

SACRED HEART SCHOOL

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 – GENERAL RISK ASSESSMENT (GRA)

Lower School		Reception Unit				Date & Name of Assessor(s): Nov 10 PP SrF Reviewed Jan 12, PP/ Sr F
HAZARDS	PEOPLE AFFECTED	ACTUAL PREVENTATIVE & PROTECTIVE MEASURES	SR	PR	RR	ACTION
CLASSROOMS						
Boards - Display	Staff	Use ladder / steps; work when other staff about	4	2	8	Always use safe equipment
Chairs	All	Keep chairs tucked in	2	3	6	Reinforce good practice Do not stand on chairs
Computers & other electric equipment	All	Keep wires tucked away	1	2	2	Pupils not to touch wires, cables, sockets or leads
Furniture	All	Never run in class; be aware of room layout	2	2	4	Remind children not to push / run
Scissors	Pupils	Keep in boxes\ provided; Show how to carry safely	3	1	3	Ensure pupils follow rules
Substances used for play / creative work – e.g. paint, glue, paste	Pupils	Pupils not to eat; wash hands after use; clear\area after use; store in safe place	2	3	6	Close supervision by adults
Water jug / drinks table	All	If spilt – report to an adult	1	2	2	Staff to keep area clean & dry, mop up spills
Windows	Staff	Use pole to open / close high windows	1	2	2	Make sure pole is accessible, away from pupils
CLOAKROOM						
Bags	Pupils	Hang bags on pegs	4	3	12	Keep cloakrooms clear & tidy, nothing on the floor
Door to outside area	All	Hook back when outside area in use	6	3	18	Check door is hooked back. Notice on door
Low pegs	Pupils	Check behaviour no pushing / running	4	3	12	Reinforce good behaviour. Adult presence
Step to outside area	Pupils	High step for small children	3	2	6	Remind children of step
OUTSIDE AREA						
Security / key pad gates	Staff	Ensure all gates are kept closed / locked	5	2	10	Check area before children go out
Playhouse / door	All	Remind pupils of height of frame	2	4	8	Keep reminding pupils, mind your head notice
Narrow area	All	Ensure space left for freedom of movement	3	2	6	Remind children
Sand	All	Sweep up regularly; pupils not to throw sand	2	2	4	Remind children of good behaviour
TOILET AREA						
Aprons	Pupils	Hang on pegs provided	1	2	2	Remind pupils / check and wash regularly
Floor Spills; Water, soap etc.	All	Report any spillages to an adult	3	2	6	Adults to regularly check area and keep clean
Toilet 'accidents'	All	Watch pupils when going to the toilet	2	2	4	Adults check area & clean if necessary
Notes :i) SR = SEVERITY RATING – 1 to 6; PR = PROBABILITY RATING – 1 to 6; RR = RISK RATING = SR X PR ii) Remember to consider if risks can be avoided, the activity substituted, reducing the number of people exposed or their exposure time. Record your consideration in the Action Column iii) Remember to try to identify any measures that could reduce risks further and record in Action Column. Then decisions can be made on whether they are reasonably practicable to implement.						
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Boundaries and gates	All	Boundaries to be kept repaired and secure 4 exits to be kept locked Pupils' entrance opened 8.15am, locked 4.15pm Staff gate – opened & closed by staff only Security front gate – opened from office/ house Sisters' garden gate	5	2	10	Checked by maintenance regularly Responsibility of staff Peter responsible (opened for Parents events) Staff to check gate is shut after use Staff respond to gate call Sr Emilia opens for post and locks afterwards
Security classroom doors	All	New high level security Nursery Lock	6	3	18	Doors locked when children in classroom No entry from outside
Water hazards - pond	Staff	Fence around pond, gate bolted on inside (not near younger children's' play area	5	1	5	Children all taught about the dangers of water as need to have water awareness with so many dykes, rivers
Water hazard – swimming pool	Staff	Pool is enclosed and access is through padlocked gate	5	1	5	Gate padlocked when not in use Pupils always supervised, non swimmers in shallow end only, and wear arm bands
Hazardous substances	All	Hazardous substances to be kept in locked cupboard or out of children's' reach COSSH form to be filled in for all substances	5	2	10	Cleaners to be aware of rules and not bring in own cleaning materials, check with Catering Manager that COSSH Form is available Teaching staff to write COSSH Form for hazardous substances and warn children of dangers of eating – glue, salt dough, paint
Hazardous equipment	Staff	Hazardous equipment to be stored securely and used with care	4	2	8	Knives, scissors etc. stored and used appropriately, pupils to be given rules Hazardous equipment used by maintenance staff to be kept in locked sheds at all times unless in use – not to be left unattended
Hazardous plants	All	Staff to be aware of plants that are poisonous	5	2	10	Lists for staff rooms, maintenance, Sisters and Gardening Club
Pets and animals	All	Pets and animals are not generally permitted on the premises. If invited need to be closely monitored	3	2	6	Rules for safely handling pets and need for washing hands after touching Goldfish in pond not accessible to pupils
Electricity	All	Vigilance over electrical cables – no trailing wires or overloading plugs	3	4	12	Protective rubber casing if wires need to trail. Pupils warned about dangers of electricity, taught safe handling of electrical equipment
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Gas	All	To be aware that gas cookers, bun-son burners etc. are not left on	4	2	8	School Kitchen is fitted with gas safety device Staff to be vigilant and train pupils in safe use. Staff to know where gas valves are situated – cookery and science rooms
Socket covers in electrical sockets	All	NO covers on sockets as greater danger of electrocution with inverting plug, therefore making socket live	4	1	4	Staff to be aware of non cover rule and reason
Doors, windows and glass	All	Glass at low levels are toughened glass Running and fooling around near glass panes is not allowed	3	3	9	Pupils need to be aware of dangers of glass, this includes mirrors
Floors and stairs		Most areas of the school are carpeted Non slip surfaces on floors are in science, cookery, sports hall, gym and dining room Running in these spaces is forbidden, care needs to be taken on stairs	3	3	9	Polish is not to be applied to these surfaces Spillages are to be cleaned immediately or area cordoned Pupils need to be warned of dangers on stairs – walk only , no pushing or silly behaviour
Stacked furniture	Pupils	Chairs not in use are kept stacked in areas that are not accessible to children If need to stack in public accessible area – no more than 5	4	2	8	Staff to be vigilant
Kitchen and food preparation Access to the kitchen	All	Kitchen inspected regularly by H & S Department Nuts to be avoided in cooking No pupil access to the kitchen, except boarders that man the dish washer	5	2	10	Lists for cleaning and preparation duties held by catering manager Boarders keep to their area of kitchen
Cooking in school	Staff	Staff to hold appropriate certificate for handling food	3	2	6	Training required for Lower School Staff Food only to be eaten in the school dining room – not in classrooms
Hot appliances	All	All Staff to be aware of hot appliances in kitchen, cookery room, art room, laundry etc	4	2	8	Pupils to be taught the dangers of touching hot surfaces, including radiators
Hygiene, cleanliness and risk of infection		Surfaces that children touch to be kept clean, including door handles and switches Parents to be requested not to send pupils to school with infectious diseases	3	3	9	All to be aware of regular hand washing particularly after using the toilets and before eating
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Outings and trips	Pupils	Trip policy to be observed, risk assessment for each trip, ratio staff : pupils, outing form to be completed and signed by SMT	4	2	8	Careful planning and forethought by staff re: trip, transport and risks Pupils to be made aware of dangers
Fire safety		Fire procedures in each room, regular fire practices and staff training Rooms to be de-cluttered of inflammable materials – kept in cupboards Outside areas to be checked regularly by maintenance staff	5	2	10	Pupils to be instructed in fire procedures and warned of dangers of fires – no smoking Everyone to be vigilant – see fire safety policy
Prams, pushchairs	Staff	Parents bringing prams to school events must not block fire escape routes	2	4	8	Need to remove a chair for pram or ask that prams are left in a safe place (without child)
Safety harnesses	All	Not applicable				N/A
Condition of toys and other equipment	All	Toys to be kept in good order and repair	2	4	8	Need to be regularly checked by staff and thrown out if necessary
Sandpits	All	Sweep up regularly, pupils not to throw sand	3	3	9	Remind pupils of good behaviour and danger of sand in eyes Outside pit to be regularly cleaned by maintenance staff
Furniture Equipment , toys	Staff	Surfaces of Furniture to be wiped with antiseptic daily. Broken equipment and unsuitable items to be removed	2	4	8	Cleaners and school staff to keep clean Items for repair to be sent to maintenance shed or reported to them if too heavy to carry
Cloths, soft furnishings	Staff	Items need to be washed in a washing machine regularly to prevent infection	2	3	6	Awareness of hygiene Pupils not to put these items in their mouths
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