

## Setting the scene

The school H&S manager carried out the risk assessment at Bradford Christian School. The school consists of a main building which in places either has areas above or below it, a single portacabin in the large playground, a stand-alone art room and 3 portacabins above the main school. Fifty seven staff work at the school, and currently there are 134 students on the roll. One child has a PEEP. The school was built before 2000

Asbestos-containing materials (ACMs) have been potentially identified but were in good condition and in places where they were not likely to be damaged, worked on or disturbed, so it was decided to leave them in place.

The school is opened between 7.00-7.30 and locked up between 6.00 – 6.30 Monday to Friday during term time.

The school contains typical school furniture and equipment. There are 2 staff kitchens, where drinks can be prepared and food heated, and a main kitchen where students learn cooking skills and school lunches are prepared. There are staff and student toilet and washing facilities around the buildings. The school is cleaned every evening by the cleaner employed by the school. Cleaning materials are stored in three locked cupboards around the school.

### How was the risk assessment done?

The H&S manager followed the guidance in *Five steps to risk assessment* ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)).

To identify the hazards, they:

- looked at HSE's office health and safety web pages to learn where hazards can occur, and at the disability and risk assessment web pages;
- walked around the school, noting things that might pose a risk and taking into consideration what was learnt from HSE's guidance;
- talked to SLT and staff, to learn from their knowledge and experience of areas and activities, and listen to their concerns and opinions about health and safety issues in the workplace; talked to the school cleaner and caretaker, to ensure that the cleaning and maintenance activities did not pose a risk to staff and pupils;
- looked at the accident book and near accident record, to understand what has previously resulted in incidents.

They then wrote down who could be harmed by the hazards and how. For each hazard, they wrote down what controls, if any, were in place to manage these hazards. They then compared these controls to the good practice guidance provided in HSE's office health and safety web pages. Where existing controls were not considered good enough, the school business manager wrote down what else needed to be done to control the risk.

Putting the risk assessment into practice, they recorded who was responsible for implementing the further actions and when they should be done. As each action is completed, it will be ticked off and the date recorded. The risk assessment was made available to all staff at a staff meeting and was discussed and was placed on the school intranet.

The risk assessment will be reviewed every year, or straightaway if any major changes in the workplace happens.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Slips and trips</b>	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>• General good housekeeping.</li> <li>• All areas well lit, including stairs.</li> <li>• No trailing leads or cables.</li> <li>• Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</li> <li>• School cleaned every evening.</li> </ul>	Arrange for loose carpet in Room 12 to be repaired/replaced.	Needs to be replaced in 6 week holiday MW	end of August 2020	Outstanding
			Room 10 ramp to be reviewed annually to ensure strips still reducing slip risk	JP	Review again 05/21	Reviewed Ok 06/21
<b>Manual handling of paper, school equipment etc.</b>	Staff risk injuries or back pain from handling heavy objects, e.g. paper deliveries, PE stores equipment	<ul style="list-style-type: none"> <li>• Paper split on arrival and transported to storage locations in smaller amounts</li> <li>• High shelves for light objects or rarely used items only.</li> <li>• For PE store, heavy objects stored at ground level</li> <li>• Only staff access PE store</li> </ul>	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	School Business Manager	End may 2017	Completed 7/11/17
			Key staff to complete manual handling training	JP	By end June 2019	Completed Dec 2019
<b>Stress</b>	All staff could be affected by factors e.g. lack of job control, bullying, not knowing their role	<ul style="list-style-type: none"> <li>• Staff understand what their duties and responsibilities are.</li> <li>• Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work.</li> <li>• 'No bullying' policy.</li> </ul>	Remind staff that they can speak confidentially to manager or supervisors (on a no-blame basis!) if they are feeling unwell or ill at ease because of work.	Line Managers	End of May 2017	Completed 7/11/17
<b>Display screen equipment</b>	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	<ul style="list-style-type: none"> <li>• DSE assessments of workstation using HSE standard template to be carried out for all staff using a computer at an admin desk &amp; any actions to be carried out asap.</li> <li>• Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting.</li> <li>• Workstation &amp; equipment set to ensure good posture &amp; avoid glare &amp; reflections on the screen.</li> <li>• Shared workstations are assessed for all users.</li> <li>• Work planned to include regular breaks or change of activity.</li> <li>• Lighting and temperature suitably controlled.</li> <li>• Noise levels controlled.</li> <li>• Laptop users to carry out own DSE assessment for use away from workstation</li> </ul>	All identified staff to complete DSE assessment with H&S consultant	DC	End July 2017	Completed May 2019
			Check that identified actions from self-assessments are followed up ASAP.	All staff identified	End of July 2017	Completed May 2019
			Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.	All staff identified	End of May 2017	Completed May 2019
			Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues.	All identified staff	End of May 2017	Review Sept 2020
			DSE assessments to be completed July 2021			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Working at height</b> Filing on top shelves, putting up decorations etc. Caretaker completing maintenance jobs at height	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> <li>Staff stand on small steps to file on high shelves, put up decorations etc.</li> <li>Maintenance tasks risk assessed when placed in maintenance book for risk levels.</li> </ul>	Signs put up in all relevant areas steps kept in lab	DC	End of May 2017	April 2018
			JP to complete working at height training	JP	By end June 2019	Done Dec 2019
<b>Electrical</b>	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. Risk of shock from sockets EYFS	<ul style="list-style-type: none"> <li>Staff asked to spot and report (to H&amp;S officer) any defective plugs, discoloured sockets or damaged cable/ equipment.</li> <li>Defective equipment taken out of use safely and promptly replaced.</li> <li>PAT testing completed annually</li> </ul>	Socket covers cannot be used on exposed sockets in EYFS. Staff to be aware at all times	Teachers in EYFS	End of May 2017	Completed Mar 2018
<b>Asbestos</b> Asbestos-containing materials (ACMs) are present in boiler room and science under-crofting and possibly in wall materials of portacabins	Staff and others carrying out normal activities, at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> <li>Portacabin walls in reasonable condition &amp; asbestos disturbance unlikely during normal activities.</li> <li>Systems in place to inform contractors &amp; others who may disturb asbestos, where it is &amp; ensure safe working.</li> <li>'Danger, asbestos, do not disturb' signs posted in under-crofting and boiler room.</li> <li>Staff told to report any accidental damage immediately.</li> <li>Condition of potential asbestos checked annually.</li> </ul>	At next staff meeting, remind staff that the asbestos must not be disturbed and to report any accidental damage to the partition walls immediately.	School Business Manager	By end of May 2017	Completed 7/11/17
			Asbestos register to be reviewed and placed in H&S folder	ZC + DC	Completed May 2019	Completed 24/5/19

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Lone working</b>	Staff could suffer injury or ill health while working alone in the school. EG Cleaner, caretaker, teachers in during holidays		Identify cleaning risks (see cleaning risk assessment) Check chemicals used and ensure appropriate PPE supplied & COSHH regulations observed Create system for lone working on school premises.	DC & ZC  DC & ZC  ZC	End of July 2017 End July 2017  September 2017	Completed April 2018  Completed July 17 Completed April 2019
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed annually</li> <li>• Fire equipment and exit routes checked monthly and results recorded</li> <li>• Fire alarm tested weekly and results recorded</li> <li>• Fire equipment and alarm system maintained by outside contractor annually</li> <li>• Fire evacuation practiced every half term &amp; results recorded &amp; passed to all staff</li> <li>• Staff given basic fire equipment training at induction and refreshers annually</li> <li>• Fire policy reviewed &amp; discussed with staff annually</li> <li>• Maps of fire exits available in all rooms and passed to staff</li> <li>• Maps of fire equipment and call points passed to all staff</li> <li>• Emergency lighting tested monthly</li> </ul>	Fire doors needs to be checked for intumescent strips and where not fitted, strips to be fitted  Fire door in EYFS currently not single release. Door handle plus twist mechanism. Can't be push bar due to risk of child escape. When money permits move to maglock	DC sent costings to MW  JP to fit	By Aug 2020  July 2021	Aug 2020
<b>Burns</b>	Risk of burns from hot radiators or pipes  Risk of scalding from water heaters	<ul style="list-style-type: none"> <li>• Warning signs re risk of burning placed near all hot radiators and pipes</li> <li>• Warning signs re hot water placed near boilers</li> <li>• Reminder notices re switching off boilers not in use in class 2 and 5</li> </ul>	Students could burn themselves on water straight from water heater – Teachers to monitor use  Heaters to be switched off at mains when not in use	Teachers in class 2 & 5	Signs to be redone 6/21  On going	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Gas Leak</b>	Risk of explosion from Gas escape	<ul style="list-style-type: none"> <li>Gas to science lab switched off when not in use.</li> <li>Gas to kitchen switched off when not in use</li> </ul>	Checks on compliance and results recorded	ZC	September 2018	September 2018
<b>Damaged Play Equipment</b>	Children could be injured on damaged play equipment	<ul style="list-style-type: none"> <li>Playgrounds and equipment visually checked weekly by caretaker</li> <li>EYFS equipment checked and assessed before each session and removed from play if not safe</li> <li>Each individual piece of EYFS outdoor play equipment has individual risk assessment</li> </ul>			Ongoing	
<b>Trapped fingers in doors</b>	Fingers could be trapped in doors	<ul style="list-style-type: none"> <li>In key areas where younger children are likely to be hinge guards have been fitted to reduce risk.</li> </ul>				
<b>Trip/Fall –</b>	Possibility of trip or fall on uneven surfaces/steps	<ul style="list-style-type: none"> <li>Change in surface level in EYFS classroom highlighted with hatched tape</li> <li>Steps to outside classroom in EYFS marked with hatched tape</li> <li>Exit from portacabin doors not flat – noted with signs and hatched tape</li> </ul>	Regular checks to ensure paint still in place		Monthly	
<b>Bang head on velux window in Room 12</b>	Possibility that could bang head on velux window when open		Notice next to windows warning of hazard	ZC	End of May	Completed 6/11/17
<b>Chemicals and flammables</b>	Ensure correct storage of chemicals and flammables	<ul style="list-style-type: none"> <li>All chemicals stored in locked room in correct storage conditions in science lab.</li> </ul>	Check storage of maintenance equipment in boiler room and ensure secure and correct storage	ZC & DC	End of May	Completed 27/9/17
<b>Scientific and mechanical equipment</b>	Risk of damage to equipment or danger to students if science equipment not stored correctly.	<ul style="list-style-type: none"> <li>All science equipment stored correctly in science lab</li> </ul>	Check storage of maintenance equipment in boiler room and ensure secure and correct storage	ZC & DC	End of May	Completed 27/9/17

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Stranger in the Playground</b>	Students Teacher on duty By inappropriate actions of trespasser	<ul style="list-style-type: none"> <li>• Adult always on duty when students playing out</li> <li>• Adults aware to move students into school by quickest means if trespasser on site</li> <li>• Lockdown policy written</li> </ul>	Accommodation works to be completed to enable lockdown policy to be enacted	All supervisory staff in playground  MW ZC	On Going  Sept 2020	

**Assessment review date: 10<sup>th</sup> June 2021**