**SKENE SCHOOL**

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| **Education & Children’s Services** | **Risk Assessment** |  |
| Establishment | Skene School  | Person completing | Amanda Blackwood, HT |
| Description of Area of Assessment | **General On-Site School Day Operational Assessment (excludes practical subject/specialist technician tasks)** |
| Date of Assessment | 08 January 2024 | Date of Next Formal Review | August 2024 |

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| **Areas Covered in This Risk Assessment** |
| Contact with Moving Machinery |  | Falls from a height | **🗸** | Exposed to fire  | **🗸** |
| Struck by Moving, Flying or falling Object/Vehicle | **🗸** | Trapped by something collapsing | **🗸** | Exposed to an explosion | **🗸** |
| Struck against something fixed or stationary | **🗸** | Drowned or asphyxiated | **🗸** | Contact with Electricity or electrical discharge | **🗸** |
| Injured whilst handling, lifting or carrying | **🗸** | Exposed to or in contact with a harmful substance | **🗸** | Physically assaulted by a person | **🗸** |
| Slips Trips & Falls on the Same level | **🗸** | Contact with a hot surface or substance | **🗸** | Stress | **🗸** |
| Computer Workstation Ergonomics | **🗸** | Extreme temperatures |  | Lone working | **🗸** |
| Injured by Sharp Equipment & Objects | **🗸** | Injured whilst driving or being driven at work |  |  |  |

| Hazard | **Person(s) Affected** | HazardEffect | **Risk without Control** | Control Measures | **Further C/M?** | **Risk with Control** |
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| **LOW** | **MED** | **HIGH** | **LOW** | **MED** | **HIGH** |
| Contact with Moving Machinery |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Struck by Moving, Flying or falling Object/Vehicle |  |  |  |  |  |  |  |  |  |  |
| Hit by an item deliberately thrown down stairwells/around building | All building users | Cuts, bruises, to upper body including head and face. Lacerations to skullConcussionBrain InjuryNeck & Back injury |  | **🗸** |  | * Pupils educated in good corridor etiquette.
* Staff presence as classes move through the building.
* Sufficient First Aiders in the building at all times.
 |  | **🗸** |  |  |
| Hit by a vehicle in school car parks or crossing the road to school. | All building users |  | **🗸** |  |  | * Speed limit signs are in place, including flashing 20mphs scheduled for arrival/departure and lunch times.
* Crossing patroller present from 08:30 – 09:10 and 15:10 – 15:30.
 |  | **🗸** |  |  |
| Hit by mechanical cleaning device | All building users |  | **🗸** |  |  | * Cleaning done when pupils not in school.
* Cleaning in progress signs used.
 |  | **🗸** |  |  |
| Hit by stones thrown from grass cutting equipment | All building users |  | **🗸** |  |  | * Grass cutting done whilst pupils in class. Should this be over a break/lunch time, the pitch will be closed off and tarmac areas only to be used.
* PE staff and pupils not on the field when grass cutting takes place.
* Avoid break and lunchtimes for cutting.
 |  | **🗸** |  |  |
| Injured whilst handling, lifting or carrying |  |  |  |  |  |  |  |  |  |  |
| Pushing, pulling, lifting and lowering of heavy, bulky or unstable loads. | Facilities staff | Musculoskeletal problems especially to back neck and shoulders |  | **🗸** |  | * Manual handling training undertaken.
* All areas of building well lit.
* Thoroughfares are kept free of obstructions.
* Information covered in induction training and refreshers.
* Handling Risk assessment carried out for manual handling tasks as required.
 |  | **🗸** |  |  |
| Moving and handling pupils with mobility needs/ building user who has become less mobile | ASL Staff | Musculoskeletal problems especially to back neck and shoulders |  | **🗸** |  | * Training provided when assisting with moving where pupil has specific needs.
* Currently no pupils with mobility limitations -session 23/24.
 |  | **🗸** |  |  |
| Moving and handling people who cannot independently evacuate during an emergency | ASL Staff | Musculoskeletal problems especially to back neck and shoulders |  | **🗸** |  | * Training will be provided, as required, when pupils with mobility limitations join the school. Property Teams and Pupil Wellbeing teams will be involved in the process and individual risk assessments.
 |  | **🗸** |  |  |
| **Slips Trips & Falls on the Same level** |  |  |  |  |  |  |  |  |  |  |
| Wet Floors causing slip hazard in circulation spaces | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * Absorbent mats at all access doors
* Use of wet floor signs
* Prompt cleaning of spillages
* Information covered in induction training and refreshers.
 |  | **🗸** |  |  |
| Dropped foodstuff causing slip hazard in circulation spaces | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * Prompt cleaning of spillages
* Wet Floor sign displayed.
 |  | **🗸** |  |  |
| Loose/fraying flooring causing trip hazard on floors in circulation spaces | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * Good housekeeping from facilities team.
* Robust reporting system for defect reporting
* Information provided in *Staff Handbook* regarding defect reporting
 |  | **🗸** |  |  |
| Icy surfaces causing slip hazard on external access routes | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * Priority routes information shared with building users.
* Information covered in induction training and refreshers.
* HT to assess conditions each morning and advice building users as appropriate.
 |  | **🗸** |  |  |
| Items causing trip hazard on floors in circulation spaces | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * Good housekeeping in circulation spaces
* Designated delivery areas
* Information covered in induction training and refreshers.
* Circulation spaces well lit.
 |  | **🗸** |  |  |
| Permanent cables causing trip hazard in circulation spaces | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * No cabling extending into circulation space
 |  | **🗸** |  |  |
| Temporary cables causing trip hazard in circulation spaces | All building users | Bruising, Sprains, Fractures |  | **🗸** |  | * Cable management in place for fixed, temporary equipment e.g., projector, lighting on display boards, extension leads.
* Cable management and low use of equipment during the school day for moveable cabled equipment e.g., cleaning equipment
* Regular Health and Safety walks carried out by Head Teacher, Junior Jannies and Janitor/Facilities Staff.
 |  | **🗸** |  |  |
| Computer Workstation Ergonomics |  |  |  |  |  |  |  |  |  |  |
| Poor set up of display screen equipment and poor user habits causing musculoskeletal problems | Display Screen Equipment (DSE) users | Musculoskeletal problems especially to hands wrists, neck and shoulders | **🗸** |  |  | * ALDO training course for setting up and using workstation.
* Provision of adjustable seating and suitable desks, as appropriate.
* Easy access to supportive devices such as footrests, laptop risers etc.
* Information covered in induction training and refreshers.
 |  | **🗸** |  |  |
| Excessive prolonged use of DSE causing visual fatigue | DSE users | Visual strain/fatigue |  | **🗸** |  | * ALDO training course for setting up and using workstation.
* Information covered in induction training and refreshers.
 |  | **🗸** |  |  |
| Mental stress caused by inadequate or poorly understood software | DSE users | Stress and anxiety | **🗸** |  |  | * Digital champions available to support software use.
* Line management support/colleague support for software use
* Digital Leaders Group and staff.
 |  | **🗸** |  |  |
| **Injured by Sharp Equipment & Objects** |  |  |  |  |  |  |  |  |  |  |
| Broken items resulting in sharp edges e.g., glass, crockery | All building users |  |  | **🗸** |  | * Protocol in place for clearing and disposing of breakages.
* Information covered in induction training and refreshers.
* Report in Janitors Log Book if not something that can be dealt with by school staff. Call immediately, if appropriate.
 |  | **🗸** |  |  |
| Sharp edges caused by maintenance defect e.g., chipped tile | All building users |  |  | **🗸** |  | * Robust reporting system for defect reporting
* Regular inspections by facilities management contractor
* Regular H+S Walks by HT/Janitor.
 |  | **🗸** |  |  |
| Discarded needles | All building users |  |  | **🗸** |  | * Protocol in place for should a discarded needle be found.
* Staff instructed not to touch the needle.
* Disposal via facilities team.
* HT walkaround premises each morning and especially after a weekend.
 |  | **🗸** |  |  |
| **Falls from a height** |  |  |  |  |  |  |  |  |  |  |
| Falling/overreaching from a height resulting in a fall | All building users | Bruising, Sprains, Fractures | **🗸** |  |  | * Restriction to accessing heights requiring anything higher than kick stool/2 step step- ladder.
* Information covered in induction training and refreshers.
* Liaise with janitor/H+S colleagues for advice and assistance.
 |  | **🗸** |  |  |
| Height accessing equipment fails, resulting in a fall | Facilities Staff | Bruising, Sprains, Fractures | **🗸** |  |  | * Ban on utilising non- designated methods e.g., chairs/tables etc. for accessing heights.
* Only well-maintained designated access equipment used
 |  | **🗸** |  |  |
| **Trapped by something collapsing** |  |  |  |  |  |  |  |  |  |  |
| Extraordinary winds resulting in structure collapse | All building users |  | **🗸** |  |  | * Automatic school evacuation with red weather warning (all weather types)
* Evaluation of evacuation with Amber warning of strong winds.
* Red warning – immediate closure.
 |  | **🗸** |  |  |
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| **Drowned or asphyxiated** |  |  |  |  |  |  |  |  |  |  |

 |
| Exposed to carbon monoxide produced by gas equipment malfunctioning/gas leak | All building users accessing gas supplied areas of building | Carbon monoxidepoisoning |  | **🗸** |  | * Annual servicing of gas appliances
* Gas cut off devices for ventilation failure.
* CO Monitor fitted into boiler room. Linked to alarm in facilities staff office.
* LPG Gas Risk Assessment in place.
 |  |  | **🗸** |  |
| **Exposed to or in contact with a harmful substance** |  |  |  |  |  |  |  |  |  |  |
| * Exposure to Asbestos fibres from Asbestos containing materials brought into or delivered to school in error.
 | PupilsTeaching staff | Asbestos related diseases |  | **🗸** |  | * Asbestos register held in facilities staff office. None currently present in building.
* Information covered in induction training and refreshers.
 |  | **🗸** |  |  |
| Eye, skin contact, inhalation or ingestion of copier toner | Staff |  | **🗸** |  |  | * Acute toxicity to eyes and skin and through inhalation and ingestion- no known effect
 |  | **🗸** |  |  |
| Exposure to blood borne viruses through first aid treatment of infected person, cleaning of bodily fluids or via needlestick injury | Staff | Infected with blood borne virus  |  |  |  | * Those delivering first aid trained in standard infection control precautions.
* Bodily fluids cleaning dealt with by trained facilities staff.
* Protocol in place for should a discarded needle be found. Staff instructed not to touch the needle. Call Facilities staff IMMEDIATELY as they are trained in this.
 |  |  |  |  |
| Exposure to legionella  | All building users | Infected with Legionellosis | **🗸** |  |  | * Legionella management programme in place operated by facilities staff weekly.
 |  | **🗸** |  |  |
| **Contact with a hot surface or substance** |  |  |  |  |  |  |  |  |  |  |
| Contact with hot water from tap | All building users |  | **🗸** |  |  | * Sink taps labelled with warning re hot water (where appropriate)
 |  | **🗸** |  |  |
| Contact with outer surface of water boiler |  |  | **🗸** |  |  | * Facilities staff are trained in use and maintenance of the water boilers.
* Water boilers are not in heavily used areas – boiler house with no pupil access.
 |  | **🗸** |  |  |
| **Exposed to fire**  |  |  |  |  |  |  |  |  |  |  |
| Exposure to fire or the products of combustion  | All building users | BurnsSmoke inhalationDeath |  |  | **🗸** | * See separate Fire Risk Assessment and Control Measures
 |  |  | **🗸** |  |
| **Exposed to an explosion** |  |  |  |  |  |  |  |  |  |  |
| Explosion caused by gas leak | All building users | Significant injury Death |  |  | **🗸** | * Gas shut off in event of fire alarm activation.
* Annual servicing of gas appliances
* LPG Gas Risk Assessment.
 |  | **🗸** |  |  |
| **Contact with Electricity or electrical discharge** |  |  |  |  |  |  |  |  |  |  |
| Faulty electrical equipment causing contact with electricity | All building users | Electric ShockBurns  |  | **🗸** |  | * Annual Portable Appliance Testing in place
* User inspections prior to use
* Robust reporting system for defect reporting
* Damaged equipment removed from use until repaired/replaced.
* Repairs completed by competent person.
* Information covered in induction training and refreshers.
 |  | **🗸** |  |  |
| Faulty/damaged electrical installation causing contact with electricity | All building users | Electric ShockBurns |  | **🗸** |  | * Regular inspection by building facilities team.
* Robust reporting system for defect reporting
* Trained First Aiders in buildings at all times
 |  | **🗸** |  |  |
| **Physically assaulted by a person** |  |  |  |  |  |  |  |  |  |  |
| Assaulted by a pupil | Staff member, pupil, visitor |  |  | **🗸** |  | * School has a violent incident process in place.
* School has a positive relationships policy in place and staff are aware of this.
* Report on CAIRS
* Individual behaviour risk assessments in place as appropriate.
 |  | **🗸** |  |  |
| Assaulted by a member of the public | Staff memberPupilContractorVisitor | Cuts/bruises |  | **🗸** |  | * School building is secured throughout lesson times with access to bone fide visitors via reception.
* Only open the door via buzzer system to known visitors. Speak through system to determine if safe when unknown visitor.
 |  |  | **🗸** |  |
| **Stress** |  |  |  |  |  |  |  |  |  |  |
| Excessive workload, challenging work pattern and environmentPerceived lack of controlLack of clarity of role or organisational directionDifficult working relationships | Staff |  | **🗸** |  |  | * Line Management Support
* Time for Talking service (including counselling)
* Employee Assistance Helpline
 |  | **🗸** |  |  |
| **Lone working** |  |  |  |  |  |  |  |  |  |  |
| Unable to secure help if needed whilst working alone | Staff, In particular support staff during holiday periods |  |  |  | **🗸** | * Please see separate Lone Working Policy and arrangements.
 |  |  | **🗸** |  |

**Other School Policies/Risk Assessments include:**

* Learning, Teaching and Assessment Policy
* Positive Relationships
* Emergency Response Plan
* Fire Risk Assessment Strategy
* Lone Working
* LPG Gas
* Safeguarding
* First Aid
* Health and Well-being Policy and Procedure Strategy
* Emergency Evacuation Procedure