



Generic School Risk Assessment (H&S Update – August 2017)

Operations/Work Activities covered by this assessment:	GENERIC SCHOOL		
Site Address/Location:	Meden School	Department/Service/Team:	Whole School
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who <i>(Name)</i>	when <i>(Date)</i>	complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Access and Egress – (Including car parks, corridors, entrances and exits and external areas)												
Slips and trips	<p>Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on:</p> <ul style="list-style-type: none"> damaged carpets /mats, spillages items of equipment obstructing walkways surfaces inside or outside of the building. ice in winter weather <p>This may result in bumps and blows, bruising and fractures.</p>	<p>Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.</p> <p>Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).</p> <p>Efforts made to grit external floors in icy weather.</p> <p>Defected areas to be highlighted and cordoned off where possible.</p>				Site team to monitor floors during periods of wet weather and ensure wet floor signs in place and attempt to keep floor areas dry.	Site Team	Ongoing	Ongoing			

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Contact with vehicles	Staff, pupils or visitors in the car park may be struck by a moving vehicle resulting in bumps / blows, fractures, fatality and entrapment between items.	Speed limits displayed and enforced where necessary. Designated walkways established Segregation of pupils and visitors from traffic routes and moving vehicles. Staff working in car park to wear vis-vests conforming to BS EN 471 standard. Staff informed to take care when driving into the premises.				All car parks are inaccessible to students when using correct access and walk ways, strict enforcement of speed limits. Limiting the number of staff who park on the road to limit the risk. Deliveries of wood pellets/food for kitchen to be undertaken before start of the school day or after the school day. If unavoidable, site staff to guide drivers onto site.	MP/JS	ongoing	Complete 31/8/2020			
Exposure to inclement weather	Staff may suffer from conditions of hypothermia and sun burn and dehydration as a result of working in external areas for long periods of time.	Sun screen and drinking water provided to staff in hot weather. Suitable clothing to be worn by staff. Regular communication with staff to take place in extremes of temperature.				During Covid19 pandemic, drinking fountain available in staffroom. Staff to sanitise before and after using water fountain. No further water for students during this time, foot operated water fountain on order.	TG	31/08/2020	31/08/2020			
Falling items from height	Staff, pupils and visitors may be injured as a result of items falling / being thrown from stairs and high level walkways. This may result in bumps, blows, bruising and lacerations.	Adequate toe-boards to be instated where platforms are at height. Due disciplined behaviour of staff and pupils Due care of staff, pupils and visitors when walking on stairs.					All staff	ongoing	ongoing			

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Falls from height	Staff, pupils and visitors may be injured as a result of a fall from a high level walkway, window or a slip/trip down the stairs. This may result in bumps and blows, fractures and potentially fatality.	Handrails and use of handrails policy instated and enforced within schools. Lifts / slopes provided and maintained for people with mobility difficulties. Window restrictions in place where appropriate.				Windows have safety latch and are unable to be opened beyond 10cm. no high walkways are accessible to students, staff access with access badge. All stairs constantly maintained where necessary.	Site staff to maintain	31/08/2020	31/08/2020			
Contact with people and property	Staff, pupils, and visitors may be injured as a result of making contact with large obstructive items and other people walking through the school. This may result in bumps and blows, bruising and possibly lacerations.	Traffic system implemented within schools. E.g. Walk on the right hand side of the corridor. Due courtesy of staff, pupils and visitors when moving through site. Lifts / slopes provided and maintained for people with mobility difficulties. Staggered entry / exits of large numbers of pupils out of the buildings.				One way system introduced on all corridors and stairwells to avoid collision and to reduce staff and students passing each other during Covid 19 pandemic	SLT/all staff	31/08/2020	31/08/2020			

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Site Security	Staff, pupils, visitors and contractors may be injured as a result of physical and emotional harm from intruders, damage to property and if absconding.	<p>Perimeter fences designed to prevent unauthorised site access/egress and maintained in a good condition.</p> <p>All visitors are directed to a secure entrance, required to sign in and wear badges. Supervision provided to visitors / contractors where appropriate.</p> <p>Staff to identify and challenge when badges are not worn.</p> <p>Safeguarding policy in place and followed by all staff.</p> <p>Procedures in place for emergency situations and staff aware of their roles / responsibilities.</p> <p>Security measures are in place e.g. lighting, alarms and are maintained.</p> <p>Arrangements and specific risk assessments in place for lettings and use of building out of hours.</p>				<p>During holiday periods the doors are locked and visitors are asked to follow instructions which invite them to call the mobile numbers of the site team who will unlock the door and ask them to sign in. The same system will apply to visitors exiting the site.</p> <p>Perspex screens to be installed in Main Reception to reduce risk of direct face to face contact with colleagues, visitors and students during Covid 19 pandemic</p>	TG	31/7/2020	31/07/2020			
Classroom Activities												

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Violence and aggression	Staff and pupils may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities. (Teachers may identify that pupils have been subject to violence outside of school activities)	Adequate supervision and awareness of pupil behaviours at all times during classroom activities. Staff received MAPA / De-escalation training as necessary. Staff aware of safeguarding pupils reporting procedures and designated safeguarding officer.				The school has notices displayed in main reception which details the schools expectations with regard to violence and aggression shown towards staff	TG	31/07/2020	31/07/2020			
Stress	Staff and pupils may be subject to stress as a result of increased workload, lack of communication, emotional involvement with pupils and staff, disruptive pupils and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.	Open door policy implemented with Head Teacher and staff. Staff encouraged to express any stressful concerns in team meetings. Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed. Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom. Regular term time breaks from work activities. Head Teachers to engage in regular liaison with governors.				School now purchased services from Westfield Health for all staff, this allows access to counselling service as and when required.	TG	31/08/2020	31/08/2020			

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Contact with substances	Teaching staff and pupils may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and design technology substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.	<p>Separate COSHH assessments conducted for all harmful substances.</p> <p>All hazardous substances should be stored in a locked area that is not accessible to students.</p> <p>Pupils instructed on the safe use of particular substances.</p> <p>Safety Eyewear conforming to BS EN 166 supplied where required.</p> <p>Protective aprons and gloves to be worn where required.</p> <p>CLEAPSS guidance available for all substances used in Science and D&T areas.</p> <p>Low risk purchase policies implemented to ensure that dangerous substances are not brought onto site.</p> <p>Liaison with other contractors / premise users to ensure that there are no conflicting substances used on site.</p>				All completed and maintained by site manager	MP	31/08/2020	31/08/2020			

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Burns / Scalds	Staff / Pupils may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using soldering irons, glue guns, kettles and hot drinks.	Hot drinks to be kept away from pupils at all times and not to be carried across the classroom. No kettles to be kept in classrooms. All pupils instructed in the safe use of tools and equipment and provided with PPE where required.				Use of kettles during Covid19 pandemic has been banned other than staffroom and certain offices by the Trust to reduce risk of cross contamination. Staff to use closed sealed cups for hot drinks.	JS	31/08/2020	31/08/2020			
Contact with sharp edges	Staff and pupils may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.	Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture. Safety scissors provided where possible.					Site team	Ongoing	Ongoing			
Contact with electricity	Staff and pupils may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.	School to arrange PAT testing of all portable electronic items of equipment on an annual basis. Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis. ALL category1 / 2 defects to be rectified as soon as possible. Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder.					Site Team	Ongoing	Ongoing			

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Falling items from height	Staff and pupils may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.	<p>Only light items to be stored at height.</p> <p>Only adults to reach for items stored at height ensuring that no pupils are below the potential "drop zone."</p> <p>Items at height to be stored in a sensible manner to ensure that the potential for falls is limited.</p> <p>Suitable access equipment to be provided and maintained for staff to access items stored at height.</p>					All staff	ongoing	ongoing			
Contact with people and property	Staff and pupils may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.	<p>All walkways to be kept tidy at all times.</p> <p>Due courtesy and respect of staff and pupils for their fellow staff / pupils.</p> <p>All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms.</p>				All rooms to be left "clutter free" to ease cleaning during COVID 19	All Staff	31/08/2020	31/08/2020			

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Use of equipment	Staff and pupils may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.	<p>All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed.</p> <p>PPE to be provided where required.</p> <p>Training and instruction given to all staff and pupils who operate the equipment.</p> <p>Pupils to be supervised when using equipment.</p> <p>No loose hair, clothing or jewellery to be worn when using equipment.</p> <p>Trailing cables to be secured to prevent trips.</p>				<p>Cleaning equipment provided to staff and students to clean equipment after use when required during Covid 19.</p> <p>No sharing of equipment across year group bubbles.</p>	All Staff	31/08/2020	31/08/2020			
Computer Suites, Offices and Reprographics												
Contact with Electricity	Staff and pupils may be injured as a result of making contact with defective electrical computer equipment. Such injuries may include electrocution, burns and potentially death.	<p>All portable ICT equipment to be subject to an annual PAT test.</p> <p>All equipment visually inspected prior to use and any defective equipment not to be used until repaired.</p> <p>“Hardwire” test of main circuitry to be conducted on a 5 yearly basis.</p>					MP	Ongoing	Ongoing			

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DSE	Staff and pupils may suffer musculoskeletal disorders as a result of incorrect postural set-up of workstations. Such injuries may include eye strains, RSI's, back pain, carpal tunnel syndrome etc.	<p>All workstations set up to consider anthropometrics and ergonomics of particular age groups.</p> <p>Adequate lighting, temperature and ventilation.</p> <p>Regular breaks to be taken to ensure DSE users are not maintaining unsuitable postures.</p> <p>Leg room available beneath desks.</p> <p>Mouse mats provided.</p> <p>Pupils encouraged not to rest wrists on the edge of tables.</p>					All staff	Ongoing	Ongoing			
Slips and trips	Staff and pupils may be subject to a slip or trip as a result of being obstructed by chairs, furniture or other people. This may result in bumps, blows and potentially fractures.	<p>Pupils instructed to keep chairs suitably tucked in when using computers.</p> <p>All equipment to be positioned to ensure that no computer equipment can obstruct a walkway.</p> <p>Visual inspections of floor area to be conducted before commencement of each working day.</p>					All staff	ongoing	ongoing			
Emergency Situations												

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First aid (A separate first aid assessment should be conducted for each school)	In the event of an accident, injury, or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders and emergency first aiders available in school.</p> <p>First aiders always available on educational visits.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked.</p> <p>First aid kits situated throughout the school.</p> <p>First aid kits regularly checked to ensure adequate provisions are available.</p> <p>School awareness of method for contacting the emergency services.</p>				<p>First aid policy up-dated in line with Government guidelines for actions/ procedures to be adhered to during Covid19 pandemic.</p> <p>PPE has been obtained and is secured in separate cupboard from general first aid resources/PPE</p> <p>Covid isolation room set up with PPE as required.</p>	TG/GH	31/08/2020	31/08/2020			

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Fire	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Local Fire Risk Assessment conducted in school. More detailed controls contained within.</p> <p>Emergency action plan devised, communicated and tested.</p> <p>All visitors made aware of nearest fire exits and assembly points.</p> <p>Fire Safety Awareness training provided for staff.</p> <p>Staff and pupils aware of the procedures to be taken in the event of discovering a fire / hearing the fire alarm.</p> <p>Fire Action Notices are displayed.</p> <p>Suitable firefighting equipment is provided, suitably positioned and maintained i.e. fire blanket, fire extinguishers etc.</p>				Fire RA up-dated to make all staff/ students aware of procedure to follow during Covid19 pandemic – to exit via nearest fire route	TG	31/08/2020	31/08/2020			
Bomb evacuation	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a bomb detonation or failure to escape during a bomb evacuation.	<p>Emergency evacuation procedures effectively communicated and tested throughout school.</p> <p>Alternative assembly point for bomb evacuations.</p>					TG	31/08/2020	31/08/2020			

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Critical incident	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a critical incident such as in intruder on site / accident on a school trip / major incident.	School Emergency Plan in place. All members of SLT have a copy and aware of Plan. All evacuation or lock-down procedures effectively communicated and tested throughout school					TG	31/08/2020	31/08/2020			
Property damage	Staff, pupils, visitors, contractors and members of the public may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	Regular premise inspections conducted to identify any issues with the property's fabric. Regular checks of asbestos on site conducted and recorded to monitor its condition. Condition survey team identify major works required and allocate funds for remedial works on a priority basis. If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately. Further assessment to be conducted if a dangerous property issue arises.					Site	31/08/2020	31/08/2020			

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Reporting incidents/ injuries/ accidents	Staff, pupils, visitors, contractors and members of the public may be subject to an accident or injury whilst on site..	All serious accidents/injuries are reported to the First Aid staff who complete an Accident report form. This is passed to the Business Operations Manager who enters the information on the bought back LA Service of the Wellworker/Oshens Scheme. If the accident/injury is RIDDOR reportable, this would be reported and to the Trust and the H&S Team. Accidents/injuries are investigated by the Business Operations Manager and appropriate action taken. Incidents are reported to the BOM who investigates and takes appropriate action					GH	Ongoing	Ongoing			

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Asbestos Management	Staff, pupils, visitors and contractors may be exposed to asbestos	The school has a ALAMP which is up-dated and reviewed regularly. 2M Asbestos employed for the Asbestos Management of the site The site team carry out daily visual checks. Termly checks are undertaken by the site team with the Asbestos Checklist. The Asbestos Inspection Report is available for any contractor who works on the site. If building work is required, in areas known to have asbestos, a full survey would be undertaken by a specialist company before any work could commence.					Site Staff	Ongoing	Ongoing			
Contractors on site	Staff, pupils, visitors and contractors may be injured whilst contractors are working on site	All contractors to sign in at Main Reception. If contractors do not possess DBS certification they must be accompanied by the site team at all times during term time. All contractors to read/sign the Contractors Induction book. Contractors to provide RAMS before undertaking any major works. Before work can commence, Business Operations Manager to check contractors are suitably qualified to undertake work they have been employed to do.				All contractors to submit RAMS which include COVID 19 during pandemic	MP	ongoing	Ongoing			

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Water Safety/ Legionella	Staff, pupils and visitors may contract mild or serious illness if water temperature is not maintained at the correct temperature and all equipment is regularly flushed.	The school buy the services of Second Element, a specialist water management company. An engineer from Second Element visits the site each month to monitor water temperatures around the site and report any issues. Second Element clean out the shower heads and water tanks around the site as agreed in their programme. The site team carry out weekly flushing of all identified taps, showers (Legionella Flushing Statement).				Legionella training via Nova Estates for site team 2019	MP	ongoing	ongoing			
Lone working	Staff, pupils or contractors may be injured or vulnerable when on site alone.	All staff and pupils must sign in/out when on site during holiday periods. No ladders to be used when working alone Lone working RA undertaken where appropriate				An independent security company attends the site for all out of hours alarm calls. All staff working alone should have access to a working external phone, mobile or radio.	TG/MP	ongoing	ongoing			
trips/educational visits	Staff, pupils or contractors may be injured or vulnerable when on site alone.	School Emergency Plan in place in the event of an emergency/injury/incident during a school trip/educational visit. Emergency contact details are provided to all trip leaders. Member of SLT who is covering out of hours cover issued with full list of attendees including emergency contact details. See Educational Visit policy				COVID-19 pandemic government guidelines to be adhered to during pandemic	TG/AMA	ongoing	ongoing			

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Infectious diseases	Staff or pupils may become ill or suffer adverse effects from exposure to infectious disease.	The Student & Family Engagement Officer to notify all staff when they are made aware of any student who is absent/affected by an infectious disease, in particular pregnant staff Follow HE Professional advice on next steps				See separate COVID RA for specific details	TG	31/08/2020	31/08/2020			
Severe weather	Staff, pupils or visitors may be affected in the event of severe weather conditions.	In the event of extreme snow, the school will post information on the school website and email staff and parents to advise them whether the school is closed. Information will also be available on local radio stations.					TC	ongoing	ongoing			
Manual Handling	Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in: <ul style="list-style-type: none"> Sprains Back Injuries Muscular Skeletal Disorders (MSDs) 	Staff have received Manual Handling training. Shared lifting practices to be adopted where appropriate. Large / heavy items to be assessed before handling. Lifting and Handling aids to be provided where necessary. Formal assessments of manual handling activities to be conducted for routine activities where there is a significant.					Site team	ongoing	ongoing			
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date (<i>Step 5</i>) :					
Assessors Signature: T Gibbon			Date: 31/08/2020			Authorised By: J Smith			Date:31/08/2020			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
	Likelihood of Harm Occurring			

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.