

Risk Assessment Policy

Including generic risk assessments

ISP School Battle



For specific risk assessments relating to the curriculum and operational procedures, please see [Operation Risk Assessment file](#)

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1. Policy Statement

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

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

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

Procedures

Our risk assessment process covers adults and children and includes:

- Determining where it is helpful to make specific written risk assessments in relation to particular issues, to inform staff practice, and to demonstrate how the setting is managing risks if asked by parents, carers or inspectors.
- Checking for and noting hazards and risks indoors and outside, in relation to our premises and activities.
- Checking for and noting hazards and risks in relation to substances that may be hazardous to health (such as cleaning or gardening chemicals) and where they are stored, in accordance with COSHH regulations.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing and recording a plan that specifies any actions required, the time-scales for action, the person responsible for the action and any funding required.
- Recording any action taken following a review or incident.
- Ensuring that we have instructions on what to do if any hazardous materials are split, ingested, or come into contact with eyes or skin, This information is often printed on the container, but otherwise Chemical Safety Data Sheets will be obtained from the supplier.

Legal Framework

[Management of Health and Safety at Work Regulations 1999](#)

Further information

[Control of Substances Hazardous to Health \(COSHH\)](#)

2. Introduction

Managing Risk: The Behaviour Support for Individual Children

By understanding the ever changing needs of the children supported and educated by ISP School, Battle, we understand that these children may present with challenging behaviours which at times challenge the adults that work with them. Sometimes, children may show levels of aggression and violence that can pose a risk to the child themselves and to others.

All adults working at ISP School, Battle have had PRICE training, this training sits at the heart of our engagement with all children. Sometimes the need to respond to a situation involves dynamic risk assessment, in the moment, which may override **any** current Safeguarding Risk Profile for individual children. This is reliant on our highly skilled adults knowing children's behaviours in depth. A Safeguarding Risk Profile is written on admission which is based on what we already know about a child based on their consultation paperwork, a school visit, a network meeting and any other information gained pre admission. This Safeguarding Risk Profile will explore risks for the child and how they will fit with our current children. We will then develop a Behaviour Support Plan. Both documents are reviewed at least monthly and sooner if required.

The first document uses a risk matrix model to assess the risk across a number of areas including potentially harmful behaviour, using evidence from pre-admission and the headline strategies for managing these. The second document provides a fuller breakdown of the individual triggers for harmful behaviours, the signs and indicators communicated by children through their behaviours that signal their own functioning and capacity to regulate, and the specific strategies in use to mitigate, diffuse or de-escalate behaviours or situations that may lead to harm. Where appropriate, and in relation only to those behaviours that are of the highest risk and there is no other measure to maintain the welfare of those involved this will include the details of how physical interventions may be applied.

Incidents are recorded on Behaviour Watch, this then informs any changes to risk assessment. Where possible children are encouraged to be a part of the review process therefore contributing to their own Safeguarding Risk Profiles and Behaviour Support Plans.

Key work sessions are used to address specific issues raised through the Risk Assessment and Risk Management process, with in the aim of supporting the child to develop a growing sense of agency over their own actions and behaviours and life choices

Any incident that involves violent, unsafe or concerning behaviour or which involves a child making a significant comment that may be indicative of either historical or contemporary abuse must be recorded on an incident form. Any accident or circumstance in which First Aid is applied must be recorded on an accident form. Both forms are on the Behaviour Watch management information system. Incident and accident forms are written by the adult most directly involved and are signed off by the Head Teacher or Deputy Designated Safeguarding Lead. The incident forms are used to review all risk assessment and management processes around children and young people. Incident forms are also used to record occasions of physical intervention, including restraint and incidents of bullying especially when it involves those with protected characteristics. Incidents where a child goes absent without permission, or is missing from school are also recorded here. All incident and accident form are sent by email to parents/carers and others within a child's network on a weekly basis.

The Risk Assessment of PE, Trips and Off-Site Activities.

ISP School Battle considers the community to be a rich and comprehensive resource for both academic and social and emotional learning. PE lessons happen both on and off site. Off site includes accessing local gyms, equine centres, swimming and much more. In addition, there are numerous ad hoc trips to the shops, the park and other local amenities. The benefit of learning

outside of the classroom should not be unduly impacted on by a disproportionate approach to risk assessment and this is especially true of the children and young people who belong to our school community, whose access to PE and offsite activities has been limited by their life experiences.

The school is aware of its responsibility to check that certain providers hold a license under the 2004 Adventure Activities Licensing Regulations. Parental Consent is sought from parents/carers on admission for offsite educational visits. All plans for trips are shared and saved in the Q Drive, Health and Safety, Risk Assessments.

Informal/low risk/Ad hoc trips off site, for example a two minute drive to Battle town for cooking ingredients, or for art materials, should be verbally risked assessed by the staff member involved and at least one other colleague. Both adults should have full, up to date knowledge of the safeguarding risk profiles and positive behaviour support plans for all children and young people involved. The conversation should include the location of the trip, the people going, the purpose of the activity, means of communication, expected duration of the trip and any other consideration. The conversation should be used to check all thinking is secure and all appropriate measures are in place. The Head Teacher or Deputy Designated Safeguarding Lead must be made aware of the activity at the earliest opportunity. Everyone must be signed in and out of the building through the school administrator. The main school telephone number via Zena Maher (administrator) is the first point of contact for any adult requiring support during any such offsite activity.

Formal, planned trips and activities such as end of term visits and reward trips. Other activities not classed as informal or low risk.

Most offsite activities, including PE sessions and Educational activities must be planned in detail ahead of the event, permission must be granted by the Head teacher. The following stages must be followed:

- A) Visit to a setting if new or not visited in the past year. If concerns are raised trip not to be progressed (booked, further risk assessed or discussed with young people) until discussed further with the Headteacher.
- B) Trip Overview - must be completed in advance of the visit.
- C) Signing off must occur by the Headteacher and the trip leader. The Headteacher must be satisfied that all relevant risks identified on an individual child or young person's Safeguarding Risk Profile have been controlled for and that resources and conditions are such that the Positive Behaviour Support Plan can be implemented as necessary.
- D) Trip Plan to be completed before trip starts on the day. One copy to be left in school and the other taken on trip. This details the adult allocation for the trips, the contact arrangements and specific details
- E) Review of trip must be completed at bottom of risk assessment on return. *The trip leader is the adult nominated by the Head Teacher, to lead the trip. The Head Teacher has the responsibility to monitor that risk assessments are in place for all planned activities and for addressing any gaps or inadequacies they perceive. By allowing the trip to go ahead the Head Teacher is agreeing the risks have been minimised.

The Risk Assessment of College Placements and Work Experience:

The Head Teacher is aware of the Health and Safety Executive's guidance on work experience and the onus on the provider of the placement to assess and manage risk for those on work experience. <http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

With this in mind it is still the policy of ISP School, Battle that a full risk assessment will also be written by the Head Teacher, Deputy Head Teacher or SENDCO. However, it is the policy of ISP School Battle that a full risk assessment will be either written by or fully assessed by the Head Teacher.

This risk assessment will focus on children's behaviour and the children's understanding and capacity to remain safe in a working environment. Children's Safeguarding Risk Profiles will inform the risk assessment process. The aim of this risk assessment will be to ensure children have the best possible chance to succeed in their chosen work experience including offering emotional containment. During this process the nominated adult will acknowledge that the employer remains the expert in their work place and field of work. All risk assessments provided by the work placement should be factored into whether the placement is suitable for the individual young person. The young person, and any adult that might be supporting them should adhere to all risk assessments for example, fire evacuation procedures. The employer will have a clear understanding of who to report concerns to. Any special considerations required by the young person should be risk assessed alongside the work placement's own risk assessments to ensure that both work placement and young person can meet each other's needs. Any other factors such as journey to and from the placement and time off site for breaks should be risk assessed in agreement with the young person and their parents. ISP School Battle will follow similar process and procedures for college placements and taster days with external providers. All risk assessments, whether for work experience, or college placements, will be written with the children wherever possible. The purpose of this risk assessment document is to identify hazards that may be present whilst conducting everyday tasks within ISP School and to help identify ways to control the risks associated with them.

The hazards identified within this document are those associated with:-

- Children
- Equipment
- Tools
- Procedures
- Tasks
- Processes
- Other Persons

These hazards have been analysed and assessed for the effects and consequences they may have. Factors considered include:-

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

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

A note to all Teachers

“Significant findings” have been recorded in this risk assessment. This means anything that is key to you and your team to know. The control measures recommended and

proposed must be used and monitored to ensure the risks are controlled. It will be necessary for the Teacher to review the generic risk assessments on a regular basis (at least 12 monthly) to ensure that control measures are still being used and that work activities have not changed.

In addition, however, whenever work activities or equipment change, risk assessments should be reviewed and amended as necessary.

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

Teachers need to identify what the activity or equipment is and all the likely hazards. It is also important to document all the controls necessary to conduct the task to prevent the hazard becoming a risk. Consider every aspect of control, from training to documented controls in the Health & Safety Policy for example: is equipment isolated? Should it be? Is signage appropriate? Add all of these controls to the risk assessment and ensure they are adhered to at all times.

3. Guidance on Risk Assessment and Review of Generic Risk Assessments

WHAT IS A RISK ASSESSMENT?

It is legally required that all tasks and activities undertaken as part of a work activity that present a significant risk to the health and/or safety of employees or other persons must be assessed in terms of risk.

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

A blank risk assessment template is included in this Risk Assessment Policy.

HOW SHOULD THE GENERIC RISK ASSESSMENT BE REVIEWED?

Head teacher's responsibilities:

- The Risk Assessment Policy and each of the assessments must be reviewed on a 12 monthly basis by the appropriate Head teacher.
- Each of the generic risk assessments must be reviewed individually.
- The Head teacher must ensure that the generic risk assessments are applicable to the venue/operations and must identify any specific activities or tasks that are not sufficiently covered by them. For example, the generic manual handling risk assessment may not account for a disabled child in the schools care who needs to be lifted on a frequent basis.
- If any amendments are identified as necessary, the Head teacher is responsible for making these changes by hand to the hard copy at the premises and for these details to also be added to the electronic copy ready for annual review.
- The Head teacher must sign the bottom of each risk assessment once this has been undertaken.
- Special requirements relate to the generic fire risk assessment in the Risk Assessment Policy – guidance on reviewing this is contacted in the Site Pack.

HOW TO REVIEW THE HEALTH AND SAFETY RISK ASSESSMENTS

The Head teacher must work through the sections of each of the risk assessments in the Policy, thinking about building and the operation and how each task or activity is completed. The sections of the risk assessments should be considered as follows:

What are the hazards (dangers)?

The identification of all the hazards is a vital part of the risk assessment. Without recognising the dangers, it is very difficult to avoid them in a controlled way. Think about the task being considered and whether the risk assessment has covered all the foreseeable potential dangers associated with the activity at the school.

Who is at risk from the activity? (Employees/others)

This should usually be the same across all buildings, but possibly tasks for example, such as deliveries/visitors, may potentially affect the children in some premises and not in others.

What are the risks from the hazards (potential outcomes from hazards)?

This section should detail the potential damage or injuries to personnel (including staff, contractors, children), property etc. Detail the severity of risks before control measures are taken using the information in Section 4 of this policy. Likelihood of the risk occurring and severity of outcome before the control measures are implemented should be detailed.

How do we control these risks (control measures)?

This section should identify all measures reasonably needed to control the risk to the health and safety of persons or property in the task or activity being considered. Closely read these during the review and consider whether there is anything else needed to manage the hazards.

The aim of the risk assessment is to reduce the possibility of accidents and to manage the consequent risks inherent in the task. Further guidance on the "Risk Factor" is found below. Unless a process or equipment change the hazards will still be present. The risk assessment is designed to ensure that the hazards are managed and controlled so that the risks are reduced to an acceptable safe level.

What is the likelihood of the risk occurring and the severity of the outcome "Risk Factor"?

This is quantified by the terms high, medium and low – this is decided for each task / activity before and after the control measures have been introduced to help reduce and/or avoid the risk. Make sure anything in the School or operation that alters the likely level of risk is considered, including frequency of the operation of any particular hazards to the School e.g – medical conditions.

References

This makes reference to other information such as procedures. This information must be available.

Who prepared this risk assessment and when?

This will details the date of original completion of the Risk Assessment Policy. The Head teacher will then review these 12 monthly and sign each risk assessment once completed, to ensure they apply to the School activity specifically.

What next?

Once the Head teacher is familiarised with all the risk assessments, they must ensure the significant findings are brought to the attention of all relevant staff. An induction checklist is available to help do this.

4. Definitions

INTRODUCTION

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

Hazard	a danger/something which may cause harm associated with the activity (e.g. cut finger – death)
Likelihood	the chance of something happening (e.g. unlikely – very likely)
Significant Risk	the potential result if a hazard has not been controlled (e.g. laceration, personal injury, fire, entrapment)
Severity	also referred to as the consequence or level of harm/disruption that would ensue from the hazard
Control Measures which	when initially carrying out the risk assessment it is the control measure are already in place, which need to be considered.

Once the assessment is complete further control measures may be identified and these too must be recorded.

RISK RATING GUIDE

Use the ratings High, Medium and Low to assess the Hazard Rating and the Likelihood Rating.

NB – The likelihood of a hazard occurring must be considered in conjunction with any control measures already in place.

Examples

1. Crossing a busy road with children is a hazard and the probability of being run over is high, with the severity of injury very high as one could be killed or severely injured. The Hazard Rating is therefore HIGH. However, with correct supervision and all control measures in place and being adhered to, the Likelihood Rating is LOW.
2. The chances of a child slipping on a wet floor are quite high (likelihood) but the severity of their injury can vary from broken limbs to bruising to no injury. In such cases the Hazard Rating is MEDIUM. But, if the floor is mopped dry, the likelihood of slipping falls considerably, although the sort of injury will remain the same. So the Likelihood Rating is LOW (if best practice is followed).

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

5. Blank Risk Assessment Template

Risk Rating:.....

Task / Activity	Who is at risk & who needs to know about the risk assessment for this activity?
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What are the hazards (dangers)?	What are the potential outcomes (risk)?
--	--

How do we currently control these risks?

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? <i>At least every 12 months or whenever any of the premises circumstances change or any equipment relevant to the task is changed etc.</i>	
Details of reviews or amendments	
Date of review/amendment	Carried out by

GENERAL

Ref: G1

Risk Rating: LOW

Task / Activity	Who is at risk & who needs to know about the risk assessment for this activity?
Cleaning up spillages of blood, vomit, urine etc.	All Staff, people in the vicinity eg. children, visitors, carers

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Blood Urine Vomit Bodily fluids Faeces	Infectious diseases Slips

How do we currently control these risks?
<ul style="list-style-type: none"> • Personal protective equipment provided as per COSHH requirements are worn • Staff provided with training on infectious disease control procedures • All staff trained in chemical safety and knowledge of COSHH manual and assessments • Wet floor signs displayed as soon as possible • Spillages cleared away immediately – children kept away from the area until dry • Use of Infectious Control Kit • All items excluding clothing must be placed in clinical waste bags and disposed of in the correct bins • Soiled clothing rinsed off and placed in sealed bags • Staff trained in safe working practices where applicable • Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Vacuuming takes place during quiet periods or when the school is closed • Equipment maintained in good repair and visually inspected by staff – not used if broken/damaged. Any defects reported to manager • Visual inspection to include checks on leads for damage, exposed wiring, signs of overheating, cracked plugs on an ongoing basis • Ensure extension leads are fully unwound prior to use (only to be used as a last resort – try and use sockets closest to the task) • Use signage where appropriate (eg. cleaning in progress etc.) • Restrict visitors and child access to area being cleaned to reduce the risk of injury • There is to be no working at heights – all areas to be access from ground level • Portable electrical appliances to be checked (PAT) on an ongoing basis and as part of premises management checks • Staff trained in health and safety and safe working practices where applicable • Staff training reviewed on an ongoing basis • Ongoing attention to surroundings when cleaning

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

Ref: G3

Risk Rating: LOW

Task / Activity Cleaning inside windows, on top of shelving, high level items / areas	Who is at risk & who needs to know about the risk assessment for this activity? People carrying out task, people in the vicinity eg. children, visitors, carers, staff
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What are the hazards (dangers)? Working at heights Chemicals Damaged glass and fixtures Manual handling	What are the potential outcomes (risk)? Broken glass causing lacerations and cuts Falls from heights Personal injury Manual handling injuries
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How do we currently control these risks? <ul style="list-style-type: none">• Use of long handled cleaning appliances, where possible eg. dusters on poles• Personal protective equipment provided as per COSHH requirements and worn eg. gloves• Stepladders provided and maintained in good order and checked before use• Ensure no overstretching when undergoing task• Restrict access to area where task is being completed• Complete task when school is closed and no children are present• Staff trained in health and safety and safe working practices where applicable• Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

Ref: G4

Risk Rating: LOW

Task / Activity Cleaning of walls, floors and ceilings	Who is at risk & who needs to know about the risk assessment for this activity? People carrying out task, people in the vicinity eg. children, visitors, carers, staff
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What are the hazards (dangers)? Water (slip hazard) Hot objects and hot water Working at height Chemicals Manual handling	What are the potential outcomes (risk)? Slips, trips and falls Burns, scalds Irritation to chemicals Personal injury Manual handling injuries
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How do we currently control these risks? <ul style="list-style-type: none">• Personal protective equipment provided as per COSHH requirements and worn eg. gloves• Stepladders provided and maintained in good order and checked before use• Ensure no overstretching when undergoing task• Restrict access to area where task is being completed• Complete task when school is closed and no children are present• Use signage where appropriate (eg cleaning in progress etc.)• When in the kitchen, let all equipment cool down before moving or cleaning around them• Staff trained in health and safety and safe working practices where applicable• Staff training reviewed on an ongoing basis
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

Ref: G5

Risk Rating: LOW

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

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Chemicals Manual handling	Slips, trips and falls Irritation to chemicals Toxic fumes Personal injury Manual handling injuries

How do we currently control these risks?
<ul style="list-style-type: none">• Personal protective equipment provided as per COSHH requirements and worn eg. gloves• Ensure all containers used for chemicals are correctly labelled• Do not decant chemicals into other containers not for the purpose (such as a drinks bottle)• Do not mix chemicals• Store away from children in a locked cupboard• Follow manufacturers guidance• Only use chemical for purpose it was intended for• Do not leave buckets etc containing water and chemicals out, empty once finished• Restrict access to area where task is being completed• Complete task when school is closed and no children are present• Use signage where appropriate (eg. cleaning in progress etc.)• Staff trained in health and safety and safe working practices where applicable• Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

Ref: G6

Risk Rating: LOW

Task / Activity Changing light bulbs above 3m	Who is at risk & who needs to know about the risk assessment for this activity? People carrying out task, people in the vicinity eg. children, visitors, carers, staff
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What are the hazards (dangers)? Working at heights Electricity Ladders/equipment Glass from lightbulbs	What are the potential outcomes (risk)? Falls Electrocution Head injury (dropping an item from height) Cuts / lacerations from broken glass
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How do we currently control these risks? <ul style="list-style-type: none">• Task outsourced to contractor• Ensure that contractor has the use of a safe system of work• Contractors to sign in and out of school• Contractors and / or staff to restrict access whilst task carried out, especially directly below the area being worked on• Contractors to dispose of any used light bulbs

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

Ref: G7

Risk Rating: LOW

<p>Task / Activity</p> <p>Changing light bulbs throughout School at less than 3m</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>People carrying out task, people in the vicinity eg. children, visitors, carers, staff</p>
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<p>What are the hazards (dangers)?</p> <p>Working at heights Electricity Ladders/equipment Glass from lightbulbs</p>	<p>What are the potential outcomes (risk)?</p> <p>Falls Electrocution Head injury (dropping an item from height) Cuts / lacerations from broken glass</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Two people to complete task together – one to foot stepladder and pass bulbs etc. • Alert other staff and restrict access to the area whilst task is completed • Stepladders provided and maintained in good order • Power should be switched off when completing task • Always use same size light bulb (wattage) • Never touch the metal casing • Stand back before switching light switch back on in case bulb blows • Once power is restored, if lights blow or do not work seek professional advice from a competent person • If bulbs shatters or breaks, ensure it is cleaned up immediately • Staff trained in health and safety and safe working practice • Staff training reviewed on an ongoing basis

<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>October 2021</p>	<p>Caroline Belchem</p>
<p>July 2022</p>	<p>Caroline Belchem</p>

Ref: G8

Risk Rating: LOW

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

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

How do we currently control these risks?
<ul style="list-style-type: none">• Staff appraisals to maintain good practice• Staff ratios maintained• Supervision of children• Morning checks to ensure child protection guards in place – eg. door locks, door stops, finger guards on door hinges• Morning checks on all equipment to ensure safety and suitability• Daily checks that chemicals are stored away from children• Staff trained in health and safety and safe working practice• Staff training reviewed on an ongoing basis

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

<p>Task / Activity</p> <p>Person suffering a known medical condition, which may give rise to the need for emergency treatment</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>All staff and others in the vicinity eg. children, visitors and carers</p>
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<p>What are the hazards (dangers)?</p> <p>Unavailability of medicine Ingestion of inappropriate food Insect bite/sting Aggravating asthma factors Failure to seek medical assistance Off-site visits Person not supervised or lone working</p>	<p>What are the potential outcomes (risk)?</p> <p>Varying conditions from discomfort to death</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Medical verification of type and extend of condition – controls to be defined once obtained • Awareness amongst close contact staff • Review of work arrangements and area to ensure no significant health hazards • Care plans and risk assessment for all children with known medical conditions • Access to training and on-the-job-coaching if required • Administration of Medicine policy and procedure in place and followed • All relevant forms regarding special dietary requirements completed • Paediatric and emergency resuscitation first aid training in place for correct ratio of staff • Staff ratios maintained • Supervision of children • Procedure on off-site visits included within Health & Safety Policy • Staff health declaration form to be completed on commencement of employment • Incident record completed
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<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>October 2021</p>	<p>Caroline Belchem</p>
<p>July 2022</p>	<p>Caroline Belchem</p>

Ref: G10

Risk Rating: LOW

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

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

How do we currently control these risks?
<ul style="list-style-type: none">• Ensure that all equipment is turned off at the mains when not in use, plug should be removed from socket before cleaning or repair• Staff trained in safe working practices where applicable• Visual checks of equipment before use to ensure wire, plug and sockets intact and safe / good condition• Only competent persons to repair electrical machinery• Checks on safety of electrical equipment every two years by a competent person and recorded (PAT)• No adapter plugs or extension leads to be used wherever possible (preference to dedicated sockets)• Children to be supervised when using electrical equipment• Manufacturer's instructions must be followed• Socket covers not be used• All equipment in the kitchen to be earthed bonded where necessary – catering staff aware of risks of disconnected earth bonding and arrangements to reconnect properly

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem

Ref: G11

Risk Rating: LOW

Task / Activity Legionella Control	Who is at risk & who needs to know about the risk assessment for this activity? All staff, children, visitors and carers using water systems
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What are the hazards (dangers)? Legionella bacteria within the water system	What are the potential outcomes (risk)? Contracting infection Bacteria growth
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How do we currently control these risks? <ul style="list-style-type: none">• Design of water systems to be known and recorded• Temperature of water coming from water outlets to be taken• Cleaning of taps regularly• Flushing water through from systems not used regularly• Checking condition of water tanks and systems

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Wear suitable clothing that allows free movement • Review guidance within the Health & Safety Policy • Use warning signs to alert others of the task taking place • Ensure rubber non-slip safety feet are in place • Check there are no overhead hazards • Check ladder is locked in position prior to use • Ensure the ladder is on a firm flat base • Don't put tools where they could move or fall and cause injury (use a fixed work tray if necessary) • Always have a person to hold the ladder and to pass things to/from • Wherever possible task to take place when school is closed, where not possible access to area should be restricted • Ensure the floor is clean and dry • Staff trained in health & safety and safe working practices where applicable • Regular replacement / maintenance of stepladders where necessary • Suitable storage of stepladders when not in use

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: G13

Risk Rating: MEDIUM

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

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

How do we currently control these risks?
<ul style="list-style-type: none">• Staff trained in manual handling• Staff trained in health & safety and safe working practices where applicable• If object is too heavy for one person, ensure two people lift (always assess before lifting)• Allow adequate space around object to be moved to allow easy access and remove the need to over-stretch (use a second person to open doors etc. where needed)• Provision of trolleys and lifting devices where appropriate• Regular monitoring of lifting activities• If going up and down stairs ensure safe practices are observed• Assess item to be lifted for other hazards such as chemicals and glass and take necessary precautions• Assess route and environment and ensure safety before commencing task

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: G14

Risk Rating: MEDIUM

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

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Untreated injuries requiring first aid may become worse Infectious disease Unsuitable treatment	Reaction to medicine Reaction to bandage or plaster Over-medicated Incorrect medication Incorrect treatment

How do we currently control these risks?
<ul style="list-style-type: none">• Fully stocked first aid kit on site• First aid trained staff on site and relevant safe working practices where applicable• All staff made aware of First Aid Policy on induction• Comprehensive Administration of Medicine Policy to be followed• First aid staff only to administer first aid• All relevant medical and consent forms completed• All medication to be administered by a member of staff

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: G15

Risk Rating: MEDIUM

Task / Activity	Who is at risk & who needs to know about the risk assessment for this activity?
Risk of abduction, school security	All staff, children and others in the vicinity

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

How do we currently control these risks?
<ul style="list-style-type: none">• All staff trained in safeguarding and security• All outside doors secure or supervised at all times• All visitors signed in and out and escorted at all times unless they are on the system• New carers escorted and checked before entering the premises as per the Visitors section of the Health & Safety Policy

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

<p>Task / Activity</p> <p>Employment of young persons (under 18's)</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Young employees (under 18's), other staff and those in the vicinity eg. children, visitors and carers</p>
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<p>What are the hazards (dangers)?</p> <p>Young, unskilled personnel</p>	<p>What are the potential outcomes (risk)?</p> <p>Lack of experience leading to personal injury</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Assess task types to be undertaken by young person and ensure appropriate training provided (refer to the Health and Safety Policy) • Ensure suitable level of supervision provided • Only allow tasks to be completed unsupervised once training received and understood • Complete an induction process on arrival to ensure that they are aware of the risks associated with their role • Provide adequate guidance, instruction and information to trainee to conduct task, work shadow until level of competency is displayed. • Do not allow person under 18 to use/clean dangerous machinery • Inform them of emergency procedures on arrive (fire, bomb threat, accidents/incidents) • Review all risk assessment and work tasks relevant to the young person and record any significant findings and inform trainees of them. • Knowledge of COSHH manual and assessment relevant to role • Personal protective equipment provided as per COSHH requirements should be worn where needed • Communicate findings of the risk assessment to the parent prior to work commencing (for those under 18)
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<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed?</p>	
<p>Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>October 2021</p>	<p>Caroline Belchem</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Manage confrontational situations – management to receive training where necessary • Staff training on violence and dealing with aggressive situations • Senior members of staff on duty at all times • Communication to be regular, open and honest to reduce the risk of confrontational situations developing • School provided with security perimeters and door entry systems where necessary • Should a situation escalate and a member of staff feels intimidated or unsafe by a carer, visitor or child then a senior member of staff should be contacted and if needed a local community support officer should be contacted.

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Staff to work in pairs wherever possible • Always advise colleagues of whereabouts and check in with them regularly • Adhere to Home Visits and Lone Working Policy • Other staff to carry out regular checks on staff in these areas • Review any areas where staff may work alone and define arrangements for alerting fire / other emergency support • Provision of mobile phone or other communication system wherever the situation demands this as a necessary control.

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

SCHOOL

Ref: S1

Risk Rating: LOW

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Wear heavy duty gloves • Restrict access to area until needle is removed • Handle as little as possible, act quickly – use dustpan and brush to remove needle from the area and place in a rigid closed container – label ‘Hazardous Waste – Sharps’ • Contact local medical centre for information on sharps disposal • Check areas prone to contamination (garden), using open and close checklist – ie. Before children go out to play • Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S2

Risk Rating: LOW

Task / Activity Use of machinery	Who is at risk & who needs to know about the risk assessment for this activity? Staff and any persons in the vicinity eg, staff, children, visitors, carers
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What are the hazards (dangers)? Electricity Trailing wires Sharp blades Broken guards Foul play Lack of supervision	What are the potential outcomes (risk)? Slips and trips Personal injury Electrocution
--	---

How do we currently control these risks? <ul style="list-style-type: none">• Control of machinery so only trained people use machinery• All machinery has stop buttons in place and power lock offs• All locks must be used when machines are not in use and isolated• Hand tools to be counted and checked back in and locked away• Check of machinery before work starts and when returning equipment to ensure that cables are safe etc.• Use of warning signage that task taking place wherever necessary• Restrict access to the area to staff only when task is taking place• Staff trained in safe working practices where applicable
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S3

Risk Rating: LOW

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

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

How do we currently control these risks?
<ul style="list-style-type: none">• Ensure that all electrical wires are secure so they cannot be damaged/exposed• Restrict access to ensure cars and people cannot enter the area being attended to• Use of warning signage to ensure others are alert• Ensure all staff completing the task of aware of the possible risks• Tidy/sweep only when the area is quiet and in daylight, or when well lit. Complete the task before children arrive or after they have left• Ensure icy steps are gritted and/or leaves cleared• Provide heavy duty gloves to use where appropriate• Provide dustpan and long handled brush where necessary• If cigarette ends are found, ensure all cigarettes are extinguished before disposal in bin bags• Ensure adequate lighting• Suitable footwear should be worn• Regular monitoring of floor and fixtures in area and remedial action taken if necessary• Staff trained in safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?
Annually, or when premises/equipment relevant to the task is changed

Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S4

Risk Rating: LOW

Task / Activity Putting up displays within the school	Who is at risk & who needs to know about the risk assessment for this activity? Staff putting up the display and any persons in the vicinity eg, staff, children, visitors, carers
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What are the hazards (dangers)? Defective ladder Unsound ground Item being displayed	What are the potential outcomes (risk)? Personal injury Falls from height slips
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How do we currently control these risks? <ul style="list-style-type: none">• Plan how to hang the display before starting the task• Two people to complete the task, one to hold the ladder and pass items• Always use a suitable stepladder• Refer to the Use of step ladders risk assessment• Always wear suitable clothing and footwear• Do not leave scissors or knives unattended in the area• Do not over-reach• Staff trained in health and safety and safe working practices
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S5

Risk Rating: MEDIUM

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

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

How do we currently control these risks?
<ul style="list-style-type: none">• Suitable toys / equipment for children (age related)• Checks of toys and equipment before children are allowed to play and/or use them• Store toys and equipment in a safe manner to ensure that they do not topple out of the storage area• Ensure that the floor is clean and dry to keep the equipment secure• When setting up the equipment, make sure that it is stable and secure• Supervision of children while using the toys / equipment• Staff / children ratio maintained• Ensure all other room equipment is suitably located during use of toys / equipment• Manual handling training as necessary• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S6

Risk Rating: MEDIUM

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Ensure that all plants are suitable for children eg. not poisonous, no thorns and maintained safely • Complete weekly checks to remove any animal faeces, glass, sharp stones, needles and remove safely. Complete before children enter the area. Dustpan, brush and gloves to be used for animal faeces and needles • CCTV is used to check the area before children are given access to the area • Check daily the paved areas to the garden to ensure all paving stones are secure and no trip hazards have developed • Check all outdoor furniture and equipment before use to ensure safety / good condition • All children to be supervised when in outdoor areas • Any damaged areas/equipment to be cordoned off or removed to a safe area • Regular headcounts whilst in play to prevent missing children • See Needles/sharps disposal risk assessment if necessary • Staff trained in safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S7

Risk Rating: MEDIUM

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

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Broken, unsuitable equipment Height of equipment Stability of equipment Sharp edges Rotten, rough wood and rusting metal	Cuts & bruises Puncture wounds Entrapment Fall injuries Trips & slips Personal Injury

How do we currently control these risks?
<ul style="list-style-type: none">• Visual check of equipment before children use it to ensure safe conditions. Remove or cordon off any damaged equipment before children enter area• Formal checks of equipment to be completed annually• Purchased from a reputable supplier and suitable for age of children• Supervision of children to ensure safe behaviour• Storage of equipment so doesn't become contaminated or damaged through animals, water or vandals• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S8

Risk Rating: MEDIUM

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

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Pooling of water in outdoor spaces and on equipment Electricity in the vicinity of water	Drowning Electrocution Personal injury Slips & trips

How do we currently control these risks?
<ul style="list-style-type: none">• Check all outdoor areas and removal of pooled water before children arrive or go into the outdoor spaces• Ensure pond areas are locked when not in use• Supervision of children at all times where water is present• Staff ratios to ensure effective supervision at all times• Water never to be left unattended if children are present• Warning signs to be posted when / where required• Water not to be used near vicinity of electricity / electrical equipment• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Staff supervision of all children at all times. Physical need to keep children together where necessary • First aider on trip • Review of premises / are visiting prior to visit to ensure suitability • Prior instructions to carers re clothing and other preparations needed for the children • Monitoring of children to ensure behaviour doesn't increase risk of harm • Staff ratios maintained as per standards • Vehicles maintained – including seat belts and car seats available and in good condition • Follow off site visit procedure within the Health & Safety Policy (including any government advice re: Covid, that may return as guidance at the time) • Follow any instructions, guidance given by the off-site venue where applicable • Company driver to have received training and to be familiar with guidance in the Health & Safety Policy • Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S10

Risk Rating: MEDIUM

Task / Activity	Who is at risk & who needs to know about the risk assessment for this activity?
Driving and parking with children in a vehicle	Staff driving vehicle, others within vehicle eg. staff and children. General public

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Car breakdown Car accidents Children running in front of vehicles when leaving or entering vehicle	Impact injury Injury from vehicle accident Children exposed to weather

How do we currently control these risks?
<ul style="list-style-type: none">• Ensure that vehicle is road worthy by servicing & MOT as recommended by the manufacturer• Ensure seat belts / car seats are fitted and available for all children and that large coats, which may hinder correct use of seatbelts, are removed for journey• Ensure all car seats / booster seats are fitted in accordance with manufacturer's instructions• Driver must abide by all road traffic laws• Provide a complete, child safe, first aid kit in the vehicle• In the event of an accident ensure that the children are kept a safe distance from the road and are kept quiet, calm and warm• Ensure all children remain together when entering or leaving the vehicle• Ensure children have outer clothing suitable for weather eg. winter coats, hats or thin tops for the summer

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S11

Risk Rating: MEDIUM

Task / Activity	Who is at risk & who needs to know about the risk assessment for this activity?
Crossing road to other buildings on site	Staff, children and others within the vicinity eg. visitors and carers

What are the hazards (dangers)?	What are the potential outcomes (risk)?
Traffic, vehicles Weather Animals Confrontation from strangers	Personal injury Missing child Injury to others Slips, trips and falls

How do we currently control these risks?
<ul style="list-style-type: none">• Staff supervision of all children at all times. Physical means of keeping children together where necessary• Staff member to ensure the road is clear before proceeding across, another staff member is to follow closely behind and stand in the middle of the road to stop any oncoming traffic as the children cross• Explain the dangers to the children before leaving the building• Headcount before leaving and after arriving into the designated building• Monitoring of children to ensure behaviour doesn't increase the risk of harm• Staff ratios maintained as per standards• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S12

Risk Rating: MEDIUM

Task / Activity Challenging behaviour	Who is at risk & who needs to know about the risk assessment for this activity? Staff, children and others within the vicinity eg. visitors and carers
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What are the hazards (dangers)? Impact with equipment Personal harm Violence to others	What are the potential outcomes (risk)? Personal injury Injury to others
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How do we currently control these risks? <ul style="list-style-type: none">• Staff supervision of all children at all times• Clear communication with the children about appropriate behaviour• Monitoring of children to ensure behaviour doesn't increase risk of harm• Staff ratios maintained as per standards• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S13

Risk Rating: MEDIUM

Task / Activity Vehicle / pedestrian separation in car park and on the entrance lane	Who is at risk & who needs to know about the risk assessment for this activity? Staff, children and others within the vicinity eg. visitors and carers
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What are the hazards (dangers)? Traffic, vehicles Weather	What are the potential outcomes (risk)? Personal injury Slips, trip and falls
--	--

How do we currently control these risks? <ul style="list-style-type: none">• Staff supervision of all children at all times• Clear communication with the children about appropriate behaviour when entering and leaving school and not entering the entrance lane unless told it is safe to do so• Monitoring of children to ensure behaviour doesn't increase risk of harm• Staff ratios maintained as per standards• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S14

Risk Rating: LOW

Task / Activity Dealing with children with food allergies	Who is at risk & who needs to know about the risk assessment for this activity? Staff, children and others within the vicinity eg. visitors and carers
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What are the hazards (dangers)? Consumption of item allergic to and reaction	What are the potential outcomes (risk)? Anaphylactic shock Rash Swelling Allergic reaction Death
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How do we currently control these risks? <ul style="list-style-type: none">• Thorough knowledge of allergy and reaction type obtained from the carers, including medical verification – information disseminated to all relevant staff before the child commences at the School, and then on an ongoing basis• Control of food in the kitchen to ensure that the food for the child with the allergy is not contaminated with the items providing the allergen• Regular updates with the carers on care plan – carer advised that they are equally responsible for updating the school in writing of any developments• Accurate information of the ingredients of brought in products with allergen information to be compiled
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Task/Activity Open Grounds/car park	Who is at risk & who needs to know about the risk assessment for this activity? Pupils Staff
What are the hazards (dangers)? 1.Open unfenced grounds 2.Large Woodland area and nature trail – 3.Equestrian Centre	What are the potential outcomes (risk)? Trips or falls Children running off Falls and trip hazards, pupils getting lost or hiding.
How do we currently control these risks? Secret garden and woodland area fenced off for safety. Dipping Pond fenced off, alarmed and locked. Only accessible through locked gate and only with supervision from staff. The Equestrian Centre will be by arranged visit only accompanied by staff and children cannot access this alone, Keep Out signs, fences, CCTV. All children will be accompanied by adults whenever they are outside, each play area will be allocated and supervised by a number of adults. Under no circumstances will children be permitted to visit any of the identified areas mentioned above without staff supervision 1. As above, Appropriate clothing and footwear. Regular checks from Caretaker to ensure steps are not obscured by weeds grass etc. Appropriate staff to pupil ratio Clear instructions before going outside, children who cannot manage outdoor activity will be offered supervised indoor activities until appropriated steps have been taken to ensure they are able to follow instructions. 2. As above, Appropriate staff to pupil ratio. All staff will carry walkie talkies when they are outside to communicate with staff inside should they require assistance Pupils to be aware before they are taken outside that they are not permitted to go off on their own and are not permitted to hide anywhere in the grounds They must remain in sight of staff at all times. 3. Caretaker to regularly check outside areas for any potentially hazardous plants or fungi. Pupils to be aware that all outside areas do have hazards that are natural to the environment. Pupils to be aware of basic first aid if they are stung or hurt themselves. Staff to call for assistance if a pupil does get hurt so that another member of staff can assist the pupil, thereby ensuring that the supervising member of staff remains focused on the group and is not distracted. If staff or pupils observe any hazards they should report these hazards to the caretaker without delay and ensure that the rest of the staff group are also aware so that they can postpone their activity whilst the hazard is dealt with.	

List any additional control measures taken or necessary

Slow down signs

Fences where appropriate

Alarmed areas

When does this risk assessment need to be reviewed?

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

Details of reviews or amendments

Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S16

Risk Rating: LOW

Task / Activity Moving to and from classes Coming in from outside Going outside	Who is at risk & who needs to know about the risk assessment for this activity? Pupils Staff
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What are the hazards (dangers)? Straps from bags hanging down Rushing and pushing Doors/doorways Stairs Road	What are the potential outcomes (risk)? Trips, falls or slips Children running off Falls and trip hazards, pupils getting lost or hiding.
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How do we currently control these risks? <ul style="list-style-type: none">• Staff supervision of all children at all times• Clear communication with the children about appropriate behaviour when entering and leaving school and not entering the entrance lane unless told it is safe to do so• Monitoring of children to ensure behaviour doesn't risk of harm• Staff ratios maintained as per standards• Staff trained in health and safety and safe working practices where applicable
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

<p>Task/Activity</p> <p>Pond Dipping</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity</p> <p>Pupils Staff</p>
<p>What are the hazards (dangers)?</p> <p>Working close to deep water</p> <p>Slippery surfaces</p> <p>Pond water</p> <p>Pond dipping nets</p>	<p>What are the potential outcomes (risk)?</p> <p>Falling in, being pushed into pond.</p> <p>Slipping /falling into pond Potential infection from diseases via open cuts or putting hands near or close to mouth during activity.</p> <p>Knocks from hands/heads when children working in close proximity to one another</p>
<p>How do we currently control these risks?</p> <p>Currently children cannot access the pond without adult supervision. The area is fenced off and locked and alarmed Staff to communicate rules and expectations of activity before entering the activity area.</p> <p>1.Once pupils are accompanied by staff , only dip from open areas Warning of deep water No running or inappropriate behaviour around pond area (i.e. do not distract the teachers attention) Demonstrate safe dipping techniques</p> <p>2. Regular inspection from caretaker to identify any additional hazards and to ensure that area around pond is clearly identifiable. Use of protective foot wear. Dangers of stagnant water and the potential to cause harm clearly communicated to pupils undertaking activity, adults to ensure understanding and to supervise closely throughout activity. Children to be fully aware of reasons why they must not touch mouths/faces whilst dipping and the importance of washing hands thoroughly after activity. Ensure all children’s hands are free from open wounds and cuts before agreeing on activity.</p> <p>3. Limit number of children around pond at any one time to reduce risks of bumping into each other. Appropriate adult to child ratio to ensure adequate supervision at all times During its development children will only go in to the area on a one to one basis, one adult per child.</p>	
<p>List any additional control measures taken or necessary</p> <p>Buoyancy Aids Alarms Pole Locks</p>	

When does this risk assessment need to be reviewed?

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

Details of reviews or amendments

Date of review/amendment	Carried out by
July 2021	Toni Reedman
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: S18

Risk Rating: LOW

<p>Task/Activity</p> <p>Break time</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Adults and pupils</p>
<p>What are the hazards (dangers)?</p> <p>Less structured time Larger area to supervise Pupils letting off steam</p>	<p>What are the potential outcomes (risks)?</p> <p>Absconding Altercations Damage Personal injury</p>
<p>How do we currently control these risks?</p> <p>Ensure that there are adequate adults to supervise during break times and encourage group activities such as team games. Ensure children know where the boundary is with regard to the break time area and that this boundary is not crossed. Adults are on hand to assist with organisation and encourage children to use their break time productively. Rough play is discouraged including lifting or carrying of other children. Personal space is encouraged, as is physical activity. Any altercations between children are addressed swiftly by adults to reduce the risk of escalation. Any injuries due to accident will be responded to and assessed by the first aider and noted on Behaviour Watch as an accident report. At the end of break time, children will be asked to line up and walk in single file back to their classrooms accompanied by their class teacher and PEG (when sufficient numbers of children on site).</p>	
<p>List any additional control measures taken or necessary</p> <p>Hazard areas locked off, dipping pond and woodland area</p> <p>Be mindful of access to woodland whilst waiting for more fencing</p>	
<p>When does this risk assessment need to be reviewed?</p> <p>At least every twelve months or whenever any of the premises circumstances change or any equipment relevant to task is changed etc.</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>July 2021</p>	<p>Toni Reedman</p>
<p>October 2021</p>	<p>Caroline Belchem</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>

Ref: S19

Risk Rating: LOW

<p>Task/Activity</p> <p>Arriving at and exiting the school building at the beginning and end of the school day</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Children Adults Parents/carers Transport drivers</p>
<p>What are the hazards (dangers)?</p> <p>Collision Child being knocked down or injured by car Adults being knocked down or injured by car Parent /carer being knocked down or injured by car</p>	<p>What are the potential outcomes (risks)?</p> <p>Cuts grazes – Serious injury or death Litigation</p>
<p>List any additional control measures taken or necessary</p> <p>Clear sign posted one way system. Adults meet children from their transport at the beginning of the school day and direct them to community meeting. No loitering in drop off and pick up zone. If children arrive too early for school they will need to remain in the vehicle until adults arrive to supervise.</p> <p>At the end of the school day children will be escorted to their individual transport by adults. Clear and adequate signage with regard to slowing down, speed limits etc are in place.</p> <p>All adults to wear high visible jackets and to carry walkie talkies when escorting children to and from transport</p>	
<p>When does this risk assessment need to be reviewed?</p> <p>At least every twelve months or whenever any of the premises circumstances change or any equipment relevant to task is changed etc.</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>July 2021</p>	<p>Toni Reedman</p>
<p>October 2021</p>	<p>Caroline Belchem</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>

Ref:S20

Risk Rating: LOW

<p>Task/Activity</p> <p>Wooded area (Secret Garden)</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Child Adults Wildlife</p>
<p>What are the hazards (dangers)?</p> <p>Steps down to uneven slabs and small fountain with water</p> <p>Large Woodland area and nature trail</p> <p>Poisonous plants/ fungi</p> <p>Insects and wildlife</p>	<p>What are the potential outcomes (risks)?</p> <p>Trips or falls Stagnant water – risk of infection</p> <p>Falls and trip hazards, child getting lost or hiding.</p> <p>Allergic reaction</p> <p>Stings from plants or insects.</p>
<p>How do we currently control these risks?</p> <p>Secret garden and woodland area fenced off for safety. Only accessible through locked gate and only with supervision from adults.</p> <p>Under no circumstances will children be permitted to visit the area without adults supervision</p> <ol style="list-style-type: none"> As above, Appropriate clothing and footwear. Regular checks from Caretaker to ensure steps are not obscured by weeds grass etc. Child to be aware of the risks of stagnant water and the dangers if they touch their faces etc. after touching the water. Appropriate adults to child ratio Clear instructions before entry to the woodland regarding expectations of independent behaviour and group conduct. As above, Appropriate adults to child ratio. First aid kit and mobile phone as per offsite policy so that adults can alert other adults if an accident occurs and assistance is needed. Child to be aware before they enter the woodland area that they are not permitted to go off on their own and are not permitted to hide in the woods . They must remain In sight of adults at all times. Caretaker to regularly check woodland area for any potentially hazardous plants or fungi. Child to be aware that all woodland does have hazards that are natural to the environment. Child to be aware of basic first aid if they are stung or hurt themselves. Adults to call for assistance if a pupil does get hurt so that another adult can assist the child, thereby ensuring that adults remain focused on the group and not distracted. 	

If adults or child observe any hazards they should report these hazards to the caretaker without delay and ensure that the rest of the adult group are also aware so that they can postpone their activity whilst the hazard is dealt with.

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?

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

Details of reviews or amendments

Date of review/amendment	Carried out by
July 2021	Toni Reedman
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

KITCHEN

Ref: K1

Risk Rating: LOW

<p>Task / Activity</p> <p>Descaling kettles</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Staff completing task and others within the vicinity eg. other staff, children, visitors and carers</p>
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<p>What are the hazards (dangers)?</p> <p>Hazardous chemicals Hot water</p>	<p>What are the potential outcomes (risk)?</p> <p>Chemical poisoning Burns Irritation Toxic fumes</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Conduct task in kitchen where possible or in the staff room away from children • Complete when staff are not using areas • Knowledge of COSHH manual and assessments relevant to role • Personal protective provided as per COSHH requirements and worn • Follow manufacturer's guidelines and ensure chemical is only used for purpose for which it is intended. Continue task through from start to finish – rinse kettle thoroughly – do not leave fluid in kettle unsupervised • Add signs to kettle while task is in progress to ensure no one else tries to use the kettle until safe • Staff trained in health and safety and safe working practices where applicable

<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed?</p> <p>Annually, or when premises/equipment relevant to the task is changed</p>	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: K2

Risk Rating: LOW

Task / Activity Maintenance of insectocuter	Who is at risk & who needs to know about the risk assessment for this activity? Staff completing task and others within the vicinity eg. other staff, visitors
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What are the hazards (dangers)? Changing light bulbs, maintenance Cleaning Falls	What are the potential outcomes (risk)? Burns Electrocution Personal Injury
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How do we currently control these risks? <ul style="list-style-type: none">• Turn off all electricity to machine before attempting to clean, maintain or repair it• Clean the tray and grills monthly to maintain equipment• Other work on insectocuter carried out by contractors or competent person• Guidance provided on use of insectocuter from manufacturer/provider• Do not spray with water• Where applicable use stepladders and refer to use of stepladders risk assessment• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: K3

Risk Rating: MEDIUM

<p>Task / Activity</p> <p>Use of knives</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Those using the knives and others within the vicinity eg. staff, children, visitors</p>
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<p>What are the hazards (dangers)?</p> <p>Sharp blades</p>	<p>What are the potential outcomes (risk)?</p> <p>Cuts and lacerations</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Sharp knives stored in lockable, robust container with photographs of each knife and how many of each enabling counting in and out at each use • Knives kept sharp to facilitate cutting • Do not leave knives in sinks or water unattended • Use scissors to open bags etc. • Ensure staff are instructed in the correct way to handle knives eg. cutting away from the body, not catching falling knives, not to cut into hand, walking with knives held downwards • Knives are not be left on the side • Staff to ensure that knives are placed in the dishwasher and on the draining board in a safe fashion eg. blade down, laid flat, pointing away • Only use knives for intended purposes, not opening mail unless a letter knife • Area restricted access – no children should enter at any time when knives are being used • Children to be supervised in designated cooking activities and all sharp knives to be accounted for and returned to drawer/cupboard once the session is over • Staff trained in health and safety and safe working practices where applicable

<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed?</p>	
<p>Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>

Ref: K4

Risk Rating: MEDIUM

<p>Task / Activity</p> <p>Cleaning kitchen equipment</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Those cleaning the equipment and others within the vicinity eg. staff</p>
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<p>What are the hazards (dangers)?</p> <p>High temperatures Chemicals Restricted access to some areas, proving some difficulties to clean</p>	<p>What are the potential outcomes (risk)?</p> <p>Burns from heat and chemicals Irritation & inhalation Personal injury</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • All staff trained in COSHH and chemical safety • Knowledge of COSHH manual and assessment relevant to role • Personal protective equipment provided as per COSHH requirements and worn • Do not clean equipment when hot, unless specifically trained to do so. • Tasks completed when food is not being prepared • Only use cleaning products for intended use and as per manufacturer's instructions • Use step ladders where necessary and refer to step ladders risk assessment • Alert other staff with warning signage where necessary • Restrict access to the area while cleaning is in progress • Staff trained in health and safety and safe working practices where applicable

<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>

Ref: K5

Risk Rating: MEDIUM

Task / Activity Cleaning overhead canopy and filter	Who is at risk & who needs to know about the risk assessment for this activity? Those cleaning the equipment and others within the vicinity eg. staff
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What are the hazards (dangers)? High temperatures Chemicals Overhead work / heights	What are the potential outcomes (risk)? Burns from heat and chemicals Irritation & inhalation Fall from height
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How do we currently control these risks? <ul style="list-style-type: none">• All staff trained in COSHH and chemical safety• Knowledge of COSHH manual and assessment relevant to role• Personal protective equipment provided as per COSHH requirements and worn• All equipment to be turned off and cooled down before cleaning starts• Tasks completed when food is not being prepared• Only use cleaning products for intended use and as per manufacturer's instructions• Use step ladders where necessary and refer to step ladders risk assessment• Alert other staff with warning signage where necessary• Restrict access to the area while cleaning is in progress• Filters to be cleaned weekly and replaced before switching on equipment• Staff trained in health and safety and safe working practices where applicable
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: K6

Risk Rating: MEDIUM

Task / Activity Use of ovens, grills and other cooking equipment	Who is at risk & who needs to know about the risk assessment for this activity? Those using the equipment and others within the vicinity eg. staff & visitors
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What are the hazards (dangers)? Hot surfaces Hot oil Spills Hot water Steam Kitchen equipment	What are the potential outcomes (risk)? Burns & scalds Fire Slips & trips
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How do we currently control these risks? <ul style="list-style-type: none">• Staff to use oven cloths or oven gloves for handling hot objects• Ensure oven cloths or oven gloves are dry prior to use• Kitchen layout / design to minimise risk of burns (eg height of equipment)• Fire blankets and extinguishers available and serviced regularly• First aid equipment available in the kitchen• Minimise travel distance whilst handling hot food and liquids• Visitors to kitchen to be made aware of areas of safety (eg. areas not in cooking zone)• Long hair and trailing clothing to be held back so it cannot catch fire or be entrapped• Staff trained in health and safety and safe working practices where applicable

List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: K7

Risk Rating: LOW

<p>Task / Activity</p> <p>Use of microwave</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Those using the equipment and others within the vicinity eg. staff & visitors</p>
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<p>What are the hazards (dangers)?</p> <p>Hot liquids, food Electricity Minor emission of radiation due to damage to microwave equipment</p>	<p>What are the potential outcomes (risk)?</p> <p>Burns & scalds Electrocution Personal injury</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Before each use visual check of microwave condition, especially door seals • Do not put food in a sealed container, if microwave safe cling film is used this must be pierced • Do not put food in metal containers or any metal utensils in the microwave • Pull cling film off containers away from body, leave items to cool for a period where appropriate to avoid burns • Do not obstruct the air vents on the microwave • Follow correct cooking procedures • Annual electrical PAT and microwave radiation leakage test to be completed by a competent person to ensure safety of item • Staff trained in health and safety and safe working practices where applicable

<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>

Ref: K8

Risk Rating: LOW

Task / Activity Use of dishwashers	Who is at risk & who needs to know about the risk assessment for this activity? Those using the equipment and others within the vicinity eg. staff & visitors
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What are the hazards (dangers)? Broken glass, crockery Electricity Steam from dishwasher	What are the potential outcomes (risk)? Burns & scalds Electrocution Personal injury
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How do we currently control these risks? <ul style="list-style-type: none">• Machines located to ensure safe access and movement around the machine• Spillages mopped up immediately• Manufacturer's instructions followed at all times• Extra care taken when loading and unloading machine to ensure any broken glasses, crockery are noticed and the removed with care while wearing heavy duty gloves if necessary• Knives to be loaded and unloaded with care and put away immediately• Annual electrical PAT to be completed by a competent person to ensure safety of item• Staff trained in health and safety and safe working practices where applicable
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed
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Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

FIRE

Ref: F1

Risk Rating: MEDIUM

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • All furniture and equipment purchased with suitable hazard rating • All staff notified of fire procedures and safety on induction • Staff trained in fire safety and refresher training completed every 2 years • All fire escape routes/exits kept clear and fire doors closed – staff to regular check these • Staff familiar with their roles and responsibilities in the event of a fire • Staff familiar with any personal emergency evacuation plans in place • Weekly fire alarm tests and monthly emergency lighting and fire-fighting equipment checks to be completed and recorded • Regular full evacuation drill of buildings and recorded • Fire alarms and fire-fighting equipment to be serviced 6 monthly and annually respectively • Ongoing inspection and hazard identification and control • Annual electrical PAT to be completed by a competent person to ensure safety of items

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

OFFICE

Ref: O1

Risk Rating: LOW

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

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

How do we currently control these risks?
<ul style="list-style-type: none"> • Frequent breaks to be taken from DSE work • Correct posture used whilst working on DSE – staff trained • Adjustable equipment provided where necessary – in accordance with DSE assessment • Ensure display is clean and legible (eg. no flickering characters, colour and brightness can be adjusted) • Provide a suitable environment, adequate lighting and temperature • Eye tests provided for all defined ‘users’ of DSE (refer to Health & Safety Policy) • Individual DSE risk assessments to be undertaken – reviewed regularly and whenever equipment is relocated

List any additional control measures taken or necessary

When does this risk assessment need to be reviewed?	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: O2

Risk Rating: LOW

Task / Activity Use of general office equipment (guillotines, photocopiers, laminators, shredders etc.)	Who is at risk & who needs to know about the risk assessment for this activity? All staff and others within the vicinity eg. children, visitors and carers
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What are the hazards (dangers)? Electricity Sharp blades Moving parts	What are the potential outcomes (risk)? Electrocution Personal Injury
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How do we currently control these risks? <ul style="list-style-type: none">• Restrict access to the area if needed so children cannot gain access to the equipment• Warn others in the area of dangers• Equipment sited on suitable tables (where required) – stability and height must be considered• Annually PAT completed by competent person to ensure equipment is safe to be used• Keep long hair and trailing clothing away from machinery such as the guillotine and shredder• Staff trained in health and safety and safe working practices where applicable
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List any additional control measures taken or necessary
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When does this risk assessment need to be reviewed? Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
October 2021	Caroline Belchem
July 2022	Caroline Belchem
July 2023	Caroline Belchem

Ref: O3

Risk Rating: LOW

<p>Task / Activity</p> <p>Changing of toner cartridge in photocopier / printer</p>	<p>Who is at risk & who needs to know about the risk assessment for this activity?</p> <p>Staff completing the task and others within the vicinity eg. other staff, children, carers and visitors</p>
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<p>What are the hazards (dangers)?</p> <p>Electricity Toner Moving parts</p>	<p>What are the potential outcomes (risk)?</p> <p>Electrocution Personal injury Chemical irritation to eyes, skin, nasal passages and throat</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Provide suitable COSHH information and PPE required • Restrict access to the area • Warn others of the dangers • Keep all long hair and trailing clothing away from the machine • Ensure suitable location and access to the machine • Only move the machine if trained to do so
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<p>List any additional control measures taken or necessary</p>

<p>When does this risk assessment need to be reviewed?</p>	
<p>Annually, or when premises/equipment relevant to the task is changed</p>	
<p>Details of reviews or amendments</p>	
<p>Date of review/amendment</p>	<p>Carried out by</p>
<p>October 2021</p>	<p>Caroline Belchem</p>
<p>July 2022</p>	<p>Caroline Belchem</p>
<p>July 2023</p>	<p>Caroline Belchem</p>