

<b>Risk</b>	<b>Premises/Workplace Risk Assessment</b>
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*Risk before control measures* **Medium** *after* **Low**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Insufficient ventilation in the building</i>	Staff, pupils, visitors, contractors, vulnerable people	<ul style="list-style-type: none"> <li>Monitoring with CO2 monitors</li> <li>Monitors situated in the school buildings (see attached list of locations)</li> </ul>	Caretaker/admin team/SLT/all staff to monitor randomly  Staff to be informed/aware of monitors	DfE	November 2021	
<i>Slips and trips – trailing leads, uneven flooring, spillages, obstruction, ice or snow, poor lighting unsuitable</i>	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	<ul style="list-style-type: none"> <li>Regular and effective inspection regime by staff and governors</li> <li>System to report defects</li> <li>Use of temporary warning signs and physical barriers</li> <li>Effective spillage control procedure</li> <li>Weather conditions risk assessment</li> <li>Non slip surfaces where appropriate</li> </ul>	Supervision in dining hall			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>footwear, wet or polished floors</i>		<ul style="list-style-type: none"> <li>Organised storage and waste management</li> <li>Pupils and staff possessions stored safely</li> <li>No trailing cables that might cause a trip hazard</li> <li>Adequate lighting</li> <li>Moving and handling training</li> <li>Reminders to staff/pupils about suitable footwear</li> </ul>	Waste and spillages cleared up quickly  Pupils reminded to hang up coats			
General office equipment	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	<ul style="list-style-type: none"> <li>COSHH assessments completed</li> <li>Electrical PAT testing of all equipment annually</li> <li>Training to use photocopier/shredder/ guillotine</li> <li>Training to use step stools/ladders</li> <li>DSE e learning to ensure staff workstations are safe and used appropriately</li> </ul>				
Hot surfaces – pipework, kettles urns	Staff, visitors, contractors and vulnerable people	<ul style="list-style-type: none"> <li>Occupants made aware of hot surfaces/hot water risks</li> <li>Adequate supervision in rooms where hot surfaces/hot water is present</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Thermostatic controls on hot water installations</li> </ul>				
Poor lighting – in corridors and rooms	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	<ul style="list-style-type: none"> <li>System in place to report defects</li> </ul>				
Glass and glazing	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	Glazing risk assessment/county survey in place				
Classrooms – slips and trips, working at height, moving and handling, electricity and portable equipment	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	<ul style="list-style-type: none"> <li>No trailing cables</li> <li>Staff to use step stools/step ladder</li> <li>Adequate lighting, heating to ensure the workplace is comfortable for the user</li> <li>Place to report defects</li> <li>Moving and handling guidance followed</li> <li>PAT testing on all electrical equipment annually</li> </ul>	Volunteer helpers shown how to use laminator/photocopier	Admin		
Hall Used for lunchtime,	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	<ul style="list-style-type: none"> <li>Adequate supervision and support for children carrying food at lunchtime, spillages cleaned up immediately</li> </ul>				

Site Name *Fleet Infant School*

Date 30<sup>th</sup> September 2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
assembly, PE and performances		<ul style="list-style-type: none"> <li>• Children/staff trained to move/carry PE apparatus safely in line with current guidance</li> <li>• Pupils reminded to be careful when on stage for performances</li> <li>• Visitors reminded about fire alarms/fire safety when in school to watch a performance</li> </ul>				
Weather conditions	<i>Staff, pupils, visitors, contractors, vulnerable people</i>	See weather conditions Risk assessment				

Risk Assessor Sara Woodruff	Signature	Date 30 <sup>th</sup> September 2024
Responsible Manager Monique Clark	Signature	Date 30 <sup>th</sup> September 2024

Site Name *Fleet Infant School*

Date 30<sup>th</sup> September 2024

Date Reviewed	Signature	Role
18/11/21		
30.09.24		

Site Name *Fleet Infant School*

Date 30<sup>th</sup> September 2024

**Action Plan for Risk Assessment**

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Priority rating	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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