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| RISK ASSESSMENTInsert School Name | Classrooms – General risk assessment | Insert school logo - optional |
| **Assessment completed by:**  | **Date Completed:** |  |
| **PRINT NAME:**  | **Next Review Date Due:** |  |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* |
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| **In Place** | **Adequate** |
| Inadequate cleaning | PupilsStaffCleaners | Slips, trips, falls | * A suitable cleaning regime is in place including the regular disposal of items to prevent waste build up.
* Cleaners report difficulties with carrying out their work to site team.
* Regular inspection by cleaning supervisor of classrooms
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| Unstable/unsuitable furniture | PupilsStaffCleaners | Collapse falls | * Inspection of furniture to ensure it is fit for purpose.
* Defective furniture identified to prevent future use.
* Furniture supplied to suitable specification (information is available from British Educational Suppliers Association)
* Any defective/faulty furniture reported to Site Team.
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| Inappropriate storage. | PupilsStaffCleaners | Collapse of shelvesFall of items stored at heightFalls from heightManual handling injuryTrip hazards | * Shelving to be suitably secured to walls.
* Provision of suitable means of access, kick steps available for teachers/Ta’s to use.
* Items stored at waist height
* Where appropriate storage areas are kept locked to deny unauthorised access. (This is particularly important where chemicals and ladders etc. are stored.)
* Floor areas kept free of obstructions to provide ready access to stored items.
* Filing cabinets fitted with anti-tilt mechanisms e.g. can only one drawer be opened at a time.
* Any heavy manual handling reported to Site Team for assistance.
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| Liquid spillages | PupilsStaffCleaners | Slips/trips/falls | * Supervision of use of liquids in class.
* Immediate cleaning up of spillages. Sign/segregate drying/wet area.
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| Hot radiators or heaters | PupilsStaffCleaners | Hot surfaces causing burns | * Low surface temperature radiators or provision of suitable guarding where young or vulnerable children are present.
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| Open windows:. | PupilsStaffCleaners | Falls from heightContact with window | * Opening limiters fitted to windows.
* Checks on limiters by site team.
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| Unsuitable glazing | PupilsStaffCleaners | BreakagesCutsImpact | * Risk assessment of glazing completed.
* Use of suitable glass or glazing film where necessary.
* Manifestations on glazing in critical locations.
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| Inadequate lighting levels | PupilsStaffCleaners | Slips/trips/falls | * Provision of suitable lighting levels (min. 300 lux on working plane).
* Light diffusers clean and in place.
* Programme of lighting upgrades in classrooms and corridors.
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| Poor ventilation | PupilsStaffCleaners | Hot temperatures leading to tiredness/fainting | * Windows are accessible or means of opening provided.
* Opening and closing of windows carried out by teachers
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| Insufficient space in classroom | PupilsStaffCleaners | Slips/trips/falls | * Space provision to be in accordance with DfE guidance.
* Adapt teaching delivery methods to meet the space constraints.
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| Use of electrical equipment | PupilsStaffCleaners | Electrical shock | * Portable appliance testing and regular visual inspection of equipment and sockets.
* Fixed Installation testing every 5 years.
* Avoid use of extension leads.
* Ensure there is sufficient electrical sockets are available.
* Use of cable covers where cables are a trip hazard
* Blank covers fitted to electrical sockets in nursery, preschool and foundation stage classrooms.
* No plug-in air fresheners are used in classrooms
* No unauthorised items plugged in for example hair straighteners.
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| Defective flooring | PupilsStaffCleaners | Slips/trips/falls | * Suitable floor covering in place and in good condition.
* Mats are suitably fixed or secured with tape to prevent them slipping.
* Inspection of flooring by site team and teachers.
* Prompt maintenance of defects.
* Suitable floor cleaning regime in place.
* Change in floor levels identified and signed.
* Suitable footwear worn by staff and pupils.
* Coats and bags not to be placed in gang ways.
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| Glare from white board projector  | PupilsStaff | Eye injury | * Staff advised to use in accordance with HSE guidance. <http://www.hse.gov.uk/radiation/nonionising/whiteboards.htm>
* It must be made clear to all users that no one should stare directly into the beam of the projector.
* When entering the beam, users should not look towards the audience for more than a few seconds.
* Users should be encouraged to keep their backs to the projector beam when stood in the beam.
* Children should be supervised at all times during the operation of the projector.
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| Fire | PupilsStaffCleaners | InjuryBurnsDeath | * Alarm audible in all classrooms.
* Means of alerting hearing impaired.
* Fire action notices posted in classrooms.
* Fire exit routes are clearly signed
* Firefighting equipment available.
* Ensure gang ways, exit routes are clear of obstructions.
* Fire doors signed and door closers working.
* Fire Drills undertaken.
* Displays are not positioned to obstruct call points and fire exits
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| Lockdown not implemented  | Pupils Staff  | InjuryDeath | * Separate alarm/signal in place for lockdown
* Lockdown plan in place
* Staff trained in lockdown procedure
* Staff and pupils plan lockdown at least once a year.
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| Lack of adequate security: | PupilsStaffCleaners | TheftArsonAssault | * No direct entry by unauthorised individuals to classrooms.
* “Visitor” badges used.
* Evening use of classrooms managed to prevent compromise of school security.
* All ICT equipment in ICT classrooms secured.
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| Classroom incident  | PupilsStaffCleaners | Personal injury | * Provision of adequate trained first aiders in school.
* Staff aware of how to summon a first aider for example sending a runner to main office.
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| Unauthorised use of equipment | PupilsStaffCleaners | Personal injury | * Appropriate arrangements in place to prevent unauthorised access to hazardous tools/equipment e.g. sharp/pointed, electrical, gas etc.
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| Blind cords in classrooms | Pupils | Strangulation leading to injury or death | * All blinds fitted with a restrictor/tensioner or cleat and blind cords secure
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| Unmaintained classroom | Staff and pupils | Slips/trips/falls leading to injuryAccidents leading to injury | * System in place for staff to report hazards in their classrooms to Site Team
* Teachers regularly check their classroom for hazards (6th monthly)
* Teachers responsible for keeping classrooms tidy and free from trip hazards.
* Site agent carries out regular checks of all classrooms.
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| Constant voice use | Teachers | Loss of voice | * Staff to be made aware of voice care techniques eg
* Drink water
* Rest the voice

- Warm up the voice.- The voice care network can be contacted at  <http://www.voicecare.org.uk/> |  |  |

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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
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| **Reviewed by:****Signature:** | **COMMENTS:***Record any comments reviewer wishes to make. Including recommendations for future reviews.* |
| **PRINT NAME:** |

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| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.** You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |