

SITE RISK ASSESSMENT - TOOT HILL SCHOOL SITE TEAM

Operations/work activities covered:		Assessor and date of assessment:		Review date:	Authorises name and date:	
Site		Becky Scott	27.08.2020	27.08.2021	Lisa Hackett	29.08.2020
HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES		COMMENTS – ACTIONS	Residual RISK RATING
Pedestrian access to school site – external and internal.	Slips, trips and falls	Pupils, staff, parents, visitors, contractors	<ul style="list-style-type: none"> Access and exit routes to school should be maintained in a good condition Regular inspections should be made of all areas to ensure that they remain in good condition 		see Covid risk assessment for specific access to site.	Low
Paved areas	Slips, trips and falls	Pupils, staff, parents, visitors, contractors	<ul style="list-style-type: none"> All paved areas and paths should be maintained in a good condition Inspections should be made to ensure that the paved areas remain in good condition Damaged areas should be fenced off in some way to keep people away Ensure moss is removed from paved areas Mud is sweep off areas where hazards are presented. Areas are corned off when unsafe 		All areas are swept and clear of hazard each day.	Low-med
Vehicle access - Site	Being hit by moving vehicles	Pupils, staff, parents	<ul style="list-style-type: none"> Where appropriate install speed reduction measures (speed ramps, notices etc.) Appropriate separation of pedestrians and traffic should be in place Where appropriate lock gates to keep vehicles out Speed limit signs where necessary If pupils bring vehicles to school suitable control measures to be in place 		See Covid risk assessment for Vehicle access on site.	Low-Med

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Steps	Slips, trips and falls	Pupils, staff parents	<ul style="list-style-type: none"> • Handrails to be fitted on all steps • All stepped areas to be maintained in good condition • Ensure moss/leaves are removed from all steps • Highlight steps for visually impaired 		Low/med
Emergency vehicle access	Contact with people, property, vehicles	Pupils, staff parents	<ul style="list-style-type: none"> • Clear access must be maintained at all times for emergency vehicles (fire engine, ambulance etc.) 	Leisure centre have keys for out of hours access	Low/med
Vehicle parking	Contact with people, property, vehicles	Pupils, staff parents	<ul style="list-style-type: none"> • Parking bays should be clearly marked • Parking outside of marked bays to be actively discouraged • Suitable barriers should be considered to prevent vehicles coming into contact with pedestrians or buildings when close to parking areas 		Low
Ice or snow	Slips, trips and falls	Pupils, staff parents	<ul style="list-style-type: none"> • Heavy use pedestrian areas to be suitably salted and gritted 		Low/med
Fallen leaves	Slips, trips and falls	Pupils, staff parents	<ul style="list-style-type: none"> • Fallen leaves to be removed as necessary 		Low
Boiler house	Explosion, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling	Caretaker contractors	<ul style="list-style-type: none"> • Boiler rooms to be kept locked when not in use • Gas boiler rooms should be fitted with gas leak detectors • Boiler room should not be used for general storage • Fire control measures to be in place, and tested, with easy access to them, i.e. extinguishers, fire buckets • Gas, oil, mains isolator switches to be clearly marked • Housekeeping to be to a good standard at all times. 		Low/med

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			<ul style="list-style-type: none"> • Adequate ventilation to be maintained at all times • Floor areas to remain clear of spills, grease, oil etc. • Manual handling assessments for ash buckets etc. to be carried out 		
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	Slips, trips and falls	Pupils, staff, visitors	<ul style="list-style-type: none"> • Ensure floors remain in good condition • Do not allow corridors to become blocked with bags, coats, equipment etc. • Do not use corridors for storage • Check corridors for broken plug sockets 		Low/med
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HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
Portable appliances and fixed installation	Electric shock, burns, fire	Pupils, Staff, cleaners	<ul style="list-style-type: none"> • All electrical apparatus, both fixed and portable, to be checked periodically by a competent person in accordance with Health and Safety Executive guidelines • A list of all of the portable electrical appliances should be drawn up and made available to the person testing • <u>All electrical equipment to be visually checked before it is used each time</u> • Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person • No repairs are to be attempted by an unqualified person 	PAT testing carried out in Feb on a 5 year roll system except catering, site and D&T are carried out every year. Fixed wire testing carried out every 5 years and recommendations budgeted into over the following financial year	Low/med

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			<ul style="list-style-type: none"> All persons to be made aware of the added danger when cables or socket outlets are near sinks or water Any equipment brought in by staff to have received the PAT test before use 		
Electric service cupboards/plant rooms	Fire, electric shock	Caretaker, pupils, staff	<ul style="list-style-type: none"> Electric plant rooms to be kept locked when not in use. Plant rooms not to be used for general storage Plant room doors to display appropriate safety notices i.e. Authorised personnel only, Main electrical supply, etc. 		Low/med

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
Fire alarm indicator panel	People and property	Pupils, staff, visitors	<ul style="list-style-type: none"> Panel to be checked each working day for normal operation, i.e. is the indicator light on? Any faults to be reported to the contractor immediately Records to be maintained 		Low/med
Fire alarm and break glass points	People and property	Pupils, staff visitors	<ul style="list-style-type: none"> The fire alarm system, including any battery back-up, is to be serviced by a contractor on an annual basis under a service contract The caretaker to undertake a weekly test of the system by activating a different break glass point each time, with the key, and the findings recorded Any faults found to be reported immediately for corrective action and recorded Records to be maintained in the fire log book 		Low/med

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Smoke and heat detectors	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> • If fitted they are to be tested on a quarterly basis by a contractor • Records to be maintained 		Low/med
Fire signs	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> • Designated fire exit routes to be suitably signed with a pictogram and arrow, to comply with the latest regulations • Sufficient fire signs to be in the public areas of the school. 		Low/med
HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
Fire extinguishers, fire hoses	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> • Fire extinguishers to be tested annually by contract or service agreement • All fire extinguishers to remain free from obstruction at all times, and suitable signs adjacent to them • Caretaker to visually check pressure gauges, where fitted, on a regular basis • Records to be maintained, normally on the side of the extinguisher • Correct fire extinguishers for potential use 		Low/med
Emergency lighting	People and property	Pupils, staff and visitors	<ul style="list-style-type: none"> • Emergency lighting to be tested quarterly by a contractor under a service agreement • Caretaker to carry out a monthly test of the emergency lighting to ensure correct operation • Indicator lights, where fitted, to be checked weekly by the caretaker • Records to be maintained 		Low/med
Fire blankets	People and property	Pupils and staff	<ul style="list-style-type: none"> • Fire blankets where provided should receive a visual inspection annually by the contractor 		Low/med

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			<ul style="list-style-type: none"> If used they should be checked, re-packed or replaced by the contractor 		
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HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
Internal fire doors and closer mechanisms	People and property	pupils, staff and visitors	<ul style="list-style-type: none"> Fire door closer mechanisms should be checked each school day by the Caretaker. If faulty or leaking oil they should be replaced as soon as possible. If doors do not close correctly they should be repaired as soon as possible Ensure door closers do not close too fast or slam as they could cause harm to fingers, hands and door surround Check door closers are not too stiff Fire doors should not be propped open Doors to open and close correctly and not be impeded in any way or stick open. Expanding strips in fire doors to be in good condition 		Low/med
Electro-magnetic door closers	People and property	Pupils, staff visitors	<ul style="list-style-type: none"> Electromagnetic door closers are to be checked by the Caretaker regularly by operating the manual override button When the fire alarm has been activated during a drill or false alarm Caretaker to check that all doors have been released and are closed. Investigate any door that did not close. Doors to be released at night and weekends. 		Low/Med

HAZARD/	RISK	PERSONS AT	CONTROL MEASURES	COMMENTS -	RESIDUAL
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ACTIVITY	HAZARD	RISK		ACTIONS	RISK RATING
External fire doors	People and property	Pupils, staff visitors	<ul style="list-style-type: none"> Caretaker to check external fire doors monthly to ensure that they open correctly, if they are not in frequent use during normal school activities Ensure fire doors are not locked or chained during school time 		Low/med
Sliding Electric doors	Personal injury	Pupils, staff, visitors	<ul style="list-style-type: none"> Doors open and close smoothly Sensors work correctly Keys controls work correctly 		Low/med
Evacuating the school	Personal injury	Pupils, staff, visitors	<ul style="list-style-type: none"> <u>Fire evacuation procedure posters in place</u> Regular fire drill to be in place, normally once per term Try to have at least one drill per year in which one exit is notionally blocked off to simulate fire conditions If there are any pupils with access/mobility problems ensure that someone is nominated to assist them during an evacuation Ensure there is a method taking an effective roll call to account for everyone Nominate fire monitors to “sweep” the building to ensure that it is empty Ensure someone knows the whereabouts of the Gas, Electric and Water isolator valves if needed in a real emergency by the Fire Service. 	Responsibility of the fire officer	Medium
Falls from height	Person injury	Caretaker, staff	<ul style="list-style-type: none"> Ladders and step ladders should only be used by people trained or instructed in how to use them Ladders and stepladders to be regularly inspected and maintained 		Low-Med

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Gas appliance servicing, maintenance	Explosion, carbon monoxide poisoning	Pupils, staff	<ul style="list-style-type: none"> All gas appliances to be tested annually for safety by CORGI gas fitter Gas appliances to be regularly maintained Non CORGI registered people are prohibited from carrying out any work on gas appliances 		Low-med
Internal gas meter rooms	Explosion, leaks	Pupils, staff	<ul style="list-style-type: none"> Gas meter rooms to be secured at all times when not in use Gas meter rooms to have adequate ventilation at all times Gas meter rooms to be “no smoking” areas Not to be used for general storage 		Low
External gas meter rooms	Explosion, leaks	Pupils, Staff	<ul style="list-style-type: none"> Room to be locked when not in use Room not to be used for general storage 		Low

First Aiders	Injury treatment	Pupils, staff, visitors	<ul style="list-style-type: none"> There should be a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school based on risk assessment. <u>Sufficient first aiders to provide cover for holidays</u> Sufficient cover to provide first aid on school trips etc. based on risk assessment All staff are to be aware of how to summon first aid assistance List of first aiders to be displayed in prominent positions Provide refresher training before expiry dates of first aider’s certificates 	Responsibility of Health and Safety officer	Low
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First Aid Kits	Injury Treatment	Pupils, staff, visitors	<ul style="list-style-type: none"> • There should be sufficient first aid kits in the Department at strategic places. • <u>The kits are to be regularly checked to ensure they remain adequately stocked</u> • There must be no illegal items in first aid kits i.e. Aspirin, Paracetamol etc. 	First aid kits and contents overseen by student services	Low
Injuries	Legal requirement	Pupils, staff, visitors	<ul style="list-style-type: none"> • All accidents to be recorded in the accident book located in your department. • Accident book can be found online ' tinyurl.com/hazcard • All staff visitors or contractors suffering an accident to be recorded on an accident form – completed in Pupil Welfare. • Pupils taken to a doctor or hospital must be recorded on the 'well worker' system • If pupil, visitor or member of public is taken to hospital from school the H&S officer must be notified. • Governors to review accident book and SR3/5s to identify trends and initiate control measures 	Responsibility of student services	Low
General	Slips, Trips, falls, chemical splashes. cuts	Pupils, staff	<ul style="list-style-type: none"> • Where an activity involve any degree of risk then the cater taker must be competent to undertake that activity. • Risk assessment is carried out before activity is completed. 	Site request forms include a risk assessment on each one to be filled out when appropriate	Low
Manual handling of pupils	Back injury, personal injury	Pupils, staff	<ul style="list-style-type: none"> • Where the school has disabled children there must be a manual handling assessment carried out by a 		Med

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			competent person <ul style="list-style-type: none"> Where pupils have to be assisted to move, or assisted from wheelchairs the staff assisting them must be suitably trained Suitable areas should be available for disabled pupils, i.e. changing facilities 		
Manual handling of inanimate objects	Back injury, personal injury	Staff,	<ul style="list-style-type: none"> Manual handling assessments to be conducted for handling tasks <u>People who may be at risk are to have completed suitable training</u> <u>Avoidance of heavy lifting and carrying materials and coursework boxes around the school.</u> 		Med

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	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> Paths and walkways to remain in good condition and not be breaking up which makes it slippery There should not be any holes in the surface Damaged areas to be fenced off with suitable barrier If moss or fallen leaves are a problem they should be removed regularly In icy conditions surface may need gritting or be placed out of bounds 		Low
Man hole covers/grates	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> Caretaker to visually check covers to ensure they remain in a safe condition, fence off if causing hazard. 		Low
Pot holes	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> Site staff to visually inspect roads and paths on a regular basis Site manager to inspect roads and paths once every 	Pot holes repaired asap whenever possible	Low

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			six months		
Fences/ gates	Personal injury	Pupils, staff, visitors	<ul style="list-style-type: none"> Site staff to visually inspect roads and paths on a regular basis Site manager to inspect roads and paths once every six months 		Low

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
	Personal safety	Pupils, staff	<ul style="list-style-type: none"> New staff to receive safety training during induction training, to include fire safety arrangements, first aid arrangements etc. Staff to receive adequate training to carry out health and safety duties, i.e. be trained to carry out risk assessments, be trained to carry out fire risk assessments 		Low

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
	Cold, heat stress	Pupils, staff	<ul style="list-style-type: none"> School boiler to be capable of maintaining suitable temperature in school Sufficient means of ventilation to be available in hot weather If hot pipes or radiators can cause contact burns they should be guarded 		Low
	Hygiene, slips, trips, falls, trapped persons	Pupils, Staff	<ul style="list-style-type: none"> <u>Toilet areas to be maintained in good condition</u> <u>Toilet areas to be maintained in hygienic condition</u> Anti-scald valves to be fitted where necessary 		Low

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			<ul style="list-style-type: none"> • Spillage's on floors to be mopped up as soon as possible • Soap and drying system/towels to be available • Where doors have a locking device it must have an override system to release trapped persons • Where toilets are adapted for disabled use they should have suitable hand rails • Sanitary disposal system in place where necessary 		
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	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> • Stairs to be in good condition, damaged noses to be repaired, there should be no loose treads • Stairs to have sufficient lighting • There should be no loose carpets or mats on stairs or landings • Hand rails to be provided, in good condition and secure • Fire doors at top and bottom of stairs to remain closed and not wedged open unless electromagnetic closers are fitted • There must be nothing stored under stairs 		Low
Lone working	personal injury	Staff, pupils	<ul style="list-style-type: none"> • Staff to be aware of how to deal with violence or aggression from or between pupils • Staff to be aware of how to deal with violence or aggression from parents or public • Systems to be in place to deal with intruders 		Low
	Slips, trips, falls, hygiene	Staff, pupils	<ul style="list-style-type: none"> • Adequate systems to be in place to remove normal waste • Adequate systems to be in place to remove clinical 		Low

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			<p>waste if necessary</p> <ul style="list-style-type: none"> External bin areas to be kept clean, well ventilated and free from pests Bin areas to be washed down on a regular basis and disinfected if necessary rubbish should not be allowed to accumulate in bin areas Bins should be fitted with lids Bin areas are not to be used for other storage 			
Contaminated water	Bacterial infection	Pupils, staff, visitors	<ul style="list-style-type: none"> <u>Water management and inspection routines to be in place in accordance with COSHH, where necessary</u> 		Med	
Hot taps	Scalding from taps	Pupils, staff, visitors	<ul style="list-style-type: none"> Signage in place to RE: hot water <u>If hot water in taps can cause scalding they should be fitted with anti-scald valves</u> 		med	High
	Personal injury	Pupils, staff	<ul style="list-style-type: none"> Where wheelchairs are used by any pupils there should be adequate access and ramps provided where necessary. Consider access to classrooms etc. Consider wheelchairs moving in upstairs areas especially across the top or stairs Where staff have to assist pupils in and out of wheelchairs they must have received adequate training If any hoists are used they must be tested annually by a competent person and staff suitably trained in their use Suitable storage facilities should be available 	Due to the site there is restricted access for wheelchair users	Low-Med	
Disabled Access around site					N/A	

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Roof work	Falls from height	Caretaker, people below	<ul style="list-style-type: none"> • Caretaker to have received appropriate training in roof work and the use of guard rails or other method of fall arrester or safe working practice • Area below to be roped off or guarded in some way • Do not go on roof in high winds 	Site staff only go onto roofs for maintenance reasons. They do not go to retrieve footballs	Low-med
Fall of material onto people below whilst carrying out roof work	Personal injury	Staff, service users, public, etc passing /working below	<ul style="list-style-type: none"> • Establish & police exclusion zones. • Pass tools, materials, rubbish up & down in controlled manner – no throwing. 		Low
Cleaning chemicals	Splashes to skin or eyes, burns	Caretaker, cleaners, pupils, staff	<ul style="list-style-type: none"> • Caretakers to be aware of COSHH assessments and inform cleaners of risks and control measures when using cleaning chemicals • Chemical store rooms to be locked when not in use 		Low/Med
Ladders			<ul style="list-style-type: none"> • Ensure proper training or instruction has been received by persons who use ladders, ensure correct footing, clear area below • Ladders to be maintained in good condition • If step ladders are used ensure there is no side loading on them 		Low-med
Lone working			<ul style="list-style-type: none"> • Be aware of procedures to deal with threats of violence or aggression 		Low
Hazardous substances, flammables, cleaning materials	Fire, explosion, spillage, inhaling fumes, absorption via skin	Pupils, staff, cleaners	<ul style="list-style-type: none"> • Hazardous substances, those with an orange square on the container, to be stored in a secure, well ventilated store which is locked when not in use • Do not store them in gas or electricity cupboards • Fire extinguisher to be in place if required • COSHH assessments to be carried out and control measures in place • Staff to be informed of COSHH control measures 		Low-med

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Incinerators	Burns	Caretaker, pupils	<ul style="list-style-type: none"> • Incinerators to be in an area where pupils are not permitted, and away from buildings etc. • Incinerators to be in good condition 		Low
Cleaning	Hygiene	All	<ul style="list-style-type: none"> • COSHH assessments to be carried out for cleaning chemicals • Never mix cleaning materials • Use cleaning materials suitable for the job • Always store cleaning materials in the correct place away from food 		Low
Waste storage and disposal	Hygiene	All	<ul style="list-style-type: none"> • Suitable storage and waste disposal arrangements to be in place for waste food products and refuse • Waste food is to be disposed of in easy to clean containers with self closing lid • Waste food not to be left in the kitchen overnight • Always wash hands after handling waste • waste storage areas to washed down and cleaned regularly using disinfectant as required • Ensure lids remain in place on waste bins • Suitable arrangements to be in place for the removal of waste food 		Low
Pest control	Hygiene	All	<ul style="list-style-type: none"> • Pest control measures to be in place where appropriate • Inspect dried foods regularly • Look for signs of droppings and damage to packets 		Low
“Odd Jobs” Replacing light bulbs, fluorescent tubes; Replacing glazing; Installing furniture, benches in It suites			<ul style="list-style-type: none"> • Caretaker must only use tools • All external electrical work to be carried out through 115 volts transformer with a Residual Current Device (RCD) • Caretaker must be competent to do job. (Competence will be assessed by Head of site services) 		Low

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etc; Hanging doors; Basic plumbing (replacing taps, washers, bleeding radiators); Adjusting curtains and stage lighting					
Asbestos		Caretaking staff	<ul style="list-style-type: none"> • Check in asbestos register extract for building. • Take great care not to disturb asbestos element 	Any refurbishment works required a type 3 survey is carried out	Low- Med
All electrical hazards Contact with live conductor	Electrical shock, leading to: - Heart attack Skin & organ burns Muscle contraction	Caretaking staff	<ul style="list-style-type: none"> • Wear electrically non-conductive footwear. • Isolate, lock-off, unplug the electrical circuit/appliance – prove circuit is dead. • Ensure no other person can turn the circuit back on/plug in the equipment when it is being worked on, e.g. label isolations, inform relevant people. • Only carry out basic checks or minor repairs that are within your capabilities & with your line manager's permission. • If in any doubt about the electrical circuit or appliance - • make safe & call in a qualified • electrician. 		Med
Basic sink/WC tasks, e.g. unblocking drains, toilet systems,	Inconvenience to users of facility	All persons	<ul style="list-style-type: none"> • Provide information / place signs etc, as appropriate, informing people that a facility is out of use & where alternative facilities can be found 		Low

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<p>replacing tap washers, ball valves or WC seats</p>	<p>Flooding/water spill</p> <p>Exposure to legionella & leptospirosis (Wiel's disease) bacteria. Hepatitis B, HIV viruses</p> <p>Inhalation of noxious, harmful or toxic gases</p> <p>Infection from cuts from glass</p>		<ul style="list-style-type: none"> • Isolate/lock-off water system before commencing work • Wear disposable latex/vinyl/nitrile gloves for handling contaminated materials • Thoroughly wash hands / arms after completing the task • Do not eat or drink while carrying out any of these tasks or until hands are clean • Ensure there is adequate ventilation. • Check before work starts for obvious 'sharps', e.g. damaged pipe threads, glass etc • Wear riggers gloves for handling sharp objects 		
<p>Painting</p> <p>Dust/fibres/vapours/heat created during surface preparation</p>	<p>Inhalation, Irritation to skin and eyes</p>		<ul style="list-style-type: none"> • Check in asbestos register extract for building. • Take great care not to disturb asbestos element • Use least harmful paints • Paints & other substances must be COSHH assessed • Provide controls according to COSHH assessment, e.g. good ventilation, suitable PPE (eye protection, coveralls, barrier cream, disposable gloves, vapour mask) 		Low

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			<ul style="list-style-type: none"> • Consider provision of protection of 'others' from vapours/smells, e.g. painting out of normal school hours • Dispose of waste according to COSHH assessment 		
<p>Working in extreme weather</p> <p>Effects of working in extreme cold</p> <p>Effects of working in extreme heat</p> <p>Effects of working in high winds</p> <p>Effects of working in very heavy rain</p>	<p>Hypothermia</p> <p>Dehydration, sunburn, heat stroke</p> <p>Falls</p>	Caretakers	<ul style="list-style-type: none"> • Wear warm clothing that covers exposed skin • where possible, e.g. jacket, over-trousers, foot wear, gloves, head wear • Take frequent, short breaks to warm up • Avoid getting wet • Wear loose light clothing • Keep skin covered to reduced sunburn • Apply a high factor sun block • Drink liquids to keep hydrated • Take frequent short breaks in shady / cool areas • Try to shade work area from sun • Consider wind-chill factor – wear warm clothing as above • Do not work at height • Do not work on high roofs • Do not work off a ladder • Do not work alone • Do not carry out any task outside in very heavy rain unless it is of a high priority • Wear waterproof/resistant clothing, e.g. jacket, over-trousers, foot wear, gloves, 		Low
De-icing walkways/ traffic routes	Slips, trips, falls	Caretakers/all staff	<ul style="list-style-type: none"> • Wear slip-resistant foot wear • Do not rush the work – tread carefully • Where possible apply salt/grit ahead of where you walk 		Low

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	Slips, trips, falls, falling items, scalds	Staff	<ul style="list-style-type: none"> • storage shelves to be secured to walls • Good housekeeping to be maintained at all times • Storage racking and bookcases etc. to be secured to wall • Racking and shelving are not to be overloaded • Kick-stools or step ladders to be available where high shelving is in place, any chairs to be removed • The store room to have suitable lighting • Store rooms to be locked when not in use • Heavy items to be stored on waist high shelving, with light items at the top and bottom • <u>Prevention of trip hazards; trailing cables/ uneven floors / wood shavings cleaned up.</u> 		low
General	Personal and property	Pupils, staff, visitors, contractors	<ul style="list-style-type: none"> • Contractors are required to comply with the school safety policy • Contractors are required to sign in and out as for all visitors • The Head Teacher or Caretaker to ask contractors, at a pre contract meeting, if they are going to create any hazards and how they are to control them. • When contractors are to be used they must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any up front payment etc. • Contractors to be properly supervised and monitored while on the school premises 	Contractors sign and return the contractors on site document and provide method statements/risk assessments and public liability insurance prior to start date	Low

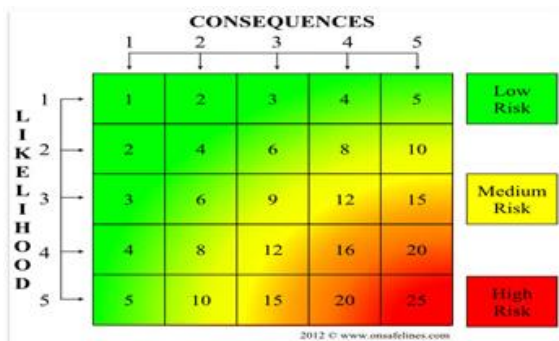
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			<ul style="list-style-type: none"> Contractors to be informed if there are any dangers they will encounter i.e. asbestos in the building. 		
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HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING
Sheds	Slips, trips, falls, falling items, fire	Pupils, staff	<ul style="list-style-type: none"> Sheds to be kept locked when not in use Shed to be kept tidy Keep storage of hazardous/flammable items to a minimum, petrol, paint, chemicals etc. 		Low
Garden furniture	Collapse, splinters, cuts	Pupils, staff	<ul style="list-style-type: none"> Garden furniture to be inspected regularly and subject to annual maintenance 		Low
Flower tubs	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> Tubs to be safely positioned to prevent people falling over them 		Low
Bridges, viewing platforms	Drowning, slips, trip, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> Bridges and platforms to be regularly inspected and maintained Suitable hand rails and guard rails to be fitted If used after dark adequate lighting should be provided 		Low
Grassed areas	Slips, trips, falls	Pupils, staff, visitors	<ul style="list-style-type: none"> Playing fields and grassed areas to be inspected regularly by Caretaker to ensure they remain in a safe condition, no holes, sharps etc. P E Teachers to check before use 	Responsibility of the Landscape team	Low
Manhole covers, stop cocks etc.	Slips, trips Falls	Pupils, Staff, visitors	<ul style="list-style-type: none"> Caretaker to visually check covers to ensure they remain in a safe condition, fence off if causing hazard 		Low
Spraying of chemicals	Inhalation, chemical absorption through skin	Caretaker, ground staff, pupils staff	<ul style="list-style-type: none"> Chemical spraying not to be carried out if spray could reach pupils or in windy weather Spraying only to be undertaken by trained, competent persons COSHH assessments to have been completed for chemicals used and control measures rigorously 	Responsibility of the Landscape team	Low

SITE RISK ASSESSMENT - TOOT HILL SCHOOL SITE TEAM

			followed		
Landscape maintenance	Cuts, lacerations, amputations	caretaker, ground staff	<ul style="list-style-type: none"> • Landscape maintenance machinery to only be used by competent and authorised personnel • Machinery to be securely stored when not in use • No machinery to be left unattended when out of storage • Adequate personal protective equipment to be available, and used, when operating machinery • Appropriate access equipment to be used for access to high hedges, ladders etc. • If using 240-volt electrical equipment a Residual Current Device must be used. If extension leads are used they must be heavy-duty outdoor types. Preferably use 110v equipment • Burning of landscape waste only to be undertaken on proper brazier • Machinery and equipment to be regularly serviced and maintained 	Responsibility of the Landscape team	Low



Consequence

Likelihood

