

Primary Schools (including Nursery / Reception / Infant and Primary Schools.

NAME OF SCHOOL: ST ALPHEGE CE SCHOOLS

The risk assessment is based on the activity of Teaching.

This will identify any local hazards that need to be actioned. The Fire Risk Assessment is carried out by the

Corporate Health and Safety Team, this is reviewed annually by the same team. There is a separate risk assessment for this.

Impact/severity	High			
	Med			
	Low			
		Low	Med	High
Likelihood				

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) =measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
Section 1	General Hazards; these include areas that may affect other users within the school. But primarily affect the Teaching & Support staff and pupils.									
Infectious disease: COVID-19	Contracting and spreading the virus due to poor personal hand and respiratory hygiene	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - Posters to promote good hand and respiratory Hygiene and CATCH IT, BIN IT, KILL IT - Discouragement of touching eyes nose and mouth which is promoted through poster and lesson to pupils. - Use resources such as https://www.e-bug.eu/ to teach effective hand hygiene. - Sufficient bins provided to dispose used tissues. - Cleaners and Site Manager to regularly monitor and empty bins. - Where handwashing facilities are not available, hand sanitiser will be made available. This includes entrances and exits. - Pupils will be supervised wherever possible using hand sanitiser - Any hand sanitiser brought in by a pupil will be handed in at the start of the day and returned at the end of the day. - Site manager as part of daily checks ensures there is sanitiser in the dispensers and classrooms and entrance areas they are working – refill where necessary 	Low	Low	Low	RM

Infectious disease: COVID-19	Contracting and spreading the virus due to poor cleaning regimes in place.	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - Cleaning timetable in place (twice daily), which includes frequently touched surfaces being wiped down at least twice a day (once either in the morning or evening and once during the working day). - Reminders sent to employees about keeping cleaning products out of reach of children. - cleaning procedure in place which is kept up to date by the site manager using the government guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm - Site Manager regulate cleaning products and completes COSHH risk assessments for products classed as hazardous. - Cleaning procedures are checked by the HT 	low	Low	Low	RM
Infectious disease: COVID-19	Contracting and spreading the virus due to poorly ventilated areas.	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<p>Both sites and all occupied rooms have been evaluated by the Site Manager and Headteacher to see the best method to increase airflow through non- mechanical systems.</p> <ul style="list-style-type: none"> - Poorly ventilated rooms have been evaluated and measures put in place to increase air flow where possible or limit people using the room and the amount time in the room. - When CO2 monitors arrived (from Sept 20th) these will be used as part of an inspection regime to evaluate how well a room is ventilated. Any issues are raised in the weekly site manager briefing with the Headteacher. - Follow HSE guidance on ventilation and air conditioning: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/airconditioning-andventilation/index.htm - Rooms ventilated to not have an adverse effect on thermal comfort. Any issues with thermal comfort and ventilation are escalated to the Senior Leadership Team to resolve. If necessary children will be advised to wear T shirt / vest underneath uniform – as previously in RA. 	Low	Low	Low	RM & KY

<p>Infectious disease: COVID-19</p>	<p>Poor arrangements and management systems for not keeping up to date and following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p>	<p>Employees, Pupils, Visitors, parents & Contractors.</p>	<p>Med</p>	<p>Med</p>	<p>Med</p>	<ul style="list-style-type: none"> - Headteacher receives Headline bulletins from SMBC which is used to help update Covid-19 measures also regular webinars/ briefing with SMBC – last one 2/9/2021 - Headteacher signed up to HSE & DFE Covid-19 updates. - Covid-19 is an item agenda on SLT and weekly school briefing meetings to discuss any issues or updates required to measures in place. - Email/letters are sent to employees, pupils and visitors of what Covid-19 measures are in place including any updated. - Measures in place to follow, communicate NHS advice of when to self-isolate and what to do: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ - Regular communications sent to employee's, parents and visitors of Covid-19 symptoms. - A log (SMBC template) is kept of confirmed COVID-19 cases which is maintained by the HT - Room and procedure in place for pupil who is awaiting to be collected if they are experiencing Covid-19 symptoms – library (Infants), Meeting Room (Juniors) – as in previous RA. 	<p>Low</p>	<p>Low</p>	<p>Low</p>	<p>RM & KY</p>
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						<ul style="list-style-type: none"> - If required further advice and support will be sought by contacting the Public Health department at Solihull Council: 0121 704 6892 or email contacttracing@solihull.gov.uk. - School office staff have a process to follow if contacted by the NHS Test and Trace team. - Implement actions instructed by the local health protection team following their investigation. - Headteacher and other SLT aware of criteria of when there could be an outbreak and will work with the local health protection team to contain any outbreak – see contingency plan. - Contingency plans and outbreak management plans are in place and updated in accordance to DFE and Public Health guidance. - Any employees contracting the virus through work related activities is reported to the health and safety support team using reporting format. 				
Infectious disease: COVID-19	Poor arrangements in place to re-introduce or step down measures depending on infection rate / triggers met	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - Headteacher and Senior Leadership Team receive regular update from Local Authority and Local Public Health team on the current guidance in place. - Contingency Plan with outbreak measures in place with a section about what measures will be put back in when trigger thresholds have been met. - Contingency plan contains details of every effort will be made to keep disruption to pupils learning to a minimum. - Headteacher keep up to date of confirmed trigger rates and is guided by Local Public Health team if measures need to be reintroduced. - Use communication strategy in place to keep staff, parents, pupils and visitors informed of what measure are in place. 	Low	Low	low	RM & KY
Infectious disease: COVID-19	Poor management of employees, or pupils classed as vulnerable staff and pupils with poor mental health and wellbeing	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - regular 1:1's with vulnerable employees and all other employees which involves updating any individual risk assessments or wellness action plans. - Identify any pupils that require extra support or EHC plans that need updating - SENDCO - Emails sent to employee about Employee Assistance Programmes (EAP) and other initiatives to support employee wellbeing 	Low	Low	Low	RM & KY LS

Infectious disease: COVID-19	Poor management of educational visits	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - Educational Visit Coordinator (EVC) is aware of current travel guidance - Risk Assessments and procedures checked at venues regarding COVID 19 - Outdoor Education Advisory Panel (OEAP) Covid-19 guidance is followed: https://oeapng.info/ 	Low	Low	Low	RM &KY
Infectious disease: COVID-19	Poor management of wraparound provision and extra-curricular activity	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - Head teacher keeps up to date with Covid-19 guidance for before and after school clubs and works closely with school bursar on this. - Lettings policy has been updated to meet current COVID-19 guidance – guidance sent to all providers. 	Low	Low	Low	RM &SW
Infectious disease: COVID-19	Poor management of curriculum specific lessons.	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - see subject specific section of measures in place. Summary of where competent guidance will be obtained is: - In Science & DT teachers will follow: - CLEAPSS science, DT& Art guidance: http://primary.cleapss.org.uk/ - Physical education, sport and physical activity will follow AfPE guidance: https://www.afpe.org.uk/coronavirus-guidance-support/ - Swimming lessons will follow what Swim England state in their guidance: https://www.swimming.org/swimengland/returning-pools-guidancepublished/ 	Low	Low	Low	KY

Infectious disease: COVID-19	Lack of information shared with employees, pupils, parents and visitors	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - School administrators in both school offices are responsible in sending out COVID-19 communications to parents, visitors or other people it may effect. - Any protocols in place are sent to parents, visitors and contractors. - Contractors have sent risk assessment or other safe operating procedure of what measures they will have in place when working on site. - Update school website, emails, letters sent to parents of measures in place - Headteacher/SLT to speak to any parents/carers who have concerns and if it cannot be resolved follow the complaints procedure. 	Low	Low	Low	RM and school office staff
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Infectious disease: COVID-19	Arrangements in place are not monitored or regularly updated.	Employees, Pupils, Visitors, parents & Contractors.	Med	Med	Med	<ul style="list-style-type: none"> - Employees to raise concerns to Headteacher/SLT through team meetings (standard item on agenda), emails and incident reporting procedure. - Weekly floor walks completed by Headteacher/SLT to ensure measures are being followed especially regarding ventilation. - Any actioned identified are reviewed in SLT meeting and where appropriate shared with governors 	Low	Low	Low	RM&KY
Slips, trips or falls	<ul style="list-style-type: none"> • Defective / damaged areas of the building(s) / Site which are in a poor state of repair. 	All Employees pupils and visitors to the school.	M	M	Amber	<ul style="list-style-type: none"> • A monthly site inspection is carried out by the Site Manager at each school. • Weekly briefing with HT at each site. • A procedure in is place to report any defects to the site management team / Head Teacher / Bursar. • All repairs are actioned, minor repairs are completed by the Site Manager or passed on to Property Services. • Where the condition of the classroom becomes a significant risk, the area is taken out of use until the hazard is removed. 	Low	Low	Low	KB &NP
	<ul style="list-style-type: none"> • Slippery floor surfaces within the buildings. 	All Employees pupils and visitors to the school.	M	M	Amber	<ul style="list-style-type: none"> • Where spillages cannot be mopped up straight away the class teacher reports the spillage to the Site Manager who actions the cleaning up. • Where possible, all spillages are dealt with by the class teacher / support staff as soon as they are identified(e.g. water from artworks or dust from woodworking). 	Low	Low	Low	Site managers - KB & NP

Slips, trips or falls (contd)	<ul style="list-style-type: none"> Blocked corridors, gangways in classrooms and temporary displays. 	All Employees pupils and visitors to the school.	M	M	Amber	<ul style="list-style-type: none"> Fire exits and access routes are kept clear at all times. Temporary obstructions in general gangways are kept to a minimum during lessons. Displays of pupils' work are planned by the teacher to ensure safe access around the classroom. Larger displays in corridors and foyers are referred to the Fire and Rescue Service for advice if required. Suspended displays are positioned by the teacher, to avoid gangways or to be above head height. The correct and tidy storage of coats, bags and general housekeeping is monitored by the class teacher. 	Low	Low	Low	KB &NP
Falls from Height	<ul style="list-style-type: none"> Use of inappropriate equipment such as chairs, desks, filing cabinets etc to be able to work at height. For example: <ul style="list-style-type: none"> Creation of wall displays; Replacement or cleaning of lighting units Erection of stage lighting /scenery 	Employees & pupils	M	M	Amber	<ul style="list-style-type: none"> All activities requiring working at height are risk assessed. (I.E. whenever possible, working at height is avoided). Where working at height cannot be avoided, the activity will use appropriate work equipment The use of furniture and equipment to work at height is forbidden. Access equipment is maintained on a regular basis Staff have been instructed in the equipments use. Children are shown how to use Outdoor play equipment (class teacher) safely. Children's use of outdoor play equipment is supervised. 	Low	Low	Low	KB &NP Teaching staff and MDS

Contact with Electricity	<ul style="list-style-type: none"> • Faulty Mains electricity supply in contact with users, potentially resulting in injuries ranging from electric shock, burns or electrocution. • Faulty portable electrical appliances resulting in electricity supply in contact with users. • Faulty “Hard-Wired” appliances (e.g. Electric cookers and other Catering equipment, Technology machinery) resulting in electricity supply in contact with users. • Overloaded electrical sockets that could result in fire or serious injury. Electric shock burns, scalds. 	All Employees pupils and visitors to the school.	M	H	Amber	<ul style="list-style-type: none"> • Property Services Maintenance Package provides for a check of the Mains Electricity supply (wirings and sockets) every 5 years. • Portable appliances are tested in line with guidance this would generally be annually for most electrical appliances. This is completed by a competent person contracted by SMBC. • Any defective equipment is taken out of service until it has been repaired by a competent person. • All electrical repairs are carried out by a competent person. • Staff have been instructed to use one plug per socket, where not possible multi adaptors are used. • Local policy is in place for the use of personal electrical appliances; such equipment may only be used with the permission of senior management. 	Low	Low	Low	KB &NP
Contact with Hot Surfaces (classroom)	<ul style="list-style-type: none"> • Unguarded heaters allowing users to come into contact with hot element resulting in burns / electric shock, as well as the potential for fire in contact with combustible materials. 	Employees & pupils	M	M	Amber	<ul style="list-style-type: none"> • Electric convector heaters are fitted with guards / covers to prevent accidental contact with users and are positioned away from combustible items (such as curtains and wooden furniture.. 				KB and NP

<p>Contact with Hazardous Substances</p>	<ul style="list-style-type: none"> • Contact / Inhalation of hazardous substances resulting in skin, eye and respiratory irritation. • Ingestion of hazardous substances. • Skin / eye contact with hazardous substances potentially resulting in surface burns and /or irritation, • Access to Site Managers / Cleaners cupboards where hazardous substances are stored. • Substances not stored in suitable cupboards / cabinets. • Best practice not carried out in line with teaching plans (i.e. CLEAPPS) • Contact with asbestos on the school site 	<p>Employees & pupils</p>	<p>M</p>	<p>M</p>	<p>Amber</p>	<ul style="list-style-type: none"> • Hazardous substances are purchased, stored, used and disposed of in accordance with requirements of the Control of Substances Hazardous to Health (COSHH) Regulations. • All hazardous substances are controlled from the Site Manager's locked store(s). • A COSHH risk assessment has been recorded for each hazardous substance used on site. • Copies of COSHH assessments and Hazard Data Sheets for each material are filed: <ul style="list-style-type: none"> ○ In a central COSHH File, and, ○ With the hazardous substance. • Catering and cleaning contractors are responsible for maintaining COSHH files for substances they use on site. Other contractors are required to submit copies of their COSHH assessments before work commences. • Employees are prohibited from bringing hazardous substances on to the premises. • A site Managers risk assessment has been completed. • Property services are responsible for an annual review and ensuring that asbestos is removed within the regulations. 				<p>KB &NP</p>
<p>Contact with falling or fixed objects</p>	<p>Poor housekeeping for the storage of materials and equipment:</p> <ul style="list-style-type: none"> • In stockrooms • In corridors • In classrooms • In circulation areas e.g. hall 	<p>Employees & pupils</p>	<p>M</p>	<p>M</p>	<p>Amber</p>	<ul style="list-style-type: none"> • Employees organise the storage of tools, equipment and pupils' work in the best way to reduce the risk of falling objects. • Storage is set out to avoid unnecessary reaching and twisting, heavier items are stored at lower levels. • Suitable access equipment is provided in each area to gain access to higher shelves displays etc. The use of tables and chairs for access is prohibited. • Pupils are not allowed access to store cupboards without permission of the teacher. • Wherever possible, storage of materials or equipment is avoided in corridors. 				<p>KB &NP</p>

<p>Trapping of body parts in equipment and doors/windows</p>	<ul style="list-style-type: none"> Fingers, thumbs or other body parts may be trapped between doors and doorframes (or windows and window frames) when the door /window closes, or is closed, unexpectedly. (particularly in respect of Reception/ Nursery / Primary pupils who may not recognise this hazard). Windows encroaching on walkways – liable to cause injury to pupils / employees. Falls from open windows on upper floors. 	<p>Employees & pupils</p>	<p>M</p>	<p>M</p>	<p>Amber</p>	<ul style="list-style-type: none"> An assessment has been made and recorded for each door / frame. Where the closing of a door into its frame presents a potential trap hazard, suitable and sufficient control measures have been put into place. Where a door / frame has been identified as a significant risk to young person's management ensures that access / egress through that doorway is supervised Exclusion guards have been fitted to all doors where young children are at risk. All upper school windows have been fitted with restrictors to prevent accidental falls. 				<p>KB &NP</p>
<p>Fire</p>	<p>Fire emergency resulting in death or serious injury from burns or smoke inhalation if trapped in office.</p> <p>Combustible items stored by electrical equipment presenting a fire hazard.</p> <p>Visitors are unaware of the correct action to take in the event of a fire.</p>	<p>All Employees pupils and visitors to the school.</p>	<p>M</p>	<p>M</p>	<p>Amber</p>	<ul style="list-style-type: none"> Fire Awareness Training is mandatory for all team members (see separate training records). A suitable fire alarm, fire equipment and emergency lighting system is installed and maintained corporately. Fire extinguishers are suitably positioned and maintained through a corporate contract with Property Services. Regular fire evacuation drills are undertaken (1/2 termly). Regular housekeeping reviews are completed to identify and address any specific hazards. All visitors are escorted by a member of staff whilst on site. 				<p>RM &KB, NP</p>

Assault, physical or verbal abuse	<ul style="list-style-type: none"> • Verbal or Physical assault and employee unable to call for help. • Stepping into prevent a fight between pupils / others in the work place. Physical assault by pupil/other member of staff. • Assault, physical or verbal abuse by a parent, member of the public. • Physical and verbal abuse from a disruptive pupil. 		M	M	Amber	<ul style="list-style-type: none"> • The school have a local lone working procedure in place. All employees are briefed on these procedures. • Employees report incidents where they feel threatened to the Head Teacher. Employees should not intervene between pupils, if they are at risk. • Employees should ensure that where possible they do not work alone, whilst dealing with parents / members of the public who are known to be violent or abusive towards school employees. • Risk Assessment should be completed on the disruptive pupil. 				RM &KY
Lone Working - Working in school alone in isolated locations	<ul style="list-style-type: none"> • Injuries / Illness to staff • Slip, trip or fall and team member unable to call for help • Verbal or physical assault, Aggressive intruders / parents 	All Employees pupils and visitors to the school.	M	M	Amber	<ul style="list-style-type: none"> • The Team has a local lone working procedure. • All staff members are briefed on the procedures. • All staff who work out of the school leave their return and contact details with their line manager. • Reduce time spent working alone as far as is reasonably practicable. • All employees sign in and out whilst working out of the school term. 				RM
Manual Handling	<p>Manual handling injury from lifting, carrying, pushing or pulling heavy/ bulky items.</p> <p>Cuts/ puncture wound.</p> <p>Using incorrect methods for manual handling could cause accident or injury that may result in lost time.</p> <p>Could cause damage to equipment.</p> <p>Moving excessive amount of text / library books</p>	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> • Before moving any item or items employees undertake an initial assessment to ensure the task is manageable and poses no significant risk. • Where appropriate a separate manual handling risk assessment is completed. • Movement of heavier items such as large, desks etc is only done with the assistance of the site management team. • Mechanical aids such as trolleys, rollers etc are used where practicable. • Employees have been instructed to break down paper deliveries to manageable size/ weight. • All employees have received relevant Manual Handling Awareness Training. 				RM

Water (Legionella/ safe to drink)	Ill health due to poor hygiene.	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> • Suitable and sufficient toilet and washing facilities with hot and cold water are provided and maintained. • Property services have confirmed that water supplies are checked monthly for legionella. 				KB & NP
Vulnerable workers	Increased likelihood of injury due to inexperience, disability or ill health.	Young persons, disabled persons and pregnant workers	M	M	Amber	<p>In the event of vulnerable person, working at the following will take place.</p> <ul style="list-style-type: none"> • Young persons Risk Assessment (if person taken on for work experience). • Considerations are made as regards to any employee with a disability. • Employees have been instructed to make Head Teachers aware of any medical conditions that may affect their work. • A new and expectant mother's risk assessment is carried out when the employee notifies the Head Teacher. 				RM

School Premises Security / Safeguarding	<ul style="list-style-type: none"> • Inexperienced person supervising pupils during curriculum activities. • External organisations used to deliver / assist with teaching activities. This may include volunteers. • 1:1 situations where pupil may be put at risk by adult individual. • Fencing and gates not secured (i.e. holes in fencing). Access and egress from site not suitable for children on the site. • Unruly or disruptive pupil absconding from school site, whilst in the schools care. 		M	M	Amber	<ul style="list-style-type: none"> • When volunteer adults / external volunteers who are involved, the relevant DBS checks should be carried out before the commencement of any coaching • All external coaches / teachers must have the appropriate qualifications (Coaching / Teaching levels) for the sport / activity that they will be coaching / teaching in. • Ensure that all fences and perimeters are initially assessed for requirements as regards to type of pupils / children on the site. • The Site team check the perimeter fence on a regular basis. (this should be minimum monthly) best practice would be to walk round the perimeter every week. • Repairs are completed in a timely manner on all external fences, gates and barriers. • The school has a procedure in place for dealing with missing children. 				RM and KB / NP
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Section 2	Specific Hazards associated with various individual curriculum activities – the general hazards would also apply. Schools only need to complete the sections relevant to the schools activities. The school may have other activities not in this list, they would need to carry out a risk assessment in all of those areas									
2 (a) Specific hazards associated with the Science Curriculum	<ul style="list-style-type: none"> Contact with hazardous substances/ equipment in preparation for and delivery of the curriculum, resulting in fire, burns, electric shock, exposure by inhalation, ingestion or skin/eye absorption. 	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> Activities are undertaken with due regard to “best practice” working methods as defined the CLEAPSS Laboratory Handbook. Activities not covered in the CLEAPSS manual are risk assessed before they are done. Hazardous materials are stored, used and disposed of in accordance with legislation (COSHH Regulations) Batteries are not used or charged in parallel. Rechargeable batteries: <ul style="list-style-type: none"> Use and storage is the responsibility of the teacher. Are charged using a proprietary charger. (Follow instructions to avoid overcharging or reverse charging.) Overheating of wires and components can occur with “Nicad” batteries - crocodile clips and battery holders are provided to avoid hand contact. Damaged /defective batteries are taken out of use. Non-rechargeable batteries are disposed of when "dead". Attempts to recharge are prohibited. 				EF

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2 (b) Specific hazards associated with the Physical Education curriculum	<ul style="list-style-type: none"> Strains, sprains, pulled muscles, lacerations and fractures resulting from the activities undertaken where appropriate competent supervision is in place and there are no known faults with the equipment or premises. 	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> Safe Practice in PE issued by BAALPE is available and used. The condition of the external playing, running and run up surfaces is inspected by the teacher prior to a lesson or event, to ensure that the conditions are suitable. PE equipment – apparatus is inspected annually by an independent competent contractor. The equipment is appropriately stored, cared for, and checked for damage before use by the teacher. Damaged or defective equipment is taken out of use, and reported to the Head Teacher The rules of the relevant sport and correct techniques are taught as appropriate to the age and ability of the children. The correct and safe use of special equipment such as wall bars and ropes is taught by the teacher before and during its use, and lessons are closely supervised. Pupils are advised of and encouraged to use the correct clothing for each particular activity they are to participate in, this includes the weather. Correct footwear is worn for the type of sport and conditions. Teacher will ensure that children who have cause to handle equipment are taught the appropriate techniques and are supervised during the process. 				LM & KR

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2 (b) Specific hazards associated with the Physical Education curriculum (contd)	<ul style="list-style-type: none"> • Strains, sprains, pulled muscles, lacerations and fractures resulting from the activities undertaken where appropriate competent supervision is in place and there are no known faults with the equipment or premises. • External organisations used to deliver sports coaching 	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> • When external coaches are involved, the relevant DBS checks should be carried out before the commencement of any coaching • All external coaches must have the appropriate qualifications (Coaching levels) for the sport that they will be coaching in. 				LM & KR

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2 (c) Specific hazards associated with the Food Technology curriculum	<ul style="list-style-type: none"> • Food poisoning, cuts, burns etc. • Pupils, staff burn themselves using hot pans / ovens. • Incorrect type of gloves used • Possible food poisoning from out of date food / cooking materials. • Equipment not washed thoroughly between sessions. 	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> • Electric ovens are only used for food technology lessons, activities using electric ovens are supervised at all times. • All equipment is switched off after use and access is restricted until hot surfaces have cooled. • Oven gloves are supplied for staff and pupils to use. • The teacher assesses the ability and competence of pupils to determine the level of supervision appropriate to the use of knives, and other sharp implements. • Apart from basic essentials, ingredients are only stored in the classroom in minimal amounts. Food sell by dates noted and complied with. Food waste is disposed of in the kitchen waste bins. • There are separate washing facilities for staff and pupils, including soap, nail brushes, towels, etc. as per Food Hygiene Regulations. • Food preparation surfaces are easily cleaned, and are disinfected immediately before a lesson. Equipment is washed, drained and put away in a dry state as part of every lesson. • Spillages are cleaned up as they occur under the guidance of the class teacher. • Floor areas are cleaned up daily after school by cleaners. • Chopping boards and utensils are made of non-absorbent materials. Used tea towels and dishcloths are washed after use. 				KY

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Section 2										
Specific Hazards associated with various individual curriculum activities – the general hazards would also apply. Schools only need to complete the sections relevant to the schools activities. The school may have other activities not in this list, they would need to carry out a risk assessment in all of those areas										
2 (d) Specific hazards associated with Arts & Crafts	<ul style="list-style-type: none"> • Contact with sub-standard or dangerous equipment, machinery or sharp-edged tools • Cuts and penetrating injuries to skin of users – particularly to hands • Scissors / craft knives not suitable for use by the age of the child or task • Equipment not maintained in line with the Provision and Use of Work Equipment Regulations – this includes no maintenance / inspection process in place. • Hot Glue Guns – using the incorrect type of glue gun 	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> • New equipment CE marked. • SMBC consulted for advice on specification standards and suitability when purchasing and new equipment. • Safe use is taught by the class teacher, incorporating practical demonstration. • All use is supervised. • Equipment is appropriately stored when not in use using shadow boards so that missing items are evident. • The teacher assesses the competence and ability of the pupils and decides on the level of supervision appropriate to the work to be undertaken and equipment to be used by pupils. • All knives including craft knives are counted in and out during a session. • Only cold type of glue gun is used. 				HR
2 (e) Specific hazards associated with the Music	<ul style="list-style-type: none"> • Risk of long-term hearing impairment, • Injury caused by incorrect use of equipment • Electrical equipment faulty – possible electrocution • External organisations used to deliver Music – Solihull Music Service 	Employees pupils	M	M	Amber	<ul style="list-style-type: none"> • Noise levels in Music classrooms are normally below the action levels defined in legislation. If noise levels are perceived by staff to have increased, specialist advice from the SMBC Health and Safety Support Team must be sought. • All pupils are briefed on the instrument that they would use. • Electrical equipment is maintained as per the control measures in the Electrical section above • All external teachers must have the appropriate qualifications for the musical instrument / activity they are teaching. 				AT

ASSESSED BY (PRINT) R Morrissey

SIGNED

DATE ASSESSED 3rd Sept 2021

ModelPrimarySchools-Includes-Covid-19 V2 – Updated August 2021 Assessment undertaken by R Morrissey September 2021

HEAD TEACHER (PRINT) R Morrissey

SIGNED

DATE 3rd Sept 2021

RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

Note: immediate action must be taken to address any identified net red risk

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

Hazard	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date	Managers Comments	Completion Date	Managers Signature
Spread of COVID due to poor ventilation	Use of CO2 monitors (once these arrive from the DfE) on weekly basis to check occupied areas in both schools.	Site managers – KB and NP	November 1 st 2021	Unsure when monitors will arrive.		
Poor thermal comfort - Children and adults feeling distressed / cold due to increased ventilation	Frequent messages to parents and carers about wearing layers – t-shirt / vest underneath school uniform.	RM	November 1 st 2021			

Model Risk Assessment for Primary Schools

CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine “likelihood” you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. <i>(Hazard exists permanently or a hazardous event occurs daily or throughout the day.)</i>
Medium	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. <i>(Hazard occurs intermittently or hazardous event occurs occasionally throughout week/month)</i>
Low	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. <i>(Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)</i>

Impact / Severity

To establish the severity of the “impact” you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire,.
Medium	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
Green	No further preventive action is necessary but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls / precautions remain effective and review annually or sooner if there are changes.
Amber	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Red	Action must be taken immediately / as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.