

FEDERATION OF ARRETON ST. GEORGES C.E. CONTROLLED AND OAKFIELD C.E. VOLUNTARY AIDED PRIMARY SCHOOLS
RISK ASSESSMENT

HAZARDS	WHO MAY BE HARMED & HOW?	WHAT IS ALREADY IN PLACE	WHAT FURTHER ACTION MAY BE NECESSARY	ACTION BY	DATE TO DONE BY	DONE
Slips, trips & falls	All staff, pupils & stakeholders	<ul style="list-style-type: none"> • Housekeeping standards maintained • All doors, drawers to be closed when not in use • Trailing cables away • Floors etc., cleaned regularly • Maintenance carried out where necessary • Stairs well lit 	Stairs <ul style="list-style-type: none"> • Staff reminded to keep clear • Regular safety checks • All staff reminded to remove hazards • Spillages removed straight away. 			
Manual handling	All staff and delivery people	<ul style="list-style-type: none"> • Trolley available for heavy items. • Caretaker to be asked to move heavy items 	<ul style="list-style-type: none"> • Training in manual handling. 			
Regular computer use	Office staff, teachers and pupils	<ul style="list-style-type: none"> • Self assessments to be carried out. • Free eye test provision for regular users of computers (i.e. administration) 	<ul style="list-style-type: none"> • Ensure requisite equipment is available. • Check that pupils are using equipment in a 			

		staff).	suitable manner			
Stress	All staff	<ul style="list-style-type: none"> • Appropriate policies in place and adhered to. • Well being programme in place 	<ul style="list-style-type: none"> • Regulars checks that all is in place. • Action plan to improve and tackle any causes 			
Electrical	All staff, pupils and stakeholders	<ul style="list-style-type: none"> • PAT testing in place 	<ul style="list-style-type: none"> • Check that appropriate PAT testing is compliant. • Remove any items that may be dangerous 			
Fire	All staff, pupils and stakeholders	<ul style="list-style-type: none"> • Regular testing of fire alarms • Regular inspection by contractors of fire extinguishers and alarms. • Training undertaken by members of staff • Fire drills undertaken • Fire exits marked • Waste bins emptied daily 	<ul style="list-style-type: none"> • Regular reminders of the rules and regulations and what is expected from staff. 			
Detergents	All staff, pupils and stakeholders	<ul style="list-style-type: none"> • COSHH regulations are to be adhered 	<ul style="list-style-type: none"> • Appropriate clothing and/or 			

		<ul style="list-style-type: none"> to No chemicals left out 	<ul style="list-style-type: none"> protection when using detergents etc. 			
Hygiene and welfare	All staff, pupils and stakeholders	<ul style="list-style-type: none"> Toilets have appropriate temperature water and soap Drinking water dispensers available Drinks available in staffroom 	Cleanliness monitored			
Environmental factors	All staff, pupils and stakeholder	<ul style="list-style-type: none"> Temperatures to be kept at appropriate levels. Fresh air available 				
Outside Areas	All staff, pupils and stakeholders	<ul style="list-style-type: none"> Playground and equipment checked weekly. Drains kept clear Sufficient supervision – ensuring all areas and pupils are adequately supervised at all times. Behaviour/anti-bullying policies in place 				