



# High March

## HEALTH AND SAFETY POLICY

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<b>Page number of any significant changes in latest revision:</b>	
<b>Date of latest circulation to staff:</b>	May 2020
<b>Date of next review:</b>	May 2021
<b>ISI Reference</b>	11

This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

Useful Websites	
<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools</a>	
<a href="http://www.cleapss.org.uk">www.cleapss.org.uk</a>	

# HIGH MARCH

## GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Proprietors of High March School Ltd recognise their corporate responsibility as employers to provide and maintain a safe and healthy environment for teaching and non-teaching staff, the pupils and other people who come on to the premises.

The health and safety of all the people who work or learn at High March are of fundamental importance to the proprietors. We aim to provide a safe, secure and pleasant working environment for everyone. The proprietors take overall responsibility for protecting the health and safety of all children/students, members of staff and visitors.

Under the overall direction of the Proprietors, the Head and Bursar will provide suitable and sufficient information, training and supervision as is required to ensure the health and safety of employees, pupils, parents and anyone else that may be affected by activities at the school.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of the Head or Bursar any concerns regarding health and safety issues.

The Proprietors of High March require their Health and Safety Policy to be implemented and supervised by the holders of the posts specified below. A copy of this Policy Document is circulated by e-mail to all employees and it will be reviewed and amended annually by the Health and Safety Committee and by the SMT. Supplementary documents may be issued if required for the work of particular departments or groups of staff.

The Proprietors of High March remind all employees of their own duties under Section 7 of the Health and Safety at Work Act 1974 and Regulations made thereunder to take care in their work for their own safety and that of other employees, and for the safety of pupils and the public, and to co-operate with the Proprietors in carrying out their responsibilities.

The Health and Safety Policy incorporates procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

Our Health and Safety Policy is subject to regular annual review plus at any other time there are any significant changes to school procedures.

The Policy also has regard to:

- Keeping Children Safe In Education (KCSIE September 2020)
- Health and Safety Advice on Legal Duties and Powers for local authorities, head teachers and governing bodies (2013)

# Health and Safety Policy

## The School Safety Officers

The Proprietors have ultimate responsibility under the Act, but this is delegated to the Headmistress or Bursar as appropriate, in their role as School Safety Officers. In general, the Headmistress in consultation with the Proprietors has overall responsibility for health and safety matters affecting academic staff and pupils and the Bursar for matters affecting the non-academic staff. The responsibility for implementation of the Health and Safety Policy will be discharged by direct action or by delegation to staff safety representatives, as listed below.

The Bursar holds a selection of DfE publications on Health and Safety at Work.

## Health and Safety Committee Members

The Proprietors, the Bursar, the Deputy Headmistress (Curriculum), the Head of Junior House, the Head of Physical Education and the Facilities Manager who are responsible for creating and reviewing Health and Safety Policy and implementing the same.

This Committee is chaired by Mrs Belinda Avery, and reports termly to the Headmistress and Governors. The Bursar and the Proprietors meet respectively weekly with the Headmistress and discuss, inter alia, with her each week, any Health & Safety matters arising. Health & Safety is also a standing agenda item at all staff meetings.

## Staff Safety Representatives on Site

These are:

3 Ledborough Lane	The Deputy Headmistress (Curriculum)
23 Ledborough Lane	The Head of Junior House
25 Ledborough Lane	The Facilities Manager
Kitchen	CH&Co - Chef Manager (overseen by the Bursar)
School grounds	The Facilities Manager
Swimming Pool & Pool House	The Swimming Pool Technician
Entire site	School Nurse (when on site)

who will be:-

- responsible for reporting to the Health and Safety Committee on those areas used by the pupils and teaching staff that are not the specific responsibility of a Teacher in Charge.
- responsible for reporting to the Headmistress and Bursar any matters of general concern to the staff relating to Health and Safety.

## Health and Safety Emergencies

Health & Safety emergencies will generally be reported to the Bursar by the Facilities Manager, the Assistant Facilities Manager, or by the member of staff first observing the emergency. The Bursar will as School Safety Officer, take whatever immediate emergency /remedial action is required in order to prevent/remove/diffuse immediate danger or risk to pupils, staff, parents and visitors to the School. The Bursar will inform the Headmistress and Proprietors at the earliest opportunity of the nature of

the emergency and of any emergency action taken. The emergency services and /or School contractors will be contacted forthwith to assist as necessary with any remedial measures. The priority will be the safety of all pupils and adults on site.

There is a specific Lockdown Procedure in the event of a fast moving incident such as a firearms or weapons attack, terrorism or other extreme group either directly at the site or in the vicinity. This procedure aims to quickly restrict access and egress to a site or building (or a part thereof) through physical measures in response to a threat. That Procedure appears at Appendix 6 of the **Critical Incident Policy**.

### **Health & Safety and Risk Assessment Training**

All staff receive guidance on risk assessment at the Health & Safety Briefing which forms part of their induction. Risk assessment training will be provided on specific areas where identified by the Bursar / Head of Department / Headmistress / Health & Safety Committee. Health and safety training that is related to an individual member of staff's functions, such as Pool Technician, will be provided in addition to the 'standard' induction.

Examples of such training are triennial First Aid training for all staff; Pool Chemical administration for the Pool Technician and Portable Appliance Testing for the Assistant Facilities Manager.

A list of all training courses attended to include all relevant risk assessment training is available on the ISI section of the School website.

This section should be read in conjunction with the **Staff Induction Policy** and **Risk Assessment Policy**.

### **The Teachers**

Teachers are responsible for:

- ensuring a safe and healthy environment for the pupils in their care as far as reasonably practicable and reporting immediately to the Headmistress or Bursar any defects that cannot be remedied by them.
- ensuring that pupils are instructed in safety procedures in processes involving known hazards.
- ensuring that pupils are not allowed to act in a way that is unsafe or misuse facilities or equipment.
- ensuring that pupils know the fire exits and routes from the areas in which they are being taught, and that the fire exits are kept clear and the fire doors are closed at all times but NOT locked.
- giving aid, according to their role "in loco parentis", in the event of an accident until a qualified first aider takes charge.
- supervising children at the beginning and end of the school day and during breaks - see the Staff Handbook.

### **Non-Teaching Staff**

Non-teaching staff, including the Bursar, Administration Team, Maintenance Staff, Domestic and Catering Staff, including CH&Co staff, are responsible for the following:

- ensuring that the equipment necessary for the work of their Department and the areas in which that work is carried out are properly maintained and any defects reported in writing to the Headmistress or the Bursar.
- drawing up a list of identifiable risks in their areas, and ensuring that instructions and standards of safety relating to them are issued to the Staff Safety representatives or Health and Safety Committee as appropriate

- ensuring that appropriate notices are displayed adjacent to specific hazards.
- ensuring the members of staff in any Department are conversant with general school safety precautions and procedures.
- reporting to the Headmistress and Bursar, and investigating, any accidents within their Department.

## Induction

This section should be read in conjunction with the School's **Staff Induction Policy**.

The school has a policy in place for the induction of new staff in health and safety related issues.

Topics covered include:

- Accident Reporting
- Child Protection and Safeguarding
- Fire Procedures / Evacuation
- Health and Safety Committee
- Health and Safety Policy
- Lone working
- Parking
- Risk Assessment
- Security and Gate Codes
- Signing In and Out
- Staff use of the Swimming Pool

All members of staff are to report to the Bursar for action any faults found or possible dangers seen.

## First Aid

This section should be read in conjunction with the School's **First Aid and Managing Medicines Policy**.

The Designated First Aiders are:

No 3 Ledborough Lane:	Mrs K O'Shaughnessy (First Aid at Work) Mrs K Stuhldreer (First Aid at Work)
No 23 and 25 Ledborough Lane: (incl Swimming Pool)	Mrs M Honiball (First Aid at Work; Paediatric First Aid) Mrs C Mullin (First Aid at Work)
Entire Site	School Nurse (when on site)

We aim to have all Foundation Stage staff trained in Paediatric First Aid. Other members of staff will have received Emergency First Aid in Schools training.

## Accident Reporting and Investigation

Accidents are recorded in an Accident Book.

- Accidents involving Upper School pupils are recorded in the accident book which is kept in the Upper School First Aid Room.
- Accidents involving Junior House pupils are recorded in the accident book which is kept in the Junior House First Aid area.
- Accidents in the Poolhouse are recorded in the accident book which is kept in the

Poolhouse Foyer.

- Accidents involving staff / adults are recorded on the Staff Accident Form (found in the “Forms” folder on the shared drive of the network). Completed forms are kept in the Bursar’s Office.

The School is mindful of all requirements under RIDDOR, details of which are found in the First Aid and Managing Medicines Policy.

### Defibrillators

Three defibrillators are available on the School premises. These are located:

- in the Junior House First Aid area
- in the Poolhouse foyer
- in the Upper School First Aid room

Key members of staff have been trained in the use of the defibrillators.

### School Trips

This section should be read in conjunction with the School’s **Educational Visits Policy**.

### The Art and Technology Department

The Teacher in charge of the Art and Technology Department is responsible for:

- Ensuring that pupils handle tools, sewing machines, etc with care and attention. Permission must be obtained from the Teacher before the use by pupils of electrical appliances and tools.
- Ensuring that the kiln is adequately guarded.
- Ensuring that any toxic glaze or paint materials are stored in a locked cupboard out of bounds except for the Teacher's use.
- The completion and up-dating of Risk Assessment Sheets for equipment and substances in use within the Department in accordance with the Regulations.

Risk Assessment and Data Sheets are kept in the Departmental Handbook in the Art and Technology Room, to be available to Staff at all times.

The Art and Technology Department Risk Assessment sheet can be found in Appendix 1.2

### Domestic Establishment

The Maintenance Team, including Cleaners are answerable to the Bursar and responsible for ensuring that:

- All potentially hazardous chemicals, sprays, liquids and powders are kept in a locked shed/store/cupboard, and containers closed except when in use.
- Inflammable liquids are kept in a secure storage place and are only dispensed in well-ventilated areas. Risk Assessment Data Sheets for all cleaning products are available in a folder and kept in the cleaning cupboards at No 3 and No 23 Ledborough Lane. To ensure safe handling and use of all potentially hazardous chemicals, staff should refer to the Data Sheets prior to use.
- Equipment, materials and tools are not left unattended in any area where they might constitute a hazard to pupils, employees or visitors, or block fire escapes and routes.
- Mechanical equipment, such as mowers and polishers, is not used while children are playing or working in the area, and is safely stored when not in use.

The Maintenance Team is responsible for ensuring the safe use of the equipment and substances

### Acoustic Conditions

The Bursar is responsible for:

- Ensuring that the acoustic conditions and sound insulation of each room or other space are suitable with regard to the nature of the activities which normally take place therein.

### Alcohol

The consumption of alcohol or other stimulants by employees whilst School is in session is considered detrimental to the Health and Safety of others, and as such would be grounds for disciplinary action which may include dismissal. This section should be read in conjunction with the **Drugs, Alcohol, Tobacco and Substance Abuse Policy**.

### Asbestos

A full and comprehensive asbestos survey was carried out in June 2006. All asbestos material identified in the survey was professionally removed and disposed of in July 2006.

Records / certificates for the above are held in the Bursar's Office.

### CCTV

The main purpose of the CCTV system is:

- To protect pupils and staff in the School
- To protect the School buildings and their assets
- To deter potential criminal activity
- To protect members of the public and private property

The cameras are sited to monitor the following areas:

- Vehicular entrance to the Upper School Car Park
- Pedestrian entrance path (beside Kinellan Court) at Upper School
- The blue security gate near the pupils' entrance door at Upper School
- The Front Door at Upper School
- The Covered Way to the rear of the Upper School Hall
- The area near the Games Shed and Music Block at Upper School
- The Nursery end of the Carngray playground area and the Sandelswood End gate at Junior House
- The path leading to the entrance to the Swimming Pool
- The "in" and "out" gates at Junior House and the Car Park area in-between
- The blue security gate and Carngray Car Park area at Junior House
- The Front Door at Junior House
- The blue security gate leading to the Pool pathway
- An internal camera covering the Junior House entrance hall.

The system is capable of storing around 30 days' worth of footage.

### Contractors

The Proprietors and the Bursar are responsible for liaising with contractors and outside maintenance personnel on all aspects of Health and Safety affecting the School's employees, pupils and visitors.

All contractors are responsible for Health and Safety with respect to their own equipment and employees subject always to Employers' Liability insurance obligations.

### Dogs

In the interests of the Health and Safety of all who work and study in the School, dogs (except guide dogs) are not permitted on any School premises.

### Fire Safety

This section should be read in conjunction with the **Fire Risk Policy**.

The Fire Risk Assessment is kept in the Bursar's Office. It is updated on an annual basis or more regularly as appropriate.

### Hazardous substances

This section should be read with reference to the **Critical Incident Policy**, the **Drugs, Alcohol, Tobacco and Substance Abuse Policy**, the **Fire Risk Policy**, the **First Aid and Medicines Policy**, the **Risk Assessment Policy**, the **High March Pool NOP/EAP/PMP**.

### Lighting

The Bursar is responsible for:

- ensuring that the lighting in each room or other space is suitable with regard to the nature of the activities which normally take place therein
- ensuring that external lighting is provided in order to ensure that people can safely enter and leave the school premises

### Manual Handling / Slips and Trips

The Manual Handling (Operations) Regulations 1992, as amended in 2002 (the 'regulations') define manual handling as: "lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley". The Regulations set out a clear ranking of measures for dealing with risks from manual handling. These are:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided
3. reduce the risk of injury so far as is reasonably practicable.

### Occupational Health and Work Related Stress

The School prides itself on its pastoral care for staff and their welfare. All staff should feel able to approach the Headmistress or the Deputy Head (Pastoral) for advice and support on matters of occupational health and work-related stress. In that event, the School will take whatever reasonable action to support the member of staff, including liaison with external health and other agencies as appropriate.

Voluntary free annual Flu Vaccinations are offered to all staff.

### On-site Vehicle Movements

The Bursar draws up each term a careful car park plan for the allocation of staff car parking spaces. The majority of vehicle movements of staff take place before children and parents enter the School site each term-time morning and after children and parents leave the School site each term-time afternoon/evening. Parents and other visitors are not permitted to park on site during the school day save in the visitors' space at Junior House or in the disabled parking bays at Upper School/Junior House. At Junior House there is an "in" and "out" vehicle entrance/exit. At Junior House, pedestrian access should be via the "In" gate only, and at Upper School via the pedestrian gate and pathway



only.

Pupils are to be supervised across the staff car parks by an adult.

### Outdoor Space

The Proprietors are responsible for ensuring that suitable outdoor space is provided in order to enable:

- pupils to play outside
- physical education to be provided to pupils in accordance with the School's curriculum. (This section should be read in conjunction with the School's **Curriculum, Teaching and Learning, and Sports policies**).
- Dedicated outdoor learning areas are provided for Foundation Stage children.

### Outdoor Sports and Play Equipment

All such sports and play equipment is checked annually by the Maintenance Team and PE staff for wear and tear, and defects. The PE staff check relevant equipment for suitability and fitness for purpose. In addition, weekly (during term-time) and ad hoc maintenance inspections of play and sports equipment are undertaken by the Maintenance Team. Records of the weekly checks done on the outdoor play equipment are kept by the Maintenance Team.

### Power and Heating

The Bursar is to be responsible for:

- arranging the general maintenance of the electrical installations and equipment
  - Portable Appliance Testing (PAT) is carried out annually by a qualified (PAT Testing – City & Guilds 2377) member of the School's maintenance team, or by a qualified external contractor.
  - Fixed wire testing is carried out every five years by a qualified electrical contractor.
- arranging the general maintenance of the gas central heating boilers
  - All the gas central heating boilers, including the swimming pool boiler are serviced and safety-checked annually by a qualified heating engineer.

Records / certificates for the above are held in the Health and Safety file kept in the Bursar's Office.

### Security

The School maintains a list of Emergency Contacts in the event of Intruder or Fire Alarm Activation. In the event of a significant hazard in the School grounds or outside the School in the near vicinity a lockdown may be implemented. The Lockdown Policy forms an appendix to the Critical Incident Policy. See also the **Child Protection and Safeguarding Policy**. See section on "**Visitors**" below.

### Smoking

In the interests of the Health and Safety of all who work and study in the School, and by law, smoking is not permitted on any School premises. Smoking is also not permitted in any of the School's vehicles, ie, the School Van or Minibuses.

### Toilet Facilities

The Bursar is responsible for:

- ensuring there are suitable toilet and washing facilities provided for the sole use of pupils
- ensuring there are suitable toilet and washing facilities provided for the sole use of adults

- ensuring there are suitable toilet and washing facilities provided for the use of disabled pupils. Said facilities may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled

## Visitors

All visitors to the School are required to report to the School Office at no 23 Ledborough Lane or to the Administrator at no 3 Ledborough Lane before accessing any other part of the School premises. All visitors on the occasion of their first visit, with the exception of parents, must provide photographic ID. They must sign in on the digital SignInApp system, providing their full name and will be issued with a Visitor's Pass showing their photograph and containing fire alarm and safety information on its reverse.

All visitors who will be unsupervised or unaccompanied at any time must be DBS checked and produce photographic identity which will be copied and retained in a central file in the School Office. Any contractors on site whilst School is in session will be supervised at all times, unless they have been DBS checked by the School.

Employees who bring to the School a child other than a pupil at the School are responsible for the safety of that child whilst within the premises and grounds. The Health and Safety of all visitors is the responsibility of the employee who has instigated the visit. All visitors brought to School by employees should be approved by the Headmistress.

## Water

The Bursar is responsible for:

- the correct labelling of drinking water outlets
- ensuring there are suitable and sufficient clearly labelled sources of drinking water for pupils. In addition that they are readily accessible at all times when the premises are in use and are separate from the toilet facilities
- ensuring that toilets have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water
- the temperature of hot water at the point of use does not pose a scalding risk to users
- arranging regular inspection and testing of water systems
  - A formal programme of water sampling, temperature testing, cleaning and inspection is in place and carried out by a qualified Water Hygiene Services contractor. The domestic systems are tested quarterly, and the Swimming Pool water is analysed monthly.

Records / certificates for the above are held in the Health and Safety file kept in the Bursar's Office.

## The Gymnasium / Hall

The Teacher in charge of each aspect of Physical Education is normally responsible for Health and Safety in this area, and

- carrying out and recording regular checks on equipment and reporting any defects to the Bursar
- ensuring all pupils wear the correct clothing. No jewellery is allowed.
- ensuring all children are made aware of 'how to be safe' on equipment.

BUT when they are in use for Music or Drama, Assemblies or other activities the Teacher in charge of the activity is automatically responsible on that occasion for Health and Safety.

The Bursar is responsible for making arrangements for the periodic inspection and maintenance of all physical education and electrical equipment (including stage lighting) by specialist contractors.

Records / certificates for the above are held in the Health and Safety file kept in the Bursar's Office.

The Risk Assessment is kept in the Departmental Handbook in the Staff Room, to be available to Staff at all times.

The Gymnasium / Hall Risk Assessment sheet can be found in Appendix 1.3

## **Kitchen**

The Chef Manager of the School's catering provider, "CH&Co" is responsible for:

- safety in the school kitchen in connection with, and ensuring compliance with, the current legislation in the Food Act.
- safe operation of equipment.
- correct storage of all foods.
- hygiene - in accordance with the Hygiene Act.
- reporting of hazards/defects.
- taking particular care when working with hot appliances and liquid substances.
- ensuring cleaning materials and chemicals (which must be correctly identified) are stored away from foodstuffs and heat in line with relevant guidance.
- the completion and up-dating of Risk Assessment Sheets for all equipment and substances in use within the Kitchen in accordance with the Regulations.
- Maintain up to date COSHH sheets.

Risk Assessment and Data Sheets are kept in the Kitchen and to be made available to Staff at all times.

All staff in this department are reminded that they individually have a responsibility for safety, and undertake regular training.

## **Ledborough Lane**

The members of staff escorting a group of pupils between 3 and 23 Ledborough Lane are responsible for their Health and Safety. High visibility jackets should be worn by staff when escorting pupils between 3 and 23 Ledborough Lane.

Children are always escorted by a member of staff, unless written parental consent has been granted.

## **The Science Department**

The Teacher in charge of the Science Department is responsible for:

- the safe handling and use of all equipment in the Department.
- the safe storage and accurate labelling of all chemicals used in the Department.
- ensuring that any areas out of bounds to pupils in the laboratory are clearly marked.
- ensuring that staff and pupils wear correct goggles and/or protective clothing where appropriate.
- the completion and up-dating of Risk Assessment Sheets for equipment and substances in use within the Department, in accordance with the Regulations.
- Maintain up to date COSHH sheets.

Risk Assessment and Data Sheets are to be kept in the Science Room, to be available to Staff at all times.

The Science Department Risk Assessment sheet can be found in Appendix 1.1

### **Swimming / Tennis / Field**

The Teacher(s) in charge of the activity is responsible for the Health and Safety of all participating, both en route and at the respective venue.

Anyone using the Swimming Pool, is to familiarise themselves with the content of The Normal Operating Procedures and Emergency Action Plan document (NOP / EAP). This document is available in the Bursar's Office, the School Office, the Pool Foyer, and on the intranet.

### **What do we do if a parent fails to collect a child?**

### **What do we do if a child goes missing?**

This section should be read in conjunction with the **Missing Pupil, Security and Supervision Policy**.

### **Related Documents:**

Child Protection and Safeguarding Policy  
Critical Incident Policy  
Curriculum Policy  
Drugs, Alcohol, Tobacco and Substance Abuse Policy  
Fire Risk Policy  
First Aid and Medicines Policy  
Health and Safety - Educational Visits Policy  
High March Pool NOP/EAP/PMP  
ICT Security Policy  
Lockdown Policy  
Missing Pupil, Security and Supervision Policy  
Risk Assessment Policy  
Sports Policy  
Staff Induction Policy  
Staff Handbook  
Teaching and Learning, Policy

**APPENDIX 1 – Risk Assessment Sheets – further risk assessments are available from  
the Bursar’s Office,**

**1.1 Science Laboratory**



**HIGH MARCH**

**RISK ASSESSMENT FOR SCIENCE LAB**



HAZARD/RISK	WHO MIGHT BE AT RISK	ACTION REQUIRED	REVIEW	SEVERITY (ABC) LIKELIHOOD (123)
The Pupils ...when they are ignorant or careless	All	<ul style="list-style-type: none"> <li>Educate the girls about the possible dangers in the Lab</li> <li>Introduce the “Safety Rules of the Lab”</li> <li>Teach the girls to “risk assess” before starting any practical lesson.</li> </ul>	Weekly	C3
Electrical Sockets and appliances	All	<ul style="list-style-type: none"> <li>Emphasis danger of Mains Electricity.</li> <li>Keep water away.</li> <li>Teacher to be vigilant at all times.</li> <li>Regular PAT testing.</li> </ul>	Annual PAT test.	A3
Gas taps – girls fiddling or accidentally knocking them on.	All	<ul style="list-style-type: none"> <li>Ensure the gas is off at mains unless gas taps are being used.</li> <li>Taps have safety knobs, they have to be pushed and turned to prevent accidental knocking on.</li> <li>Teacher to turn gas on and off when gas supply is needed for lesson.</li> </ul>		B3
Wet floors in Lab	All	<ul style="list-style-type: none"> <li>Explain Lab Rules -remind pupils to always walk and to be aware of possible spillages.</li> </ul>		B3
Fire / Smoke Alarm	All	<ul style="list-style-type: none"> <li>When using Bunsens, candles or other burning materials use heat proof mats.</li> <li>Make sure the girls understand the procedure</li> </ul>		B3

		<p>should a minor fire occur – ‘Fire Triangle’</p> <ul style="list-style-type: none"> <li>• Be aware of where fire blanket is (teacher).</li> <li>• Ensure fire extinguishers are in place and checked regularly.</li> <li>• Need to remove <b>smoke alarm</b> while practical involving burning is taking place. Be vigilant to replace at end of lesson. Beeping panel by staffroom acts as a reminder.</li> </ul>		
Chemicals	All	<ul style="list-style-type: none"> <li>• Any chemical that has any risk or health issue is kept in a locked cupboard.</li> <li>• Educate girls about the information on containers which explain hazard. Hazard symbols used etc.</li> <li>• Teacher to point out any hazards of the substances being handled.</li> <li>• Have set of HAZCARDS for Primary Schools out on bench for teacher and girls to refer to.</li> <li>• See separate risk assessment for chemicals.</li> </ul>		B3

## 1.1.1 Science Laboratory Chemical Storage



**HIGH MARCH**

**CHEMICALS STORED/USED IN THE SCIENCE LAB**



An annual inventory of the chemical stock is taken.

If chemicals are not used after several years, then consideration should be given to having it removed by an authorised contractor. Although expiry dates of science chemicals are not relevant to schools, they should be noted, as after that date, the assay of the chemical cannot be relied upon.

<b><u>STORED</u></b> <b><u>Lockable cupboard</u></b> <b><u>2- Position</u></b>	<b><u>CHEMICALS</u></b>	<b><u>RISK</u></b>	<b><u>REDUCING RISK</u></b>
Top Shelf – Left Tray 1	<ul style="list-style-type: none"> <li>Aluminium Potassium Sulphate – 12 water</li> <li>Barium Sulphate</li> <li>Borax-disodium tetraborate-10-water</li> <li>Calcium chloride</li> <li>Calcium hydroxide</li> <li>Citric acid</li> <li>Sodium chloride</li> <li>Sodium hydrogen carbonate</li> </ul>	Dust  Irritant Irritant	Use goggles  Use goggles Use goggles
Top Shelf – Middle Tray 2	<ul style="list-style-type: none"> <li>Ceramic paper</li> <li>Chromic potassium sulphate</li> <li>Copper turnings, millings</li> <li>Copper(II)carbonate</li> <li>Copper(II)oxide</li> <li>Copper(II)sulphate</li> <li>Crystal violet crystals</li> <li>Iodine</li> <li>Iron filings</li> <li>Methylene blue</li> <li>Nickel</li> <li>Sand</li> <li>Talc</li> </ul>	Harmful Harmful Harmful  Irritant	Use goggles Use goggles Use goggles  Care when handling – wash hands after use.
Top Shelf – Right Tray 3	<ul style="list-style-type: none"> <li>Indicators</li> <li>Liquid – litmus</li> <li>Paper – cobalt chloride, red and blue litmus, universal indicator, starch.</li> <li>Magnesium ribbon</li> </ul>	Flammable –burns white hot.	Demonstration





## 1.2 Art and Technology Department

### HIGH MARCH

### RISK ASSESSMENT FOR ART AND TECHNOLOGY DEPARTMENT

<u>HAZARD/SITUATION</u>	<u>RISK FACTORS</u>	<u>CONTROL MEASURES</u>	<u>IMMEDIATE REMEDIAL MEASURES</u>	<u>Severity / Likelihood</u>
<p><b>Glue Guns and Glue Gun Adhesive</b></p> <p>Electricity - Some low cost glue guns have not been made to satisfactory standards.</p> <p>Burns - Glue coming in to contact with skin is capable of blistering the skin.</p> <p>Irritant - Glue sticks overheated (by using a soldering iron or flame to melt them), can release irritant fumes and vapours.</p>	<p>Electricity - Glue guns purchased from an established educational supplier meet satisfactory standards. Double insulated models are most appropriate and present minimum risks.</p> <p>Burns - Risk of burns from a properly used cool-melt glue gun is minimal as cool-melt glue gun operates at much lower temperature than original hot-melt glue gun.</p> <p>Irritant - If the glues are only heated with the appropriate glue gun the risk is trivial.</p>	<p>Glue guns are only purchased from established educational suppliers and are annually inspected by an electrician.</p> <p>Only cool-melt glue guns are used and are used with purpose built safety holders (also from established educational supplier) to reduce the risk of access to the hot tip and any hot glue which may drip.</p> <p>Instruction and training in safe usage will always be given to control the risk of burns and adequate supervision will always be provided.</p>	<p>Hot adhesive on skin - As soon as possible, plunge the skin into cold water or hold under a running cold tap.</p> <p>Do this for at least five minutes.</p> <p>Do not apply creams or ointments of any type.</p>	
<p><b>Adhesives: water based, PVA, rubber latex</b></p>				

<p>Sensitisation - People with sensitive skin could have an allergic reaction. Latex allergy is especially common.</p> <p>Highly Flammable Vinyl acetate monomer is highly flammable.</p>	<p>Sensitisation - These adhesives are very safe but, although latex allergy has not yet been reported with latex adhesives, contact with skin and eyes should be avoided.</p> <p>Highly Flammable - Polyvinyl acetate (pva) will not release highly flammable vinyl acetate unless heated.</p>	<p>instruction in safe usage will always be given but no other special measures are required.</p>	<p>If adhesive swallowed - Drink plenty of water and seek medical attention.</p> <p>If adhesive in eyes - Irrigate immediately with water for at least ten minutes holding eyelids apart. Obtain medical attention.</p> <p>If adhesive on skin - Wash off with water or soap and water, preferably before the material dries. Do not use solvent for hand cleaning.</p>	
<p><b>Tenon Saws, Coping Saws and Junior Hacksaws</b></p> <p>Cuts to User - Incorrect or careless use can cause cuts. Poor work holding can cause saws to slip and cause cuts.</p> <p>Splinter Injury - Wood splinters may enter skin, particularly when clearing up.</p>	<p>Cuts to User - When work is correctly held, risk of slippage is minimal.</p> <p>Splinter Injury - Clearing up should always be done using proper equipment to reduce risks.</p> <p>Blowing wood particles is hazardous and should not be done.</p>	<p>Proper instruction and training in safe usage of this equipment will always be given. Instruction in securing the work being cut will always be given. Where users may lack physical strength to hold work, extra clamping will be required.</p> <p>When using a Tenon saw or junior hacksaw the work will be held on a bench hook. when using a coping saw a bench vice will be used.</p> <p>Care will be taken to insure that no time is the saw cutting towards any part of the body of the operator, or any assistant who may be holding the work. Supervision will always be in place.</p>	<p>Cuts to User - If cuts are minor, the wound should be washed and a small sterile dressing applied. If cuts are severe, apply pressure on or close to the cut using a sterile pad. Leave any embedded bodies, raise the wound, and seek medical attention.</p> <p>Splinter Injury - Wash the wound, clean with water and seek medical attention.</p>	

<p><b>Scissors and Craft Knives</b></p> <p>Cuts to User - Craft knives and scissors can cut fingers.</p> <p>Injury when Carried - Knives and scissors can injure the user and others when being carried or as a result of misbehaviour in the workplace.</p>	<p>Cuts to User - Cuts are received from craft knives by slicing when cutting along a straight edge or template. Cuts also result from changing blades in craft knives, particularly the type with snap off blades.</p> <p>Injury when Carried - There is a real risk of injury if scissors or knives are carried with the blade exposed. This risk is increased where desks/tables are close together or where bags on the floor give a risk of tripping.</p>	<p>Round ended scissors are used whenever possible, particularly with younger children. Children will be taught how to carry scissors safely with the blades enclosed by the fist. Craft knives with retractable blades or sheaths are safer and these will be used.</p> <p>The use of a cutting mat greatly reduces the risk of cuts from craft knives and reduces the risk of work slipping, these will be used. Steel safety rules will also be used to reduce the risk of slicing fingers.</p> <p>Only members of staff will change blades on knives.</p> <p>Scissors and knives will be stored in appropriate containers and knives will be kept in restricted areas.</p>	<p>Cuts - If cuts are minor, the wound should be washed and a small sterile dressing applied. If cuts are severe, apply pressure on or close to the cut using a sterile pad. Leave any embedded bodies, raise the wound, and seek medical attention.</p>	
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<b>Belt and Disc Sander</b>				
<p>User Injury - Fingers can become trapped between the belt and machine casing. Human contact with moving parts can cause cuts or abrasions. Particles from the sanding process can enter the eye.</p> <p>Flying objects - Work pieces can be thrown violently if not held correctly, or if the machine starts unexpectedly. Torn belts or discs can be ejected violently.</p> <p>Entanglement - Long hair, dangling jewellery or loose clothing can become entangled with rotating parts, dragging the user on to them.</p>	<p>User Injury - If guards are positioned to enclose those moving or rotating parts which are not being used the risk is reduced. If work is held properly the risk is reduced. Wearing a visor greatly reduces the risk of particles entering the eye.</p> <p>Flying objects - Work pieces are usually held in the hand, against a table, fence or rest, allowing the pressure on the belt or disc to be released quickly. This risk is small provided the rest and table are set correctly.</p> <p>Entanglement - Risk is minimised if hair is tied back and loose clothing covered.</p>	<p>To minimise the risk of trapping, the drive mechanisms must be enclosed and the fences correctly set.</p> <p>Users must be instructed on the correct way to hold work and the correct level of pressure to apply to the work piece if flying objects are to be avoided.</p> <p>The setting of rests should be checked frequently to ensure that they are as close to the abrasive as possible.</p> <p>Eye protection must always be worn. Long hair must be tied back. Jewellery must be removed or covered and loose clothing must be covered by a secure apron.</p> <p>Close supervision must always be in place.</p>	<p>Sanding particle in the eye - Do not rub the eye. Do not attempt to remove it. Hold a gauze pad over the eye and seek medical attention.</p> <p>Cuts - Minor cuts should be washed and a sterile dressing applied. Apply pressure to severe cuts, lower the casualty to the floor, raise the wound and seek medical attention.</p>	

<p><b>Electric Drilling Machine and Hand Drill</b></p> <p>User Injury - Fingers can become trapped in the machinery. Human contact with moving parts can cause cuts or abrasions. Particles from the drilling process can enter the eye.</p> <p>Flying objects - Work pieces can be thrown violently if not held correctly, or if the machine starts unexpectedly.</p> <p>Entanglement - Long hair, dangling jewellery or loose clothing can become entangled with rotating parts, dragging the user on to them.</p>	<p>User Injury - If guards are positioned to enclose those moving or rotating parts the risk is reduced. If work is held properly in the machine vice or in a bench vice the risk is reduced. Wearing a visor greatly reduces the risk of particles entering the eye.</p> <p>Flying objects - If work is enclosed securely in the machine vice or in a bench vice the risk is reduced. Extra clamps may be used if required.</p> <p>Entanglement - Risk is minimised if hair is tied back and loose clothing covered.</p>	<p>To minimise the risk of trapping, the drive mechanisms must be enclosed and the guards in position.</p> <p>Users must be instructed on the correct way to secure work and use the drill.</p> <p>Eye protection must always be worn. Long hair must be tied back.</p> <p>Jewellery must be removed or covered and loose clothing must be covered by a secure apron.</p> <p>Close supervision must always be in place.</p>	<p>Drilling particle in the eye - Do not rub the eye. Do not attempt to remove it. Hold a gauze pad over the eye and seek medical attention.</p> <p>Cuts - Minor cuts should be washed and a sterile dressing applied. Apply pressure to severe cuts, lower the casualty to the floor, raise the wound and seek medical attention.</p>	
<p><b>Sewing Equipment: Hand Needles, Pins</b></p> <p>Stabbing - Needles and pins can cause pricking injuries, usually to a finger.</p> <p>Flying needle parts - If a needle breaks in use, fragments can fly into the face or eyes of the user.</p>	<p>Stabbing - An ordinary sewing needle presents a low risk because the injury resulting from a needle prick is minor.</p> <p>Flying needle parts - Hand sewing needles are unlikely to break if an appropriate size is chosen for each task, therefore the risk is low.</p>	<p>Pupils will be instructed on the correct usage of sewing equipment.</p> <p>Only specified numbers of needles will be available and they will be given out and collected in by a member of staff.</p> <p>The arrangement of furniture will be considered when pupils are carrying needlework to reduce risk of stabbing.</p>	<p>Injury to eye - Do not rub the eye. Do not attempt to remove it. Hold a gauze pad over the eye and seek medical attention.</p> <p>Cuts - Minor cuts should be washed and a sterile dressing applied. Apply pressure to severe cuts, lower the casualty to the floor, raise the wound and seek medical attention.</p>	

<p><b>Knives for Food Preparation</b></p> <p>Cuts - Fingers and hands may be cut while using knives.</p> <p>Stabbing- Stabbing injuries may occur while knives are being carried around the work place.</p> <p>Juice in the eye - Juice may spurt into an eye from fruit while cutting it with a knife.</p> <p>Infection - Clean food may be contaminated via the knife or the chopping board if raw food and meat are used with the same utensils.</p>	<p>Cuts - The risk is increased if the knife is blunt as greater pressure has to be used to affect the cut. Risks are greater in busy areas with students working close.</p> <p>Stabbing - The layout of the work place can have a major impact on the risks of stabbing. Greater risks are encountered in busy areas.</p> <p>Juice in the eye - The risk is greatest when cutting citrus fruits.</p> <p>Infection - Risk is reduced if meat products and foods to be eaten raw are prepared separately with separate equipment.</p>	<p>Knives should be kept sharp and pupils must be trained in appropriate chopping techniques.</p> <p>A chopping board must be used for cutting vegetables.</p> <p>The use of a sawing action to cut fruit is less likely to make the juice spurt than stabbing the fruit with a knife point.</p> <p>Although wooden boards are probably safe enough, plastic boards are preferred for chopping foods as these are easier to sterilise and clean thoroughly and do not harbour bacteria.</p>	<p>Juice in the eye - Do not rub the eye. Wash eye thoroughly for ten minutes. Seek medical attention if irritation persists.</p> <p>Cuts - Minor cuts should be washed and a sterile dressing applied. Apply pressure to severe cuts, lower the casualty to the floor, raise the wound and seek medical attention.</p>	
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<p><b>Heating Food: Hob and Oven</b></p> <p>Burns and Scalds - Flames, hotplates and elements together with hot pans, oven shelves and doors all present a burn hazard. Containers of hot and boiling water present a scalding hazard.</p> <p>Fire - Over heated food or cooking oil and other flammable materials may ignite.</p> <p>Electric Shock - Any item powered from the electrical mains presents a shock risk if it is damaged.</p>	<p>Burns and Scalds - Sunlight can make flames invisible. Pans of boiling water being carried present a risk of spills. Straining water from a pan can present a high risk. Reaching over a pan presents a high risk and should not be done.</p> <p>Fire - Oils and fats present the greatest risk of fire in the kitchen.</p> <p>Electric Shock - A permanently connected item such as a hob presents little risk.</p>	<p>The risk of scalding from pans on a hob is controlled by good technique i.e. avoiding overhanging pan handles and overcrowding around appliances. These things must be taught.</p> <p>It is necessary to check that rings above gas burners are firmly in place before starting to use a hob.</p> <p>Care must always be taken with containers of boiling water, avoiding the need to carry them where possible.</p> <p>Frequent visual checks and regular formal inspections are carried out on electrical appliances to reduce the risk of electric shock from faults to a low level.</p>	<p>Burns and Scalds - Cool the affected area under a running cold tap for ten minutes. If serious seek medical attention.</p>	
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<p><b>Food Handling, Tasting and Eating</b></p> <p>Food poisoning - Gastrointestinal infection results from eating food carrying pathogenic microorganisms and their toxic products.</p> <p>Food contamination - Food may become contaminated during or after preparation by someone carrying an infectious disease.</p> <p>Allergic reactions - Allergic reactions may develop from exposure to many foods. some people have become "sensitised". substances likely to cause reactions include, peanuts, milk, flour (gluten) and food additives.</p> <p>Poisons on food - Poisoning which is not an infection results from eating food containing natural chemicals or with contaminants e.g. sprays.</p>	<p>Food poisoning - If food is sufficiently fresh and stored appropriately then risk is reduced.</p> <p>Food contamination - Tasting food with a dirty spoon may be a source of infection. Similarly when food is tasted by a group of pupils, shared spoons and dishes may lead to the transmission of microorganisms.</p> <p>Allergic reactions - Any "foreign" protein may produce an allergic reaction in sensitive individuals and inadvertent consumption of traces of nuts has been known to cause anaphylactic shock.</p> <p>Poisons on food - Foods are frequently contaminated with pesticides or fungicides. Thorough washing reduces this risk.</p>	<p>The highest standards of hygiene must be maintained at all times and particularly when pupils are working closely together in the same area.</p> <p>When tasting food a clean utensil must be used for each individual with immediate washing.</p> <p>Allergic reactions can only be controlled by awareness of problems and separation of sufferers from their allergens.</p>	<p>Food poisoning - If the casualty is suffering from nausea, vomiting, diarrhoea, drowsiness or unconsciousness, do not induce vomiting and seek medical attention.</p> <p>Anaphylactic shock - If the casualty suffers from impaired breathing and rapid pulse, she may be going into anaphylactic shock. Check to see if she is carrying an Epi-pen; if so help her to administer it. Call an ambulance and prop the casualty in a sitting position.</p>	
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<p><b>Wood Varnishes and Enamel Paint</b></p> <p>Toxic - Fumes and liquid varnishes and enamels contain toxic components.</p> <p>Irritant - Fumes and liquid varnishes and enamels can irritate the eyes, skin and respiratory system.</p>	<p>Toxic - Products can contain mixed alcohols and excessive concentrations of vapour may produce effects on the central nervous system, including drowsiness. In normal school use it is most unlikely that excessive concentrations will be reached.</p> <p>Irritant - Splashes to the eye will cause discomfort and possible damage. Prolonged contact with the skin may lead to skin irritation and dermatitis.</p>	<p>Natural ventilation is sufficient to control the toxic hazards in the use of these products. Staff will ensure that ample natural ventilation is in place. Varnishes and enamels applied by aerosol will be avoided. All sources of ignition will be removed when using these varnishes.</p>	<p>If product is swallowed - Do not induce vomiting. Keep casualty at rest and obtain medical attention.</p> <p>If product is inhaled - Remove casualty to fresh air. Keep warm and at rest. If breathing is irregular or has stopped administer artificial resuscitation. Obtain medical attention.</p> <p>If product enters eyes - Irrigate immediately with water for at least ten minutes, obtain medical attention.</p> <p>If product is on skin - Wash skin thoroughly with soap and water or use a proprietary skin cleanser. Do not use solvents.</p> <p>If spilt in the workshop - Remove sources of ignition. Ventilate area. Contain and collect the spill with non-flammable absorbent material e.g. sand or earth. Store safely pending disposal. Do not allow to enter the drains.</p>	
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## 1.3 Gymnasium / Hall

### HIGH MARCH

### RISK ASSESSMENT FOR GYM/HALL

<u>HAZARD/SITUATION</u>	<u>RISK FACTORS</u>	<u>WHO IS AT RISK</u>	<u>ACTION REQUIRED</u>	<u>Severity / Likelihood</u>
Lifting gym equipment	Back and limb injury	Pupils / Staff	Children should be taught to lift apparatus correctly and carefully	C 2
Drawing pins/staples /wet areas & food on floor	Slipping / tripping over Cuts and grazes to areas of the body	Pupils / Staff	Check wooden floor at start of lesson Must be splinter free, clean & dry for bare feet Clean up any areas. Report any damage to Head of PE	C 3
Other non gym equipment	Back and limb injury Tripping over other equipment resulting in cuts / grazes	Pupils / Staff	Remove all unnecessary furniture from area before using the gym	C 3
Gym equipment not suitable for use ie. Broken, splinters	Injury to body / head / limbs Cuts and grazes	Pupils / Staff	Apparatus to be checked annually by external specialist firm. Report any faulty equipment to Head of PE who will remove from use & organise replacement item	B 3
Jumping off wall bars	Injury to legs / other limbs on impact	Pupils	Tell children they are not allowed to jump off wall bars.	B 3
Fixed obstructions in hall ie. piano, radiator	Tripping over other equipment resulting in cuts / grazes	Pupils / Staff	Tell children to be aware of protruding corners/ends & stay away from them Push piano into corner & do not place gym equipment near	C 3
Standing/Jumping off big agility tables in Junior House Hall	Risk of falling , head injuries Cuts and grazes to other areas of the body on impact	Pupils	Inform children that they are not allowed to jump off the taller grey agility tables & also not to touch ceiling/lights when standing up there.	C 2
Children with long hair, earrings, watches etc	Risk of catching jewellery on equipment / peers resulting in cuts / grazes	Pupils	<u>All</u> jewellery must be removed before lesson. Hair tied back out of eyes. Teacher to inform children about the correct High March PE kit for lessons	C 3

## 1.4 Junior House Premises

### HIGH MARCH JUNIOR HOUSE PREMISES RISK ASSESSMENT

\*L = Likelihood C = Consequence

General Site Access and Security		CONDUCTED BY: Peter Honiball		DATE COMPLETED: March 2020
HAZARD	WHO MAY BE HARMED	RISK L*	RISK C*	CONTROL MEASURE
General Site Access and Security	Pupils Staff Parents Visitors	M	H	<p>Access to the site is restricted / controlled.</p> <p>Door intercom / entry phone, staffed reception, gate code, electronic fobs.</p> <p>Exterior gates / doors kept locked when school not in use.</p> <p>Windows fitted with locks where appropriate.</p> <p>Clear signage directing visitors.</p> <p>All visitors report to office and sign in / out.</p> <p>Visitors wear visible visitors badge and escorted when on site if appropriate.</p> <p>Culture in which strangers are challenged.</p> <p>Exterior gates / doors kept closed as far as possible.</p> <p>Number of accessible external entrance doors minimised.</p> <p>Maintained unbreached fencing ( no hole/gaps)</p> <p>All boundaries well defined. Fencing min 1.8M high and in good condition.</p> <p>PIR activated external spotlights during periods of darkness.</p> <p>Appropriate supervision levels.</p> <p>Good relationship with community.</p> <p>CCTV cameras sited in strategic locations.</p>

\*L = Likelihood C = Consequence

ACTIVITY: (indoor) teaching and activities		CONDUCTED BY: Peter Honiball		DATE COMPLETED: March 2020
HAZARD	WHO MAY BE HARMED	RISK L*	RISK C*	CONTROL MEASURE
Pupils leaving the building without adult supervision and/or knowledge	Pupils	L	H	<p>External doors securely fixed and in good working condition.</p> <p>All windows securely fixed with limited opening.</p> <p>No child permitted to leave the building before the end of the day unless signed out by parent / carer.</p> <p>All parents/carers fully informed of drop off/pick up routines and requirements.</p> <p>Adequate staff/pupil ratio for each age group.</p> <p>All staff adequately trained and aware of their responsibility to supervise children at all time.</p> <p>Register taken at commencement of morning and afternoon sessions.</p> <p>Children physically head counted before leaving the building for any reason and immediately upon return.</p> <p>Playground external gates securely fastened at all times.</p>
Trips, slips collisions and trapped fingers	Pupils Staff Parents Visitors	M	H	<p>Adequate lighting with all interior lights working.</p> <p>Emergency lighting fitted and regularly tested and maintained.</p> <p>All rugs/carpets in good repair with fitted carpets secured to floors.</p> <p>Good general housekeeping with walkways clear of obstructions and trip hazards.</p> <p>All floor surfaces kept clean and free from spillage.</p> <p>Pupils not permitted to run inside the building.</p> <p>Fire doors fitted with slow closures.</p> <p>Finger Guards fitted to all doors used by pupils.</p> <p>All tables and chairs in good repair.</p>

Risk of burns / smoke inhalation in the event of fire	Pupils Staff Parents Visitors	L	H	<p>Fire procedures clearly displayed.</p> <p>Adequate escape routes from each room, free from obstacles with clear signage.</p> <p>All staff fully trained in School's Fire Awareness policy and procedures.</p> <p>Regular fire drills (at least one per term).</p> <p>Adequate supply of appropriate fire extinguishers, regularly checked and in good working order, key staff trained in proper use.</p> <p>Weekly fire risk checks.</p> <p>Heating/electrical systems maintained in good working order.</p> <p>All switches and sockets working.</p> <p>All electrical cables well insulated with no frayed parts.</p> <p>All electrical leads well organised and not a trip hazard.</p> <p>All flammable materials stored away from heaters and other sources of ignition.</p> <p>No smoking anywhere on the School premises.</p> <p>The School has its own separate Fire Risk Policy, Fire Risk Assessment and Fire Emergency Plan</p>
Risk of scalding from hot water supply in wash hand basins	Pupils Staff Parents Visitors	L	H	Hot water in cloakrooms thermostatically regulated to prevent scalding.
Poisoning / inhalation of toxic substances	Pupils Staff Parents Visitors	L	H	<p>All flammable substances, aerosols etc that are not in use for the day are stored correctly, out of reach of pupils.</p> <p>No pupils allowed to use toxic substances unless under direct, close adult supervision.</p> <p>All pupils checked for food and/or other allergies, accurate records kept.</p> <p>All staff fully aware of individual pupils' medical conditions/allergies and trained to deal with emergency situations.</p> <p>School kitchen fully briefed regarding dietary requirements/food allergies.</p>

<p>Exposure to germs / bacteria in food preparation / cloakroom areas</p>	<p>Pupils Staff Parents Visitors</p>	<p>M</p>	<p>H</p>	<p>Toilets thoroughly cleaned at least once each day and more frequently in the event of soiling. All cisterns, WCs and washbasins kept clean and in good working order. Plentiful supplies of towels, soap and toilet paper. Floors and food preparation surfaces kept clean, dry and free from spillage. Waste and drainage outlets kept clear. Waste bins cleared and cleaned regularly. Pupils wash hands before snack and lunch times. Tables wiped before snack and lunch times. Entire water system inspected and tested quarterly by an external agency to monitor biological activity.</p>
<p>Harm from misuse of equipment / faulty equipment</p>	<p>Pupils Staff Parents Visitors</p>	<p>M</p>	<p>H</p>	<p>Portable Electric appliances regularly tested. Faulty equipment reported to maintenance and put out of use until repaired. Pupils not allowed to use electrical equipment except under close, direct adult supervision. Staff adequately trained in proper use of equipment. All electrical equipment switched off when not in use (computers shut down at the end of each day). All equipment / toys regularly inspected and kept in good repair. All equipment / toys age-appropriate. Non-toxic paint on equipment / toys. Stocks of first aid equipment adequate and easily accessible.</p>

\*L = Likelihood C = Consequence

ACTIVITY: Childrens' activities outside classrooms and outside normal school hours		CONDUCTED BY: Peter Honiball		DATE COMPLETED: March 2020
HAZARD	WHO MAY BE HARMED	RISK L*	RISK C*	CONTROL MEASURE
Injury (accidental or deliberate) during breaks / lunchtime / activities times	Pupils	M	H	A rota of staff supervision to be in place to cover all 'free' time and regular patrols carried out by duty staff. Behaviour and bullying policies to be explained to all pupils and parents and enforced by staff at all times. No unsupervised use of hard balls. Avoid children playing in areas out of sight of supervisors. Identify any blind spots due to walls, trees, bushes, play equipment, etc.
Playground equipment Injury due to fault		M	H	Weekly checks for defects and reporting of these. Repairs undertaken or equipment de-commissioned where necessary.
Falls from climbing apparatus / major injury		M	H	Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). Consider segregating age groups (Specify the age or year groups if appropriate) Supervision of use required at all times Apparatus not to be used when wet and slippery. Clear rules about appropriate behaviour Children to wear appropriate footwear Ensure that impact absorbing surfaces are present where there is a significant risk of a fall ( <i>not required for climbing equipment below 60cm</i> )
Play items (e.g. Skipping ropes, balls, tricycles etc) / injury		M	H	Ensure items are used only for their intended purpose. Games to be played in appropriate location. Zone activities e.g. for ball games / wheeled toys. Play items are age-appropriate.
Trips, slips collisions		M	H	Games not to be played on steps Ensure hazardous areas are gritted in the winter when ice and snow Play areas to be kept maintained and as even as possible
Inadequate response to accidents / more serious injury				First aid kits located close by in school buildings Trained first aiders present on the site and available during lunch and break times Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do
Litter, glass / injuries, cuts				Daily inspection of grounds and litter pick as required.

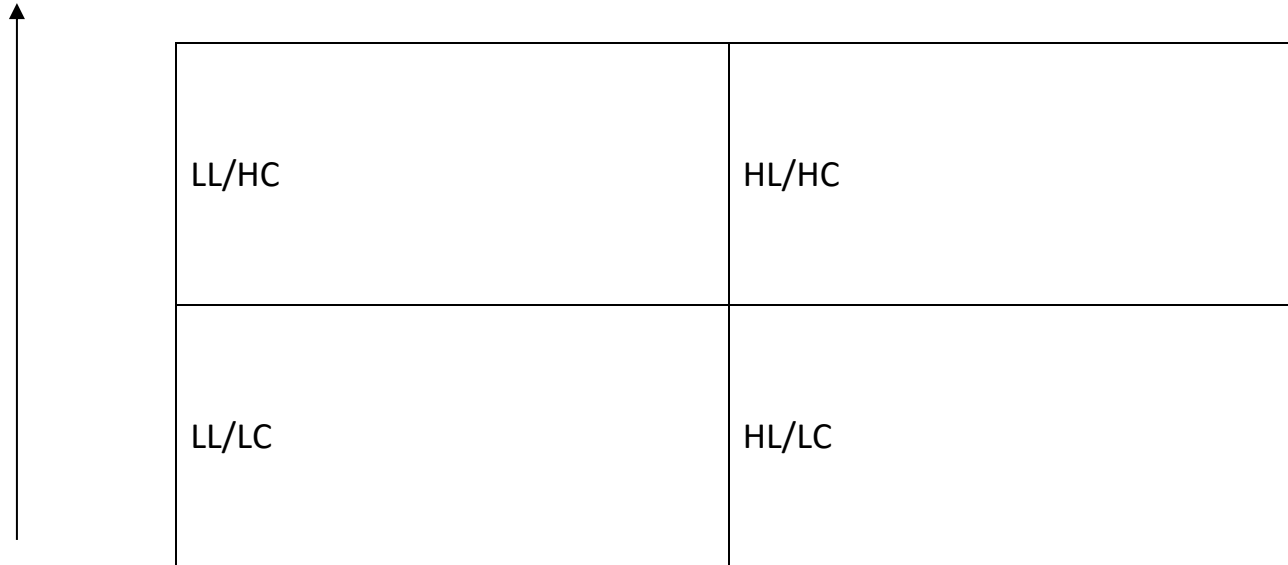
				Wooden play equipment and picket fences checked for splinters.
Dog / cat / animal / bird faeces infection, Toxicariasis				Dogs are not permitted on the school grounds. Signage provided at school entrance points. Sandpits kept covered when not in use. Regular inspection of grounds, sandpits and play equipment.
Rodent / pest infestation				Entire premises inspected quarterly for rodent / pest infestation by an external agency. Appropriate deterrent measures in place.
Trees, poisonous or thorny plants				Identify any poisonous plants. Grounds maintenance to identify any foreseeable risks from falling branches, prickly and thorny plants etc. Trees, shrubs and hedges kept trimmed.
Encounter with a stranger on School grounds	Pupils	M	H	Out of bounds' areas published and explained to all pupils All strangers encountered by staff in School buildings or grounds to be challenged. Reports by pupils of viewing of strangers to be investigated. Security system for signing in/out of visitors in place and enforced. All visitors issued with Visitors Badges All pupils leaving site during the School day to be signed out by parent / carer.
Traffic accident	Pupils	L	H	Designated "In" and "Out" gates in the staff car park. Pedestrian access via the "In" gate only. Children to be supervised across the staff car park by an adult.
Tree climbing	Pupils	M	H	Pupils to be instructed that tree climbing is allowed only at specific times i.e. breaks, lunchtime, and is supervised by the teacher on duty.

**RISK ASSESSMENT TO BE REVIEWED AT LEAST ONCE EACH TERM AND USED AS A BASIS FOR WEEKLY CHECKS / INSPECTIONS BY STAFF**



## LIKELIHOOD and CONSEQUENCE

Likelihood (L) 



Consequence (C)

Level of risk assessed should normally be within bottom two boxes  
i.e. low likelihood/low consequence or high likelihood/low consequence

If level of risk assessed cannot be reduced below high consequence  
**DO NOT UNDERTAKE THE ACTIVITY!!!**

## 1.5 Upper School Premises

### HIGH MARCH UPPER SCHOOL PREMISES RISK ASSESSMENT

\*L = Likelihood C = Consequence

General Site Access and Security		CONDUCTED BY: Peter Honiball		DATE COMPLETED: March 2020
HAZARD	WHO MAY BE HARMED	RISK L*	RISK C*	CONTROL MEASURE
General Site Access and Security	Pupils Staff Parents Visitors	M	H	<p>Access to the site is restricted / controlled.</p> <p>Front door kept locked, gate code, electronic fobs.</p> <p>Exterior gates / doors kept locked when school not in use.</p> <p>Windows fitted with locks where appropriate.</p> <p>Clear signage directing visitors.</p> <p>All visitors report to office at 23 Ledborough Lane and sign in / out.</p> <p>Visitors escorted to Upper School, or met at the front door.</p> <p>Visitors wear visible visitors badge and escorted when on site if appropriate.</p> <p>Culture in which strangers are challenged.</p> <p>Exterior gates / doors kept closed as far as possible.</p> <p>Number of accessible external entrance doors minimised.</p> <p>Maintained unbreached fencing (no holes/gaps)</p> <p>All boundaries well defined. Fencing min 1.8M high and in good condition.</p> <p>PIR activated external spotlights during periods of darkness.</p> <p>Appropriate supervision levels.</p> <p>Good relationship with community.</p> <p>CCTV cameras sited in strategic locations.</p>

\*L = Likelihood C = Consequence

ACTIVITY: (indoor) teaching and activities		CONDUCTED BY: Peter Honiball		DATE COMPLETED: March 2020
HAZARD	WHO MAY BE HARMED	RISK L*	RISK C*	CONTROL MEASURE
Pupils leaving the building without adult supervision and/or knowledge	Pupils	L	H	<p>External doors securely fixed and in good working condition.</p> <p>All windows securely fixed with limited opening.</p> <p>No child permitted to leave the building before the end of the day unless signed out by parent / carer.</p> <p>All parents/carers fully informed of drop off/pick up routines and requirements.</p> <p>Adequate staff/pupil ratio for each age group.</p> <p>All staff adequately trained and aware of their responsibility to supervise children at all time.</p> <p>Register taken at commencement of morning and afternoon sessions.</p> <p>Children physically head counted before leaving the building for any reason and immediately upon return.</p> <p>Playground external gates securely fastened at all times.</p>
Trips, slips collisions and trapped fingers	Pupils Staff Parents Visitors	M	H	<p>Adequate lighting with all interior lights working.</p> <p>Emergency lighting fitted and regularly tested and maintained.</p> <p>All rugs/carpets in good repair with fitted carpets secured to floors.</p> <p>Good general housekeeping with walkways clear of obstructions and trip hazards.</p> <p>All floor surfaces kept clean and free from spillage.</p> <p>Pupils not permitted to run inside the building.</p> <p>Fire doors fitted with slow closures.</p> <p>Finger Guards fitted to all doors used by pupils.</p> <p>All tables and chairs in good repair.</p>

Risk of burns / smoke inhalation in the event of fire	Pupils Staff Parents Visitors	L	H	<p>Fire procedures clearly displayed.</p> <p>Adequate escape routes from each room, free from obstacles with clear signage.</p> <p>All staff fully trained in School's Fire Awareness policy and procedures.</p> <p>Regular fire drills (at least one per term).</p> <p>Adequate supply of appropriate fire extinguishers, regularly checked and in good working order, staff trained in proper use.</p> <p>Weekly fire risk checks.</p> <p>Heating/electrical systems maintained in good working order.</p> <p>All switches and sockets working.</p> <p>All electrical cables well insulated with no frayed parts.</p> <p>All electrical leads well organised and not a trip hazard.</p> <p>All flammable materials stored away from heaters and other sources of ignition.</p> <p>No smoking anywhere on the School premises.</p> <p>The School has its own separate Fire Risk Policy, Fire Risk Assessment and Fire Emergency Plan</p>
Risk of scalding from hot water supply in wash hand basins	Pupils Staff Parents Visitors	L	H	Hot water in cloakrooms thermostatically regulated to prevent scalding.
Poisoning / inhalation of toxic substances	Pupils Staff Parents Visitors	L	H	<p>All flammable substances, aerosols etc that are not in use for the day are stored correctly, out of reach of pupils.</p> <p>No pupils allowed to use toxic substances unless under direct, close adult supervision.</p> <p>All pupils checked for food and/or other allergies, accurate records kept.</p> <p>All staff fully aware of individual pupils' medical conditions/allergies and trained to deal with emergency situations.</p> <p>School kitchen fully briefed regarding dietary requirements/food allergies.</p>

<p>Exposure to germs / bacteria in food preparation / cloakroom areas</p>	<p>Pupils Staff Parents Visitors</p>	<p>M</p>	<p>H</p>	<p>Toilets thoroughly cleaned at least once each day and more frequently in the event of soiling. All cisterns, WCs and washbasins kept clean and in good working order. Plentiful supplies of towels, soap and toilet paper. Floors and food preparation surfaces kept clean, dry and free from spillage. Waste and drainage outlets kept clear. Waste bins cleared and cleaned regularly. Pupils wash hands before snack and lunch times. Tables wiped before snack and lunch times. Entire water system inspected and tested quarterly by an external agency to monitor biological activity.</p>
<p>Harm from misuse of equipment / faulty equipment</p>	<p>Pupils Staff Parents Visitors</p>	<p>M</p>	<p>H</p>	<p>Portable Electric appliances regularly tested. Faulty equipment reported to maintenance and put out of use until repaired. Pupils not allowed to use electrical equipment except under close, direct adult supervision. Staff adequately trained in proper use of equipment. All electrical equipment switched off when not in use (computers shut down at the end of each day). All equipment / toys regularly inspected and kept in good repair. All equipment / toys age-appropriate. Non-toxic paint on equipment / toys. Stocks of first aid equipment adequate and easily accessible.</p>

\*L = Likelihood C = Consequence

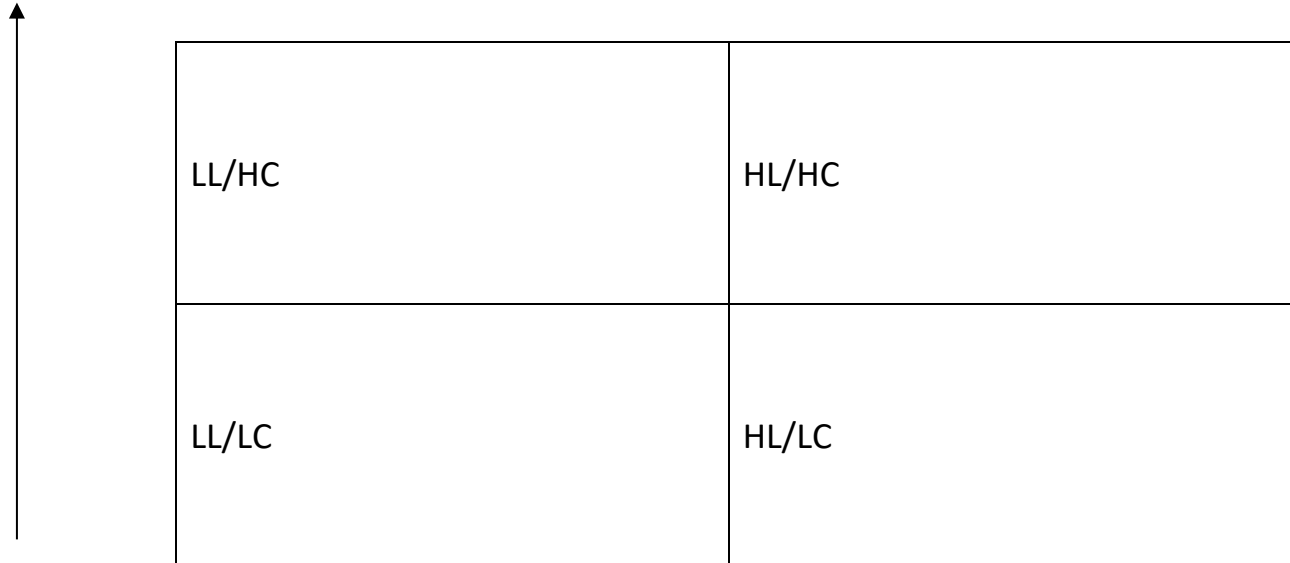
ACTIVITY: Childrens' activities outside classrooms and outside normal school hours		CONDUCTED BY: Peter Honiball		DATE COMPLETED: March 2020
HAZARD	WHO MAY BE HARMED	RISK L*	RISK C*	CONTROL MEASURE
Injury (accidental or deliberate) during breaks / lunchtime / activities times	Pupils	M	H	A rota of staff supervision to be in place to cover all 'free' time and regular patrols carried out by duty staff. Behaviour and bullying policies to be explained to all pupils and parents and enforced by staff at all times. No unsupervised use of hard balls. Avoid children playing in areas out of sight of supervisors. Identify any blind spots due to walls, trees, bushes, play equipment, etc.
Playground equipment Injury due to fault		M	H	Weekly checks for defects and reporting of these. Repairs undertaken or equipment de-commissioned where necessary.
Falls from climbing apparatus / major injury		M	H	Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). Consider segregating age groups (Specify the age or year groups if appropriate) Supervision of use required at all times Apparatus not to be used when wet and slippery. Clear rules about appropriate behaviour (Children to wear appropriate footwear Ensure that impact absorbing surfaces are present where there is a significant risk of a fall ( <i>not required for climbing equipment below 60cm</i> )
Play items (e.g. Skipping ropes, balls, etc.) / injury		M	H	Ensure items are used only for their intended purpose. Games to be played in appropriate location. Zone activities e.g. for ball games / wheeled toys. Play items are age-appropriate.
Trips, slips collisions		M	H	Games not to be played on steps Ensure hazardous areas are gritted in the winter when ice and snow Play areas to be kept maintained and as even as possible
Inadequate response to				First aid kits located close by in school buildings

accidents / more serious injury				Trained first aiders present on the site and available during lunch and break times Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do
Litter, glass / injuries, cuts				Daily inspection of grounds and litter pick as required. Wooden play equipment and picket fences checked for splinters.
Dog / cat / animal / bird faeces infection, Toxicariasis				Dogs are not permitted on the school grounds. Signage provided at school entrance points. Regular inspection of grounds and play equipment.
Rodent / pest infestation				Entire premises inspected quarterly for rodent / pest infestation by an external agency. Appropriate deterrent measures in place.
Trees, poisonous or thorny plants				Identify any poisonous plants. Grounds maintenance to identify any foreseeable risks from falling branches, prickly and thorny plants etc. Trees, shrubs and hedges kept trimmed.
Encounter with a stranger on School grounds	Pupils	M	H	Out of bounds' areas published and explained to all pupils All strangers encountered by staff in School buildings or grounds to be challenged. Reports by pupils of viewing of strangers to be investigated. Security system for signing in/out of visitors in place and enforced. All visitors issued with Visitors Badges All pupils leaving site during the School day to be signed out by parent / carer.
Traffic accident	Pupils	L	H	Pedestrian access via the pedestrian gate and pathway only. Children to be supervised across the staff car park by an adult.

**RISK ASSESSMENT TO BE REVIEWED AT LEAST ONCE EACH TERM AND USED AS A BASIS FOR WEEKLY CHECKS / INSPECTIONS BY STAFF**

## LIKELIHOOD and CONSEQUENCE

Likelihood (L) 



Consequence (C)

Level of risk assessed should normally be within bottom two boxes  
i.e. low likelihood/low consequence or high likelihood/low consequence

If level of risk assessed cannot be reduced below high consequence  
**DO NOT UNDERTAKE THE ACTIVITY!!!**



## 1.6 EYFS

### HIGH MARCH SCHOOL EYFS RISK ASSESSMENT

RISK ASSESSMENT TO BE REVIEWED AT LEAST ONCE EACH TERM, OR MORE FREQUENTLY IF ANY EQUIPMENT OR ENVIRONMENT CHANGES ARE MADE, AND USED AS A BASIS FOR WEEKLY CHECKS / INSPECTIONS BY FOUNDATION STAGE STAFF

\*L = Likelihood C = Consequence

<b>CONDUCTED BY:</b> Peter Honiball				<b>DATE COMPLETED:</b> April 2010 <b>This Review:</b> April 2020
<b>HAZARD</b>	<b>WHO MAY BE HARMED</b>	<b>RISK L*</b>	<b>RISK C*</b>	<b>CONTROL MEASURE</b>
General Site Access and Security	Pupils Staff Parents Visitors	M	H	<p>Access to the site is restricted / controlled.</p> <p>Door intercom / entry phone, staffed reception, gate opened by fob.</p> <p>Exterior gates / doors kept locked when school not in use.</p> <p>Windows fitted with locks where appropriate.</p> <p>Clear signage directing visitors.</p> <p>All visitors report to office and sign in / out.</p> <p>Visitors wear visible visitors badge and escorted when on site if appropriate.</p> <p>Culture in which strangers are challenged.</p> <p>Exterior gates / doors kept closed at all times, apart from designated opening times for drop-off and pick-up.</p> <p>Number of accessible external entrance doors minimised.</p> <p>Maintained unbreached fencing (no holes/gaps)</p> <p>All boundaries well defined.</p> <p>Fencing min 1.8M high and in good condition.</p> <p>PIR activated external spotlights during periods of darkness.</p> <p>Appropriate supervision levels.</p> <p>Good relationship with community.</p> <p>CCTV cameras sited in strategic locations.</p>

<p>Pupils leaving the building without adult supervision and/or knowledge</p>	<p>Pupils</p>	<p>L</p>	<p>H</p>	<p>External doors securely fixed and in good working condition.  All windows securely fixed with limited opening.  No child permitted to leave the building at the end of the day unaccompanied by a parent / carer.  All parents/carers fully informed of drop off/pick up routines and requirements.  Adequate staff/pupil ratio for each age group.  All staff adequately trained and aware of their responsibility to supervise pupils at all time.  Register taken at commencement of morning and afternoon sessions.  Pupils physically head counted before leaving the building for any reason and immediately upon return.  Playground external gates securely fastened and locked at all times, except during designated drop-off and pick-up times.</p>
<p>Trips, slips collisions and trapped fingers</p>	<p>Pupils  Staff  Parents  Visitors</p>	<p>M</p>	<p>H</p>	<p>Adequate lighting with all interior lights working.  Emergency lighting fitted and regularly tested and maintained.  All rugs/carpets in good repair with fitted carpets secured to floors.  Good general housekeeping with walkways clear of obstructions and trip hazards.  All floor surfaces kept clean and free from spillage.  Pupils not permitted to run inside the building.  Fire doors fitted with slow closures.  Finger Guards fitted to all doors used by pupils.  All tables and chairs in good repair.  Pupils regularly reminded to tuck their chairs in beneath their tables when not in use.  Pupils to play with toys on rugs or tables only, and not on the floor between tables.</p>

Risk of burns / smoke inhalation in the event of fire	Pupils Staff Parents Visitors	L	H	<p>Fire procedures clearly displayed.</p> <p>Adequate escape routes from each room, free from obstacles with clear signage.</p> <p>All staff fully trained in School's Fire Awareness policy and procedures.</p> <p>Regular fire drills (at least one per term).</p> <p>Adequate supply of appropriate fire extinguishers, regularly checked and in good working order, staff trained in proper use.</p> <p>Weekly fire risk checks.</p> <p>Heating/electrical systems maintained in good working order.</p> <p>All switches and sockets working.</p> <p>All electrical cables well insulated with no frayed parts.</p> <p>All electrical leads well organised and not a trip hazard.</p> <p>All flammable materials stored away from heaters and other sources of ignition.</p> <p>No smoking anywhere on the School premises.</p> <p>The School has its own separate Fire Risk Assessment and Fire Emergency Plan.</p>
Risk of scalding from hot water supply in wash hand basins	Pupils Staff Parents Visitors	L	H	Hot water in cloakrooms thermostatically regulated to prevent scalding.
Classroom temperature	Pupils Staff	L	L	<p>Gas fired thermostatically controlled central heating is installed throughout.</p> <p>Classroom temperatures are kept within Health &amp; Safety guidelines.</p>
Poisoning / inhalation of toxic substances	Pupils Staff Parents Visitors	L	H	<p>All flammable substances, aerosols etc that are not in use for the day are stored correctly, out of reach of pupils.</p> <p>All pupils checked for food and/or other allergies, accurate records kept.</p> <p>All staff fully aware of individual pupils' medical conditions/allergies and trained to deal with emergency situations.</p> <p>School kitchen fully briefed regarding dietary requirements/food allergies.</p>

<p>Exposure to germs / bacteria in food preparation / cloakroom areas</p>	<p>Pupils Staff Parents Visitors</p>	<p>M</p>	<p>H</p>	<p>Toilets thoroughly cleaned at least once each day and more frequently in the event of soiling. All cisterns, WCs and washbasins kept clean and in good working order. Plentiful supplies of paper towels, soap and toilet paper. Floors and food preparation surfaces kept clean, dry and free from spillage. Waste and drainage outlets kept clear. Waste bins cleared and cleaned regularly. Pupils wash hands before snack and lunch times. Tables wiped before snack times with paper towels and disinfectant spray. All staff have basic training in Food Hygiene that is updated every three years. Entire water system inspected and tested quarterly by an external agency to monitor biological activity. (The Art &amp; Technology Department Risk Assessment contains full details on cooking activities).</p>
<p>Harm from misuse of equipment / faulty equipment</p>	<p>Pupils Staff Parents Visitors</p>	<p>M</p>	<p>H</p>	<p>Portable Electric appliances regularly tested. Faulty equipment reported to maintenance and put out of use until repaired. Staff adequately trained in proper use of equipment. All electrical equipment switched off when not in use (computers shut down at the end of each day). All equipment / toys regularly inspected and kept in good repair. All equipment / toys age-appropriate. Non-toxic paint on equipment / toys. Stocks of first aid equipment adequate and easily accessible.</p>
<p>Carpets, Mats and Rugs</p>	<p>Pupils Staff Parents Visitors</p>	<p>L</p>	<p>L</p>	<p>All carpets mats and rugs regularly steam-cleaned.</p>

Manual Handling	Staff Pupils	M	M	<p>Ensure staff are aware of the guidelines for the safe and proper way of lifting and handling of loads.</p> <p>Supervise pupils when lifting or handling loads.</p> <p><u>In Foundation Stage storage area:</u></p> <p>Heavier storage boxes to be stored on the lower shelves.</p> <p>Edging strips are fixed to the shelf edges to stop storage boxes sliding over the shelf edges.</p> <p>Staff to request assistance when retrieving or placing storage boxes on the higher shelves.</p>
Injury (accidental or deliberate) during breaks / lunchtime / activities times	Pupils	M	H	<p>A rota of staff supervision to be in place to cover all break and lunch times.</p> <p>Identify any blind spots due to walls, trees, bushes, play equipment, etc.</p> <p>Avoid pupils playing in areas out of sight of supervisors.</p> <p>Behaviour and bullying policies to be available to parents on the intranet.</p> <p>Behaviour and bullying policies to be enforced by staff at all times.</p> <p>Behaviour and bullying policies to be explained to pupils.</p> <p>No use of hard balls.</p> <p>Bicycles, tricycles, scooters and cars to be returned to the shed after use.</p> <p>Maintain a one-way system on the wetpour "motorway" when the bicycles, tricycles, scooters and cars are in use.</p> <p>Make sure that the pupils do not crawl into the plastic barrels or stand them up vertically.</p>
Playground equipment Injury due to fault	Pupils	M	H	<p>Weekly checks for defects by the grounds staff and reporting of these on the record sheets.</p> <p>Repairs undertaken or equipment de-commissioned where necessary.</p>
Falls from climbing apparatus / major injury	Pupils	M	H	<p>Restrict and control numbers on apparatus at one time</p> <p>Ensure that the equipment is appropriate for the age of the pupils using it. Supervision of use required at all times.</p> <p>Only one child on the slide at a time. No walking up the slide.</p> <p>Apparatus not to be used when wet and slippery. Clear rules about appropriate behaviour.</p> <p>Pupils to wear appropriate footwear.</p> <p>Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (<i>not required for climbing equipment below 60cm</i>).</p>

Play items (e.g. Skipping ropes, balls, tricycles etc) / injury	Pupils Staff Parents Visitors	M	H	Ensure items are used only for their intended purpose. Games to be played in appropriate location. Zone activities e.g. for wheeled toys. Play items are age-appropriate.
Water / Sand Play	Pupils	L	L	Supervise water and sand activities. Water is to be replaced daily Explain to pupils not to throw or flick sand, or splash water. Mop / clear spilled water or sand promptly. Change sand in sand trays regularly ie every half term.
Activities involving play doh / pasta	Pupils	L	L	Supervise activities involving play dough / pasta. Ensure the pupils do not ingest play dough / pasta. Play dough to be replaced every two weeks and more often where deemed necessary.
Trips, slips collisions	Pupils Staff Parents Visitors	M	H	Ensure hazardous areas are gritted in the winter when ice and snow about. Play areas to be kept maintained and kept as even as possible
Sun / Heat Protection	Pupils	M	H	In hot, sunny weather, ensure parents apply sunscreen before pupils come into School. Pupils to wear hats on hot sunny days. On hot sunny days, encourage pupils to play in shady areas. Encourage pupils to drink lots of water on hot days.
Inadequate response to accidents / more serious injury	Pupils Staff Parents Visitors	L	M	First aid kits located close by in school buildings. Trained first aiders present on the site and available during lunch and break times. Defibrillator available and staff trained in its' use.
Litter, glass / injuries, cuts	Pupils	M	M	Daily inspection of grounds and litter pick as required. Wooden play equipment and picket fences checked for splinters.

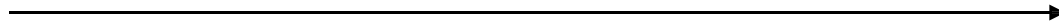
Dog / cat / animal / bird faeces infection, Toxicariasis	Pupils Staff	L	M	Dogs are not permitted on the school grounds. Signage provided at school entrance points. Sandpits kept covered when not in use. Regular inspection of grounds, sandpits, play equipment and seating areas beneath trees by grounds staff.
Rodent / pest infestation	Pupils Staff Parents Visitors	L	M	Entire premises inspected quarterly for rodent / pest infestation by an external agency. A report is issued and filed. Appropriate action / deterrent measures in place.
Trees, poisonous or thorny plants				Identify and exclude any poisonous plants. Grounds maintenance to identify any foreseeable risks from falling branches, prickly and thorny plants etc. Trees, shrubs and hedges kept trimmed.
Encounter with a stranger on School grounds	Pupils	M	H	All visitors issued with Visitors Badges All strangers encountered by staff in School buildings or grounds not wearing a Visitor's Badge to be challenged. Reports by pupils of viewing of strangers to be investigated. Security system for signing in/out of visitors in place and enforced. All pupils leaving site during the School day to be signed out by parent / carer.
Traffic accident	Pupils	L	H	Designated "In" and "Out" gates in the staff car park. Pedestrian access via the "In" gate only. Pupils to be supervised across the staff car park by an adult.
Cleaning of equipment	Pupils	L	L	All equipment to be checked weekly for cleanliness. Toys to be thoroughly cleaned and sanitised termly. Cushions and dressing up clothes to be cleaned termly. Water in the water tray changed daily. Sand in the sand tray to be replaced half termly. Sand tray kept covered when not in use.
Using the stage	Pupils	L	M	Pupils reminded to take care not to fall off the stage.

Woodworking tools	Pupils	M	M	<p>Pupils using the woodworking tools to be supervised.  Only two pupils at a time working with the woodworking tools.  Pupils to wear safety goggles when working with woodworking tools.  Woodworking tools to be put away after use, and stored out of reach for children.  Specific detailed Risk Assessments for woodworking tools are available in the Art and Technology Department Risk Assessment.</p>
Cooking	Pupils/Staff	L	M	<p>Cooker to be kept at a distance from the children.  The cooker will be separated either by being in another room, or in a home corner with the entrance blocked by chairs so that children cannot bump into it by accident.  Tables will be cleaned with anti-bacterial cleaner – left for ten seconds before wiping off.  All staff have had training in Food Hygiene and are aware of hygiene procedures.  HACP forms will be filled in for each cooking activity.</p>



## LIKELIHOOD and CONSEQUENCE

Likelihood (L)



LL/HC	HL/HC
LL/LC	HL/LC

Consequence (C)

Level of risk assessed should normally be within bottom two boxes  
i.e. low likelihood/low consequence or high likelihood/low consequence

If level of risk assessed cannot be reduced below high consequence DO NOT UNDERTAKE  
THE ACTIVITY!!!

**APPENDIX 2**

**Accident Form for Staff / Visitors at High March**



Name:	
Date and time of accident:	
Site of accident:	
Description of accident:	
Treatment:	
Printed name(s) of staff who assisted:  Signature(s):	Please send this form to the Bursar's Office.

