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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 | Pupils  Staff  Cleaners | 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 |  |  |
| Unstable/unsuitable furniture | Pupils  Staff  Cleaners | 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. |  |  |
| Inappropriate storage. | Pupils  Staff  Cleaners | Collapse of shelves  Fall of items stored at height  Falls from height  Manual handling injury  Trip 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. |  |  |
| Liquid spillages | Pupils  Staff  Cleaners | Slips/trips/falls | * Supervision of use of liquids in class. * Immediate cleaning up of spillages. Sign/segregate drying/wet area. |  |  |
| Hot radiators or heaters | Pupils  Staff  Cleaners | Hot surfaces causing burns | * Low surface temperature radiators or provision of suitable guarding where young or vulnerable children are present. |  |  |
| Open windows:  . | Pupils  Staff  Cleaners | Falls from height  Contact with window | * Opening limiters fitted to windows. * Checks on limiters by site team. |  |  |
| Unsuitable glazing | Pupils  Staff  Cleaners | Breakages  Cuts  Impact | * Risk assessment of glazing completed. * Use of suitable glass or glazing film where necessary. * Manifestations on glazing in critical locations. |  |  |
| Inadequate lighting levels | Pupils  Staff  Cleaners | 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. |  |  |
| Poor ventilation | Pupils  Staff  Cleaners | Hot temperatures leading to tiredness/fainting | * Windows are accessible or means of opening provided. * Opening and closing of windows carried out by teachers |  |  |
| Insufficient space in classroom | Pupils  Staff  Cleaners | Slips/trips/falls | * Space provision to be in accordance with DfE guidance. * Adapt teaching delivery methods to meet the space constraints. |  |  |
| Use of electrical equipment | Pupils  Staff  Cleaners | 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. |  |  |
| Defective flooring | Pupils  Staff  Cleaners | 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. |  |  |
| Glare from white board projector | Pupils  Staff | 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. |  |  |
| Fire | Pupils  Staff  Cleaners | Injury  Burns  Death | * 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 |  |  |
| Lockdown not implemented | Pupils  Staff | Injury  Death | * 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. |  |  |
| Lack of adequate security: | Pupils  Staff  Cleaners | Theft  Arson  Assault | * 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. |  |  |
| Classroom incident | Pupils  Staff  Cleaners | 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. |  |  |
| Unauthorised use of equipment | Pupils  Staff  Cleaners | Personal injury | * Appropriate arrangements in place to prevent unauthorised access to hazardous tools/equipment e.g. sharp/pointed, electrical, gas etc. |  |  |
| Blind cords in classrooms | Pupils | Strangulation leading to injury or death | * All blinds fitted with a restrictor/tensioner or cleat and blind cords secure |  |  |
| Unmaintained classroom | Staff and pupils | Slips/trips/falls leading to injury  Accidents 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. |  |  |
| 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. |