



Astley C.E. Primary School Risk Assessments



Astley School recognises that it is responsible for having effective systems in place that keep children, parents and staff safe, wherever possible, in line with our Christian vision and values. These risk assessments reflect our daily working habits and are an important part of our duties in line with Health and Safety legislation. Staff, governors and children are involved in reviewing these risk assessments regularly and sign to say they have read them annually. Any maintenance issues or concerns about Health and Safety must be reported to the office or Headteacher immediately

Health and safety is everyone's responsibility.



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Allergies			
Hazard	How might this cause harm?	Control measure	Level of risk
Failure of parents to notify school of allergy	School may inadvertently allow a child access to an allergen leading to a harmful reaction	<ul style="list-style-type: none">Data collection sheet sent to parents annuallyNewsletters regularly advise parents to update details	Medium
Individual staff unaware of allergy	Staff may inadvertently allow a child access to an allergen leading to a harmful reaction	<ul style="list-style-type: none">Mild allergies are recorded on the medical list in every class and officePupils with high needs have an Individual Health Care Plan (IHCP) available in every class and office	Medium
Medical equipment not available when needed	Medication unavailable to arrest allergic reaction	<ul style="list-style-type: none">First Aid lead regularly checks medication and advises parents if out of dateEVLs add needs to risk assessments and pack off site First Aid kits accordingly	Medium
Staff unaware of how to use equipment	Medication is not used to arrest allergic reaction	<ul style="list-style-type: none">Training given by School Nurse annually where there is a pupil who has an AAI	Medium
Pupils share allergic foods	Pupils may inadvertently allow a child access to an allergen leading to a harmful reaction	<ul style="list-style-type: none">Newsletters regularly advise parents not to include nuts in packed lunches or snacksPupils advised not to share food and given the reasons for this	Medium
Visitors to school experience a severe reaction	School may inadvertently allow a visitor access to an allergen leading to a harmful reaction	<ul style="list-style-type: none">Warning signs displayed during school events to warn visitors of potential risks	Medium



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Car Park			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects	People might trip over objects left lying around	<ul style="list-style-type: none"> • All objects to be tidied away 	Medium
Night	Areas of the ground can be very dark and people might trip, slip or walk into things	<ul style="list-style-type: none"> • Security lights regularly checked and maintained 	Medium
Litter	Metal and glass litter might cut someone	<ul style="list-style-type: none"> • Any litter to be tidied away promptly 	Medium
Leaves	Accumulation of wet leaves could cause slips	<ul style="list-style-type: none"> • Leaves to be cleared away as required through leaf fall period 	Medium
Snow and ice	Ice might cause a slip leading to a more serious injury	<ul style="list-style-type: none"> • A route is gritted between the car park and building 	Medium
Collision	A car might hit another car or a person	<ul style="list-style-type: none"> • All manoeuvres must be carried out with extreme caution and low speed, particularly when coming in and out of the car park • Parents regularly reminded not to use car park • Staff should avoid moving cars between 8.45 to 9am and 3.15pm to 3.25pm • Cars parked against hedge and not overhanging drive to facilitate emergency access • No parking blocking gate to playground to facilitate emergency access 	Medium
Children stray into car park	Child might be knocked over, or might run into road	<ul style="list-style-type: none"> • Extra gates separate car park and are always closed • Adult supervision of front playground to ensure children stay on playground • Close top front gates during lunch playtimes 	Medium



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Chickens			
Hazard	How might this cause harm?	Control measure	Level of risk
Contact with chicken faeces via shoes, housing, equipment and handling the birds.	Children or adults may be hurt or become unwell. (zoonotic disease)	<ul style="list-style-type: none"> • Pupils are given hygiene and safety briefings before working with the birds. (Not to touch faces or put anything in mouths, kiss chickens, wash their hands immediately afterwards.) • Pupils are not permitted to eat and drink in the chicken areas. • Pupils reminded to wash hands after touching hens.) Signs in place. • Fresh cuts and grazes covered before working with the birds. • Pupils wear outdoor shoes when entering the chicken run. • Advice sought from parents of pupils with compromised immune systems. • Chicken house and run is kept suitably clean with the hen house, perches and equipment disinfected on a regular schedule. • Chicken waste is properly disposed of. 	Medium
Contact with feathers, or straw, inhalation of products	Children or adults may experience allergic reactions and respiratory problems.	<ul style="list-style-type: none"> • Pupils with known allergies are not permitted to carry out tasks such as adding bedding, or using mite dusting or powder disinfectant. • Pupils are reminded to let a member of staff know if they feel unwell. 	Low
Injuries from the hens	Children may be hurt (scratches and pecks.)	<ul style="list-style-type: none"> • Pupils briefed on working safely with the hens, including proper animal handling procedure. They are reminded not to hold the chickens in front of their faces or to push their fingers through the bars of the run. • Husbandry tasks (claw and wing clipping) are only carried out by staff. • Birds that are consistently aggressive will be re-homed. 	Low
Injuries from chicken housing and equipment	Children or adults may be hurt (scratches, cuts, splinters, bruises.)	<ul style="list-style-type: none"> • The chicken house and run are checked on a regular schedule. • Lightweight feeders, drinkers and appropriately sized tools are used. • Pupils are briefed on safe tool use. • Pupils are not permitted to carry heavy items such as layers poultry. 	Low
Illness or injury from contact with chicken health care products	Children or adults may experience allergies reaction, skin irritation, poisoning.	<ul style="list-style-type: none"> • Chicken products stored safely in accordance with COSHH regulations. • Pupils permitted to use low-risk products such as hen house disinfectant or mite powder, wear disposable gloves. • Fresh cuts and grazes are covered before working. • Pupils wash their hands immediately upon completion of care tasks. 	Low
Slips and trips	Children or adults may be hurt.	<ul style="list-style-type: none"> • First aid arrangements in place at all times • Emergency procedure in place • Suitable footwear worn • Pupils entering the chicken area to be limited to a safe number • Working areas kept clear. Equipment cleared away after use. 	Medium



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Classrooms			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects	People may trip over objects on the floor or have access blocked	<ul style="list-style-type: none"> • Floor area to be kept clear. • Resources to be stored in designated areas. • Fire exit route must remain clear at all times 	Medium
Chairs	People might trip over them or fall off them.	<ul style="list-style-type: none"> • Chairs to be put neatly under table when not being used during day • Children instructed to not rock on chairs 	Medium
Stationary	Drawing pins, staples, pens, pencils etc. may pierce a foot or cause a fall	<ul style="list-style-type: none"> • Care taken when displays being taken down or put up • Wall stapler not to be used with children adjacent • The floor to be thoroughly checked for any items daily by children and staff • Floor to be kept clean and tidy 	Low
Display board and cupboards	People might fall if trying to secure things at a height	<ul style="list-style-type: none"> • No climbing on furniture • Adults to use steps provided • Steps to be fully extended and held securely by another person 	Medium
Windows	Glass could shatter and cut someone	<ul style="list-style-type: none"> • Windows are fitted with appropriate glass • No objects likely to break a window to be thrown around the room 	Medium
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> • Electrical appliances, except key parts of the network, are turned off when not in use. • All electrical appliances receive an annual PAT test. • Paper to be tidied away at the end of each teaching session • Trailing cables to be fused and avoided • Pupil use of electrical equipment should be supervised • Electrical appliances must only be used for the intended purpose 	Medium
Pupil Movement	Lots of pupils moving at the same time may lead to people being pushed into furniture or to fall over	<ul style="list-style-type: none"> • Pupil movement supervised • No running rule enforced • Emergency Evacuation Procedure practised 	Medium
Computer projectors	May cause visual disturbance if looked at directly.	<ul style="list-style-type: none"> • Whiteboards switched off when not in use • Teachers to stand to side of board to avoid direct beam 	Low
Spreading fire	This could lead to death	<ul style="list-style-type: none"> • Doors and windows to be closed in the event of a fire alarm, and at the end of every day 	Medium



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Cleaners' cupboard			
Hazard	How might this cause harm?	Control measure	Level of risk
Access to shelves is blocked	People may trip over objects on the floor	<ul style="list-style-type: none"> • Access to shelves should be achieved from a cleared floor area 	Medium
Objects from top shelf fall	Objects may hit someone underneath	<ul style="list-style-type: none"> • All resources to be stored in designated boxes and entirely on the shelf [no overhang] • Ladders provided should be used to access resources on top shelf 	Medium
Children gain access to cleaning fluids	They may swallow these or receive a burn	<ul style="list-style-type: none"> • Door to cleaners' cupboard locked at all times; access key kept out of children's reach (Staffroom) • Adults only to fetch items from cupboard • All harmful chemicals stored in cupboard • No chemicals left around school 	Medium
Accidental use of wrong liquid	Might cause harm	<ul style="list-style-type: none"> • No dangerous liquids decanted into other bottles • Bottles labelled with contents 	Medium
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> • Electrical appliances, except key parts of the network, are turned off when not in use. • All electrical appliances receive an annual PAT test. • Trailing leads to be avoided 	Medium



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Corridors

Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	People may trip or slip over objects on the floor	<ul style="list-style-type: none"> Floor area to be kept clear. Resources to be stored in designated areas. 	Medium
Coats, bags and boots on floor	People might trip over these	<ul style="list-style-type: none"> Coats and bags to be in lockers Locker doors to be closed 	Medium
Dark corridors	People tripping over items on floor, or walking into furniture	<ul style="list-style-type: none"> Lights to be kept on when corridor is dark LED lighting installed Report broken light bulbs to office Floor area to be kept clear at all times 	Medium
Steps from library to lower level	People might fall down these	<ul style="list-style-type: none"> Non-slip edges fitted to steps Hand-rail fitted to one side No-running rule reinforced with all children by all staff 	Medium
Corners	People might collide at corners	<ul style="list-style-type: none"> No-running rule enforced for all by all staff Adults to be particularly cautious if carrying boxes, trays etc 	Medium
Fire doors	Could prevent swift exit in fire	<ul style="list-style-type: none"> Fire doors must be unlocked during school hours Fire door access must be kept clear 	Low
Fingers trapped in doors	Loss of finger, pain	<ul style="list-style-type: none"> Finger guards fitted to doors Guards regularly checked and maintained where necessary 	Medium
Locker doors	Bumps or cuts to heads as children access lockers simultaneously	<ul style="list-style-type: none"> Children taught to access lockers exercising patience Locker doors to be closed Staff to regularly check and close doors Remedial work undertaken if needed 	Medium



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Events			
Hazard	How might this cause harm?	Control measure	Level of risk
Electricity failure	People might trip or collide with objects in the dark	<ul style="list-style-type: none"> • Two stewards are allocated to each activity • Two rechargeable torches are available to guide people safely off premises • Emergency lighting is tested regularly to ensure batteries are charged • Stewards give clear instructions and manage evacuation through nearest emergency exit in a controlled manner • Children escorted onto playground to be reunited with parents 	Medium
Evacuation need	People might be trampled or trapped in building. It might be difficult to be sure that all people had been accounted for	<ul style="list-style-type: none"> • Two stewards are allocated to each activity • Building safety checks carried out regularly • Emergency exits marked and kept clear • All people sign in, unless attending a performance in hall, in which case the visitors are only in the hall. • Stewards supervise the entrance point to the building to ensure that visitors remain in the hall • Briefing given to visitors 	Medium
Security	If the building is open to parents and other members of the public, it might leave the school vulnerable to theft.	<ul style="list-style-type: none"> • In the event of a performance, a member of staff supervises visitors coming into the hall • In the event of a fayre, offices and laptops are locked. Server is kept under staff surveillance 	Medium
Safeguarding	Inappropriate people may enter	<ul style="list-style-type: none"> • Visitors sign in to school at entrance • In the event of a performance, a member of staff must supervise the visitors coming into the hall • In the event of a fayre, staff remain vigilant at all times 	Medium
Individual medical incident	A person may be in need of urgent medical attention	<ul style="list-style-type: none"> • First aider and defibrillator available at every event • Access to telephone during event • Emergency numbers available 	Medium



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Forest School			
<i>Hazard</i>	<i>How might this cause harm?</i>	<i>Control measure</i>	<i>Level of risk</i>
Nettles and brambles	Stinging	<ul style="list-style-type: none"> Children made aware, pathways and main play areas cleared. Children wear long trousers. 	Low
Berried flora	Poisoning	<ul style="list-style-type: none"> Children instructed not to pick or eat berries. In the event that they are handled, children instructed to wash hands. 	Medium
Tree roots and stumps	Tripping	<ul style="list-style-type: none"> Children trained to take care in woods. Walk ways cleared of bramble roots. 	Low
Tree branches	Branches falling, children falling.	<ul style="list-style-type: none"> Continuous risk check and visual inspection. Hanging dead wood removed. Remind children of risks. 	Medium
Sticks	Hitting	<ul style="list-style-type: none"> Children given regular reminders of rules: use a stick no longer than your arm, no hitting. Any misuse of sticks leads to no sticks for the rest of the session. 	Medium
Faeces	Contamination	<ul style="list-style-type: none"> Continuous risk check and visual inspection. Remove and discard safely. 	Low
Debris / rubbish	Glass, drug use, metals.	<ul style="list-style-type: none"> Continuous risk check and visual inspection, ask children not to pick up rubbish, inform an adult if they find something, adult to remove safely. 	Medium
Fire	Burns, out of control.	<ul style="list-style-type: none"> Separate risk assessment for fires, staff present at all times, safety procedures followed. 	High
Perimeter fence and stile.	Escape of children	<ul style="list-style-type: none"> Security of the fence regularly checked. No children use stile unless accompanied by an adult. 	Low
Mushrooms and fungi	Poisoning	<ul style="list-style-type: none"> All children and adults regularly reminded to look only, no touching. 	Medium
Bees, wasps, adders.	Stings and bites	<ul style="list-style-type: none"> First aider always on site, emergency procedures and aid (999) sought if anaphylactic shock or adder bite are present. 	Low
Tools	Cuts, grazes, amputation.	<ul style="list-style-type: none"> Tools stored away from premises, used on a one to one basis, strict supervision, correct use of tools. 	Medium
Boundaries	Escapees	<ul style="list-style-type: none"> Children informed of boundaries, staff supervise the boundary. 	Low
Ropes and swings	Falls	<ul style="list-style-type: none"> Quality of ropes & knots checked. First aider on site at all times. 	Medium
Trees	Falls	<ul style="list-style-type: none"> First aider on site, support children to manage own risks. 	Medium



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Forest Fire			
<i>Hazard</i>	<i>How might this cause harm?</i>	<i>Control measure</i>	<i>Level of risk</i>
Fire & heat	Burning to skin & clothes	<ul style="list-style-type: none"> • Supervision: one person to be sat by fire at all times while alight or hot embers remain. • Children will be given rules prior to visiting the fire. • First aiders, burn kit and first aid box available in FS. Fire proof gloves within easy reach. 	High
Fire out of control	Burning to skin & clothes and damage to area.	<ul style="list-style-type: none"> • Fire will be surrounded by bricks to prevent the fire escaping. • Fire away buildings. • Overhanging trees which may catch removed or fire re-sited. • Water available to put out flames and dampen heat. • Fire blanket is available to wrap around person if alight. 	High
Falls into fire	Burning to skin & clothes	<ul style="list-style-type: none"> • Children have a safety brief before entering the fire pit area. • No walking between the seats and fire allowed. • When cooking etc. everyone at fire should be on one knee to remain stable. • Maximum of 4 people at fire (inc. adults). 	High
Smoke	Inhalation, irritation	<ul style="list-style-type: none"> • Fire is away from buildings. • Wind direction is constantly assessed and children advised to move safely out of smoke direction. • Dry suitable wood used to prevent excess smoke. 	Medium
Heat from hot embers	Burning to skin & clothes	<ul style="list-style-type: none"> • When the fire activity is finished the embers will be dampened and cooled with water and spread out with a spade. Fire safety discussed again with children and safety of animals and the environment. 	High



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Kitchen			
Hazard	How might this cause harm?	Control measure	Level of risk
Resources might catch on fire	This could begin a fire that might spread to rest of school	<ul style="list-style-type: none"> • No accelerant liquids to be stored in kitchen • No smoking on school premises • All electrical appliances switched off at wall when not in use • PAT testing is carried out annually • Electrical appliances only be used for intended purposes • Pupils supervised when using electrical equipment • Combustible materials must not be stored on the electric hob 	High
Food preparation knives and glasses	People may cut themselves on a knife or broken glass	<ul style="list-style-type: none"> • Kitchen area to be kept tidy at all times • Dirty cutlery and crockery cleaned promptly • Clean cutlery and crockery stored in cupboards and drawers • Sharp preparation equipment securely stored in a lidded box 	Medium
Storage of chemicals	Children may receive a chemical burn	<ul style="list-style-type: none"> • No hazardous chemicals to be stored in the kitchen 	Medium
Hot surfaces and temperatures	Children might be burnt or scalded	<ul style="list-style-type: none"> • Hot plate and urn to be unplugged when not in use and immediately after use • Hot plate and urn to be used only be adults • Children must not be in the kitchen when the hotplate or urn is on, or still hot • The oven must be switched off at the spur fuse on the wall • The hot tap water temperature is monitored regularly 	High
Wet floors	Children and adults might slip	<ul style="list-style-type: none"> • The correct floor surface cleaner is used • Spills are mopped up immediately • A caution sign is placed by a wet floor until dry 	Medium



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Loft			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	People may trip over objects and fall	<ul style="list-style-type: none">• Floor area around loft hatch to be kept clear.• Staff only enter loft in pairs	High
Loft doors	These could strike someone on the head if used incorrectly	<ul style="list-style-type: none">• Step ladder used to release bolts on doors• Bolts must be replaced immediately after use	Medium
Objects falling out of loft from height	Falling objects could hurt someone	<ul style="list-style-type: none">• Staff must work in pairs providing appropriate help and advice• Loads should be small, securely fastened and carried with care• No pupils should be in the room when the loft hatch is open• The area below the loft steps must be cleared before accessing loft• Staff standing below must be out of the line of a potential fall and vigilant	Medium



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Offices			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	People may trip over objects on the floor and access may be impeded	<ul style="list-style-type: none"> • Floor area to be kept clear. • Resources to be stored in designated areas. 	Medium
Display board and cupboards	People might fall if trying to secure things at a height	<ul style="list-style-type: none"> • No climbing on furniture • Adults to use steps provided 	Medium
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> • Electrical appliances, except key parts of the network, are turned off when not in use. • All electrical appliances receive an annual PAT test. • Paper to be tidied away at the end of each working session • Trailing leads to be avoided • Electrical equipment should only be used for the purpose that it was designed 	High
Use of computers	Eye strain, repetitive strain injury, back or shoulder complaints	<ul style="list-style-type: none"> • Workstation assessments have been carried out and changes to geography of work space achieved. 	Low
Chairs	If broken, injuries could occur.	<ul style="list-style-type: none"> • Check wheels or chair feet and other relevant parts. Ensure height to desk ratio is correct. 	Low



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Playground and field			
Hazard	How might this cause harm?	Control measure	Level of risk
Play Equipment	Children might fall through the structure or jump off it, hurting themselves or others	<ul style="list-style-type: none"> • Safety surface fitted • Children given clear guidance about safe use • Only used in dry weather conditions 	Medium
Corners	Children might collide when moving around corners	<ul style="list-style-type: none"> • Children instructed not to run in relevant areas 	Low
Visitors	Unknown visitors might have access to children	<ul style="list-style-type: none"> • Playtime supervised by two adults • Top gate locked during lunchtime play 	Medium
Posts	Children might pull netball posts over	<ul style="list-style-type: none"> • Posts are weighted, play time supervised 	Low
Objects	People might trip over objects left lying around	<ul style="list-style-type: none"> • All objects to be kept on trolley or in PE shed • Adults to ensure all objects are tidied away from field and playground, throughout play sessions and at end 	Medium
Night	Areas of the ground can be very dark and people might trip, slip or walk into things	<ul style="list-style-type: none"> • Security lights regularly checked and maintained 	Medium
Steps	People might break a limb by falling down the outside steps	<ul style="list-style-type: none"> • Steps to be made clear with white paint edging • All steps are lit with outside lights 	Medium
Trees	Trees [or part of them] might fall on people; or people fall out of them	<ul style="list-style-type: none"> • Trees subject to regular visual checks • No children allowed to climb trees unless supervised in Forest School 	Medium
Litter	Metal and glass litter might cut someone	<ul style="list-style-type: none"> • Adult supervisors to scan playground for any foreign objects and remove immediately 	Medium
Games	Children might get hurt by running across each other's games or hit by games equipment	<ul style="list-style-type: none"> • Grounds are zoned by play activity so ball throwing and football all have designated areas 	Medium
Leaves	Accumulation of wet leaves could cause slips	<ul style="list-style-type: none"> • Leaves to be cleared away as needed throughout the leaf fall period 	Medium
Snow and ice	Ice might cause a slip leading to a more serious injury	<ul style="list-style-type: none"> • If snow is soft, no action to be taken other than to clear and grit steps and an access route to be gritted down drive to pupil door and front door • If snow becomes compacted or ice is present, the playground may be off limits to ensure safety until it can be cleared. 	Medium
Pond	Children might slip, fall in and drown; they might catch an infection from the water	<ul style="list-style-type: none"> • Pond is fenced off • Children only allowed in to pond area under direct adult supervision • Blanket and towel available in school in case child falls in • Children must wash their hands after using the pond 	Medium
Wrong footwear	Children could slip, trip or twist an ankle	<ul style="list-style-type: none"> • Appropriate footwear to be worn at all times 	Low
Animal excrement	Children may pick up an infection	<ul style="list-style-type: none"> • Adults to be vigilant and remove any excrement • Children to wash their hands 	Low

Completed 2nd March 2014 and reviewed June 2016 by Simon Stubbs [Headteacher] and Sue Currie [Governor]. Amended 25th October 2018 by Alison Reakes-Williams (Headteacher) and Peter Archer (Health and Safety Governor) in consultation with staff and governors.



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Pregnancy			
Hazard	How might this cause harm?	Control measure	Level of risk
Restricted vision	Pregnant ladies may trip over objects on the floor	<ul style="list-style-type: none"> • Floor area to be kept clear. • Chairs to be kept in designated positions • Resources to be stored in designated areas. • No resources to be left abandoned on the floor 	Medium
Stairs	People might fall down the stairs or trip over objects left on the stairs	<ul style="list-style-type: none"> • No objects to be left on the stairs at anytime • All people to use hand rails 	Medium
Lifting	Lifting may cause strain	<ul style="list-style-type: none"> • If in doubt, pregnant ladies should not lift objects, but seek assistance 	Low
Infection	The unborn child might be affected by infection such as chicken pox and German measles	<ul style="list-style-type: none"> • Inform pregnant member of staff immediately of any known infection currently within school 	Medium
Tiredness / Stress	The safe conclusion of pregnancy may be adversely affected by overly stressful situations	<ul style="list-style-type: none"> • Pregnant member of staff to raise issue with head teacher • Changes to work brought about to reduce stress 	Low
Working at height	Reduction in balance might lead to a fall	<ul style="list-style-type: none"> • Pregnant members of staff are not allowed to use ladders • No member of staff is allowed to climb on furniture to reach up high 	Medium
Comfort breaks	Pregnant members of staff may need more frequent comfort breaks	<ul style="list-style-type: none"> • Teaching assistant will cover the class if needed • If teaching assistant is not available, a child should be sent to find another staff member to temporarily cover the class 	Low
Standing	Standing for a period of time may lead to varicose veins	<ul style="list-style-type: none"> • Appropriate seat available within class • Changes to work brought about to reduce any standing that causes discomfort 	Medium



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School hall

Hazard	How might this cause harm?	Control measure	Level of risk
Liquid spills	If left, someone might walk through the liquid and slip	<ul style="list-style-type: none"> Spills mopped up immediately, and a caution sign placed by the spill until dry 	Medium
Dropped food	Someone might walk on the food and slip over	<ul style="list-style-type: none"> Floor thoroughly swept at end of lunch sessions Lunch staff scan floor throughout and remove significant food debris when spotted 	Medium
Choking on food	This could lead to breathing difficulties.	<ul style="list-style-type: none"> Children seated whilst eating Adults to ensure calm, safe eating through close monitoring. First Aiders on site to respond to an emergency if needed. 	Medium
Trailing wires	Someone might get their foot caught in the wire and trip	<ul style="list-style-type: none"> Electrical cables to be used only when necessary, a safe route used or taped to the floor 	Medium
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire	<ul style="list-style-type: none"> Electrical appliances turned off when not in use. All electrical appliances receive an annual PAT test 	Medium
Furniture	Chairs or tables might fall over and hurt someone, or they might be walked into. People might hurt themselves moving furniture. Furniture might be left obstructing emergency exits	<ul style="list-style-type: none"> Chairs, tables, benches to be stacked on storage provided and parked in designated position Furniture to be stacked to a reasonable height to prevent it toppling over No emergency exit must be blocked Lunchtime staff to have manual handling course The serving hatch must not have furniture stored in front of it 	Medium
PE Equipment	If the equipment is not stored properly, it could constitute a trip hazard. Faulty equipment could lead to a broken limb.	<ul style="list-style-type: none"> PE equipment, including benches, to be stored neatly against the wall PE mats to be stored on trolley provided PE equipment checked professionally once a year. 	Medium
External doors	If left open, a young child could wander out or an unknown visitor enter. If locked, this might impede egress from the building	<ul style="list-style-type: none"> External doors to remain closed when not under direct adult supervision All fire doors to be unlocked during occupancy 	Medium
Whole school movement	When a large number of children move in and out of the hall, this may provide cause tripping, pushing or trampling	<ul style="list-style-type: none"> Teachers steward large gatherings of children and observe movement in and out of the hall Children have set procedures, moving calmly 	Medium
Display board and cupboards	People might fall if trying to secure things at a height	<ul style="list-style-type: none"> No climbing on furniture Adults to use steps provided Steps to be fully extended and held securely by another person 	Medium



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Site security			
Hazard	How might this cause harm?	Control measure	Level of risk
Arson	Fire damage risks to pupils, staff and building	<ul style="list-style-type: none"> • Bins stored at a distance from school building • Neighbours and local parents vigilant out of hours 	Medium
Theft	Loss of resources or staff personal belongings	<ul style="list-style-type: none"> • Computer hardware is kept in locked charging cabinets overnight and accounted for daily • Purse lockers provided for staff valuables • Exit doors kept closed when unattended during day • Clear visitor system with badges 	Low
Malicious damage	Damage to buildings, grounds or resources	<ul style="list-style-type: none"> • Tools and equipment in locked sheds • Neighbours and local parents vigilant out of hours 	Low
Unauthorised persons gaining access to pupils or staff.	Staff or pupils could experience harm or intimidation	<ul style="list-style-type: none"> • Exit doors kept closed when unattended during day • Clear visitor system with badges • Lone working discouraged, staff given advice about choosing to lone work (Lone working policy) • Staff patrol playground exits during breaks • Top gates locked during lunch break 	Medium
Information security breach	Theft or unauthorised access to significant confidential information, school in breach of data protection law	<ul style="list-style-type: none"> • Offices supervised or locked for public events • Confidential information stored securely with keys off site overnight • Data protection policies in place • Office 365 provides audit trails 	Medium
Cyber security breach	Loss of critical software, stolen data, school in breach of data protection law	<ul style="list-style-type: none"> • Server in locked room overnight, inaccessible to unauthorised persons by day • Two backups in place off site and in cloud 	Medium



Astley C.E. Primary School Risk Assessments

Sunflower Room			
Hazard	How might this cause harm?	Control measure	Level of risk
Trailing wires	Someone might get their foot caught in the wire and trip	<ul style="list-style-type: none"> • No cables to be trailed over the floor 	Medium
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> • Electrical appliances, except key parts of the network, are turned off when not in use. • All electrical appliance receive an annual PAT test. • No food or drink to be taken near laptops. • Loose paper to be removed at the end of each teaching session • Laptop charging trolley has appropriate safety features 	Medium
Furniture	Computer stools may constitute a trip hazard	<ul style="list-style-type: none"> • Stools to be stored under the worktop when not in use. • Children instructed not to rock on stools. 	Medium
Inappropriate internet use	Children might be exposed to inappropriate material; at worst, they may make contact with inappropriate people	<ul style="list-style-type: none"> • The broadband is filtered by the Local Authority • Security software is installed and reviewed weekly by Office Manager [see file] • Children are supervised • Children all have unique usernames • Children receive e-safety training 	Medium



Astley C.E. Primary School Risk Assessments

Staffroom			
Hazard	How might this cause harm?	Control measure	Level of risk
Resources might catch on fire	This could begin a fire that might spread to rest of school	<ul style="list-style-type: none">• No accelerant liquids to be stored in staffroom• No smoking on school premises• All electrical appliances to be switched off at the wall when not in use• PAT testing is carried out annually• Electrical appliances must only be used for their intended purposes• Pupils may only be present in staffroom when fully supervised	Medium
Food preparation knives and glasses	People may cut themselves on a knife or broken glass	<ul style="list-style-type: none">• Kitchen area to be kept tidy at all times• Dirty cutlery and crockery to be cleaned• Clean cutlery and crockery to be stored in cupboards and drawers• Sharp preparation equipment to be stored in drawer	Low
Storage of chemicals	Children may receive a chemical burn	<ul style="list-style-type: none">• No hazardous chemicals to be stored in the staffroom	Medium
Hot surfaces and temperatures	Children might be burnt or scalded	<ul style="list-style-type: none">• Hot water boiler to be switched off when vacating premises• Hot water boiler to be used only by adults• The toaster and microwave must be switched off at the wall• The tap water temperature is monitored regularly	Medium
Wet floors	Children and adults might slip	<ul style="list-style-type: none">• The correct floor surface is used• Spills are mopped up immediately	Medium



Astley C.E. Primary School Risk Assessments

Stay and Play childcare provision

Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	Children or adults may trip, fall or experience an injury.	<ul style="list-style-type: none"> • Stay and Play is subject to full range of school policies including behaviour, safeguarding, equal opportunities, medical needs and first aid, fire evacuation, whistleblowing and staff code of conduct. • Staff have the SnP register and mobile phone with them at all times • SnP staff have first-aid training • All staff subject to DBS checks and safer recruitment procedures • Accidents and medicines recorded in school's accident & medicines books • SnP operates with two adults on site at all times • The staff member directly supervises children at all times 	Medium
Unsafe play	Children may injure themselves or others.	<ul style="list-style-type: none"> • Staff scanning all children regularly and intervening where boisterous play is seen. • Children redirected where necessary to ensure play is safe and does not get out of hand. 	Medium
Non-arrival	Children are not supervised	<ul style="list-style-type: none"> • Messages received during the day are written in the SnP register; children booked in to SnP over the phone during the day are informed • Register kept in office during school day for parents to book children in • Before school, children delivered by parents to SnP via Ash Class/pupil door; after school staff check register and ensure all children accounted for • Children not collected by 3.25pm sent to SnP 	Medium
Missing children	Children are not supervised	<ul style="list-style-type: none"> • All children directly supervised at all times during SnP • All external doors kept closed whilst SnP in operation • Staff member makes regular checks and head counts 	Medium
Unaccounted for during emergency evacuation	Children or adults placed in danger	<ul style="list-style-type: none"> • A known adult must collect pupils and sign to confirm the time they have removed the pupil from Stay and Play • Staff timetable, weekly diary and fire evacuation notices clearly show who is on site 	Medium
Medical and safeguarding needs	Children with specific needs are over-looked and not kept safe	<ul style="list-style-type: none"> • A copy of Individual Health Care Plans is placed in the SnP register. • Messages added to register during day to communicate information to staff • 1:1 staffing for SEND children who receive this ratio during school day 	Medium
Safeguarding concerns not communicated	Children are not safeguarded	<ul style="list-style-type: none"> • Staff have annual safeguarding training and regular updates during year • Important messages are directly discussed with staff member • Procedures for raising a 'Cause for Concern' clearly understood by all staff 	Medium
Non-collection	Children and staff concerned	<ul style="list-style-type: none"> • Two contact numbers for all pupils available in school office • Children taken to Head's Office at 5.30pm and late fee applied. Contact made with parents 	Acceptable



Astley C.E. Primary School Risk Assessments

Toilets			
Hazard	How might this cause harm?	Control measure	Level of risk
Wet floors	People could slip	<ul style="list-style-type: none"> • Spillages to be mopped immediately and a wet floor sign used until dry • Correct anti-slip floor in place • Hygiene and care is discussed regularly with children and given a high priority 	Medium
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> • Electrical appliances, except key parts of the network, are turned off when not in use. • All electrical appliances receive an annual PAT test. • Trailing cables to be avoided • No portable electrical appliances should be taken into the toilets • Electrical appliances must only be used for the intended purpose 	Medium
Water temperature	This might not be hot enough to kill bacteria or might be too hot	<ul style="list-style-type: none"> • Water temperatures tested regularly • Mixer taps fitted where possible 	Medium
Behaviour	Excitable behaviour in toilets might lead to doors being slammed with resultant injuries	<ul style="list-style-type: none"> • Adults to supervise when large numbers are using toilets [lunchtime etc] • Adults to be vigilant when passing toilets • Teachers to control use of toilets at non-break times • Finger guards fitted on doors 	Medium
Toilets with no external windows	These can be dark at certain points of the day. People might walk into doors	<ul style="list-style-type: none"> • Automatic lights to be checked and maintained • Regular electrical checks undertaken to ensure full working order is maintained 	Low
Dirty toilets / bins	This could spread infection	<ul style="list-style-type: none"> • Toilets are cleaned daily; more frequently if needed • Bins emptied daily • Sanitary waste bins available in adult and girls toilet 	Medium