

| Risk Assessment | Rainford High School | | | |
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| Activity or site: | General School Activities | | | |
| Date of assessment: | September 2024 | Approved by: | Ian Young / Alex Marsh | Review date: within 1 year or as changes occur |
| This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures, and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. The key findings of the risk assessment must be communicated to all relevant staff on a recorded basis. | | | | |
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| What are the hazards? Don't forget long term health hazards | Who might be harmed and how? Identify groups of people and how the hazard could cause them harm | Current control measures List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc | Any additional control measures required | Date actioned / To be actioned |
| Chemical/Hazardous Substances (Art/Science/Cleaning etc) | <ul style="list-style-type: none"> • Employees • Pupils • Visitors <p>(May suffer skin diseases and breathing difficulties as a result of contact with hazardous chemicals. Long term exposure can trigger allergic reactions in some people.)</p> | <ul style="list-style-type: none"> • Inventory of hazardous substances maintained by the Principal/Head of Department. • COSHH Assessment of hazardous substances undertaken by School's COSHH Assessor (where applicable) or Safety Advisor (Tel: 671722/3231) upon notification by Principal. • Hazardous substances to be stored safely in accordance with COSHH Assessment and supplier's information. • Personal Protective Equipment to be issued to substance users as required by Assessment. | | In Place Annual Review |
| Display Screen Equipment (DSE) | <ul style="list-style-type: none"> • Employees <p>(May suffer fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE.)</p> | <ul style="list-style-type: none"> • Assessment of 'user' workstations by School's DSE Assessor. Criteria for the identification of 'users' contained within DSE Safety Procedure. • Visual Display Work: Guidance for staff issued to user of DSE. • Work organised to include regular breaks from monitor screens. | | In Place Annual Review |
| Electrical Equipment/Electrical Installation | <ul style="list-style-type: none"> • Employees • Pupils • Visitors/Parents | <ul style="list-style-type: none"> • Fixed electric installation subject to inspection/test every 5 years via Building Surveyor. • Sufficient outlets available to support the range of equipment used to negate the regular use of extension leads. • An inventory of electrical equipment maintained and updated, as necessary. | | In Place Annual Review |

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| | (Staff may suffer electric shock/burns injuries from faulty electrical equipment or installation.) | <ul style="list-style-type: none"> • Users carry out visual check of equipment before use. • Equipment subject to electrical test in accordance with Corporate Procedure 006: Maintaining Portable and Transportable Electrical Equipment. | | |
| Infection Risks (Hepatitis B, Tetanus, Toxicariasis) | <ul style="list-style-type: none"> • Employees • Pupils (May suffer long term ill health through coming into contact with infected bodily fluids and blood.) | <ul style="list-style-type: none"> • Good Hygiene Practice booklet issued to all staff. • Personal protective equipment (disposable gloves/apron) available for use by First Aider and those staff dealing with bodily fluid spillages. • Hot and cold water, soap and hand drying facilities available at employee and pupil wash hand basins. • Good handwashing techniques encouraged amongst pupils. • Dogs prohibited on school grounds with the exception of guide dogs & Emotional support dogs. | | In Place Annual Review |
| Manual Handling | <ul style="list-style-type: none"> • Employees (May suffer from acute or chronic musculo-skeletal Disorders, through lifting, carrying, pushing or pulling heavy or awkward objects or materials, or repetitive movements such as Moving furniture, moving laptop trolleys and taking deliveries.) | <ul style="list-style-type: none"> • Manual handling tasks to be avoided whenever practicable. • For tasks which cannot be avoided the following controls shall be applied: lifting equipment used (ie, trolleys, trucks, etc), loads broken down into more manageable loads, team lifting used where necessary. • Tasks involving significant risk of injury shall be subject to detailed assessment by School's Manual Handling Assessor (where applicable) or Safety Advisor (Tel: 671740/3231) upon notification by Principal. • Training in correct Manual Handling techniques provided to all employees who undertake significant manual handling tasks. | Staff have been allocated Trolleys to assist with heavy lifting | In Place Annual Review for new staff |
| Off-Site Educational Activities | <ul style="list-style-type: none"> • Employees • Pupils (May suffer serious injury or ill health due to poor planning and | <ul style="list-style-type: none"> • Approval for off-site visits given by Principal/Trust Board • Staff/Adult/Pupil Supervision ratios in accordance with guidelines. • Outdoor education licensed providers. • Activity supervision/competencies in accordance with National Trust Board Guidelines. • Parental consent obtained and briefing/information provided. • Information/briefing for participating pupils. | | In Place Annual Review |

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| | lack of supervision.) | <ul style="list-style-type: none"> Risk Assessment completed for individual trips/off-site activities. | | |
| Violence and Aggression | <ul style="list-style-type: none"> Employees (May experience ill health or serious injury from verbal abuse / assault.) | <ul style="list-style-type: none"> Access to school buildings controlled to single point of access (staffed). 'Signing in/out' procedure for visitors. Incidents of verbal/physical assault recorded and arrangements subject to regular review by Principal. Zero Tolerance signs placed in reception Bullying policy in place and subject to ongoing monitoring. | | In Place Annual Review |
| Physical Education (Equipment) | <ul style="list-style-type: none"> Employees Pupils (May suffer serious injury if the equipment is defective or not used in their intended way.) | <ul style="list-style-type: none"> Annual inspection/service of PE equipment. Equipment checked prior to use for obvious damage by supervising Teacher. Equipment set out and used in accordance with afPE Guidelines: Safe Practice in Physical Education and Sport. | | In Place Annual Review |
| Physical Education (Activities) | <ul style="list-style-type: none"> Employees Pupils (May suffer injury such as fractures, sprains, abrasions and head injuries from coming into contact with other persons or from inappropriate use of equipment.) | <ul style="list-style-type: none"> Play area/surface to be subject to pre use inspection for obvious damage/debris by supervising Teacher. Association for Physical Education and Sport (afPE) Guidelines: Safe Practice in Physical Education and Sport in respect of equipment, supervisor/pupil ratios, supervisor competence available for reference. Pupils to use protective equipment as directed by afPE Guidance. Activities to be delivered in a manner consistent with the requirements of afPE. | | In Place Annual Review |
| Slips and trips from floor obstructions, rainwater or spillages | <ul style="list-style-type: none"> Employees Pupils Visitors (May suffer injury such as bruising, fractures, | <ul style="list-style-type: none"> Teaching areas kept free from obstruction and trip hazards including students bags by supervising staff. Staff to report spillages immediately to management. External surfaces, pathways and hard standings to be checked for potholes/broken flagstones/accumulation of moss, algae, leaves, standing water, on a regular basis. System of repair of actionable defects in place (20mm and above in depth on pedestrian routes / 40 mm and above on road surfaces). Corridors, fire doors, stairwells and final exits checked on a daily basis for defects/obstructions. | | In Place Annual Review |

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| | strains, sprains, cuts if they trip over objects or changes in floor levels, or slip on spillages or ice.) | <ul style="list-style-type: none"> • Formal site inspections carried out on a termly basis. • Barrier matting adjacent to all entrances to absorb rainwater, where required. • Edges of stairs highlighted in a conspicuous colour. • Handrails of sound construction installed on stairways. • Adequate lighting provided. | | |
| Science Activities | <ul style="list-style-type: none"> • Employees • Pupils (May suffer ill health or injury through contact with chemicals not stored appropriately or inadequate supervision during the lesson causing chemicals to be used improperly.) | <ul style="list-style-type: none"> • All experiments to follow curriculum and CLEAPSS guidance/hazards. • Fume cupboards subject to test and examination by a competent person every 14 months. • All substances/materials safely stored in appropriate containers. • All sources to be used, stored and monitored in accordance with LEA ionising radiation guidelines. • Gas supply pipework subject to regular test and examination. | | In Place Annual Review and update of departmental risk assessments |
| Art Activities | <ul style="list-style-type: none"> • Employees • Pupils (May suffer serious injury of ill health through contact with equipment or chemicals.) | <ul style="list-style-type: none"> • Hazardous substances subject to assessment by Safety Advisor upon notification. • Wax melting pots not left unattended when in use. • Kiln caged/segregated from teaching area. • Kiln subject to annual test and examination by competent person. | | In Place Annual Review and update of departmental risk assessments |
| CDT Activities | <ul style="list-style-type: none"> • Employees • Pupils (May suffer fatal injuries from coming into contact with defective machinery or equipment. As well as | <ul style="list-style-type: none"> • All machinery and equipment subject to annual test, service and examination by competent person • Local Exhaust Ventilation (LEV) subject to test and examination at least every 14 months by competent person. • Guards fitted to all machines as necessary. • CDT activities to follow the guidance contained in the CLEAPSS document risk assessments in technology. • Pupils and staff to wear PPE in accordance with CLEAPSS guidelines. | | In Place Annual Review and update of departmental risk assessments |

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| | suffering broken bones, cuts and bruising from inappropriate use of equipment.) | | | |
| Work at Height | <ul style="list-style-type: none"> • Employees • Pupils (May suffer possibly fatal injuries as a result of inadequate work at height procedures and if the correct equipment is not used, maintained and inspected regularly. | <ul style="list-style-type: none"> • Work at height must not be undertaken unless there is more than one person on site. • Training and guidance provided to all employees required to work at height • There are only certain members of school staff available to work at height and permission must be granted from the Director of Business and Finance beforehand. • The site is run by MITIE Plc, who have their own working at height procedure | | Annual Ladder training for specific staff |
| Moveable Equipment (Scooters, Trikes, Moveable Play Houses, Slides, etc) | <ul style="list-style-type: none"> • Employees • Pupils (May suffer injury as a result of the equipment being defective and not used, maintained and inspected in the appropriate way. Injury may include broken bones, lacerations, bruising and bumps.) | <ul style="list-style-type: none"> • Equipment subject to daily / pre-use visual inspections for signs of obvious damage. • Pupils to be supervised at all times whilst using equipment. • Use of equipment outside to be restricted during inclement weather conditions. • Pupils educated in the use of the equipment and appropriate behavior. • Moveable equipment to be positioned away from edges / other equipment. | | IN Place – covered under weekly check |
| Fire | <ul style="list-style-type: none"> • Employees • Pupils • Visitors | <ul style="list-style-type: none"> • Fire Risk Assessment completed which is subject to annual review. • Suitable firefighting equipment provided which is regularly tested and serviced. • Fire exits and escape routes kept free from obstructions at all times. | Fire Awareness / lockdown training to be provided to all | In Place Annual Review |

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| | <ul style="list-style-type: none"> • Contractors (May suffer serious, possibly fatal, injuries from smoke inhalation and burns.) | <ul style="list-style-type: none"> • Fire drills conducted termly to practice safe evacuation of the school. • No Smoking Policy enforced on site. • Good housekeeping standards maintained to avoid accumulations of combustible materials and isolate combustibles from sources of ignition and heat. • Personal Emergency Evacuation Plans completed for any vulnerable or disabled staff, pupils and regular visitors. • Lockdown alarm to be tested on a regular basis • Lockdown procedure to be communicated to staff and have a drill once per year. | employees. | |
| Asbestos | <ul style="list-style-type: none"> • Employees • Contractors (May cause asbestos related ill health if exposed following release into the air.) | <ul style="list-style-type: none"> • Asbestos Management Survey completed and available on site, which is subject to regular review. • Management Plan in place. • Employees and visiting contractors who may disturb asbestos containing materials must be made aware of the locations and instructed not to damage such materials, in accordance with Corporate Procedure 009: Management of Asbestos Materials. | | No asbestos on site |
| Vehicle Movement | <ul style="list-style-type: none"> • Employees • Pupils • Visitors (May suffer serious/fatal injuries from coming into contact with moving vehicles.) | <ul style="list-style-type: none"> • Separate/segregated pedestrian and vehicular traffic routes provided. • Speed restrictions in place on site with appropriate signage displayed. • Road markings, directional signage and speed calming measures in place and clearly defined. • Parents asked to respect the disabled bays and to be mindful of students walking near car parks | | In Place Car Parking issues under constant review |
| Inadequate First Aid Arrangements | <ul style="list-style-type: none"> • Employees • Pupils • Visitors (Could result in loss of life, or serious injuries due to their being no one on site to preserve life while waiting for medical | <ul style="list-style-type: none"> • Adequate numbers of First Aiders available at all times to render first aid. • Fully stocked first aid kits provided, which are replenished regularly. | | In Place School provides an over ration requirement for first aiders |

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| | assistance.) | | | |
| Trees or Thorny Plants | <ul style="list-style-type: none"> • Employees • Pupils • Visitors (May suffer serious injury from falling branches or abrasions from overgrown vegetation.) | <ul style="list-style-type: none"> • Annual tree survey undertaken to identify any foreseeable risks from falling branches, etc. • Vegetation adjacent to play areas to be appropriately pruned (no sharp stakes, no vegetation protruding at eye level). | | Annual Tree survey completed by MITIE |
| Young Person on work experience or placement (under 18 years old) | <ul style="list-style-type: none"> • Young Person (May experience injury relating to undertaking tasks not appropriate for their level of knowledge, skill, experience, maturity and physical capability.) | <ul style="list-style-type: none"> • Upon employing a young person, a risk assessment will be completed to determine whether any additional control measures are necessary to protect the young person by their Supervisor, due to their lack of knowledge, skills, experience, maturity or physical capability. The findings will be shared with the young person prior to their commencement. | | In Place Policy reviewed annually |
| New and Expectant Mothers | <ul style="list-style-type: none"> • Mother • Unborn Child (Risk of injury and premature birth due to undertaking prohibited tasks as detailed within the risk assessment.) | <ul style="list-style-type: none"> • New & Expectant Mothers at Work Procedure followed. • Upon notification of pregnancy, an individual Risk Assessment will be completed by the employee's Supervisor to determine whether any additional control measures are necessary to protect the new and expectant mother and their unborn child. | | In Place Annual Review |
| Legionella | <ul style="list-style-type: none"> • Employees • Pupils • Visitors | <ul style="list-style-type: none"> • Recorded weekly flushing of all little used outlets is undertaken. • Monthly inspections of the water system are undertaken by a competent contractor on a recorded basis. | | In Place Annual Review |

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| | (May suffer ill health, such as legionnaires disease, if exposed to legionella bacteria.) | | | |
| Inadequate welfare facilities | <ul style="list-style-type: none"> • Employees • Pupils (May cause ill health should they come into contact with bacteria and contaminants and could lead to sickness, fatigue, colds, flu and stress.) | <ul style="list-style-type: none"> • Adequate number of toilets and hand wash basins are provided for the number of employees and pupils onsite along with a suitable supply of soap and hand drying facilities. • Adequate rest facilities are provided for employees with suitable numbers of table and chairs for the numbers likely to be using them at one time. | | IN Place PFI |
| Temperature/Ventilation | <ul style="list-style-type: none"> • Employees • Pupils (May suffer discomfort or ill health from regular exposure to extreme temperatures.) develop illnesses such as Hypothermia if in cold conditions | <ul style="list-style-type: none"> • A reasonable working temperature through the school. • Each room is provided with an opening window; fan, radiator or heated flooring to ensure a suitable temperature can be maintained at all times. | | IN Place Controlled by PFI |