

SITE RISK ASSESSMENT - TOOT HILL SCHOOL

Date: 19.07.2021

Department: Premises										
Operations/work activities covered:	Date of assessment:	Review date:								
Toot Hill School – Site	15.07.2021	15.07.2022	A specific risk assessment must be carried out for young persons, pregnant women and nursing mothers. A specific risk assessment is carried for COVID-19 regulations, in line with current government regulations.							
HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	Risk rating	Further COMMENTS – ACTIONS	Additional actions	who	when	complete	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 	Low	<p>Pot holes to be filled by site team of contractors if poss, resurface any areas too badly affected.</p> <p>Bus park pedestrian path has been condemned. And must not be used Students are to use the Linear Walk access instead.</p>		Site team	Daily	Daily	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 	Low-med	<p>Loose chippings on path leading from DT block to Little School</p> <p>Temporary measure requiring planning permission. Action by site</p> <p>site/maintenance request for the site team please log it on our helpdesk</p>		Site manager	Sept 2021	Dec 2021	Low
							Site team	Daily	Daily	

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			<ul style="list-style-type: none"> Mud is swept off areas where hazards are presented. Areas are cordoned off when unsafe 			Ground Maintenance team	As required	As required	
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 	Low-med	See 'Additional use of Vehicle Risk Assessments' Staff working in car park to wear vis-vest conforming to BS EN 471	H&S Officer All staff	Sept 2021 As required	Sept 2022 As required	Low-Med
Corridors, Damaged carpets, mats, spillages Items obstructing walkways	Slips, trips and falls	Pupils, staff, parents, visitors, contractors	<ul style="list-style-type: none"> Visual inspection of surfaces, walkways and doors to be conducted as part of site walks Spillages to be cleaned up immediately as identified Defected areas to be highlighted and cordoned off where possible 	low		All staff Cleaning staff	As required As required	As required As required	Low

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Surfaces inside and outside the building					Action required English windows- a fault has been found on the style of the English windows. Currently the windows are held by only clip. Glazier have been out and a second clip is being installed to prevent the windows from falling.	Simone Cudmore/Glaziers	Summer holidays 2021	Summer holidays 2021	
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	site/maintenance request for the site team please log it on our helpdesk	All staff	As required	As required	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.) 	Low/med	Leisure centre have keys for out of hours access	Lex leisure	as required	As required	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 	low					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					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	Ground staff to remove leaves	Ground staff	As required	As required	Low

SITE RISK ASSESSMENT - TOOT HILL SCHOOL

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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. 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 	Med						Low/med
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Fire

Fire	Injury/death in the event of fire	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Local fire risk assessment conducted in school Emergency action plan devised, communicated and tested All visitors made aware of nearest fire exits and assembly points Fire safety awareness training provided to staff 	Med/high	Fire risk assessment carried out June 2021	D mason	June 2021	June 2021	Med/high
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SITE RISK ASSESSMENT - TOOT HILL SCHOOL

Date: 19.07.2021

			<ul style="list-style-type: none"> Staff and pupils aware of the procedures to be taken in the event of discovering a fire/hearing fire alarm 		<p>To be carried out at start of Sept 2021</p> <p>Fire procedures to be shown to staff and pupils in Sept 2021. A record of this training will be held</p>	<p>D Mason R Scott H Taylor</p> <p>D Mason R Scott H Taylor</p>	<p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p>	
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					Low
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	checks are recorded using NOVA portal.	Simon Allan Gary Turns	Weekly	weekly	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 	Low/med	checks are recorded using NOVA portal.	Simon Allan Gary Turns	weekly	weekly	Low/med

SITE RISK ASSESSMENT - TOOT HILL SCHOOL

Date: 19.07.2021

			<p>test of the system by activating a different break glass point each time, with the key, and the findings recorded</p> <ul style="list-style-type: none"> Any faults found to be reported immediately for corrective action and recorded Records to be maintained in the fire log book 						
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	Regular checks are recorded using NOVA portal	Site team	As required	As required	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	Regular checks are recorded using NOVA portal	Site team	As required	As required	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	Regular checks are recorded using NOVA portal	Site team	As required	As required	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 If used they should be checked, re- 	Low/med	Regular checks are recorded using NOVA portal.	Site team	As required	As required	Low/med

SITE RISK ASSESSMENT - TOOT HILL SCHOOL

Date: 19.07.2021

			packed or replaced by the contractor						
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	Regular checks are recorded using NOVA portal.	Site team	As required	As required	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	Regular checks are recorded using NOVA portal.	Site team	As required	As required	Low/Med

SITE RISK ASSESSMENT - TOOT HILL SCHOOL

Date: 19.07.2021

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	Regular checks are recorded using NOVA portal.	Site team	As required	As required	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	Regular checks are recorded using NOVA portal.	Site team	As required	As required	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. 	Med	Responsibility of the fire officer	Simon Allan	As required	As required	Medium
Emergency Evacuation	Personal injury	Pupils, staff,	<ul style="list-style-type: none"> <u>Emergency evacuation procedures effectively communicated and tested</u> 	Low/Med	See emergency evacuation policy Sept 2021	T Garner D Mason	Sept 2021	As required	Low/med

SITE RISK ASSESSMENT - TOOT HILL SCHOOL

Date: 19.07.2021

		visitors	<u>throughout the school</u>			H Taylor			
						R Scott			

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 		Ashwells maintenance 31/08/2020	Site manager	31/08/2020	31/08/2020	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 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. 	Low	First aid kits and contents overseen by student services	Carole Adams De Bank	As required	As required	Low
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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. All staff visitors or contractors suffering an accident to be recorded on an accident form – completed in Student Services. 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 	Low	Responsibility of student services	Carol Adams De Bank	As required	As required	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 competent person 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 	Med					Med
Manual handling of inanimate	Back injury, personal	Staff,	<ul style="list-style-type: none"> Manual handling assessments to be conducted for handling tasks 	Med					Med

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objects	injury		<ul style="list-style-type: none"> • <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> 						
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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> 	Med					Med
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Contractors Personal and property	Personal injury	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 site manager 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 to be informed if there are any dangers they will encounter i.e. asbestos in the building. 	Low	Contractors sign and return the contractors on site document and provide method statements/risk assessments and public liability insurance prior to start date	Site manager	As required	As required	Low
Violence and aggression	Stress, injury	Staff, pupils	Adequate supervision and awareness of pupil behaviours at all times during classroom activities and in unstructured time and before and after						

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			<p>Staff receive MAPA/ De-escalation training as necessary</p> <p>Staff aware of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Supported by CCTV</p>						
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Stress	Negative emotional behaviour and physiological characteristics	Staff and pupils	<p>Open door policy implemented with Senior management and HR department</p> <p>Staff encouraged to express any stressful concerns in team meetings</p> <p>Dialogue with line manager re workloads and consideration to implement support mechanisms for staff who may feel stressed</p>						
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Review date: 19.07.2021	Assessors signature:		Authorised by:	
	Date:		Date:	19/07/2021



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