The driver does not use a mobile phone or hands free kit when driving including in car Bluetooth ✓ The driver is aware that they should not drive at work if they are under the influence of drink or drugs ✓ The driver is aware that they should not smoke in their car whilst carrying passengers ✓ The driver knows to inform their line manager if they are suffering from any illness or health condition which may impair their ability to drive or if they are required to take medicine that might affect their judgement

Minibuses

Hazards	The Following Control Measures are in Place
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	☑☐
<ul style="list-style-type: none"> • Physical Injury • Collision with other vehicles <p>For further information please see the minibus code of practice</p> <p>Contact Transport Services for advice and information. Tel: 0114 2037577</p> <p>transportservices@sheffield.gov.uk</p>	<p>Minibuses</p> <ul style="list-style-type: none"> ✓ A risk assessment is carried out for visits/journeys involving the minibus ✓ Rules / recommendations on drivers hours must not be exceeded ✓ Appropriate seat belts / restraints are used ✓ Supervision levels are appropriate there must be at least one member of staff in addition to the driver ✓ All minibus drivers hold a relevant driver permit (MIDAS permit) and refresh this training periodically ✓ Drivers maintain a personal record of minibus driving ✓ Minibuses are serviced regularly ✓ Appropriate daily checks are carried out prior to each use (e.g. tyre pressure, lights, oil, petrol, brakes etc) and documented using the Council's daily vehicle checklist ✓ Accidents, incidents, near misses and defects etc are reported immediately ✓ There is a system in place for regularly checking personal driving licences of minibus drivers

ICT – Interactive Whiteboards and Projectors

Hazards	<p>Permission to Work may be required for the task being carried out. Seek further advice if necessary</p> <p>The Following Control Measures are in Place</p> <p><input checked="" type="checkbox"/></p>
<ul style="list-style-type: none"> ● Eye strain ● Lighting levels ● Slips trips and falls ● Whiteboards falling from their mountings ● Lack of supervision ● Exposure to asbestos 	<ul style="list-style-type: none"> ✓ Staff and students are advised not to stand in front of the projector beam ✓ Sticks or pointers are available and used to avoid the user from needing to enter the beam ✓ Leads and other trailing cables are made safe by routing them appropriately or taping them down ✓ Window blinds are used to prevent glare and to maximise lamp power and reduce ambient light levels ✓ The fastenings of the interactive whiteboards are checked periodically to ensure that they are secure ✓ Obstructions are not placed under height adjustable interactive whiteboards ✓ Warning notices are in place ✓ An asbestos survey, covering the full scope of works is undertaken prior to any new whiteboard / projector being installed ✓ Manufacturer's instructions are followed at all times

Interaction with Children

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none">● Slips, trips and falls● Burns / scalding● Cuts / lacerations	<ul style="list-style-type: none">✓ All fire exit routes are clear and a good standard of housekeeping is maintained at all times✓ All furniture, equipment and toys are to a British standard and display the kite mark and are fit for purpose✓ All equipment are clean and comply with the relevant hygiene standards✓ Hot drinks are stored out of children's reach✓ Cups with lids are used when children are in the vicinity

Managing Children throughout the Day

Hazards	The Following Control Measures are in Place ☑☐
<p>Child managing to leave the premises unsupervised / unnoticed</p> <p>Throughout the session / day there may be times when there is the potential for a child to leave the setting unsupervised.</p> <p>It is important that physical measures, supervision levels and organisational arrangements are not in conflict.</p>	<ul style="list-style-type: none"> ✓ Consideration has been given to new starters, children with SEN / Disabilities and those where English is not their first language as additional control measures may be needed ✓ The whereabouts of children is monitored throughout i.e. by regular headcounts ✓ Staff are aware of obstructions/"blind spots" in the indoor / outdoor play area. Where this is an issue, steps are taken to <ul style="list-style-type: none"> ▪ relocate the obstruction ▪ cordon off the area ▪ ensure that staff are strategically placed ✓ Where necessary, at crucial times of the session, areas are restricted to help with the safe supervision of children particularly where numbers of staff may have been reduced ✓ Supervision levels both inside and outside are continually assessed by members of staff ✓ Staff are clear about their roles and responsibilities; particular attention needs to be given to relief / agency / temporary staff ✓ Procedures are in place for summoning assistance from other staff members i.e. in the case of an accident / incident

Educational Visits

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> ● Pupils lost or separated from the group ● Slips, trips & falls ● Transport ● First Aid provision 	<ul style="list-style-type: none"> ✓ The Provision has an Educational Visits Co-ordinator ✓ The Provision has an Educational Visits Policy ✓ The Provision has a “missing policy” in place and staff know who to respond should a child go missing on an educational visit ✓ Staff are aware of their roles and responsibilities when undertaking educational visits ✓ Specific risk assessments are carried out for all activities / educational visits ✓ There is a level of first aid cover for all educational visits ✓ A first aid kit and pupils medication is taken on all educational visits ✓ Emergency contact details are taken on all educational visits ✓ Reputable coach companies are used to transport pupils ✓ Driver records and insurance details are recorded by Provision

Volunteers

Hazards	The Following Control Measures are in Place ☑☐
<ul style="list-style-type: none"> ● Slips, trips & falls ● Fall from height ● Manual handling injuries ● Skin cancer ● Fire <p>If you have volunteers working on the Provision site undertaking any work you must ensure that a full induction of the site is carried out. In particular make sure they are aware of the Fire Procedures, exits available and the fire assembly point etc</p> <p>Volunteers should sign in and out and wear an ID badge at all times</p> <p>Where necessary volunteers must have a DBS disclosure check carried out</p> <p>For further information please see the Code of Practice for Volunteers</p>	<ul style="list-style-type: none"> ✓ The Managing Partner is responsible for planning any work that may involve the use of parent volunteers ✓ If appropriate a permission to work had been submitted to T & FM prior to any work commencing ✓ All volunteers have been made aware of any asbestos material that may be present in the building, and signed the asbestos register, if relevant ✓ If volunteers are carrying out any maintenance / repair work, the Headteacher has checked that the volunteers are competent and have the necessary qualifications and skills to carry out the work ✓ All volunteers carrying out any maintenance / repair work are CHAS registered or similar ✓ Risk Assessments and Safe Systems of Work are carried out for all work that is carried out by volunteers ✓ All work equipment that is used by volunteers is visually checked and PAT tested and displays the CE Mark, this applies if they bring their own equipment ✓ All equipment and materials are stored safely, secured & segregated to prevent access from pupils ✓ All flammable liquids, hazardous substances, gas bottles etc are stored safely, secured & segregated to prevent access from pupils ✓ Where necessary volunteers wear the appropriate Personal Protective Equipment ✓ If volunteers work at height, the Headteacher has checked their training certificates to ensure they are trained to work at height ✓ If volunteers do any lifting and handling, the Headteacher has checked their training certificates to ensure they are trained to lift and handle ✓ If volunteers are undertaking painting work, flame retardant paint is used in key areas (fire corridors, fire exits, assembly areas, kitchen, any area where hot work is carried out) ✓ If volunteers are working outside in hot weather, information regarding the risks of skin cancer has been provided to them ✓ If volunteers are required to litter pick, long handle tools, litter pickers are provided and where necessary a sharps bin is available ✓ All accidents, violent incidents & near misses are reported accordingly

Blank Risk Assessment Template

Portfolio / Worksite		Who might be harmed? <ul style="list-style-type: none"> • Employees • Others in the area e.g. students, young people, volunteers, visitors 		
Brief Description of Task				
Hazards	The Following Control Measures are in place <input type="checkbox"/>	Any further action needed?	When and by whom?	Done? <input type="checkbox"/>

The following pages should be used to record your findings and actions required

Findings - Fire	Action by Name:	Action Due date:	Date action completed:
<p>A fire risk assessment has been carried out on the premises By Whom? Date carried out: There is a programme of work in place to address outstanding issues from the Fire Risk Assessment Fire Awareness training has been provided for all staff (Fire DVD) – The nominated staff have received training Date of Training: Fire evacuation procedure displayed</p>			
Findings – Electricity	Action by Name:	Action Due date:	Date action completed:
PAT test any electricals			
Findings – Gas (Boilers and Appliances)	Action by Name:	Action Due date:	Date action complete
Carbon monoxide detector			
Findings – Water (Hot Water & Legionella)	Action by Name :	Action Due date:	Date action complete
Findings – Windows and Glazing	Action by Name:	Action Due date:	Date action complete
Findings – Slips, Trips and Falls	Action by Name :	Action Due date:	Date action complete
mops, wet floor signs, cleaning equipment			
Findings – Storage	Action by Name:	Action Due date:	Date action complete
Findings – Cleaning Tasks	Action by Name :	Action Due date:	Date action complete
Findings – Working Environment	Action by Name :	Action Due date:	Date action complete

Findings – External Areas	Action by Name :	Action Due date:	Date action complete
Findings – General Security	Action by : Name:	Action Due date:	Date action complete
Findings – Accidents and First Aid	Action by Name:	Action Due date:	Date action complete
<p>Staff are aware that it is their responsibility to report and record accidents (to themselves, students, visitors etc)</p> <p>An appropriate number of first aid boxes are at strategic points throughout the Provision</p>			
Findings - Working / Teaching in the Sun	Action by Name:	Action Due date:	Date action complete
Findings – Drugs and Medication	Action by Name:	Action Due date:	Date action complete
<p>A formal record is kept of all medication that is administered</p> <p>Staff have had training in the administration of all medications</p> <p>A sharps bin is available for disposal of used needles / syringes</p>			
Findings – New and Expectant Mothers	Action by Name :	Action Due date:	Date action complete
Findings – Student Supervision	Action by Name:	Action Due date:	Date action complete
Findings – Circulatory Routes	Action by Name:	Action Due date:	Date action complete
Findings – Employment of Young People	Action by Name:	Action Due date:	Date action complete

Findings – Lone Working / Home Visits / Meetings off Site	Action by Name:	Action Due date:	Date action complete
Findings – Working at Height	Action by Name :	Action Due date:	Date action complete
Findings – Moving & Handling (Including student participation)	Action by Name :	Action Due date:	Date action complete
Findings – Building Contractors	Action by Name :	Action Due date:	Date action complete
Findings – Vehicles and Vehicle Movement	Action by Name :	Action Due date:	Date action complete
Findings – Minibuses	Action by Name :	Action Due date:	Date action complete
Findings – ICT – Interactive Whiteboards and Projectors	Action by Name :	Action Due date:	Date action complete
Findings – Educational Visits	Action by Name:	Action Due date:	Date action complete
Findings – Volunteers	Action by Name:	Action Due date:	Date action complete



EARLY LIFE

ENTERPRISE | ENGAGE | INSPIRE

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