

**Risk assessment checklist
F625d**

School/Premises: Holt CP School Location: Norwich Road, Holt, Norfolk Assessor's Name: Simon Walters	Assessment Date: 4/10/23 Review Date: 31/10/24
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What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk (L x C = RR)			Further Risk Controls required	Residual Risk (L x C = New RR)			Action by whom/ by when/ date completed
			L	C	RR		L	C	NRR	
Doors	Children, especially young or vulnerable children, may trap fingers in closing doors	<p>Finger guards must be fitted to doors posing a significant hazard to young or vulnerable children, e.g. classroom doors, entrances to toilets and toilet cubicles to which nursery, reception, Key Stage 1 and children with complex needs have access; consider also risks to older primary age children</p> <p>Door closure mechanisms are maintained so that doors close slowly</p> <p>Consider doors susceptible to slamming from gusts of wind; and where children gather/queue</p> <p>School rules/briefings emphasise keeping fingers away from door jambs</p> <p>Periodic visual checks are made on condition of finger guards, door and frame</p> <p>Enhanced supervision and awareness by supervising adults in place in areas where finger guards are not fitted, if children are allowed access</p>	2	3	6	Finger guards checked by KW and replaced when required.	2	3	6	
Hot and cold temperatures	Extremes of temperature (hot or cold) may cause physical discomfort and adversely affect quality of work of staff and children	<p>Comfortable working temperatures maintained (normally at least 16°C in offices/classrooms; at least 13°C where work involves physical effort)</p> <p>Regular maintenance of heating plant and equipment</p> <p>Check fuel supplies before cold weather</p> <p>Additional heating, if required, to boost temperatures in very cold weather</p>	1	2	2		1	2	2	

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		Fans, open windows, blinds/solar film								
Wet floors	Children, staff or visitors may slip on spilled liquids/wet floors	<p>Prompt defect reporting procedures</p> <p>Floors cleaned outside 'peak' periods</p> <p>Signs indicating floor cleaning in progress</p> <p>Matting placed at heavily used entrances</p>	3	2	6		3	2	6	
Hot surfaces	Young children especially may be burned by e.g. radiators, heating pipes or kitchen surfaces/appliances	<p>Low surface temperature radiators</p> <p>Box in or prevent access to hot radiators</p> <p>General supervision and awareness by staff</p>	4	3	12		3	3	9	
Hot water (taps, baths, showers)	Young or complex needs children may be scalded by hot water from taps, baths or showers	Thermostatic mixing valves fitted at outlets used by children aged 7 and under. Older children should have sufficient reflexes to break contact with water before serious harm is done.	1	3	3	Water temperature checked regularly by KW.	1	3	3	
Glazing	<p>Children or staff may fall against/through glazing at shoulder level or below or through windows at first floor level or above</p> <p>Objects may break windows from outside</p>	<p>Potentially vulnerable areas of glazing conform to BS 6206 or BSEN 12600 – refer to document G665 'Glazing safety'</p> <p>Checks made on the continued good condition of any safety film fitted</p> <p>Fit safety film or replace glazing where glazing does not conform</p> <p>Fit window restrictors to first floor windows or above</p>	3	3	9		3	3	9	
Internal lighting	<p>Children and staff may collide, trip or fall if unable to see potential hazards</p> <p>Insufficient lighting likely to result in more work errors by children and staff</p>	Good quality lighting (natural and artificial) throughout to allow people to see potential hazards and work safely	2	3	6		2	3	6	
Storage and housekeeping	<p>Staff may be injured by:</p> <p>Items falling from shelves, especially items stored above</p>	<p>Store frequently used items at waist level where possible</p> <p>Suitable footstools, stepladders etc are readily available for use</p>	3	3	9	Regular inspection of the store cupboards and P.E cupboard - SMT	3	3	9	

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	<p>head height</p> <p>Overloaded shelving</p> <p>Unstable filing cabinets</p> <p>Incorrectly stored combustible or other hazardous materials</p> <p>In switch rooms or boiler rooms, access to mains or isolation switches may be blocked by stored materials</p> <p>Children may be harmed by gaining access to hazardous stored materials or by tripping on objects</p>	<p>Consider risk of opening upper drawers of loaded filing cabinets</p> <p>Combustible materials are locked away</p> <p>Flammable liquids, paints, solvents, sprays etc stored in secure flameproof cupboard</p> <p>Do not store flammable materials in switch rooms/boiler rooms</p> <p>Prevent access to storage areas</p> <p>Provide sufficient space to store belongings of children and staff</p>								
Trees	<p>Injuries or property damage from falling trees or branches</p>	<p>Routine formal inspections by a competent person – (<i>Tree Safety Management Policy</i>)</p> <p>Checks are made for obvious damage to trees</p>	1	5	5	Trees are inspected every two years.	1	5	5	Jul 24
Slips, trips and falls on paths, floors and stairs	<p>Children, staff and visitors may be injured if they trip on uneven or icy surfaces or trip over objects or other people</p>	<p>Site inspections and defect reporting</p> <p>Signage</p> <p>Sufficient external lighting</p> <p>Level surfaces (tiles and paving slabs)</p> <p>Reasonable efforts made to clear main pathways of snow and ice and grit cleared routes</p> <p>Matting placed at heavily used entrances</p> <p>No trailing leads or cables</p> <p>Stair nosings fitted securely</p> <p>Handrails on both sides of heavily used staircases</p>	3	3	9	All staff need to complete shattered lives training.				Jul 24

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		<p>Staff keep work areas clear; no boxes left in walkways; deliveries stored promptly</p> <p>Work areas cleaned routinely</p> <p>slips and trips e-learning or 'Shattered Lives' Education resources on HSE website</p>								
Working at height (e.g. changing light bulbs, window cleaning, putting up displays, accessing roofs)	Staff may fall resulting in physical injury	<p>Equipment selected is suitable for task</p> <p>Ladders and stepladders are used only for light, short duration work</p> <p>Equipment is set up on level, firm base</p> <p>Ladders are 'footed'</p> <p>Use tower scaffolds for high level work; or employ specialist contractors</p>								
Site security	<p>Unauthorised people accessing the site</p> <p>Children leaving the site without permission</p> <p>Unauthorised people accessing flat roofs</p>	<p>Access beyond main reception is controlled</p> <p>Signing in/out and badge system for visitors and contractors/visitors accompanied</p> <p>External and internal access points kept to a minimum – single entry point if possible</p> <p>External doors open from inside only or access restricted by keypad/key fob</p> <p>Unused entrances secured during working hours</p> <p>Measures for occupied isolated buildings considered</p> <p>Suitable fencing and secure boundaries</p> <p>Clear signage</p> <p>Staff and children know what to do if they see strangers without a badge</p> <p>Refer to Site Security Checklist</p>	2	4	8	Wood fence regularly checked by KW and posts are replaced as required.	2	4	8	
Violence at	Staff may be verbally	Assess risks using <i>Violence at Work</i>	2	4	8		2	4	8	

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work	abused, threatened or assaulted at work or subject to unacceptable behaviour through e.g. email or social media	<p><i>Compliance Code</i></p> <p>Local safe working practices in place and training needs considered</p> <p>Violent incidents against staff are reported investigated and reviewed Support is provided to relevant staff if violent incidents occur</p>								
Work-related stress	Staff may have an adverse reaction to excessive pressure or other types of demand placed on them leading to physiological or psychological harm	<p>Refer to guidance on Stress Management</p> <p>Understanding Mental Health e-learning</p>								
Coaches, buses and taxis	Potential for contact between children, staff and visitors and public transport vehicles leading to injury	<p>Supervision of arrival/departure areas and known pressure points</p> <p>Hi-vis clothing for supervising staff</p> <p>Road markings show designated in/out route and turning circles/waiting area for buses etc</p> <p>Site rules communicated to and enforced for coaches, buses and taxis</p> <p>Physical separation of pedestrians and vehicles where practicable</p>	2	5	10	SMT observe gates/ bus in the morning,	2	5	10	
Cars and other vehicles	Potential for contact between children, staff and visitors and cars and other vehicles leading to injury	<p>Clear internal road markings and signage; speed limits (5 mph)</p> <p>Physical separation of pedestrians and vehicles where practicable</p> <p>Essential vehicles only allowed on site</p> <p>Site rules for essential vehicles, deliveries, contractors' vehicles, etc.</p> <p>Site rules communicated to and enforced for parents and other visitors</p> <p>Supervision of children by staff and parents</p>	2	5	10	Mini bus training needs updating SMT observe gates/ bus in the morning,				Dec 23

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Fixed electrical installations	Staff or children could get electric shocks or burns from faulty electrical installations	5 yearly certification and testing by a competent person Visual inspections by building users for breakages, deterioration, loose fixings	1	5	5	5 year check Completed 27/8/21				
Portable electrical appliances	Staff could get electric shocks or burns from faulty electrical equipment Electrical faults may also lead to fires	Portable appliance testing Pre-use visual checks of equipment No daisy-chaining of extension leads to appliances 1 Suspect or defective items taken out of use	1	5	5	PAT testing completed 2/2/23				Feb 24
Gas/LPG/Fuel Oil	Building users could be injured by a gas explosion; or by breathing in carbon monoxide fumes Corroded underground LPG pipework may lead to explosion Leakage from oil tanks may pose a fire hazard or cause contamination of ground or water courses	Servicing and maintenance of gas and oil pipework, flues and appliances by a competent person Good general ventilation around appliances Replacement of buried metal pipework (NCC programme) Secure fencing; maintenance of area around LPG tank Bunding around oil tank or integral bunding	1	5	5	5 year Gas pipe check 12/6/23				
Asbestos	Anyone breathing in asbestos fibres may develop an asbestos related disease	Monitoring and management of identified asbestos materials through <i>Asbestos Management Plan (F602)</i>	1	5	5	Asbestos plan last updated 5/5/23				May 24
Catering	Staff or contracted caterers may be harmed by: - slips and trips - lifting and handling - dermatitis - cuts from knives - insufficient ventilation Food may not be safe to eat	Safe practices outlined in HSE Catering guidance 'Shattered Lives' Catering resources on HSE website Schools managing catering directly - and catering contractors - must adopt Food Standards Agency 'Safer Food, Better Business' food safety management procedures				Norse				
Offices	Office staff may be	Work areas kept clear, good	2	4	8					

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	harmed by: <ul style="list-style-type: none"> - Slips and trips - Manual handling - Musculoskeletal injuries from poor workstation set up or office design - Shocks or burns from faulty electrical equipment - Work related stress 	housekeeping Heavy items delivered direct to office; trolleys, sack barrows etc used Use of step stools or stepladders to reach high shelves Workstation assessments and <i>display screen equipment e-learning</i> Regular work breaks; regular eye tests Defective equipment taken out of use Staff do not bring in equipment from home Portable electrical appliance testing Staff understand duties and responsibilities and can raise concerns freely Well-Being questionnaire or stress risk assessment of team with action plan Lone working in office assessed (<i>F617b</i>)								
Out of hours use of premises by external groups	Hirers and other occasional building users may be harmed by: <ul style="list-style-type: none"> - Slips and trips (spillages, objects, uneven surfaces) - Vehicle movements - Lack of familiarity with fire and emergency procedures 	Car park surface is suitably maintained Good lighting in car park and in all rooms, halls and corridors Users know through hire agreement to clear up spillages, where equipment to be used is kept, location of first aid kits, who to contact in an emergency Fire procedures highlighted in hire agreement Large events assessed using <i>Event Management guidance</i>	3	3	9		3	3	9	

(L – Likelihood; C – Consequence; RR – Risk Rating; NRR – New Risk Rating)