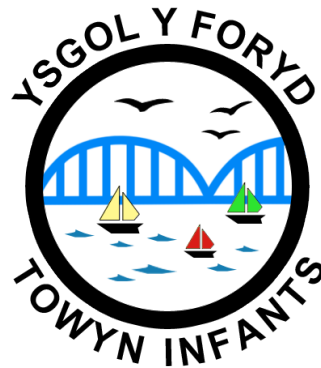


YSGOL Y FORYD

Whole School Risk Assessment



2015 – 2017

Dreaming, believing, succeeding together
Breuddwydio, coelio, llwyddo gyda'n gilydd

Date February 2015		<u>Items listed in this column require attention and will go in the action plan (see attached)</u>
--------------------	--	--

1. <u>Hazard identified</u>	2. <u>Risk to whom</u>	3. <u>Risk Rating without control measure</u>	4. <u>Controls put in place</u>	5. <u>Risk Rating after control measure/s</u>	6. <u>What more needed to reduce risk further /comply with LEA recommendations</u>
Administration of Medication	Pupils	High	<ul style="list-style-type: none"> School has site policy on the administration of medication which complies with LEA Policy & Guidance Protocols in place for administration of medication to control special long term medical needs. Regular Staff training on relevant medical issues (e.g. Asthma, Epilepsy, Diabetes) Support from School Nurse and other agencies when relevant. Parents aware of Policy (through Prospectus & Newsletters) 	Low	
Asbestos	Employees Pupils Contractors	High	<ul style="list-style-type: none"> Full asbestos survey has been carried out to identify the location and type of asbestos (school holds copy of site register) Asbestos located is clearly marked Contractors will be informed of the presence of asbestos and required to sign 'Permit to Work'. Should asbestos located become damaged /need to be removed or repaired it will be carried out as indicated in County guidance "Management of Asbestos." 	Low	
Building Premises defects including walls and fences	Employees Pupils Visitors	Low	<ul style="list-style-type: none"> Regular formal inspections of building, premises (including walls and fences) are carried out by the Building & Maintenance Committee of the Governing Body. Defects are minuted and the relevant LEA personnel informed in order for appropriate remedial action to be taken. School Staff required to report any observed defects by completing Caretaker's File. 	Low	

<u>Date February 2015</u>					<u>Items listed in this column require attention and will go in the action plan (see attached).</u>
<u>1. Hazard identified</u>	<u>2. Risk to whom</u>	<u>3. Risk Rating without control measure</u>	<u>4. Controls put in place</u>	<u>5. Risk Rating after control measure/s</u>	<u>6. What more needed to reduce risk further /comply with LEA recommendations</u>
Contractors (i) small works	Staff Pupils Visitors Contractors	High	<ul style="list-style-type: none"> All small works are carried out in compliance with the LEA Guidance Control of Contractors using approved Contractors. All attempts are made to isolate Pupils, Staff & visitors from site of work. As far as possible work is carried out outside School hours 	Low / Medium	
Contractors (ii) larger works	Staff Pupils Visitors Contractors	High	<ul style="list-style-type: none"> Under the Construction and Design Management (CDM) regulations (and in some cases non CDM works) such works will be under the control of Property Services who will ensure that Risk Assessments and method statements etc. will be carried out. All attempts will be made to isolate Pupils, Staff & visitors from site of work. As far as possible work will be carried out outside School hours. 	Low / Medium	
Defects giving rise to slips, trips & falls (including snow, ice, leaves etc.)	Employees Pupils Visitors	Medium	<ul style="list-style-type: none"> Corridors, paths etc. are maintained in a condition which is safe Regular inspections of the premises are carried out and defects identified. School Health & Safety representative undertakes a monthly check of internal exit routes. Work areas and corridors are kept clean and tidy Spills are cleaned up immediately / signs used to mark spillages & wet floors. Warning signs are used during cleaning operations Pupils instructed not to run inside the school (except in P.E) Adequate lighting is ensured throughout the school. In the event of snow / ice, treatment to main pedestrian thoroughfare is carried out. Pupils to walk around school with hands behind their backs to reduce risk of tripping and collision. 	Medium / Low	

Date February 2015

Items listed in this column require attention and will go in the action plan (see attached).

1. <u>Hazard identified</u>	2. <u>Risk to whom</u>	3. <u>Risk Rating without control measure</u>	4. <u>Controls put in place</u>	5. <u>Risk Rating after control measure/s</u>	6. <u>What more needed to reduce risk further /comply with LEA recommendations</u>
Design & Technology	Employees Pupils	Low	<ul style="list-style-type: none"> All Staff ensure that basic Health & Safety measures are in place, as relevant to each activity. D.T. Coordinator reviews current practice to ensure full compliance with current edition of "Make it Safe" document (NAAIDT) and with LEA Guidance as received. 	Low	
Display Screen Equipment (VDU Workstations)	Admin. Staff	Low	<ul style="list-style-type: none"> School ensures that all workstations comply with LEA Guidance 	Low	
Electricity	Employees Pupils Visitors Contractors	High	<p>School complies with LEA H&S Policy on Electricity at Work as follows:</p> <ul style="list-style-type: none"> Procedures are in place for testing and maintenance of portable appliances (PAT testing)- annually checked & any identified risks dealt with.(Mel Davies currently employed annually on self employed basis) Procedures are in place for testing and maintenance of fixed installations every 5 years. Only approved appliances are used. All repairs and maintenance are carried out by a competent person / company. 	Low	
Emergency Situations e.g. Fire, gas leaks, unstable buildings	Employees Pupils Visitors Contractors	Low	<ul style="list-style-type: none"> The school has completed a Critical Incident Plan File tailored for site specific incidents (e.g. Fire evacuation procedures for a variety of scenarios). This now includes a Flood Plan. Evacuation practice from the outside in to be carried out termly using air horns. All Senior Members of Staff (SLT) are aware of its content & location. 	Low	

Date February 2015

Items listed in this column require attention and will go in the action plan (see attached).

1. Hazard identified	2. Risk to whom	3. Risk Rating without control measure	4. Controls put in place	5. Risk Rating after control measure/s	6. What more needed to reduce risk further /comply with LEA recommendations
Fire	Employees Pupils Visitors Contractors	High	<p>The School complies with the Fire Safety requirements as detailed in the LEA Fire Safety Policy as follows:</p> <ul style="list-style-type: none"> • A fire alarm system is fitted & regularly checked • Fire fighting equipment is annually checked (SCAFF) • It is made clear to all staff that the main priority is to evacuate the building as soon as possible. • Escape routes are clearly marked. • Fire evacuation procedures are displayed in all classroom areas and procedures are in place for evacuation of the Hall during Assembly/Dinner times. • Fire evacuation procedures are practiced soon after the beginning of the new School Year and thereafter at least once a term (all are logged). Action is taken to remedy any problems noted. • A fire Risk Assessment is carried out by the Central Safety Unit. • A system of regular checks is carried out and records kept in the 'Fire Service Internal Ltd File 	Low /Medium	
Furniture / Equipment	Employees Pupils Visitors	Low	<ul style="list-style-type: none"> • All new furniture will be purchased in consultation with the LEA (Site Management) • All new furniture will meet British Standards • Regular checks on the condition of furniture are carried out by the school • Staff are instructed to report defective equipment and where appropriate remove it from service. 	Low	
Gas (manually operated gas boilers) Gas equipment Gas - (Leaks)	Employees Pupils Visitors Contractors	High	<ul style="list-style-type: none"> • NB. The Gas boiler is situated in the cellar of the Junior School. • In the event of flame failure (boiler) re-ignition is carried out by Property Services / competent Gas engineer • NB The only Gas appliances are situated in the Kitchen and are the responsibility of the Catering company (LEA tendered). • In the event of a gas leak reference is /will be made to the Critical Incident Manual with respect to dealing with gas emergencies • Annual Gas appliance checks in place (LEA) 	Low	

Date February 2015

Date February 2015					<u>Items listed in this column require attention and will go in the action plan (see attached).</u>
<u>1. Hazard identified</u>	<u>2. Risk to whom</u>	<u>3. Risk Rating without control measure</u>	<u>4. Controls put in place</u>	<u>5. Risk Rating after control measure/s</u>	<u>6. What more needed to reduce risk further /comply with LEA recommendations</u>
Glazing	Employees Pupils Visitors	Medium	<ul style="list-style-type: none"> • Identification and risk assessment of glazing (a glazing survey has been undertaken by Property Services upon instructions from LEA) • Where a hazard, arising from glazing in school, is identified the matter will be referred to LEA (Site Management) a.s.a.p. for advice. • Whenever a glazing breakage occurs, the area is made safe immediately (or as soon as it is notified) and relevant action taken to arrange for repair a.s.a.p. 	Medium / Low	
Hazardous Substances e.g. some cleaning materials	Employees Pupils	Medium	<ul style="list-style-type: none"> • Only LEA approved cleaning materials are used in school. • Protective clothing is worn as appropriate. • The school ensures that information (COSHH safety data sheets) are available to relevant employees and easily accessible in case of accident (File in Caretaker's room). • Hazardous substances are kept under locked storage away from children during the school day. 	Low	
Hot Surfaces	Pupils	Medium/ High	<ul style="list-style-type: none"> • All radiators are of the 'hot air blow' type with no hot surfaces. • Pipeguards are fitted to hot pipes that present a risk, especially in Early Years • Children stand at a distance from the dinner serving hatch - shield is fitted to ensure this. This is supervised by the kitchen staff. 	Medium	
Inadequate Heating / Ventilation	Employees Pupils	Low	<ul style="list-style-type: none"> • Advice is taken from the LEA to ensure compliance with the school premises regulations and the workplace (H&S Regulations 1992). • Action has been taken by the LEA in the past to ensure compliance. • Extra Ventilation Systems have been fitted in 4 Classrooms and in the School Hall 	Low	

Date February 2015

Items listed in this column require attention and will go in the action plan (see attached).

1. <u>Hazard identified</u>	2. <u>Risk to whom</u>	3. <u>Risk Rating without control measure</u>	4. <u>Controls put in place</u>	5. <u>Risk Rating after control measure/s</u>	6. <u>What more needed to reduce risk further /comply with LEA recommendations</u>
Manual Handling - Inanimate objects	Employees	High	<ul style="list-style-type: none"> • If an individual thinks there is a risk arising from the lifting of an inanimate object/s, he/she is advised not to attempt to do so and to seek advice if the action is necessary. • Employees with specific responsibilities for manual handling are trained . • A trolley has been purchased for the use of employees. • A gate has been fitted to give employees direct access to the staff car park, in order to minimize the distance/risk involved in transferring inanimate objects to & from their cars. 	Medium	
Manual Handling - pupils with physical difficulties	Employees	High	<ul style="list-style-type: none"> • The School recognizes the fact that moving and positioning of children with ALN is a highly specialized task which must be carried out by trained and competent staff in line with a care plan / Individual action plan (clearly documented and reviewed and updated as necessary). Timian trained staff to physically hold children with IRS in place if necessary, i.e. if they are at risk of causing physical harm to themselves or others. • Should the need for such action arise at the School, advice will be sought from the LEA ALN Dept. and appropriate action taken to implement the above. 	Medium / Low	
Out of School Visits	Employees Pupils	High	<ul style="list-style-type: none"> • All Out of School Visits are planned with due regard to existing LEA guidance. • One person (at present the Deputy Head) is responsible for overseeing all Out of School Visit arrangements to ensure consistency (Educational Visits Coordinator) • Individual risk assessments are carried out for visits (these are held in a Risk Assessment File in the Head's Office). 	Medium	

Date February 2015

Items listed in this column require attention and will go in the action plan (see attached).

1. <u>Hazard identified</u>	2. <u>Risk to whom</u>	3. <u>Risk Rating without control measure</u>	4. <u>Controls put in place</u>	5. <u>Risk Rating after control measure/s</u>	6. <u>What more needed to reduce risk further /comply with LEA recommendations</u>
Physical Education	Employees Pupils	Medium	<ul style="list-style-type: none"> • Staff received Inset by the P.E. Coordinator & PE Adviser concerning Health & Safety standards / procedures. • Health & Safety issues relating to clothing, hair are itemized in our School Uniform Policy. There has been a no jewellery rule in school since May 2011. These are clearly explained to parents/guardians in the prospectus and regularly in newsletters. • 	Low	
Pregnancy	Employees	Medium	<ul style="list-style-type: none"> • School contacts LEA H&S to arrange for a Pregnancy Risk Assessment, following notification of pregnancy from employee. • School ensures that the LEA provides advice and guidance ("New and Expectant Mothers at Work") and that both School & the employee follow it. 	Low	
Playground Equipment (falls, traps etc.)	Pupils	High	<ul style="list-style-type: none"> • All equipment is manufactured to the relevant British Standards and all existing equipment and it's siting has checked by the Site Management Division of the LEA in liaison with the Authority's P.E Advisor. • All new purchases will be manufactured to the relevant British Standards and approved by the Site Management Division of the LEA in liaison with the Authority's P.E Advisor. Likewise its siting, the surface on which it is placed will again be a subject of approval from the Site Management Division and the P.E. Advisor. • Maintenance - the school ensures that the equipment is placed on a maintenance schedule and Annual inspections are undertaken and any necessary repairs effected. • Supervision - School ensures that pupils are adequately supervised when using the equipment. • An approved Safety Surface matting has been fitted to existing 'Trim Track' to further reduce risk -not legally required as working area is below one metre. 	Medium	

Date February 2015

Date February 2015					
1. <u>Hazard identified</u>	2. <u>Risk to whom</u>	3. <u>Risk Rating without control measure</u>	4. <u>Controls put in place</u>	5. <u>Risk Rating after control measure/s</u>	6. <u>What more needed to reduce risk further /comply with LEA recommendations</u>
Science	Pupils Employees	Low	<ul style="list-style-type: none"> School is in regular contact with the Science Advisory Service (CSS). Staff have been made aware of the ASE document "Be Safe". 	Low	
Smoking	Employees Pupils	Low	<ul style="list-style-type: none"> School compliances with National & County Policy and meet the requirements of No Smoking Policy. 	Low	
Stress	Employees	High / Medium	<ul style="list-style-type: none"> School is aware of risk of high / medium stress levels within its employees (from work and outside pressures). Whenever levels of stress (for any reason) start to put the teacher or pupils at risk, steps will be taken to discuss the situation / seek advice / attempt to reduce the cause if at all possible. LEA Stress Policy Booklet for employees distributed. 	Medium	
	Pupils	Low		Low	
Traffic on School Site	Employees Pupils Visitors	Medium	<p>School has</p> <ul style="list-style-type: none"> Walkways, paths and roadways clearly defined. Clear bilingual signs showing 'No unauthorized access' to Staff Car park. Gates to Staff Car park are closed for a period of time either side of school day start & finish times. Only authorized vehicles (e.g. taxis, collecting from Junior School ALN Unit) are permitted to enter Staff Car Park area at beginning & end of the School day. Regular delivery vehicles are informed of suitable times Segregation of pedestrians and vehicles as far as possible Staff access gate from car park to main entrance is a coded self-closing gate. Worked with the Junior School to produce and implement a Joint School Travel Plan which includes an Action Plan to improve safety issues [eg improving signage, safe access]. 		

Date February 2015

Date February 2015					
1. Hazard identified	2. Risk to whom	3. Risk Rating without control measure	4. Controls put in place	5. Risk Rating after control measure/s	6. What more needed to reduce risk further /comply with LEA recommendations
Trapping points in doors and gates (hinge-side)	Pupils	Low	<ul style="list-style-type: none"> All risk doors have been fitted with hinge guards. This reviewed after any building work. Any damaged guards are replaced. Hydraulic door closures have been fitted on external doors when they have been replaced by LEA. Staff are aware of the need to keep fire exit routes clear - regular fire evacuation practices and routine inspections, ensure compliance. 	Low	
Vermin/Pests on site	Employees Pupils Visitors Contractors	Low	<ul style="list-style-type: none"> Where vermin / pests are suspected, schools will contact the Pest Control Officer (Public Protection) Bodlondob. Under no circumstances will the school caretaker undertake pest control activities 	Low	
Volunteers		Medium/ High	<ul style="list-style-type: none"> School complies with existing guidance on using volunteers in school. All volunteers are required to be DBS checked?? (with the exception of parents/guardians who accompany / help on one off school visits, when the children are under the supervision of a member of Staff). All approved volunteers wear a 'Visitor' or 'Parent Helper' badge when in school. The school has a teacher who is responsible for 'Parent/Volunteer Helpers'. She has produced a Guidance Booklet & ensures that all new helpers are fully aware of Health & Safety Issues. 	Medium / Low	
Window Cleaning	Employees Pupils Contractors	High	<ul style="list-style-type: none"> School ensures that the Caretaker undertakes window cleaning that he can do safely from ground level or a suitable LEA approved contractor will be used. 	Low	

Date February 2015

Items listed in this column require attention and will go in the action plan (see attached).

1. Hazard identified	2. Risk to whom	3. Risk Rating without control measure	4. Controls put in place	5. Risk Rating after control measure/s	6. What more needed to reduce risk further /comply with LEA recommendations
Working at a Height	Employees	Medium	<ul style="list-style-type: none"> School will ensure that only competent window cleaners are engaged <u>to work at height</u> Where high level access is required, arrangements are made with the LEA (Site Management) to arrange for competent persons to attend the school to undertake the work. The caretaker will only access the flat roof if his approved ladder is safely tied off. School has equipped each work area with a 'library' style step to facilitate safe access to items / display boards etc. <u>just</u> out of reach (Staff have been instructed not to stand on chairs). 	Low	
Young Persons on Work Experience placement (under 18)	Individual Others	Medium	<ul style="list-style-type: none"> All work experience placements must fully comply with LEA policy and Guidance. All Young Persons are made aware of Health & Safety issues prior to start of placement. School will ensure a risk assessment has been carried out by / on behalf of the referring school /college. 	Low	Current measures effective.
Driving Minibus	Employees Pupils	High	<ul style="list-style-type: none"> All staff to receive MIDAS training before driving the minibus, At least two adults to be on the minibus at any one time. Minibus to receive its regular checks by a competent person and any findings recorded in the log book in the minibus The log book to be reviewed by the H&S Reps on termly basis. Please also refer to County H and S policy. 	Low	

Risk Control Measures - Action Plan

<u>Significant Hazards</u>	<u>Agreed Action</u>	<u>Target Date</u>	<u>Manager Responsible</u>	<u>Completion Date</u>
			Headteacher	