



DELHI PRIVATE SCHOOL, AJMAN

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Risk Assessment Policy

INTRODUCTION

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them. In accordance with our duties under the Management of Health and Safety at Work Regulations UAE Law, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The principal is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when needs of a child or other visitor necessitate this. The principal is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

What is a hazard?

A hazard is anything which can cause harm e.g. electricity, chemicals, etc

What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Risk assessment matrix

Severity →

	Negligible	Minor	Moderate	Significant	Severe
Very Likely	Low Med	Medium	Med Hi	High	High
Likely	Low	Low Med	Medium	Med Hi	High
Possible	Low	Low Med	Medium	Med Hi	Med Hi
Unlikely	Low	Low Med	Low Med	Medium	Med Hi
Very Unlikely	Low	Low	Low Med	Medium	Medium

Likelihood ↑

Risk Matrix Example

Likelihood X Severity = Risk Level

Risk Assessments in Schools

(This list should be amended if site-specific hazards are identified and assessed)

A. General School Activities

1. Fire and Fire Prevention
2. Use of Portable Electrical Equipment - Staff and Pupils
3. Moving/Transporting Computers/Equipment on Trolleys - Staff and Pupils
4. Using a Baby Belling Cooker and use of simple hot plate - Staff and Pupils
5. Movement of Pupils around the site - Including Breaks and Lunchtime Supervision
6. Educational Visits - General
7. Grounds Maintenance - Boundary, Grounds, Trees - Staff, Pupils, Visitors
8. Contractors on School Sites - Private & Team Barnet
9. School events - Galas, Sports Days, School Fairs, Discos etc - Staff, Public, Pupils
10. Using Irons, Sewing Machines - Domestic Appliances - Staff/Pupils
11. Working at Heights - Teachers/Staff
12. Manual Handling (Lifting/Carrying/Assisting) of pupils - SEN/Physical Disabilities -Staff
13. Manual Handling (Lifting/Carrying/Assisting) of Pupils - Nursery - Staff
14. Violence at Work - Staff

B. Sites and Buildings - Identifying Hazards in Primary Schools

1. Site Cleanliness - Hygiene Risk - Staff, Pupils
2. Site Specific - Buildings Defects - Staff, Pupils, Visitors
3. Drinking Water Supply - Staff, Pupils, Visitors
4. School pond - Pupils, Staff, Unauthorized Visitors
5. Vehicles on Site - Staff, Parents and Commercial
6. Trip/Slip Hazards - Staff, Visitors, Pupils
7. Vandalism - Broken Windows, Damage to Buildings - Staff, Pupils, Site Users

C. Caretaking and Cleaning

1. Use of Hand Tools - Caretaker(s)
2. Litter Picking - Caretaker(s)
3. Boiler Duties - Caretaker(s)
4. Use of Electric Tools - Caretaker(s)
5. Working at Heights - Caretaker(s)
6. Use of Mobile Tower Scaffold Units - Caretaker(s)
7. General Manual Handling - Caretaker(s)
8. Use of Cleaning Materials - Caretaker(s)
9. Use of Buffer, Scrubber, Vacuum Cleaners - Caretaker(s)
10. Disposal of Clinical/Medical Waste - Caretaker(s)/Staff
11. Working Alone - Caretaker(s), Staff
12. Swimming Pool Duties - Staff/Caretaker(s)

D. Office and Administration - Information Technology

1. Use of Word Processor, Lap Top, Printer - Staff
2. Use of Office Equipment - eg Binders, Laminators - Staff
3. Use of Photocopier - Staff
4. Use of a Computer in Class/on Trolleys or Static - Staff/Pupils

E. Pupils Activities

1. Using Sharp Instruments - Pupils
2. Pupils PE Activities - Indoors
3. Pupils PE Activities - Outdoors
4. Manual Handling of PE Equipment - Pupils
5. Design & Technology Activities - Use of Tools - Pupils
6. Science Studies - Pupils
7. School Pets - Pupils/Staff
8. Use of Glue Guns - Staff/Pupils
9. Cutting and Sticking - Pupils
10. Use of Clay - Kilns - Staff and Pupils
11. Mixing and Using Paint - Pupils
12. Needlework Textiles - Pupils

A. GENERAL SCHOOL ACTIVITIES

1. Fire and Fire Prevention
2. Use of Portable Electrical Equipment - Staff and Pupils
3. Moving/Transporting Computers/Equipment on Trolleys - Staff and Pupils
4. Using a Baby Belling Cooker or simple hot plate - Staff and Pupils
5. Movement of Pupils around the site - Including Breaks and Lunchtime Supervision
6. Educational Visits - General
7. Grounds Maintenance - Boundary, Grounds, Trees - Staff, Pupils, Visitors
8. Contractors on School Sites - Team Barnet and Private
9. School events - Galas, Sports Days, School Fairs, Discos etc - Staff, Public, Pupils
10. Using Irons, Sewing Machines - Domestic Appliances - Staff/Pupils
11. Working at Heights - Teachers/Staff
12. Manual Handling (Lifting/Carrying/Assisting) of Pupils (SEN/Physical Disabilities) - Staff
13. Manual Handling (Lifting/Carrying/Assisting) of Pupils - Nursery - Staff
14. Violence at Work – Staff

1. Fire and Fire Prevention

SIGNIFICANT RISK(S)

CAUSE OF INJURY

Lack of Fire prevention
 Lack of Fire Precautions in place
 Lack of Fire procedures
 Heat/fire/smoke
 Building Collapse

EFFECTS OF HAZARDS -POSSIBLE

INJURY

Fatality
 Burns
 Ill Health effects from smoke inhalation
 Minor to serious physical injury
 Inability to escape

SUGGESTED CONTROL MEASURES

Refer to Building evacuation map
 Fire Precautions in Educational Establishments
 Induction Training

Fire prevention

- Store combustible materials safely- eg. away from heat sources
- Ensure safe storage of flammable materials and sources of ignitions
- Ensure electrical installations and portable electrical equipment is inspected and maintained to reduce risk of fire
- Position portable heaters safely
- Risk assess the use of heat generating equipment eg cookers, Bunsen burners, chemicals etc.
- Consider location and emptying of refuse bins and the likelihood of arson.

Fire Precautions

- Fire escape routes and exits, compartmentation, fire resistant escape routes, fire/smoke doors, emergency lighting, fire alarm system, to be installed as advised by competent persons
- Fire alarm system call points to be tested weekly on a rotational basis and records kept
- Provide and maintain appropriate firefighting equipment – extinguishers, hose reels, fire blankets records to be kept of servicing
- Ensure above are accessible and positioned safely
- Fire Plan – Plan of Action to be in place in the event of fire, evacuation procedure to be in place and fire drills recommended to be held each term – consider blocking off exits, holding drills at varying times of the day to include lunchtime staff.
- Record of Fire Drill to be kept, and to include any delays or problems experienced
- Ensure that appropriate procedures are in place for physically/mentally disabled, visually impaired and hearing-impaired site users.
- Appoint fire wardens where necessary to assist in the evacuation and roll call
- Fire Action Notices- provide information to staff and pupils each term
- Information to be given to new, temporary staff (and contractors) on fire procedure
- Fire escape routes should be clearly marked .

2. Use of Portable Electrical Equipment - Staff and Pupils

SIGNIFICANT RISK (S) - CAUSE OF INJURY

- Lack of training/instructions or unauthorized use by pupils
- Electric shock, fire, explosion
- Cuts from sharp tools
- Struck by moving parts or ejected materials
- Falls - trailing leads, cables
- Falls of equipment - unsafe storage
- Untested portable equipment
- Faulty equipment
- Use of the equipment which is unsuitable for the environment (eg wet, flammable)
- Use of extension leads
- Overloading
- Incompetent people repairing or using electrical equipment
- Lack of maintenance

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Electric shock
- Electric burns
- Serious injury

SUGGESTED CONTROL MEASURES

- Ensure adequate levels of supervision, instruction and training are in place

- Exclude pupils from using inappropriate equipment
- All staff and pupils to follow manufacturer's instructions
- Staff to undertake visual checks of equipment prior to each use e.g. no joins in the lead, insulation's are intact, without cracks or fraying, plug tops are in good condition without cracks or pieces missing etc.
- Any damaged/defective equipment should be taken out of use and labeled as unsafe. All defects must be reported.
- All repairs, including fitting of plugs to be undertaken by competent persons
- Position equipment correctly consider location of sockets and prevent trailing leads
- Equipment to be used by authorized personnel only
- Establish emergency procedures re First Aid in the event of electric shock
- Pay due attention to environmental conditions
- Caretakers use of tools outdoors
- Store safely all equipment not in use
- Extension leads only to be used as a temporary measure
- Consider the provision of additional sockets to enable safe positioning
- Consider the relocation of the sockets to enable safer use-positioning
- One to one supervision with tools e.g. glue guns, irons, sewing machines where necessary
- All equipment to be included in the electrical inspection contract
- Position equipment away from water, heat sources or busy 'traffic' routes
- All equipment purchased to confirm to BS/EN standards and be CE marked
- Personal equipment not to be used unless electrically tested by a competent person and the permission of the Head teacher/ Premise Controller received.

3. **Moving/transporting computers/equipment on trolleys - Staff and Pupils**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Lack of maintenance
- Lack of supervision/instruction
- Collision
- Trapping - against doors, furniture
- Trips/slips/falls - poor access, obstructions, steps, spillages, leads
- Falling equipment - due to poor stacking/securing
- Capability of the individual

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Sprains
- Fractures
- Manual handling injuries - pushing/pulling

SUGGESTED CONTROL MEASURES

- Ensure adequate levels of supervision, instruction and training are in place
- Request assistance for doors, steps, ramps and busy traffic routes
- All equipment to be securely loaded or fastened to the trolley

- When positioned, trolley wheels to be locked
- Responsible pupils only, to move computer trolleys after training/instruction and with supervision
- Follow manual handling guidance
- Defective trolleys to be taken out of use until repaired
- Trolleys to be checked for defects
- Position trolleys safely - not too close to doors, access points, thoroughfares
- Ensure no trailing leads during transportation
- Ensure all electrical equipment is included in the contract inspection
- Visual checks to be undertaken of all electrical equipment prior to use
- Position electrical/computer equipment trolleys away from water, heat sources
- Trolleys not to be overloaded with additional items
- Move equipment trolleys at 'quiet times' to avoid collisions
- Follow manufacturer's instructions
- Ensure that the load is stable before moving the trolley

4. Using a Baby Belling Cooker (or simple hot plate) - Staff and Pupils

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Electric shock
- Burns - contact with hot surface
- Traps - oven door
- Slips - spillages around cooker area
- Falls - positioning in 'untidy' areas

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Burns
- Scalds
- Cuts
- Bruises
- Electric shock/burns

SUGGESTED CONTROL MEASURES

- The cookers should only be used if 'hard wired' into the mains
- Refer to 'Make it Safe' Booklet and to Hazard Cards
- adequate supervision, instruction and training are in place
- All staff, NTAs, parent helpers to be aware of school procedures for this activity
- All cookers must be in a fixed position, have a clear worktop adjacent and be connected to the power supply by a fixed neon fused switch only. The switch and fire blanket should be at least 1000mm to one side of the cooker so that they are clear of a fire on the cooker.
- Pupils not to use/operate cookers/hot plates - unless closely supervised
- Ensure safe positioning of the cooker ie away from thoroughfares, consider closeness to doors, water, heat sources and fire exits, prevent trailing cables and leads
- Consider/continue use of barriers around the cooker area - use of tables and chairs to restrict access by pupils, check inside cooker before switching on

- Ensure the cooker is inspected by a competent person
- Staff to undertake visual checks of all leads, cables, etc before each use
- All defects to be reported - faulty equipment to be taken out of use
- Do not use cookers for frying
- All repairs and maintenance to be undertaken by competent engineers
- Standards of hygiene and cleanliness should be maintained ie clean cooker after use
 - mop up all spillages on or around cooker, do not use as a storage surface
- Check cookers are switched off at mains supply at end of lesson
- Oven gloves, aprons to be available
- Fire blanket to be available at all times
- Promote personal hygiene and refer to Safety Bulletin Food Preparation Safety
- First aid facilities to be available at all times
- Do not store any materials on the cooker
- If not hard-wired, cooker must be included in annual electrical safety checks

5. **Movement of pupils around the Site - Including Breaks and Lunchtime**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- No pedestrian/vehicular separation
- Lack of vehicular traffic systems and adequate supervision
- Exposure to known hazards eg slips, trips, falls
- Collisions – with other pupils, furniture etc
- Site specific hazards eg steps, ramps, staircases
- Environmental conditions eg snow, ice, rain
- Lack of supervision

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts – abrasions
- Bruises – bumps to the head
- Fractures
- Serious injury

SUGGESTED CONTROL MEASURES

- Ensure adequate levels of supervision, instruction and training are in place
- Ensure adequate levels of housekeeping are maintained
- Report/record/action all defects observed eg slip, trip hazards, broken glass/doors etc
- Ensure adequate access/egress to all fire exits at all times, all fire exits/escape routes to be signed
- Staff/pupils to be aware of fire emergency evacuation procedures – hold regular fire drills (ie once a term at least)
- Storage/displays organised/erected so as not to restrict/impece movement or create fire risks
- Instruct on safe use of premises ie walk don't run, traffic systems etc Implement rules on movement eg no moving, carry bags on shoulders, etc and enforce/supervise as appropriate
- Introduce 'traffic control' procedures for stairs, steps, busy areas, consider monitors
- Instruct on site specific hazards eg school pond, wildlife area, gardens etc

- Clear away spillages promptly – erect caution signs when floors are wet
- Consider classroom layout for easy access/egress
- Consider environmental condition outdoors eg snow, ice, rain and provision of barrier matting
- Record/report/investigate all accidents and near misses as appropriate
- Ensure adequate levels of supervision maintained in the dining hall
- Ensure all spillages are cleaned away – spilt food etc
- Lunchtime staff to liaise with Head teacher regarding behavioral problems
- Ensure adequate first aid provision available at all times including access to medication/asthma inhalers
- Liaise with supplier's delivery contractors to arrive at quiet times
- Adequate lighting
- Vision panels in doors
- Where possible, physically separate vehicle and pedestrian traffic
- Provide lighting, where appropriate
- Protect high risk areas first, eg boundary fence onto main road

6. **Educational Visits**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Lack of supervision/instruction
- Traffic and transport
- Venue - suitability
- Clothing and equipment
- Environmental factors
- Lack of relevant expertise at venue
- Medical considerations
- No access to emergency services/telephone
- Risks of infection
- Contact with hazardous substances
- Inappropriate attitude

EFFECTS OF HAZARDS - POSSIBLE INJURY

Possible fatality /Minor to serious injury - depending on the activity being undertaken

SUGGESTED CONTROL MEASURES

- Ensure adequate detailed proposals in place prior to visit ie information to parents etc.
- Ensure adequate levels of supervision, instruction and training are in place. Consider pupils capabilities, needs and medical conditions (also special needs) including access to asthma inhalers/medication
- Pre-visit venues as necessary to determine suitability/risks
- Ensure travelling first aid kit and first aider accompanies group
- Staff to be aware of emergency facilities ie first aid, emergency telephone, fire exits at venues especially for residential visits
- Warn staff/pupils of hazards likely to be encountered prior to visit

- Refer to relevant documentation .
- Check all aspects of itinerary - insurance, transport, standard of accommodation/venue, possible effects of environmental factors, equipment, clothing, supervision ratios, level of competence of leaders/supervisors/carers/instructors
- All transport to be arranged according to Authority guidelines ie approved contractor, certified vehicles etc
- Seating arrangements to be implemented according to Authority guidance (seatbelts/supervision)
- Record/report/investigate all accidents/near misses as appropriate
- Ensure pupil food hygiene re: packed lunches, consider appropriate storage of lunch boxes
- Liaise with other schools who have experience of the sit to be visited
- Obtain details of risk assessments carried out at the site by the provider

7. Grounds Maintenance - Boundary, Grounds, Trees - Staff, Pupils, Visitors

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Unfenced/damaged boundary fencing
- Holes in ground
- Unsafe trees
- Litter - broken glass
- Sharps - syringes etc
- Fouling by dogs or other animals
- Falls, trips, slips etc
- Unsafe fencing
- Neighbour nuisance
- Trespassers

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Fractures
- Infections
- Minor - serious personal injury

SUGGESTED CONTROL MEASURES

- Report major defects in grounds to the council's Grounds Maintenance Client Unit
- Refer mature tree defects/root damage to the council's Tree Section
- Prohibit entry/access to danger areas if possible
- Warn pupils/staff of known hazards
- Caretaker to undertake litter picking, sweeping of leaves to prevent slip hazards
- Caretaker to use litter picker and appropriate PPE eg gloves for removal of litter
- Staff/pupils to report all broken glass, syringes, condoms, dog excrement to staff/Caretaker for safe removal
- Needles, syringes to be disposed of in sharps bins, disposal of sharps bins to be arranged via hospital or local clinic

- Report/record/investigate all accidents/near misses as appropriate
- Ensure COSHH assessments undertaken for all hazardous substances used, pesticides etc
- Prompt first aid for cuts/wounds etc and observation of hygiene principles
- Where the school does not use Barnet's Grounds Maintenance Unit, full checks of the contractor's Health and Safety policy must be made

8. **Contractors on School Sites - Team Barnet and Private**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Dangers from contract working - eg roofing, wiring, cleaning contractors
- Exposure to heavy plant - movement of vehicles on site
- Unsegregated work areas
- Exposure to excavations - Unlevel surfaces, unfenced pits/inspection chambers etc
- Environmental conditions - lack of co-ordination
- Deliveries for contract work including caterers
- School activity affecting work of contractor
- Tools/equipment/substances left unattended

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Slight injury - serious injury

SUGGESTED CONTROL MEASURES

- Ensure only approved/reputable contractors are employed ie ensure inclusion on approved list, consider past performance (references), membership of trade bodies, accreditation from trade bodies, health and safety awareness, health and safety policy.
- Liaise with relevant client department
- Schedule major works wherever possible in school holidays
- Contractor to supply information re: safe systems of work, COSHH and method statements
- Establish co-ordination between the site manager or designated member of staff and contractor to discuss site safety as the contract progresses
- Consider control of deliveries - 'quiet' times - location of plant
- Ensure adequate segregation of contractor, equipment, pupils and employees where possible
- Have knowledge of central reporting procedures in the event of an accident, dangerous occurrence or involving mains services
- Co-operation/co-ordination required at all times by all parties

- Refer to the 'Health and Safety Plan' where the Construction (Design and Management) Regulations apply
- Permit to work systems must be use and checked where necessary (highrisk activities)
- Liaise regarding school activities which could affect contractor's operation, including passing on a copy of relevant emergency procedures
- Refer to Corporate and Service Procedures on Managing Contractors
- Advise contractors of emergency/security procedures at the school
- Monitor the contractors' activities and enforce safety rules.

School Events - Galas, sports days, school fairs, etc. (staff,public, visitors, pupils)
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SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Use of unauthorized equipment
- Equipment
- Activities - sports
- Overcrowding
- Unauthorized visitors
- Action of others
- Fire
- Health hazards - utility services
- Environmental factors including weather
- trips, slips, falls

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Fractures
- Minor - serious personal injury

SUGGESTED CONTROL MEASURES

- Devise organization plan, ensure adequate supervision, stewarding
- Obtain necessary permission - relevant bodies
- Contact Council Insurers for advice and arrange adequate insurance cover
- Ensure safe separation of vehicles and pedestrians
- Assess the suitability of the school as a venue/accommodation
- Pay due attention to environmental conditions ie, mud, floods
- Equipment -
 - Ensure education of users
 - Carry out regular checks/inspections - all electrical equipment to be suitable and tested/inspected by competent persons
 - Employ protective devices as required
 - Follow manufacturers instructions
 - Equipment to be used by authorized personnel only
 - Establish emergency procedures eg first aid, evacuations
 - Secure equipment not in use
 - Follow legal requirements
- Consider neighbour relations
- Management control over event
- Ensure site clearance after the event
- Report/record/investigate all accidents, dangerous occurrences, near misses as appropriate
- Restrictions on chemicals, flammables, heat sources
- Control of waste/rubbish
- Food Safety
- Provision of water/shade on hot warm days
- Provision of hot drinks and warm environment on cold days

10.

Using Irons, Sewing Machines - Domestic Appliances - Staff/Pupils

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Contact with hot surfaces
- Contact with sharp surfaces/objects
- Lack of supervision, instruction
- Poor positioning/storage
- Faulty equipment
- Electric shock
- Trips, falls

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Burns
- Electric burns/shock

SUGGESTED CONTROL MEASURES

- Ensure levels of supervision, instruction, training, are adequate (refer to 'Make it Safe' Booklet)
- Demonstrate clearly how the equipment is supposed to be used
- Exclude pupils from activities where appropriate, consider ages/capabilities
- Ensure pupils not using irons, sewing machines alone
- Position ironing boards safely, equipment not to be left plugged in
- Irons to be thermostatically controlled
- One to one close supervision with pupils using irons, sewing machines
- Staff to visually check equipment for defects prior to use
- All defects to be reported/ auctioned
- All repairs, fitting of plugs to be undertaken by competent persons
- Follow manufacturers/suppliers instructions
- Use authorized equipment only
- Secure equipment not in use, ie store safely to prevent falls or collisions
- Ironing boards should be positioned as close to the socket as possible to prevent trailing leads
- Staff or responsible adult must fit replacement needles to sewing machines
- All electrical equipment to be included in electrical inspection contract
- Report/record/investigate all accidents/near misses as appropriate
- Secure area to be set aside for cooling down of equipment
- Identify work areas – prohibit the carrying of potentially dangerous equipment by pupils eg hot irons
- Control fabric dust

11. Working at Heights - Teachers/Staff

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Lack of instruction/training
- Falling
- Dropping/falling objects
- Danger to others

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Minor or serious injury to self or others

SUGGESTED CONTROL MEASURES

- Ensure adequate/appropriate access equipment is available and used by staff members
- All access equipment to confirm to safety Standards
- Steps/ladders access equipment to be purchased from reputable supplier
- Inform others of tasks being undertaken
- Aim to carry out tasks at quiet times ie when pupils are not in class
- Access equipment should be safely/securely stored - so as not to present further hazards eg tripping/falling
- All equipment should be inspected before use
- Folding step ladders must not be used as straight ladders
- Folding step ladders must rest evenly on their legs and should be extended to the fullwidth of the brace/tie cord
- Ladders should have rubber feet in place
- Request Assistance wherever possible for higher access or if lifting/stacking loads etc
- Avoid working at heights alone on site
- Avoid overreaching/rushing
- Position ladders safely ie not on mats, other moveable objects or highly polished surfaces
- Do not position ladders/steps near/behind doors, exits etc
- Do not work at heights beyond which you are comfortable/confident
- Segregate children/pupils from the work area, carry out task at quiet times
- Train and instruct staff
- **Do not** stand on desks, chair or **any** surface that is not designed as access equipment
- Do not store heavy objects at height, best stored between shoulder and kneeheight

General Manual Handling - Staff/Teachers/NTAs

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- The lifting, carrying, pushing, pulling of loads, persons or animals
- No manual handling assessment undertaken (consider task, load, environment, individual capability etc)
- Dropping the load
- Poor technique
- 'Rushing'
- Lack of assistance or failure to recognise that help is needed
- Obstruction/poor housekeeping
- Lack of training/instruction

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Back strain
- Physical injury - Musculoskeletal disorders affecting muscles, tendons, joints and skeleton
- Internal injuries eg hernias
- Cuts/bruises
- Injuries to feet

SUGGESTED CONTROL MEASURES

- Reduce the amount of Manual Handling
- Ensure manual handling assessments are undertaken for all tasks
- Individual to refer to previous training or guidance available
- Provide additional training for staff as identified (Consider Pregnant workers)
- Break down loads where possible - suppliers to co-operate
- Use mechanical assistance - where available - eg barrows, trolleys for heavy loads and longer distances
- Request assistance for heavy loads and doors, stairs, hazardous routes etc (avoid use of stairs where possible)
- 'Test' weight of loads prior to lifting
- Use correct/kinetic lifting techniques - refer to training
- Improve/maintain the standard of site maintenance eg trip/slip hazards
- Store heavy items between knee and chest level - and securely
- Transport loads at quiet times - less pedestrian traffic
- Consider environmental factors - outdoors - eg snow and ice
- Consider staff medical conditions exclude from tasks if appropriate (refer to Manual Handling Assessments)
- If in doubt 'do not attempt to lift' seek further advice
- If new staff are introduced a new assessment should be undertaken
- Ensure existing assessments are reviewed if there are any significant changes to the task
- Report/record/investigate all manual handling related accidents/injuries and near misses

12.

Manual Handling (Lifting/Carrying/Assisting) of Pupils SEN/Physical Disabilities - Staff

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Pushing, pulling, lifting, carrying of pupils/persons
- No manual handling assessment
- Lack of assistance/training/equipment
- Rushing
- Trips, slips, falls

EFFECTS OF HAZARDS - POSSIBLE INJURY

- | | |
|--------------------------------|------------------------------|
| - Back strain - injury | - Fractures |
| - Muscular - skeletal injuries | - Sprains - joints - muscles |
| - Cuts | - Internal injury eg hernias |
| - Bruises | - Foot injuries |

SUGGESTED CONTROL MEASURES

- **Ensure the pushing, pulling, lifting, carrying of pupils is only undertaken by staff who have attended relevant training**
- **Avoid manual handling where possible**
- Provide adequate lifts, hoists and lifting aids where appropriate and staff to have received appropriate training in the use of lifting aids. All lifting aids to be maintained/serviced as recommended by manufacturer/legislation.
- Ensure relevant staff are adequately trained in the lifting/carrying of persons/children, refer to the In-Service Training and Development Brochure, two courses available: -
1) Moving and Lifting People - Risk Assessment;
2) Moving and Lifting People - School based course
- Consider the provision of regular 'In House' training sessions
- Review training needs as appropriate - consider new staff changes in environment/abilities of pupils etc
- Ensure manual handling assessments are undertaken for all tasks ie:
- Ensure the 'lift' needs to be undertaken. Always consider the aim and overall objective to be served by every manual handling task, never lift unless you have to
- Assess the individual and the medical/therapeutic factors which may affect the handling method
- Request assistance where appropriate/identified - some pupils have personal manual handling assessments which may require lifting by two or more persons. Know your own lifting capacity and the capacity of lifting partners
- Concentrate on the task at hand and exclude distractions, have confidence in your ability: hesitancy and indecision will not be reassuring to the individual/pupil
- Always explain what you are doing to the individual and get him/her to co-operate as much as the condition allows
- Prepare the handling area and check for hazards
- Select the lifting and handling 'option' most appropriate to the situation
- Report/record/investigate all manual handling accidents/injuries

13. **Manual Handling (Lifting/Carrying/Assisting) Pupils - Nursery Staff**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Pushing, pulling, lifting, carrying of pupils
- No manual handling assessments (refer to LA form)
- Lack of assistance/training/equipment
- Rushing
- Trips/slips/falls

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Back strain - injury
- Muscular - skeletal injuries
- Cuts
- Bruises
- Fractures
- Sprains - joint/muscles
- Foot injuries

SUGGESTED CONTROL MEASURES

- Where possible encourage pupils to assist as much as possible to prevent lifting
- Ensure manual handling assessments are undertaken for all lifting/carrying of pupils
- Ensure the availability of push chairs, buggies or other lifting aids where appropriate
- Review training needs if significant changes occur eg change in environment, pupils abilities, new staff
- Consider the provision of 'In House' training and implement staff discussions re training requirements
- Ensure *all* 'lifts' are necessary
- Request assistance where appropriate
- Refer to guidance available
- Refer to Manual Handling guidance/policies available from the Health and Safety Unit
- Report/record/investigate all manual handling accidents/injuries
- Medical advice relating to individual health conditions is available from the Occupational Health Unit following Management referral
- Monitor manual handling activities

14. **Violence at Work - Security Procedures - Staff/Pupils**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Direct contact with pupils, parents, relatives etc conflict arising from a variety of situations
- Access by unauthorized persons
- Lack of physical security systems
- Lack of staff training ie dealing with 'difficult' pupils/parents/potentially violent situations
- Staff 'acceptance' of threatening behavior

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Minor to serious personal injury
- Fatality
- Mental Stress (anxiety to staff - effects on health)
- Damage to personal/council property

SUGGESTED CONTROL MEASURES

- Implement security system to prevent unauthorized access to the school building. Consider inter-com system/locking doors from the inside whilst ensuring means of escape for those inside
- Improving Security in Schools or contact the Head of Capital Team, Children's Service for advice on security in schools
- Refer to Education Service Advisory Committee guidance - Violence to Staff in the Education Sector
- Contact the Health and Safety Unit for advice
- If 'trespassers' are identified contact Local Police for advice
- Where assailants or trespassers are known to the school the advice of Law and Probity should be sought regarding what action can be taken ie sending official letters regarding the possibility of legal action
- All physical assaults on staff to be reported and recorded in accordance with the Council Policy Arrangement .
- All verbal assaults perceived by the individual staff member to be threatening to be reported and recorded
- Senior Teachers/Premise Controllers to be appropriately trained in counseling staff following a violent incident. In addition, all incidents should be monitored and reviewed and risk assessments revised accordingly

B SITES AND BUILDINGS

NB: Also refer to Section B - Identifying Hazards in Primary Schools Inspection Checklist

1. Site Cleanliness – Hygiene Risk – Staff Pupils
2. Site Specific – Buildings Defects – Staff, Pupils, Visitors
3. Drinking Water Supply – Staff, Pupils, Visitors
4. School Pond – Pupils, Staff, Unauthorized Visitors
5. Vehicles on Site – Staff, Visitors, Pupils
6. Trip/Slip Hazards – Staff, Visitors, Pupils
7. Vandalism – Broken Windows, Damage to Buildings, Staff, Pupils, Site Users

1. Site Cleanliness – Hygiene Risk – Pupils, Staff

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Contamination
- Infestation
- Growth of bacteria
- Spread of infections
- Allergies - (aggravated)
- Slips, trips, falls

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Food poisoning
- Leptospirosis /Weils Disease
- Infections
- Asthma attack
- Cuts
- Bruises
- Minor – serious injury

SUGGESTED CONTROL MEASURES

- Ensure levels of site cleanliness are maintained at an acceptable standard
- Premise Controller to monitor standards and report deficiencies If contract cleaners employed, school to liaise directly with cleaners employed by them
- Contract the Client Catering Officer for advice if problems exist in the catering areas
- Infestation, rats, mice, wasps, fleas etc contact the Pest Control Unit at Barnet House
- Pupils to be instructed on maintaining cleanliness around the building, wiping feet preventing spillages and 'spills' in the toilet areas
- Monitor the site for defects eg slips, trip, hazards
- Undertake localized repairs where appropriate
- Prohibit use of areas until safe
- Report/record/investigate all accidents/near misses as appropriate
- Control/prevent unauthorized access to site

2. **Site Specific – Buildings Defects - Staff/Pupils/Visitors**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Slip, trip, falling hazards
- Fall from heights
- Contact with heat, electricity, sharp surfaces
- Broken glass/light fittings
- Explosion
- Ventilation
- Excessive heat/low temperature
- Asbestos

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Burns, cuts, bruises, fractures etc
- Minor to serious personal injury/death
- Discomfort – extremes of heat/cold
- Asbestos related illness/conditions
- Allergies

SUGGESTED CONTROL MEASURES

- Undertake localized repairs if practicable/possible when defects are identified
- Liaise with Keith Rowley/Andrew Rowland – Children’s Service or the Health and Safety Unit for further advice
- Liaise with Design and Build Building Surveyor to provide estimates/arrange remedial work
- Undertake initial clean up operations ie broken glass
- Prohibit entry into danger area, erect signs
- Ensure supervision levels are maintained
- Co-operation/co-ordination between premise staff/caretaker(s) is essential
- Consider access after hours by unauthorized persons e.g where holes and dangerous environments exist – ensure areas barriered to prevent accidents
- Report/record/investigate all accidents/dangerous occurrences/near misses as appropriate

3. **Drinking Water Supply – Staff, Pupils ,Visitors**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Infection – spread eg dysentery, health/hygiene risks
- Contaminated water supply
- Legionella /bacteria

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Spread of Infection
- Health Problems

SUGGESTED CONTROL MEASURES

- Water tanks systems to be routinely inspected/maintained by Design and Build Services or competent contractor..
- Ensure all drinking water is identified by competent persons and marked as such
- All new drinking supplies to be marked
- Staff to supervise arrange adequate supply of drinking water and cups in absence of drinking fountains
- Drinking fountains to be fully operable and pressure adequate to ensure no risk from cross infection
- Fountains should be cleaned periodically

4 School Pond –Pupils, Staff, Unauthorized Persons

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Unfenced areas
- Unauthorized access
- Lack of supervision/instruction
- Concealing dangers ie overgrown areas
- Hygiene procedures not followed
- Trips, falls, slips
- Contact with contaminated water
-

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Infections – tetanus
- Drowning
- Minor – serious injury following slip, trip, falls

SUGGESTED CONTROL MEASURES

- Ensure pupils are adequately supervised when working in wildlife and pond areas
- Ponds not in a quadrangle should be provided with a small fence to prevent falls e.g after school hours – unauthorized visitors
- Areas around ponds to be free from slip/trip hazards
- Check water/fish for signs of contamination, arrange cleaning as appropriate eg weil's disease if rats pollute water
- Ensure children/pupils wash hands following handling soil, animals, plants etc
- Report all accidents/near misses as appropriate

5. **Vehicles on Site – Staff, Parents and Commercial**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- No pedestrian/vehicular separation
- Collision with vehicles
- Injuries received avoiding collision
- Unsafe loads
- Speeding

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts, bruises, fractures
- Minor to serious injury

SUGGESTED CONTROL MEASURES

- Provide a separate entrance for pedestrians and vehicles where appropriate/practicable
- Areas may require fencing/coning off
- Inform parents early in school year re school traffic policy
- Pupils/parents to be informed of hazards and restricted areas
- Signs to be erected for restricted areas
- 'No parking' where access is required by emergency vehicles eg ambulance or fireengine
- Contact commercial firms to call at school at quiet times
- Implement road traffic system ie one way with turning circle, roundabout etc where appropriate
- Consult Health and Safety Unit for advice (within school boundary)
- Consider provision of signs, sleeping policemen, speed retarders to discourage speeding
- Contact the Transport Manager at Mill Hill Depot with any problems re contracted home to school transport
- Prohibit entry of unauthorized vehicles – motorbikes, parents etc
- Segregate vehicle parking from play areas
- Warn pupils of hazards
- Record, report, investigate all accidents/near misses as appropriate
- Consult Accident Prevention Unit or Traffic and Transportation Unit re concerns outside the school gate and on the public highway outside the school boundary

6. **Trip, Slip, Hazards – Staff, Visitors, Pupils, eg loose carpet, mat wells, floor tiles, slippery floors etc**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Poor housekeeping
- Defects in buildings
- Positioning of equipment
- Spillages – wet floors
- Trip, slips, falls

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Fractures
- Sprains
- Serious Injury

SUGGESTED CONTROL MEASURES

- Report and record all defects
- Undertake localized repairs where appropriate
- Provide carpet edge protection or restrainers for carpets/mats
- Mop up all spillages/splashed food etc
- Erect signs when floors are wet/slippery
- Warn pupils of known hazards
- Ensure adequate levels of maintenance
- Construction sites to be 'made good' following works
- Ensure adequate levels of supervision in place at all times
- Flooring to be secure/safe/non slip
- Maintain/improve standards of housekeeping
- Caretakers to use correct floor treatments in accordance with manufacturer's instructions e.g., emulsion non-slip polishes
- Floors to be washed/polished at quiet times
- Ensure equipment in use does not create a trip hazard
- Beware/prevent trailing cables, leads
- Do not leave mops, buckets, brushes and machines where someone can fall over them
- Never place a ladder or steps behind a door
- Exits place a ladder or steps behind a door
- Take account of environmental conditions and slip hazards – snow, ice etc
- Report/record/investigate all accidents, near misses as appropriate
- Arrange displays/furniture so as to avoid injury from collision
- All floor coverings/cork matting in mat wells to be flush with surrounding surfaces

7. Broken Windows, Damage to Buildings – Staff, Pupils, Site Users and Unauthorized Visitors

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Contact with sharp objects/broken glass following vandalism
- Trips, slips, falls – defects created
- Violence/challenging behavior

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts/puncture wounds
- Bruises
- Fractures
- Serious personal injury

SUGGESTED CONTROL MEASURES

- Ensure staff/pupils report all breakages immediately
- Caretakers to wear appropriate protective equipment when disposing of glass/sharp objects etc
- If syringes/needles found, dispose in sharps bins
- Contact local police if unauthorized persons present
- Consider provision of mobile phones/personal attack alarms for caretakers/staff
- Ensure boarding up operations carried out promptly
- Consult local police station for advice re repeated vandalism and trespassers
- Encourage neighbors to report unauthorized access by persons
- Report all incidents as appropriate
- Review School Security procedures eg consider benefits/practicability of security patrols/CCTV after hours etc

C. CARETAKING AND CLEANING

1. Use of Hand Tools – Caretaker(s)
2. Litter-Picking – Caretaker(s)
3. Boiler Duties – Caretaker(s)
4. Use of Electric Tools – Caretaker(s)
5. Working at Heights – Caretaker(s)
6. Use of Mobile Tower Scaffold Units – Caretaker(s)
7. General Manual Handling – Caretaker(s)
8. Use of Cleaning Materials – Caretaker(s)
9. Use of Buffer, Scrubber, Vacuum Cleaners – Caretaker(s)
10. Disposal of Clinical/Medical Waste – Caretaker(s)/Staff
11. Working Alone – Caretaker(s), Staff

1. Use of hand tools – Caretaker(s)
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SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/training
- Lack of maintenance
- Contact with equipment
- Contact with sharp objects
- Ejection of particles
- Faulty tools
- Traps – falling tools

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Eye damage
- Trap injuries
- Minor – personal injury

SUGGESTED CONTROL MEASURES

- Caretaker(s) to attend relevant training courses refer to In-service training brochure
- Ensure tools are appropriate for the task
- Follow manufacturer's instructions
- Request assistance if appropriate
- Check tools for defects and if defective, take out of use until repaired/replaced
- Ensure tools are stored safely out of children's reach
- Do not leave tools where they may obstruct access and cause trip hazards etc
- Appropriate PPE to be available eg gloves, goggles, users etc
- Segregate pupils from work areas
- Avoid hazardous tasks when working alone
- Report/record all accidents/near misses
- Access to First Aid facilities to be available at all times

2.

Litter Picking– Caretaker(s)

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Contact with sharp objects
- Contact with infectious/unhygienic objects
- Slips, trips, falls

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Fractures
- Minor personal injury

SUGGESTED CONTROL MEASURES

- Caretaker to undertake daily checks of ground and remove litter etc where found
- Appropriate PPE to be provided eg gloves, litter picker sticks etc
- Children to report all broken glass/sharp objects to the Caretaker for removal
- Staff/pupils to report needles and syringes found to Caretaker for disposal in sharps bins via local clinic or hospital. Caretaker to observe hygiene guidelines
- Strict hygiene procedures to be followed when/if pupils are involved in litter picking, pupils to be supervised
- Arrange appropriate training for Caretaker

4.

Use of Electric Tools

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/training
- Equipment not tested/inspected
- Electric shock
- Ejection of particles
- Contact with sharp objects
- Trips, falls – trailing leads

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor – serious personal injury
- Eye damage/injury
- Cuts
- Bruises

SUGGESTED CONTROL MEASURES

- Ensure all equipment in use is authorized and tested by the Electrical Inspection Unit/or competent person
- Carry out visual checks of cables/leads/plugs etc on a daily basis refer to checklist
- Report all defects – take defective equipment out of use
- Provide training to use equipment where necessary

- Follow manufacturer's instructions
- All repairs, fitting of plugs to be carried out by competent persons
- Dispose of all obsolete electrical equipment safely
- Provide PPE eg, gloves, goggles where appropriate
- Exclude/segregate pupils from work areas
- Fuses, circuit breakers and other devices to be correctly rated for the circuit they protect
- Caretaker to be responsible for checking the 'test' button on RCD protection
- Tools and power sockets to be 'off' before plugging in
- Appliances to be unplugged before cleaning or adjusting
- Use extension leads as a temporary measure only
- Consider problems presented by environment
- Position equipment tools to avoid trailing leads
- Prohibit modifications to equipment
- Use of two or three way adaptors (multipoint's) to be avoided or temporary use only
- Avoid hazardous tasks when working alone
- First Aid facilities to be available at all times

5. Working at Heights – Caretaker(s)

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Falling
- Dropping Objects
- Danger to others
- Poor housekeeping
- Lack of training/instruction
- Inappropriate equipment for task

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor or serious injury to self or others

SUGGESTED CONTROL MEASURES

- Refer to Portable Ladder Safety
- Select/purchase appropriate, suitable access equipment which conform to safety standards from reputable suppliers
- Where appropriate inform others in a suitable place
- Steps/ladders must be properly stored in a suitable place
- All equipment should be inspected before and after use and any defects reported immediately, defective equipment beyond repair should be disposed of immediately
- Folding step ladders must not be used as straight ladders
- Folding step ladders must rest evenly on their legs and should be extended to the full width of the brace/tie cord
- Ladders or steps should have rubber feet in place
- Request assistance where possible eg for higher access or if lifting loads
- Consider environmental/ground condition outdoors
- Avoid working at heights alone on site
- Avoid over reaching/rushing
- Prohibit use of tables and chairs for access to heights

- Position ladders safely ie not on mats, other moveable objects, or highly polished surfaces
- Do not position ladders, steps near doors, exits etc
- Do not work at heights beyond which you comfortable/confident
- Segregate children from the work area/carry out task at quiet times
- Ensure ladders are secured eg use securing devices
- Cordon off areas, use signs to warn of hazards
- Consider mains services hazards eg electricity, gas, water
- Ladders should be secured by tying at the top to prevent slipping
- Ladders should be secured by a second person footing the base
- Ladders should be set at the most stable angle, a slope of 4 units up to 1 unit out at the base
- Ladders should always extend at least 1m above the landing place, ie the highest rung in use unless there is a suitable handrail to provide equivalent support
- Consider the provision of additional/suitable access equipment support
- Extending ladders should have an overlap of at least 3 rungs
- Wooden ladders not to be painted – obscures defects.

6. **Use of Mobile Tower Scaffold Units - Caretaker(s)**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Falling
- Dropping objects
- Collapse/upturning of scaffold tower
- Lack of training instruction

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor – serious personal injury
- Minor – serious injuries to others

SUGGESTED CONTROL MEASURES

- Caretaker(s) to attend safe use of mobile towers training course – Refer to In-service Training Brochure
- The scaffold tower should be purchased from a reputable supplier and conform to BS or CE standards
- All staff/Caretakers should be trained in the erection and use of tower scaffolds
- The height of all towers should not exceed 3½ times the shortest base dimensions for internal use or three times for external use unless the manufacturer's information specifies otherwise
- For extra stability the tower can be tied to a building and anchored at the bottom corners (outriggers)
- The foundation must be capable of resting the total load and the tower must be vertical
- Guard rails and toe boards are necessary all round the working platform
- Access to the platform must be by a ladder secured to the narrowest side of the tower at the top and bottom, unless a built in internal ladder is provided
- Access to a platform must not be by climbing up the outside of the tower frame
- If any components or joints are missing or damaged the unit should be taken out of use and labeled 'warning – not to be used'

- Mobile scaffolds must never be moved with persons aboard
- Equipment should not be left on the platform whilst in motion
- Static towers must be dismantled before being moved
- Wherever towers are in use provision must be made to prevent unauthorized access by providing barriers or tapes around the base
- Only move the scaffold tower by pushing, pulling at the base
- Wheels should be fixed to the scaffold, turned outwards to provide maximum base dimensions and wheel brakes must be on and locked when the scaffold is used
- Do not overload the working platform or apply pressure which could 'tilt' the tower
- Platforms higher than 5m high should not be erected unless by a registered/competent person

7. **General Manual Handling -**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Pushing, pulling, lifting, carrying of loads
- No manual handling assessment
- Lack of assistance/equipment
- Rushing
- Dropping loads on feet/hands

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Back strain – injury
- Muscular – skeletal injury
- Cuts
- Bruises
- Fractures
- Sprains – joints, muscles
- Internal injury eg hernia

SUGGESTED CONTROL MEASURES

- Complete manual handling assessments for all tasks
- Break down loads where possible
- Provide training if identified from assessment – refer to In-service Training Brochure
- Carry out tasks at quiet times
- Use mechanical assistance for heavy loads – long distances
- Request assistance for heavy loads, doors, hazardous routes etc
- Maintain floors free from slip/trip hazards
- Avoid rushing
- Consider medical problems, previous back injury
- 'Test' weight of load prior to attempting the lift
- Store/stack heaviest items at low levels
- Position equipment, furniture, displays safely so not obstruct access
- Maintain levels of cleanliness and use appropriate floor polishes in accordance with manufacturer's instructions

- Consider environmental conditions if lifting/carrying outdoors
- Request further training in manual handling techniques
- Wear appropriate PPE provided for lifting, carrying – boiler duties etc
- Report/record all manual handling related injuries, near misses

8.

Use of Cleaning Materials – Caretaker/cleaners

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- No COSHH assessment
- Unauthorized products in use
- Contact with hazardous substances
- Inhalation of hazardous substances
- Slips, trips, falls

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor – serious injury – from slips, trips, falls
- Inhalation noxious fumes
- Allergies
- Dermatitis
- Skin Cancer

SUGGESTED CONTROL MEASURES

- Ensure only approved/authorized products used in school, contact Health and Safety Unit for further advice or approval of new products
- Consider known allergies of users or medical conditions and substitute products for safe type or provide appropriate PPE
- Use materials in accordance with manufacturer's instructions
- *never* mix chemicals especially toilet cleaners/bleach
- Undertake regular 'stock' checks and dispose of unapproved surplus materials
- Use materials appropriate to task
- Provide/request COSHH training where appropriate
- Chemicals/materials to be appropriately stored in a locked container/cupboard, check for leakage's and mixing of materials
- Flammable materials should be stored in metal cabinets away from ignition sources
- Provide appropriate storage facility (metal cabinet) for flammable materials
- Segregate pupils from cleaning areas, erect signs/instructions
- Clean up spillages promptly
- Empty containers should not be used to store any liquids or materials other than what is stated on the label

9. **Use of Buffer, Scrubber, Vacuum Cleaners - Caretaker(s)**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Electric Shock
- Slips
- Trips, falls
- Lack of instruction/training

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor to serious personal injury
- Cuts, bruises, fractures etc
- Injury to other site users

SUGGESTED CONTROL MEASURES

- Ensure all equipment is checked for electrical defects eg by Electrical Inspection Unit/competent persons
- Staff to undertake visual checks prior to use – plugs, leads, cables etc – refer to checklist
- All defects to be reported
- All repairs/fitting of plugs by competent persons only
- Defective equipment to be taken out of use and marked 'defective'
- Use of equipment by authorized persons only
- Machine to be appropriate for the job in hand
- Plugs to be fused with the correct value fuse
- Take care not to jam cables beneath doors or become a trip hazard or obstruction not become entangled in machines
- Keep the machines in a clean and tidy state, empty dust bags regularly to prevent fire hazards
- Ensure filters are replaced when appropriate
- Use extension leads/two or three way adaptors (multi-points) as a temporary measure only

10. **Disposal of Clinical/Medical Waste - Caretaker(s) Staff**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Infections
- Spread of infection
- Contact with body fluids
- Lack of instruction and training

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor – Cross infection
- Minor – Blood borne infections

SUGGESTED CONTROL MEASURES

- Contact Health and Safety Unit for advice
- Contact Local Area Health Authority for further specific advice(moe)
- Contract Central Purchasing Unit for advice on existing collection/disposal of clinical/ medical waste from schools or appoint competent contractor
- Ensure responsible staff only involved in disposing of clinical/medical waste into school incinerators/macerators
- Contact with **wekaya.ae**

11. Working Alone - Caretaker(s)

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/training
- Hazardous activities
- Call outs
- Violence and challenging behavior
- Inability due to injuries to report accidents

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Minor – serious personal injury

SUGGESTED CONTROL MEASURES

- Re-schedule hazardous duties for when others are to be on site eg working at heights, heavy lifting etc
- Consider provision of personal attack alarms/pagers
- Consider working alone procedures to be implemented and included in school safety policy
- Call outs – ensure police/others are on site or contactable (mobile phone etc) during call outs, inspections of site
- Contact Health and Safety Unit for further advice
- If teachers/staff alone on site ensure others are informed of timescales to be worked.

D. OFFICE AND ADMINISTRATION – INFORMATION TECHNOLOGY

1. Use of Word Processor, Lap Top, Printer – Staff Use
2. Use of Office Equipment – eg Binders, Laminators, Staff
3. Use of Photocopier – Staff
4. Use of a Computer in Class/on Trolleys or Static – Staff /Pupils

1. Use of Word Processor, Lap Top, Printer – Staff Use

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Collision
- Falling equipment
- Electric shock
- Traps
- Strains muscular/skeletal
- Eye strain
- Trips, falls - trailing cables

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts, bruises
- Strains
- Eye strain
- Electric shock
- Muscular/skeletal injury/work related upper limb disorders
- Stress

SUGGESTED CONTROL MEASURES

- Contact Health and Safety Unit for specific advice eg room, workstation, layout, seating, ventilation etc
- Users to be appropriately trained in use of equipment - Refer to Corporate Training Brochure
- All equipment to be regularly electrically tested and maintained
- All defects to be reported immediately
- All repairs to be undertaken by competent persons
- All defective equipment to be taken out of use until repaired/replaced
- Position equipment safely ie away from doors, fire exits, water, heat sources
- Avoid trailing cables and leads (trip hazards)
- Ensure ergonomics considered in office layout
- Refer to HSE guidance available

2. Use of Office Equipment – eg Binders, Laminators, Staff

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Lack of instruction/training
- Electric shock
- Collision hazard
- Trap injury

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Burns

SUGGESTED CONTROL MEASURES

- Ensure all staff are trained in correct use of equipment
- Follow manufacturer's instructions
- Only authorized staff to use machines - pupils to be prohibited where relevant or receive suitable supervision
- Position equipment in quiet areas and away from accesses, water, heat sources, with no trailing cables, leads
- Extension leads only to be used as a short term measure
- All equipment to be included in the electrical inspection and maintained/serviced regularly
- Faulty/defective equipment to be taken out of use
- All repairs/fitting of plugs to be undertaken by competent persons only
- Report/record all accidents/near misses

3. Use of Photocopier – Staff

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Lack of instruction/training
- Traps
- Collision
- Electric shock
- Contact with chemicals

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Electric shock
- Chemical effects

SUGGESTED CONTROL MEASURES

- Ensure staff are trained in the correct use of the photocopiers
- Follow manufacturer's instructions
- Ensure relevant COSHH assessments are undertaken for toners, duplicating fluidsetc
- All equipment to be included in electrical equipment tests/inspections
- All faults to be reported immediately
- Position photocopiers as close to sockets as possible to prevent trailing leads, obstruction, collision hazards etc
- Ensure photocopiers are placed in a room with adequate ventilation
- Ensure manual handling assessments undertaken if photocopiers are to be relocated by staff
- Ensure COSHH assessments are undertaken for relevant substances
- Store paper/toners safely so as not to cause obstructions/fire hazards
- Extension leads should be used only as a temporary measure

4. Use of a Computer in Class/on Trolleys or Static – Staff /Pupils

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Lack of instruction/training
- Falling equipment
- Trips, falls – positioning/trailing leads
- Electric shock
- Strains/poor seating positioning

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Bruises
- Minor personal injury
- Electric Shock

SUGGESTED CONTROL MEASURES

- Maintain present levels of supervision, instruction and training
- Refer to IT Co-coordinators/Adviser
- Refer to Health and Safety Unit for advice
- Ensure all equipment is included in the Electrical Inspection Contract
- All defects to be reported/auctioned
- All equipment leads/plugs/housing to be checked on a daily basis by staff
- 4 way adaptors to be secured and earthed to trolleys or permanently secured
- Computers to be securely fitted/positioned on moveable trolleys
- Avoid trailing cables and leads, keep leads tidy
- Dispose of or repair defective equipment
- All repairs to be carried out by competent persons

E. PUPIL ACTIVITIES

1. Using Sharp Instruments – Pupils
2. Swimming – Pupils
3. Pupils PE Activities – Indoors
4. Pupils PE Activities – Outdoors
5. Manual Handling of PE Equipment – Pupils
6. Design and Technology Activities – Use of Tools – Pupils
7. Science Studies – Pupils
8. School Pets – Pupils/Staff
9. Use of Glue Guns – Staff/Pupils
10. Cutting and Sticking – Pupils
11. Use of Clay and Kilns – Staff and Pupils
12. Mixing and Using Paint – Pupils
13. Needlework Textiles – Pupils

1. Using Sharp Instruments - Pupils

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/training/supervision
- Contact with sharp surfaces/tools
- Puncture wounds

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts, bruises
- Abrasions
- Minor – Serious injury to self/others

SUGGESTED CONTROL MEASURES

- Ensure adequate levels of supervision, instruction and training are in place
- Refer to Hazard Cards and Rainbow Pack
- Ensure parents/helpers are aware of school procedures
- Purchase appropriate educational tools/equipment
- Ensure safe storage of the equipment/tools – recommend purpose built storage facility where appropriate
- Check all tools/equipment for defects
- Open bladed craft knives should not be used by primary pupils
- One to one supervision with sharper type of scissors
- One to one supervisions with saws/cutting tools
- Staff to assess pupils individual capabilities, concentration and consider SEN pupils
- Ensure pupils are not working 'out of sight'
- Count out all sharp tools and back
- Report all accidents/near misses as appropriate

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Slips, trips, falls
- Lack of supervision
- Collisions
- Dropping/falling equipment

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Fractures
- Head injury
- Sprains
- Minor – serious personal injury
- injury to others

SUGGESTED CONTROL MEASURES

- Ensure adequate levels of supervision, instruction and training are in place
- Refer to the PE advisers for specific advice/training
- Refer to Risk Assessment Check List E – 5 Manual Handling of PE Equipment
- Refer to the BAALPE Document ‘Safe Practice in Physical Education’
- Remove surplus equipment/furniture from hall prior to PE Sessions
- Ensure hall/gym is free from defects, floor surfaces and cleanliness maintained at a high standard, no trip/slip collision hazards
- Refer to Safety Bulletins 132 Safety Glazing in Educational Establishments and 89 – Safety in Use of School Halls
- All glazing in high activity areas (eg hall/gym) to conform to BS6262 safety glazing
- All equipment in use to be regularly checked for defects by staff
- All equipment to be inspected by competent persons i.e specialist contractor
- Equipment to be stored safely – staff to supervise in storage areas to avoid collisions/accidents

3 Pupils PE Activities - Outdoors
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SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Ground defects e.g. holes
- Equipment defects eg. Portable goal posts
- Lack of supervision/training
- Environmental conditions
- Slips, trips, falls, collisions

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Fractures/sprains
- Head injury
- Minor – serious personal injury

- **SUGGESTED CONTROL MEASURES**

- Take into account nearby hazards and environmental conditions e.g. demolition site, Boundary fencing, possibility of 'straying'
- All team games to be conducted in a safe manner and supervised
- All equipment to be checked for defects – portable goal posts to have securing devices fitted
- All equipment to be used appropriately
- Large equipment to be tested regularly and defects reported/actioned
- Dispose of obsolete equipment
- When using other facilities report any defects to manager/including accidents/near Misses, ensure access to first aid facilities and emergency telephone
- Jewellery should be removed before PE sessions
- Take into account pupils needs, capabilities and medical conditions e.g. access to Asthma inhalers (especially when off site)
- Suitable clothing and footwear to be worn
- Report/record investigate all accidents, near misses as appropriate
- Refer to school PE policy

5. **Manual Handling of PE Equipment -Pupils**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Slips, trips, falls
- Dropping equipment

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Fractures
- Minor – serious personal injury

SUGGESTED CONTROL MEASURES

- Ensure adequate levels of supervision are in place
- Refer to PE Advisers for specific training/advice
- All Equipment to be tested/inspected regularly and any defective equipment taken out of use until repaired/replaced
- Obsolete equipment should be disposed of
- Ensure Manual Handling assessments are carried out as appropriate
- Take into consideration pupils ages, capabilities and medical conditions, exclude where appropriate
- Take into account environmental/floor condition e.g. following dining in a multiuse hall.
- Ensure new Manual Handling assessments are undertaken for any new equipment purchased
- 'Test' lift apparatus

- Report/record/investigate all accidents/near miss incidents

6. Design and Technology Activities – Use of Tools – Pupils

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/training
- Trapping
- Ejection
- Particles/dust
- Falling/dropping equipment
- Faulty/Inappropriate equipment

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Eye injury
- Minor personal injury
- Injury to others

SUGGESTED CONTROL MEASURES

- Ensure staff receive appropriate training refer to In Service Training Brochure
- Ensure adequate levels of supervision, instruction and training are in place
- Ensure all parents/helpers aware of school safety procedures
- Ensure pupils are not working 'out of sight'
- Tools and equipment to be in good condition and appropriate for the task
- Tools/equipment to be checked for defects and repaired/replaced as necessary
- Dispose of defective/obsolete tools
- Store tools safely preferably in purpose built accommodation – purpose built storage facilities where appropriate/feasible
- Work benches to be in good repair and positioned safely i.e. not near main thoroughfares access points etc.
- Use Council approved products/substances only
- Refer to guidance - 'Make it Safe'

- Ensure sharp tools not directly accessible to children
- Provide appropriate Personal Protective Equipment where appropriate eg goggles,
- Dust masks etc. for staff and pupils
- Count out all sharp tools and when returned
- Ensure work areas tidy at end of lesson and floors left clean, no slip/trip hazards
- Report/record all accidents/near misses

7. **Science Studies - Pupils**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/training
- Equipment
- Contact with hazardous substances
- Hygiene/infection

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bruises
- Inhalation
- Allergies
- Skin irritation
- Minor personal injury

SUGGESTED CONTROL MEASURES

- Refer to Primary Hazard Cards and Rainbow Pack. Safety in the primary science classroom.
- Plastic equipment should replace existing glass equipment where possible
- Pre-assess experiments as appropriate for hazards/suitability
- Use appropriate personal protective equipment eg gloves, goggles
- Hazardous materials/processes not to be used
- Approved products/equipment to be used
- Store equipment/substances safely – preferably in purpose built storage facility
- Refer to LA Guidelines
- Refer to 'Be Safe' Booklet
- Refer to CLEAPSS Science and Technology newsletters
- Refer to Science Adviser for specific advice
- Report/record/investigate all accidents/near misses as necessary
- Ensure hygiene standards are maintained eg washing of hands following handling of soil/substances etc
- Refer to Safety Bulletin 164 – Battery Safety Guidelines

8. **School Pets – Pupils/Staff**

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Bites
- Infestation
- Allergies
- Risks from housing/cleanliness

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Bites
- Bruises
- Allergic reaction

- Asthma attack
- Skin irritation
- Infestation/parasites

SUGGESTED CONTROL MEASURES

- Ensure the keeping of pets/animals are appropriate to pupils educational needs and of educational value
- Refer to 'Be Safe' for animals not suitable to be kept in schools
- Obtain animals only from reputable suppliers
- Consider all animal needs and the environment to which he/she will be introduced. Also consider holiday and weekend arrangements (avoid cross contamination with other pets)
- Keep the housing clean and disinfect cages at regular intervals
- Do not allow animals to wander freely on tables etc. Unless cleaned immediately.
- Pupils to be aware of handling procedures if permitted.
- Hygiene to be observed ie washing of hands after handling
- Ensure adequate/secure storage of animal food so as not to attract vermin etc.
- Take into account pupils allergies/medical conditions
- Ensure adequate first aid procedures in place in the event of pupils being bitten – liaise with parents concerning possible need for Tetanus vaccination and allergies

9. Use of Glue Guns – Staff/Pupils

SIGNIFICANT RISK(S) – CAUSE OF INJURY

- Lack of instruction/supervision
- Contact with hot glue
- Electric shock
- Falling equipment

EFFECTS OF HAZARDS – POSSIBLE INJURY

- Cuts
- Burns
- Scalds
- Electric shock

SUGGESTED CONTROL MEASURES

- Refer to 'Make it Safe' and 'Be Safe' publications
- Refer to Hazard Cards and Rainbow Pack
- Ensure glue guns are safely stored when not in use
- Glue guns to be included in Electrical Inspection Contract
- Visual checks of equipment, leads, plugs to be carried out by staff
- All defects to be reported
- Defective glue guns to be taken out of use
- Defective glue guns to be repaired by competent persons only or disposed of if obsolete

- Children's Service recommends use of low temperature glue guns
- Hot glue guns to be used by teacher or 1:1 supervision
- Ensure adequate levels of supervision instruction and training are maintained
- Purchase approved products only BS/CE Standard
- Report/investigate all accidents/near misses

10. Cutting and Sticking - Pupils SIGNIFICANT

RISK(S) - CAUSE OF INJURY

- Contact with cutting tools/sharp edges
- Use of unapproved products/equipment eg glue, substances

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Abrasions
- Inhalation

SUGGESTED CONTROL MEASURES

- Ensure that adequate levels of supervision and instruction are maintained
- Refer to Hazard Cards and Rainbow Pack
- Ensure safe storage of scissors and glue products
- Use of sharper type scissors – one to one supervision
- Round edged scissors to be available for use by younger (infants) pupils
- Consider pupils capabilities, ages and responsibilities
- Ensure one to one or close supervision with glue guns
- Continue purchase of appropriate educational equipment and products eg PVAglue, non toxic glues, pastes, etc
- Carry out COSHH assessments where appropriate
- Staff use of glue gun in infants
- Ensure equipment (scissors) and surfaces cleaned following use
- Open bladed craft knives should not be used by primary pupils
- Glue guns and sharper scissors to be stored out of direct reach of pupils
- Pupils to be taught how to carry pass scissors safely
- Only use glue products from approved list
- Guillotines should be used by adults away from children
- Report/investigate all accidents/near misses

Use of Clay and Kilns – Staff and Pupils

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Allergies/Dust
- Slips, falls – wet surfaces
- Contact with heat
- Electric shock
- Manual Handling

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Burns
- Cuts
- Bruises
- Minor personal injury (falls)

SUGGESTED CONTROL MEASURES

- Refer to Safety in Ceramics' issued by the Institute of Ceramics – A guide for Educational Workshops and Studies.
- Refer to 'Safety in Practical Studies'
- Refer to Hazard Cards and Rainbow Pack
- Ensure staff/teachers only have access to the kiln
- Ensure the kiln is adequately guarded and warning lights in place
- Ensure the kiln is regularly service/maintained
- Refer to the Art Adviser for specific advice
- Ensure adequate ventilation in kiln area
- Glazes should be free from lead and stored safely
- Clay must not be worked in close proximity to food
- After any activity involving the use of clay all surfaces must be thoroughly washed including the floor Pupils to wash hands etc
- Spilt water in the craft area should always be mopped up immediately to avoid the danger of slips
- Report/record all accidents/near misses

12 Mixing and Using Paint - Pupils

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Unsuitable products in use/toxic
- Inhalation - allergies
- Eye contact
- Slips
- Ingestion

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Eye injury/infections
- Skin irritation
- Allergic reaction
- Minor – serious personal injury from slips

SUGGESTED CONTROL MEASURES

- Refer to 'Safety in Practical Studies'
- Ensure levels of supervision and instruction are adequate
- Ensure safe storage of equipment
- Staff to dispense powder paints/water for younger pupils
- All spillages to be cleaned away promptly
- Purchase products to appropriate educational standards
- Be aware of pupils medical conditions or specific reactions to products used

- Clean painting areas thoroughly after use
- Ensure safe methods of drying paintwork eg paintings not to be left on floors creating slip hazards
- Use plastic not glass containers
- Use only cold water dyes for fixatives

13 **Needlework Textiles**

SIGNIFICANT RISK(S) - CAUSE OF INJURY

- Contact with sharp object/tools
- Exposure to machinery
- Use of unsuitable products

EFFECTS OF HAZARDS - POSSIBLE INJURY

- Cuts
- Abrasions
- Puncture wounds

SUGGESTED CONTROL MEASURES

- Refer to Safety and Practical Studies
- Refer to Hazard Cards and Rainbow Pack
- Ensure levels of supervision and instruction are adequate
- A range of scissors should be available – one to one supervision for use of sharp pointed scissors where appropriate
- Equipment available to be relative to pupils experience/capabilities
- Round ended scissors/needles etc to be available for use by younger children, loosely woven fabrics should be chosen for use
- Care to be taken when pupils use sewing machines – one to one or close supervision
- Sewing machines to be positioned carefully, close to sockets to prevent trailing leads, machines to be fitted with safety/finger guard if possible
- Ensure safe storage of equipment when not in use
- When working with dyes, or hot wax (Batik) children should wear protective aprons and avoid skin contact
- Refer to Design and Technology Adviser for specific advice
- Retrieve lost needles/pins with magnets

This policy will be reviewed every year (APRIL-2024)