**![A red and white button with a drawing of a castle

Description automatically generated]()SKENE SCHOOL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 skull  Concussion  Brain Injury  Neck & 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. |  | **🗸** |  |  |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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. | Pupils  Teaching 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 | Burns  Smoke inhalation  Death |  |  | **🗸** | * 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 Shock  Burns |  | **🗸** |  | * 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 Shock  Burns |  | **🗸** |  | * 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 member  Pupil  Contractor  Visitor | 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 environment  Perceived lack of control  Lack of clarity of role or organisational direction  Difficult 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