

# RISK ASSESSMENT POLICY



**Approved by:** Local Governing Body

**Date:** July 2025

**Last reviewed on:** July 2025

**Next review due by:** July 2026

## CONTENTS:

1. POLICY STATEMENT.....	4
2. INTRODUCTION.....	5
3. GUIDANCE ON RISK ASSESSMENT AND REVIEW OF GENERIC RISK ASSESSMENTS .....	6
4. DEFINITIONS.....	8
5. BLANK RISK ASSESSMENT TEMPLATE .....	10

General		
G1	Cleaning up spillages of blood, vomit, urine etc.	12
G2	Vacuuming carpets and stairways	13
G3	Cleaning inside windows, on top of shelving, high level items / areas	14
G4	Cleaning of walls, floors and ceilings	15
G5	Use and storage of chemicals	16
G6	Changing light bulbs above 3m	17
G7	Changing light bulbs throughout school at less than 3m	18
G8	General child safety	19
G9	Person suffering a known medical condition	20
G10	Use of electricity (general)	21
G11	Legionella Control	22
G12	Use of stepladders	23
G13	General manual handling activities	24
G14	Provision of first aid and medicine administration	25
G15	Risk of abduction, school security	26
G16	Employment of young persons (under 18's)	27
G17	Violence at work	28
G18	Remote / Lone Working	29
School		
S1	Needles / sharps disposal	31
S2	Use of machinery	32
S3	Minor tidying of car park, entry areas and part of garden areas	33
S4	Putting up displays within the school	34
S5	Use of internal play equipment	35
S6	Use of outdoor areas	36
S7	Use of external play equipment	37
S8	Use of water in play areas and outdoor spaces	38
S9	Off-site visits	39
S10	Driving and parking with children in a vehicle	40
S11	Crossing road to other buildings on site	41
S12	Challenging behaviour	42
S13	Vehicle / pedestrian separation in car park and on the entrance lane	43
S14	Dealing with children with food allergies	44
Kitchen		
K1	Descaling kettles	46
K2	Maintenance of insectocuter	47
K3	Use of knives	48
K4	Cleaning kitchen equipment	49
K5	Cleaning overhead canopy and filter	50

K6	Use of ovens, grills and other cooking equipment	51
K7	Use of microwave	52
K8	Use of dishwashers	53
Fire		
F1	Prevention of and protection against fire	55
Office		
O1	Use of DSE (display screen equipment)	57
O2	Use of general office equipment	58
O3	Changing of toner cartridge in photocopier / printer	59

## 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, foster parents, 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, foster parents 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

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.**

**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 school's 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	when initially carrying out the risk assessment it is the control measure which 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).

<b>Hazard Rating</b>	<b>Likelihood Rating</b>	<b>Risk Rating and action if required</b>
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:.....

<b>Task / Activity</b>	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>
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<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
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<b>How do we currently control these risks?</b>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> <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

<b>Task / Activity</b>  Cleaning up spillages of blood, vomit, urine etc.	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  All Staff, people in the vicinity eg. children, visitors, foster parents
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<b>What are the hazards (dangers)?</b>  Blood Urine Vomit Bodily fluids Faeces	<b>What are the potential outcomes (risk)?</b>  Infectious diseases Slips
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Personal protective equipment provided as per COSHH requirements are worn</li><li>• Staff provided with training on infectious disease control procedures</li><li>• All staff trained in chemical safety and knowledge of COSHH manual and assessments</li><li>• Wet floor signs displayed as soon as possible</li><li>• Spillages cleared away immediately – children kept away from the area until dry</li><li>• Use of Infectious Control Kit</li><li>• All items excluding clothing must be placed in clinical waste bags and disposed of in the correct bins</li><li>• Soiled clothing rinsed off and placed in sealed bags</li><li>• Staff trained in safe working practices where applicable</li><li>• Staff training reviewed on an ongoing basis</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT- Carole Cox/DHT -Kerry Keeble

Ref: G2

Risk Rating: LOW

<p><b>Task / Activity</b></p> <p>Vacuuming carpets and stairways</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>All Staff, people in the vicinity eg. children, visitors, foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Faulty electrical equipment Working at heights Trailing leads Manual handling</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Trips Falls Electrocution Manual handling injuries</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Vacuuming takes place during quiet periods or when the school is closed</li> <li>• Equipment maintained in good repair and visually inspected by staff – not used if broken/damaged. Any defects reported to manager</li> <li>• Visual inspection to include checks on leads for damage, exposed wiring, signs of overheating, cracked plugs on an ongoing basis</li> <li>• 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)</li> <li>• Use signage where appropriate (eg. cleaning in progress etc.)</li> <li>• Restrict visitors and child access to area being cleaned to reduce the risk of injury</li> <li>• There is to be no working at heights – all areas to be access from ground level</li> <li>• Portable electrical appliances to be checked (PAT) on an ongoing basis and as part of premises management checks</li> <li>• Staff trained in health and safety and safe working practices where applicable</li> <li>• Staff training reviewed on an ongoing basis</li> <li>• Ongoing attention to surroundings when cleaning</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

Ref: G3

Risk Rating: LOW

<b>Task / Activity</b>  Cleaning inside windows, on top of shelving, high level items / areas	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  People carrying out task, people in the vicinity eg. children, visitors, foster parents, staff
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<b>What are the hazards (dangers)?</b>  Working at heights Chemicals Damaged glass and fixtures Manual handling	<b>What are the potential outcomes (risk)?</b>  Broken glass causing lacerations and cuts Falls from heights Personal injury Manual handling injuries
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Use of long handled cleaning appliances, where possible eg. dusters on poles</li><li>• Personal protective equipment provided as per COSHH requirements and worn eg. gloves</li><li>• Stepladders provided and maintained in good order and checked before use</li><li>• Ensure no overstretching when undergoing task</li><li>• Restrict access to area where task is being completed</li><li>• Complete task when school is closed and no children are present</li><li>• Staff trained in health and safety and safe working practices where applicable</li><li>• Staff training reviewed on an ongoing basis</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: G4

Risk Rating: LOW

<p><b>Task / Activity</b></p> <p>Cleaning of walls, floors and ceilings</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>People carrying out task, people in the vicinity eg. children, visitors, foster parents, staff</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Water (slip hazard)          Hot objects and hot water          Working at height          Chemicals          Manual handling</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Slips, trips and falls          Burns, scalds          Irritation to chemicals          Personal injury          Manual handling injuries</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment provided as per COSHH requirements and worn eg. gloves</li> <li>• Stepladders provided and maintained in good order and checked before use</li> <li>• Ensure no overstretching when undergoing task</li> <li>• Restrict access to area where task is being completed</li> <li>• Complete task when school is closed and no children are present</li> <li>• Use signage where appropriate (eg. cleaning in progress etc.)</li> <li>• When in the kitchen, let all equipment cool down before moving or cleaning around them</li> <li>• Staff trained in health and safety and safe working practices where applicable</li> <li>• Staff training reviewed on an ongoing basis</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b>          Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

<p><b>Task / Activity</b></p> <p>Use and storage of chemicals</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>All staff and others in the vicinity eg. children, visitors, foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Chemicals Manual handling</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Slips, trips and falls Irritation to chemicals Toxic fumes Personal injury Manual handling injuries</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment provided as per COSHH requirements and worn eg. gloves</li> <li>• Ensure all containers used for chemicals are correctly labelled</li> <li>• Do not decant chemicals into other containers not for the purpose (such as a drinks bottle)</li> <li>• Do not mix chemicals</li> <li>• Store away from children in a locked cupboard</li> <li>• Follow manufactures guidance</li> <li>• Only use chemical for purpose it was intended for</li> <li>• Do not leave buckets etc containing water and chemicals out, empty once finished</li> <li>• Restrict access to area where task is being completed</li> <li>• Complete task when school is closed and no children are present</li> <li>• Use signage where appropriate (eg. cleaning in progress etc.)</li> <li>• Staff trained in health and safety and safe working practices where applicable</li> <li>• Staff training reviewed on an ongoing basis</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

Ref: G6

Risk Rating: LOW

<b>Task / Activity</b>	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>
Changing light bulbs above 3m	People carrying out task, people in the vicinity eg. children, visitors, foster parents, staff

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

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"><li>• Task outsourced to contractor</li><li>• Ensure that contractor has the use of a safe system of work</li><li>• Contractors to sign in and out of school</li><li>• Contractors and / or staff to restrict access whilst task carried out, especially directly below the area being worked on</li><li>• Contractors to dispose of any used light bulbs</li></ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

<p><b>Task / Activity</b></p> <p>Changing light bulbs throughout School at less than 3m</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>People carrying out task, people in the vicinity eg. children, visitors, foster parents, staff</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Working at heights Electricity Ladders/equipment Glass from lightbulbs</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Falls Electrocution Head injury (dropping an item from height) Cuts / lacerations from broken glass</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Two people to complete task together – one to foot stepladder and pass bulbs etc.</li> <li>• Alert other staff and restrict access to the area whilst task is completed</li> <li>• Stepladders provided and maintained in good order</li> <li>• Power should be switched off when completing task</li> <li>• Always use same size light bulb (wattage)</li> <li>• Never touch the metal casing</li> <li>• Stand back before switching light switch back on in case bulb blows</li> <li>• Once power is restored, if lights blow or do not work seek professional advice from a competent person</li> <li>• If bulbs shatters or breaks, ensure it is cleaned up immediately</li> <li>• Staff trained in health and safety and safe working practice</li> <li>• Staff training reviewed on an ongoing basis</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

Ref: G8

Risk Rating: LOW

<p><b>Task / Activity</b></p> <p>General child safety</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>All staff, children, visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Electricity Doors Equipment Hot food and liquids Chemicals</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Electrocution Entrapment Burns Crushing and falling injuries Personal injury Missing / lost child</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Staff appraisals to maintain good practice</li> <li>• Staff ratios maintained</li> <li>• Supervision of children</li> <li>• Morning checks to ensure child protection guards in place – eg. door locks, door stops, finger guards on door hinges</li> <li>• Morning checks on all equipment to ensure safety and suitability</li> <li>• Daily checks that chemicals are stored away from children</li> <li>• Staff trained in health and safety and safe working practice</li> <li>• Staff training reviewed on an ongoing basis</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

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

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

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>• Medical verification of type and extend of condition – controls to be defined once obtained</li> <li>• Awareness amongst close contact staff</li> <li>• Review of work arrangements and area to ensure no significant health hazards</li> <li>• Care plans and risk assessment for all children with known medical conditions</li> <li>• Access to training and on-the-job-coaching if required</li> <li>• Administration of Medicine policy and procedure in place and followed</li> <li>• All relevant forms regarding special dietary requirements completed</li> <li>• Paediatric and emergency resuscitation first aid training in place for correct ratio of staff</li> <li>• Staff ratios maintained</li> <li>• Supervision of children</li> <li>• Procedure on off-site visits included within Health &amp; Safety Policy</li> <li>• Staff health declaration form to be completed on commencement of employment</li> <li>• Incident record completed</li> </ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: G10

Risk Rating: LOW

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

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

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

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: G11

Risk Rating: LOW

<b>Task / Activity</b>	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>
Legionella Control	All staff, children, visitors and foster parents using water systems

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Legionella bacteria within the water system	Contracting infection Bacteria growth

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"><li>• Design of water systems to be known and recorded</li><li>• Temperature of water coming from water outlets to be taken</li><li>• Cleaning of taps regularly</li><li>• Flushing water through from systems not used regularly</li><li>• Checking condition of water tanks and systems</li></ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
<b>July 2024</b>	<b>HT-Carole Cox/DHT-Kerry Keeble</b>

<p><b>Task / Activity</b></p> <p>Use of stepladders</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Those using the ladder, others in the vicinity eg. staff, children, visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Falls from height Defective ladder</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Personal injury Injury to others</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Wear suitable clothing that allows free movement</li> <li>• Review guidance within the Health &amp; Safety Policy</li> <li>• Use warning signs to alert others of the task taking place</li> <li>• Ensure rubber non-slip safety feet are in place</li> <li>• Check there are no overhead hazards</li> <li>• Check ladder is locked in position prior to use</li> <li>• Ensure the ladder is on a firm flat base</li> <li>• Don't put tools where they could move or fall and cause injury (use a fixed work tray if necessary)</li> <li>• Always have a person to hold the ladder and to pass things to/from</li> <li>• Wherever possible task to take place when school is closed, where not possible access to area should be restricted</li> <li>• Ensure the floor is clean and dry</li> <li>• Staff trained in health &amp; safety and safe working practices where applicable</li> <li>• Regular replacement / maintenance of stepladders where necessary</li> <li>• Suitable storage of stepladders when not in use</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

<p><b>Task / Activity</b></p> <p>General manual handling activities</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Those carrying out the task, others in the vicinity eg. staff, children, visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Moving heavy or awkward shaped objects Lifting items manually</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Personal injury Injury to others Damage to equipment/property</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Staff trained in manual handling</li> <li>• Staff trained in health &amp; safety and safe working practices where applicable</li> <li>• If object is too heavy for one person, ensure two people lift (always assess before lifting)</li> <li>• 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)</li> <li>• Provision of trolleys and lifting devices where appropriate</li> <li>• Regular monitoring of lifting activities</li> <li>• If going up and down stairs ensure safe practices are observed</li> <li>• Assess item to be lifted for other hazards such as chemicals and glass and take necessary precautions</li> <li>• Assess route and environment and ensure safety before commencing task</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

Ref: G14

Risk Rating: MEDIUM

<p><b>Task / Activity</b></p> <p>Provision of first aid and medicine administration</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>All first aid trained staff, children, other staff, visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Untreated injuries requiring first aid may become worse          Infectious disease          Unsuitable treatment</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Reaction to medicine          Reaction to bandage or plaster          Over-medicated          Incorrect medication          Incorrect treatment</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Fully stocked first aid kit on site</li> <li>• First aid trained staff on site and relevant safe working practices where applicable</li> <li>• All staff made aware of First Aid Policy on induction</li> <li>• Comprehensive Administration of Medicine Policy to be followed</li> <li>• First aid staff only to administer first aid</li> <li>• All relevant medical and consent forms completed</li> <li>• All medication to be administered by a member of staff</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b>          Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p><b>July 2024</b></p>	<p><b>HT-Carole Cox/DHT-Kerry Keeble</b></p>

Ref: G15

Risk Rating: MEDIUM

<b>Task / Activity</b>  Risk of abduction, school security	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  All staff, children and others in the vicinity
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<b>What are the hazards (dangers)?</b>  Entry of a stranger Kidnap of child Intruder violence	<b>What are the potential outcomes (risk)?</b>  Injury from violence Child abuse Child abduction / kidnap Emotional damage / effects
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• All staff trained in safeguarding and security</li><li>• All outside doors secure or supervised at all times</li><li>• All visitors signed in and out and escorted at all times unless they are on the system</li><li>• New foster parents escorted and checked before entering the premises as per the Visitors section of the Health &amp; Safety Policy</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

<p><b>Task / Activity</b></p> <p>Employment of young persons (under 18's)</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Young employees (under 18's), other staff and those in the vicinity eg. children, visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Young, unskilled personnel</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Lack of experience leading to personal injury</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Assess task types to be undertaken by young person and ensure appropriate training provided (refer to the Health and Safety Policy)</li> <li>• Ensure suitable level of supervision provided</li> <li>• Only allow tasks to be completed unsupervised once training received and understood</li> <li>• Complete an induction process on arrival to ensure that they are aware of the risks associated with their role</li> <li>• Provide adequate guidance, instruction and information to trainee to conduct task, work shadow until level of competency is displayed.</li> <li>• Do not allow person under 18 to use/clean dangerous machinery</li> <li>• Inform them of emergency procedures on arrive (fire, bomb threat, accidents/incidents)</li> <li>• Review all risk assessment and work tasks relevant to the young person and record any significant findings and inform trainees of them.</li> <li>• Knowledge of COSHH manual and assessment relevant to role</li> <li>• Personal protective equipment provided as per COSHH requirements should be worn where needed</li> <li>• Communicate findings of the risk assessment to the parent prior to work commencing (for those under 18)</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b></p>	
<p>Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

Ref: G17

Risk Rating: MEDIUM

<p><b>Task / Activity</b></p> <p>Violence at work</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>All – especially staff and management, but also children, visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Violent, aggressive children, foster parents, visitors or other staff Emotional situations eg. disciplining staff member</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Personal injury Stress</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Manage confrontational situations – management to receive training where necessary</li> <li>• Staff training on violence and dealing with aggressive situations</li> <li>• Senior members of staff on duty at all times</li> <li>• Communication to be regular, open and honest to reduce the risk of confrontational situations developing</li> <li>• School provided with security perimeters and door entry systems where necessary</li> <li>• Should a situation escalate and a member of staff feels intimidated or unsafe by a foster parent, visitor or child then a senior member of staff should be contacted and if needed a local community support officer should be contacted.</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p><b>July 2024</b></p>	<p><b>HT-Carole Cox/DHT-Kerry Keeble</b></p>

Ref: G18

Risk Rating: MEDIUM

<b>Task / Activity</b>  Remote / Lone Working	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff, other working along eg. cleaners and contractors
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<b>What are the hazards (dangers)?</b>  Being alone (starting early, working late, working during school closure periods)	<b>What are the potential outcomes (risk)?</b>  Employee suffering personal injury and unable to call for help Entrapment in isolated area
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Staff to work in pairs wherever possible</li><li>• Always advise colleagues of whereabouts and check in with them regularly</li><li>• Adhere to Home Visits and Lone Working Policy</li><li>• Other staff to carry out regular checks on staff in these areas</li><li>• Review any areas where staff may work alone and define arrangements for alerting fire / other emergency support</li><li>• Provision of mobile phone or other communication system wherever the situation demands this as a necessary control.</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

SCHOOL

Ref: S1

Risk Rating: LOW

<b>Task / Activity</b>  Needles / sharps disposal	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff, any persons in the vicinity eg, children, visitors, foster parents
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<b>What are the hazards (dangers)?</b>  Contaminated needles – HIV, Aids, Hepatitis etc.	<b>What are the potential outcomes (risk)?</b>  Personal injury including puncture, needle/stick wounds Contracting diseases from needles
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Wear heavy duty gloves</li><li>• Restrict access to area until needle is removed</li><li>• 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’</li><li>• Contact local medical centre for information on sharps disposal</li><li>• Check areas prone to contamination (garden), using open and close checklist – ie. Before children go out to play</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S2

Risk Rating: LOW

<b>Task / Activity</b>  Use of machinery	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff and any persons in the vicinity eg, staff, children, visitors, foster parents
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<b>What are the hazards (dangers)?</b>  Electricity Trailing wires Sharp blades Broken guards Foul play Lack of supervision	<b>What are the potential outcomes (risk)?</b>  Slips and trips Personal injury Electrocution
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Control of machinery so only trained people use machinery</li><li>• All machinery has stop buttons in place and power lock offs</li><li>• All locks must be used when machines are not in use and isolated</li><li>• Hand tools to be counted and checked back in and locked away</li><li>• Check of machinery before work starts and when returning equipment to ensure that cables are safe etc.</li><li>• Use of warning signage that task taking place wherever necessary</li><li>• Restrict access to the area to staff only when task is taking place</li><li>• Staff trained in safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S3

Risk Rating: LOW

<b>Task / Activity</b>  Minor tidying of car park, entry areas and part of garden areas	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Person carrying out the task and any persons in the vicinity eg, staff, children, visitors, foster parents
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<b>What are the hazards (dangers)?</b>  Slippery steps or uneven surfaces Uneven flagstones or tarmac Moving vehicles Faulty electrics Trip hazards	<b>What are the potential outcomes (risk)?</b>  Slips and trips Personal injury Fire Electrocution
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Ensure that all electrical wires are secure so they cannot be damaged/exposed</li><li>• Restrict access to ensure cars and people cannot enter the area being attended to</li><li>• Use of warning signage to ensure others are alert</li><li>• Ensure all staff completing the task of aware of the possible risks</li><li>• 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</li><li>• Ensure icy steps are gritted and/or leaves cleared</li><li>• Provide heavy duty gloves to use where appropriate</li><li>• Provide dustpan and long handled brush where necessary</li><li>• If cigarette ends are found, ensure all cigarettes are extinguished before disposal in bin bags</li><li>• Ensure adequate lighting</li><li>• Suitable footwear should be worn</li><li>• Regular monitoring of floor and fixtures in area and remedial action taken if necessary</li><li>• Staff trained in safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble


Ref: S4

Risk Rating: LOW

<b>Task / Activity</b>	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>
Putting up displays within the school	Staff putting up the display and any persons in the vicinity eg, staff, children, visitors, foster parents

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

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

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S5

Risk Rating: MEDIUM

<p><b>Task / Activity</b></p> <p>Use of internal play equipment</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Staff, children and others in the vicinity eg. visitors, foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Broken toys / equipment          Height of equipment          Unsuitable toys / equipment          Stability of equipment</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Entrapment          Cuts &amp; bruises          Crushing injuries          Puncture wounds          Choking          Injuries due to falling</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Suitable toys / equipment for children (age related)</li> <li>• Checks of toys and equipment before children are allowed to play and/or use them</li> <li>• Store toys and equipment in a safe manner to ensure that they do not topple out of the storage area</li> <li>• Ensure that the floor is clean and dry to keep the equipment secure</li> <li>• When setting up the equipment, make sure that it is stable and secure</li> <li>• Supervision of children while using the toys / equipment</li> <li>• Staff / children ratio maintained</li> <li>• Ensure all other room equipment is suitably located during use of toys / equipment</li> <li>• Manual handling training as necessary</li> <li>• Staff trained in health and safety and safe working practices where applicable</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b></p>	
<p>Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

Ref: S6

Risk Rating: MEDIUM

<p><b>Task / Activity</b></p> <p>Use of outdoor areas</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Staff, children, visitors, foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Glass          Needles          Poisonous plants, sharp parts of plants          Stones          Uneven ground          Animal Faeces</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Cuts &amp; bruises          Puncture wounds          Poisoning          Infectious disease          Lost child</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Ensure that all plants are suitable for children eg. not poisonous, no thorns and maintained safely</li> <li>• 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</li> <li>• CCTV is used to check the area before children are given access to the area</li> <li>• Check daily the paved areas to the garden to ensure all paving stones are secure and no trip hazards have developed</li> <li>• Check all outdoor furniture and equipment before use to ensure safety / good condition</li> <li>• All children to be supervised when in outdoor areas</li> <li>• Any damaged areas/equipment to be cordoned off or removed to a safe area</li> <li>• Regular headcounts whilst in play to prevent missing children</li> <li>• See Needles/sharps disposal risk assessment if necessary</li> <li>• Staff trained in safe working practices where applicable</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b>          Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p><b>July 2024</b></p>	<p><b>HT-Carole Cox/DHT-Kerry Keeble</b></p>

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Ref: S7

Risk Rating: MEDIUM

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

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
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

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

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S8

Risk Rating: MEDIUM

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

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

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

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S9

Risk Rating: MEDIUM

<b>Task / Activity</b>  Off-site visits	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff, children and others in the vicinity eg. general public
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<b>What are the hazards (dangers)?</b>  Traffic, vehicles Play equipment Water Heights Animals	<b>What are the potential outcomes (risk)?</b>  Drowning Personal injury Slips, trips and falls Cuts, lacerations and bruising Infectious disease Bites
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Staff supervision of all children at all times. Physical need to keep children together where necessary</li><li>• First aider on trip</li><li>• Review of premises / are visiting prior to visit to ensure suitability</li><li>• Prior instructions to foster parents re clothing and other preparations needed for the children</li><li>• Monitoring of children to ensure behaviour doesn't increase risk of harm</li><li>• Staff ratios maintained as per standards</li><li>• Vehicles maintained – including seat belts and car seats available and in good condition</li><li>• Follow off site visit procedure within the Health &amp; Safety Policy</li><li>• Follow any instructions, guidance given by the off-site venue where applicable</li><li>• Company driver to have received training and to be familiar with guidance in the Health &amp; Safety Policy</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble


Ref: S10

Risk Rating: MEDIUM

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

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
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

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"> <li>• Ensure that vehicle is road worthy by servicing as recommended by the manufacturer</li> <li>• Ensure seat belts / car seats are fitted and available for all children</li> <li>• Ensure all car seats / booster seats are fitted in accordance with manufacturers instructions</li> <li>• Driver must abide by all road traffic laws</li> <li>• Provide a complete, child safe, first aid kit in the vehicle</li> <li>• 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</li> <li>• Ensure all children remain together when entering or leaving the vehicle</li> <li>• Ensure children have outer clothing suitable for weather eg. winter coats, hats or thin tops for the summer</li> </ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S11

Risk Rating: MEDIUM

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

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

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"><li>• Staff supervision of all children at all times. Physical means of keeping children together where necessary</li><li>• 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</li><li>• Explain the dangers to the children before leaving the building</li><li>• Headcount before leaving and after arriving into the designated building</li><li>• Monitoring of children to ensure behaviour doesn't increase the risk of harm</li><li>• Staff ratios maintained as per standards</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S12

Risk Rating: MEDIUM

<b>Task / Activity</b>  Challenging behaviour	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff, children and others within the vicinity eg. visitors and foster parents
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<b>What are the hazards (dangers)?</b>  Impact with equipment Personal harm Violence to others	<b>What are the potential outcomes (risk)?</b>  Personal injury Injury to others
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Staff supervision of all children at all times</li><li>• Clear communication with the children about appropriate behaviour</li><li>• Monitoring of children to ensure behaviour doesn't risk of harm</li><li>• Staff ratios maintained as per standards</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S13

Risk Rating: MEDIUM

<b>Task / Activity</b>	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>
Vehicle / pedestrian separation in car park and on the entrance lane	Staff, children and others within the vicinity eg. visitors and foster parents

<b>What are the hazards (dangers)?</b>	<b>What are the potential outcomes (risk)?</b>
Traffic, vehicles Weather	Personal injury Slips, trip and falls

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"><li>• Staff supervision of all children at all times</li><li>• 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</li><li>• Monitoring of children to ensure behaviour doesn't risk of harm</li><li>• Staff ratios maintained as per standards</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: S14

Risk Rating: LOW

<p><b>Task / Activity</b></p> <p>Dealing with children with food allergies</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Staff, children and others within the vicinity eg. visitors and foster parents</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Consumption of item allergic to and reaction</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Anaphylactic shock Rash Swelling Allergic reaction Death</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of allergy and reaction type obtained from the foster parents, including medical verification – information disseminated to all relevant staff before the child commences at the School, and then on an ongoing basis</li> <li>• 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</li> <li>• Regular updates with the foster parents on care plan – foster parent advised that they are equally responsible for updating the school in writing of any developments</li> <li>• Accurate information of the ingredients of brought in products with allergen information to be compiled</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

# KITCHEN

Ref: K1

Risk Rating: LOW

<b>Task / Activity</b>  Descaling kettles	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff completing task and others within the vicinity eg. other staff, children, visitors and foster parents
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<b>What are the hazards (dangers)?</b>  Hazardous chemicals Hot water	<b>What are the potential outcomes (risk)?</b>  Chemical poisoning Burns Irritation Toxic fumes
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Conduct task in kitchen where possible or in the staff room away from children</li><li>• Complete when staff are not using areas</li><li>• Knowledge of COSHH manual and assessments relevant to role</li><li>• Personal protective provided as per COSHH requirements and worn</li><li>• 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</li><li>• Add signs to kettle while task is in progress to ensure no one else tries to use the kettle until safe</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT – Carole Cox/ DHT – Kerry Keeble

Ref: K2

Risk Rating: LOW

<b>Task / Activity</b>  Maintenance of insectocuter	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Staff completing task and others within the vicinity eg. other staff, visitors
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<b>What are the hazards (dangers)?</b>  Changing light bulbs, maintenance Cleaning Falls	<b>What are the potential outcomes (risk)?</b>  Burns Electrocution Personal Injury
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Turn off all electricity to machine before attempting to clean, maintain or repair it</li><li>• Clean the tray and grills monthly to maintain equipment</li><li>• Other work on insectocuter carried out by contractors or competent person</li><li>• Guidance provided on use of insectocuter from manufacturer/provider</li><li>• Do not spray with water</li><li>• Where applicable use stepladders and refer to use of stepladders risk assessment</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT - Carole Cox/ DHT – Kerry Keeble

Ref: K3

Risk Rating: MEDIUM

<b>Task / Activity</b>  Use of knives	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Those using the knives and others within the vicinity eg. staff, children, visitors
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<b>What are the hazards (dangers)?</b>  Sharp blades	<b>What are the potential outcomes (risk)?</b>  Cuts and lacerations
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"> <li>• Sharp knives stored in lockable drawer/cupboard</li> <li>• Knives kept sharp to facilitate cutting</li> <li>• Do not leave knives in sinks of water unattended</li> <li>• Use scissors to open bags etc.</li> <li>• Ensure staff are instructed in the correct way to handle knives eg. cutting away from the body, not catching falling knives, nit to cut into hand, walking with knives held downwards</li> <li>• Knives are not be left on the side</li> <li>• 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</li> <li>• Only use knives for intended purposes, not opening mail unless a letter knife</li> <li>• Area restricted access – no children should enter at any time when knives are being used</li> <li>• Children to be supervised in designated cooking activities and al sharp knives to be accounted for and returned to drawer/cupboard once the session is over</li> <li>• Staff trained in health and safety and safe working practices where applicable</li> </ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
Details of reviews or amendments	
Date of review/amendment	Carried out by
July 2024	HT- Carole Cox/DHT – Kerry Keeble

Ref: K4

Risk Rating: MEDIUM

<p><b>Task / Activity</b></p> <p>Cleaning kitchen equipment</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Those cleaning the equipment and others within the vicinity eg. staff</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>High temperatures Chemicals Restricted access to some areas, proving some difficulties to clean</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Burns from heat and chemicals Irritation &amp; inhalation Personal injury</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• All staff trained in COSHH and chemical safety</li> <li>• Knowledge of COSHH manual and assessment relevant to role</li> <li>• Personal protective equipment provided as per COSHH requirements and worn</li> <li>• Do not clean equipment when hot, unless specifically trained to do so.</li> <li>• Tasks completed when food is not being prepared</li> <li>• Only use cleaning products for intended use and as per manufacturer’s instructions</li> <li>• Use step ladders where necessary and refer to step ladders risk assessment</li> <li>• Alert other staff with warning signage where necessary</li> <li>• Restrict access to the area while cleaning is in progress</li> <li>• Staff trained in health and safety and safe working practices where applicable</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b></p>	
<p>Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT- Kerry Keeble</p>

Ref: K5

Risk Rating: MEDIUM

<b>Task / Activity</b>  Cleaning overhead canopy and filter	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Those cleaning the equipment and others within the vicinity eg. staff
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<b>What are the hazards (dangers)?</b>  High temperatures Chemicals Overhead work / heights	<b>What are the potential outcomes (risk)?</b>  Burns from heat and chemicals Irritation & inhalation Fall from height
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• All staff trained in COSHH and chemical safety</li><li>• Knowledge of COSHH manual and assessment relevant to role</li><li>• Personal protective equipment provided as per COSHH requirements and worn</li><li>• All equipment to be turned off and cooled down before cleaning starts</li><li>• Tasks completed when food is not being prepared</li><li>• Only use cleaning products for intended use and as per manufacturer's instructions</li><li>• Use step ladders where necessary and refer to step ladders risk assessment</li><li>• Alert other staff with warning signage where necessary</li><li>• Restrict access to the area while cleaning is in progress</li><li>• Filters to be cleaned weekly and replaced before switching on equipment</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: K6

Risk Rating: MEDIUM

<b>Task / Activity</b>  Use of ovens, grills and other cooking equipment	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Those using the equipment and others within the vicinity eg. staff & visitors
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<b>What are the hazards (dangers)?</b>  Hot surfaces Hot oil Spills Hot water Steam Kitchen equipment	<b>What are the potential outcomes (risk)?</b>  Burns & scalds Fire Slips & trips
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Staff to use oven cloths or oven gloves for handling hot objects</li><li>• Ensure oven cloths or oven gloves are dry prior to use</li><li>• Kitchen layout / design to minimise risk of burns (eg height of equipment)</li><li>• Fire blankets and extinguishers available and serviced regularly</li><li>• First aid equipment available in the kitchen</li><li>• Minimise travel distance whilst handling hot food and liquids</li><li>• Visitors to kitchen to be made aware of areas of safety (eg. areas not in cooking zone)</li><li>• Long hair and trailing clothing to be held back so it cannot catch fire or be entrapped</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT- Kerry Keeble

Ref: K7

Risk Rating: LOW

<b>Task / Activity</b>  Use of microwave	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Those using the equipment and others within the vicinity eg. staff & visitors
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<b>What are the hazards (dangers)?</b>  Hot liquids, food Electricity Minor emission of radiation due to damage to microwave equipment	<b>What are the potential outcomes (risk)?</b>  Burns & scalds Electrocution Personal injury
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Before each use visual check of microwave condition, especially door seals</li><li>• Do not put food in a sealed container, if microwave safe cling film is used this must be pierced</li><li>• Do not put food in metal containers or any metal utensils in the microwave</li><li>• Pull cling film off containers away from body, leave items to cool for a period where appropriate to avoid burns</li><li>• Do not obstruct the air vents on the microwave</li><li>• Follow correct cooking procedures</li><li>• Annual electrical PAT and microwave radiation leakage test to be completed by a competent person to ensure safety of item</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
<b>July 2024</b>	<b>HT-Carole Cox/DHT-Kerry Keeble</b>

Ref: K8

Risk Rating: LOW

<b>Task / Activity</b>  Use of dishwashers	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  Those using the equipment and others within the vicinity eg. staff & visitors
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<b>What are the hazards (dangers)?</b>  Broken glass, crockery Electricity Steam from dishwasher	<b>What are the potential outcomes (risk)?</b>  Burns & scalds Electrocution Personal injury
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Machines located to ensure safe access and movement around the machine</li><li>• Spillages mopped up immediately</li><li>• Manufacturer’s instructions followed at all times</li><li>• 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</li><li>• Annual electrical PAT to be completed by a competent person to ensure safety of item</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT- Carole Cox/DHT-Kerry Keeble

FIRE

Ref: F1

Risk Rating: MEDIUM

<p><b>Task / Activity</b></p> <p>Prevention of and protection against fire</p>	<p><b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b></p> <p>Everyone on the premises – staff, children, foster parents &amp; visitors</p>
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<p><b>What are the hazards (dangers)?</b></p> <p>Open fire doors          Obstructed fire escape routes/exits          Inadequately maintained fire-fighting equipment and alarms          Faulty electrical appliances and wiring          Combustible materials</p>	<p><b>What are the potential outcomes (risk)?</b></p> <p>Fire          Smoke          Toxic fumes          Burns          Death          Property damage</p>
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<p><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• All furniture and equipment purchased with suitable hazard rating</li> <li>• All staff notified of fire procedures and safety on induction</li> <li>• Staff trained in fire safety and refresher training completed every 2 years</li> <li>• All fire escape routes/exits kept clear and fire doors closed – staff to regular check these</li> <li>• Staff familiar with their roles and responsibilities in the event of a fire</li> <li>• Staff familiar with any personal emergency evacuation plans in place</li> <li>• Weekly fire alarm tests and monthly emergency lighting and fire-fighting equipment checks to be completed and recorded</li> <li>• Regular full evacuation drill of buildings and recorded</li> <li>• Fire alarms and fire-fighting equipment to be serviced 6 monthly and annually respectively</li> <li>• Ongoing inspection and hazard identification and control</li> <li>• Annual electrical PAT to be completed by a competent person to ensure safety of items</li> </ul>
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<p><b>List any additional control measures taken or necessary</b></p>
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<p><b>When does this risk assessment need to be reviewed?</b>          Annually, or when premises/equipment relevant to the task is changed</p>	
<p><b>Details of reviews or amendments</b></p>	
<p><b>Date of review/amendment</b></p>	<p><b>Carried out by</b></p>
<p>July 2024</p>	<p>HT-Carole Cox/DHT-Kerry Keeble</p>

OFFICE

Ref: O1

Risk Rating: LOW

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

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

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

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: O2

Risk Rating: LOW

<b>Task / Activity</b>  Use of general office equipment (guillotines, photocopiers, laminators, shredders etc.)	<b>Who is at risk &amp; who needs to know about the risk assessment for this activity?</b>  All staff and others within the vicinity eg. children, visitors and foster parents
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<b>What are the hazards (dangers)?</b>  Electricity Sharp blades Moving parts	<b>What are the potential outcomes (risk)?</b>  Electrocution Personal Injury
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<b>How do we currently control these risks?</b> <ul style="list-style-type: none"><li>• Restrict access to the area if needed so children cannot gain access to the equipment</li><li>• Warn others in the area of dangers</li><li>• Equipment sited on suitable tables (where required) – stability and height must be considered</li><li>• Annually PAT completed by competent person to ensure equipment is safe to be used</li><li>• Keep long hair and trailing clothing away from machinery such as the guillotine and shredder</li><li>• Staff trained in health and safety and safe working practices where applicable</li></ul>
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<b>List any additional control measures taken or necessary</b>
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<b>When does this risk assessment need to be reviewed?</b> Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

Ref: O3

Risk Rating: LOW

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

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

<b>How do we currently control these risks?</b>
<ul style="list-style-type: none"><li>• Provide suitable COSHH information and PPE required</li><li>• Restrict access to the area</li><li>• Warn others of the dangers</li><li>• Keep all long hair and trailing clothing away from the machine</li><li>• Ensure suitable location and access to the machine</li><li>• Only move the machine if trained to do so</li></ul>

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

<b>When does this risk assessment need to be reviewed?</b>	
Annually, or when premises/equipment relevant to the task is changed	
<b>Details of reviews or amendments</b>	
<b>Date of review/amendment</b>	<b>Carried out by</b>
July 2024	HT-Carole Cox/DHT-Kerry Keeble

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2	Policy review – Jan 2022
3	Policy review – July 2022
4	Policy Review – July 2023
5	Policy Review – July 2024