

GENERAL RISK ASSESSMENT FORM

An assessment of health and safety risks is required under the Management of Health and Safety at Work Regulations 1992. This form may help with this process and should be kept as a record of the findings of the assessment. Please refer to the Guidance Notes that accompany this form (see back page) or if you would like more advice or guidance, please contact the Council's Safety Officer.

Please note that the health and safety risks to employees and non-employees must be assessed.

1. ASSESSMENT OF RISK FOR:

Activity / Service / Premises: Meadfurlong School

Responsible Directorate / Department: Learning and Development

2. HAZARD & CONTROLS CHECKLIST (Please check all items):

- Listed below are the hazards likely to be present during work activity / at premises. Please indicate which are likely to cause harm. If trivial or not significant, please state 'none' or 'not applicable'.
- Please give brief details if possible of the hazard.
- You must state the measures in place to control the risk from the identified hazards, their adequacy and any steps that must be taken to improve safety.

Significant Hazards (Present and could harm people - please give details)	Who might be harmed?	What is being done at present to prevent harm and protect people?	Is enough being done? YES - no further action is required. NO – what else must be done?
1). Dangerous Substances <u>Details:</u> Cleaning materials	Pupils Employees Non – Employees	All items kept safe in the site agent's store Protective clothing provided where appropriate. Site agent keeps list of cleaning materials. Kept in the medical room.	Yes
Inhalers	Pupils	Parents take responsibility for the removal of old inhalers and the updating of new including labelling. Parents administer all medicines or give written permission for the child to be supervised whilst medicines are self administered. All medicines labelled with the name of the child and kept in the medical room. Parents responsible for the disposal of all used bottles.	Yes
Medicines	Pupils	Parents administer all medicines or give written permission for the child to be supervised whilst medicines are self administered. All medicines labelled with the name of the child and kept in the medical room. Parents responsible for the disposal of all used bottles. Not normally present but if discovered then kept in a sturdy, special container until disposed of.	Yes
Sharps	Pupils Employees Non - employees	Not normally present but if discovered then kept in a sturdy, special container until disposed of.	
2). Biological Agents <u>Details:</u>	Pupils Employees	Protective gloves provided and replaced as required.	Yes

Vomit / Soiled materials	Non – employees	All contaminated items including clothing placed into a sealed container ready for disposal.	
Sanitary towels / tampons	“	These items are placed in special containers situated in the female toilets ready for collection by contractors.	Yes
Soiled clothing	“	Protective gloves provided and replaced as required. All clothing placed into suitable sealed bags for disposal. Parents collect any pupil clothing.	Yes
3). Dust or Fumes <u>Details:</u> Air freshener and furniture polishes	Pupils	All items kept in site agent's room away from the children.	Yes
Adhesives	Pupils	The only adhesives available are those recommended for pupil use e.g. PVA glue.	Yes
Asbestos	Pupils Employees Non – employees	No asbestos is currently identified in the asbestos log. This log is available to all contractors and is kept in the office. Headteacher and site agent have attended training.	Yes
4). Flammable Substances <u>Details:</u> Air freshener and furniture polish Candles and Night lights	Pupils	See above	Yes
	Pupils	Any experiments with any flammable materials are only used very occasionally in the curriculum. Staff use sand trays and ensure that fire equipment such as blankets and extinguishers are close to <i>hand</i> . These are not used when children are on the premises	Yes
Paint and other adhesives	Pupils		Yes
5). Hot Materials or Equipment <u>Details:</u> Cookers Microwaves Dishwasher	Pupils Employees Non – employees	All domestic equipment is placed in clearly defined areas. Pupil only use equipment under the direct supervision of teaching staff in small groups. Fire fighting equipment is placed on the wall adjacent to all equipment. Protective clothing is available for handling hot items.	Yes

<p>Radiators Hot water pipes Hot water outlets</p>	<p>Pupils</p>	<p>All radiators are thermostatically controlled, as is the water temperature. All pipes are under the floor. Plumbing and heating equipment is located in secure areas and serviced regularly by MK Architecture.</p>	<p>Yes</p>
<p>6). The Manual Handling of Loads <u>Details:</u> Children Play equipment Audio visual equipment Furniture</p>	<p>Pupils Employees</p>	<p>Children are trained to move Play / P E equipment appropriately. All staff are instructed to move items using the trolleys provided. All large audiovisual equipment is on a trolley. The site agent does have to move some items of furniture such as tables and chairs but is soon to attend a manual handling training course. Secretarial staff move deliveries of paper but only with the use of a purpose built trolley. The drivers bring all deliveries into the school.</p>	<p>No. The site agent will be attending the next available training session organised by the LEA.</p>
<p>Significant Hazards (Present and could harm people – please give details)</p>	<p>Who might be harmed?</p>	<p>What is being done at present to prevent harm and protect people?</p>	<p>Is enough being done? Yes – no further action is required. No – what else must be done.</p>
<p>7). Use of Display Screen Equipment <u>Details:</u> Visual display units</p>	<p>Pupils Employees Non – employees</p>	<p>All of this equipment when used by pupils is closely supervised by teaching staff. Secretaries and Headteacher are significant users with teaching staff also having increased user time. All employees have been advised to limit VDU use.</p>	<p>Yes</p>
<p>8). Electricity <u>Details:</u> Fixed equipment Fixtures and fittings Portable appliances Plugs and sockets</p>	<p>Pupils Employees Non – employees</p>	<p>All equipment receives regular documented maintenance and safety inspections. Any faulty equipment is removed from use until it is appropriately repaired and certified as safe. Staff only use equipment that they have been trained to use.</p>	<p>Yes</p>

<p>9). Use of Hand Tools <u>Details:</u> Woodworking tools Craft tools Cooking utensils</p>	<p>Pupils Employees Non – employees</p>	<p>All pupils only use hand tools when closely supervised by a member of staff. All staff receive training in use of tools currently in school.</p>	<p>Yes</p>
<p>10). Machinery <u>Details:</u> Not applicable</p>			
<p>11). Pressure Systems <u>Details:</u> Boiler</p>	<p>Pupils Employees Non – employees</p>	<p>All boilers and equipment are inspected and serviced regularly by MK Architecture.</p>	<p>Yes</p>
<p>12). Fall from a Height <u>Details:</u> Step ladders Elephant steps</p>	<p>Pupils Employees Non – employees</p>	<p>Building is only one storey with loft space. Some items are stored in this space. All other items can be reached with the use of stepladders or elephant steps. Staff have been instructed in their use.</p>	<p>New site agent to go on refresher course when available</p>
<p>13). The use of a Vehicle <u>Details:</u> Private /business cars/vehicles.</p>	<p>Pupils Employees Non – employees</p>	<p>Vehicles are not normally used by staff for their work. If staff use their car for school work then the teacher must ensure that appropriate insurance cover has been taken out. No vehicles enter the school premises in areas used by the children.</p>	<p>Yes</p>
<p>14). Other Vehicles <u>Details:</u> Staff cars</p>	<p>Pupils Employees Non – employees</p>	<p>Parked in areas not used by children. Access is restricted to times when pupils are in the building.</p>	<p>Yes</p>
<p>15). Deep Water <u>Details:</u> Pond</p>	<p>Pupils</p>	<p>The pond is not deep but is fenced off to prevent pupil access.</p>	<p>Yes</p>
<p>16). Noise or Vibration <u>Details:</u> None</p>	<p>Pupils</p>	<p>No excessive noise levels exist.</p>	<p>Yes</p>
<p>17). Falling or Flying Materials /Objects <u>Details:</u> High level storage Roof tiles</p>	<p>Pupils Employees Non – employees</p>	<p>All items stored on shelving placed in a tidy and safe manner</p>	<p>Yes</p>



<p>18). Aggression or Violence <u>Details:</u> Children All staff members All visitors</p>	<p>Pupils Employees Non – employees</p>	<p>All aggression from children is dealt with using the school behaviour policy. All aggression from adults is dealt with using the school 'dealing with aggression policy' All staff are advised that all consultations with parents are conducted at times and in places where there are colleagues to support them if necessary. Whilst the Head teacher's office has no window panel all consultations with parents are conducted with the link door to the secretaries office ajar so that the admin staff can support if necessary.</p>	<p>Yes</p>
<p>19). Long or Unsocial Working Hours <u>Details:</u> N/A</p>			
<p>Significant Hazards (Present and could harm people – please give details)</p>	<p>Who might be harmed?</p>	<p>What is being done at present to prevent harm and protect people?</p>	<p>Is enough being done? Yes – no further action is required. No – what else must be done?</p>



<p>20). Stress <u>Details:</u> General demands on Headteacher/teaching staff/teaching assistants/admin</p>	<p>Employees</p>	<p>Headteacher attended a course on management of stress in the workplace during 2002, refreshed in 2007. For admin, a clerical assistant was employed to share workload, financial support has been bought in. Office has been reorganised with new furniture to create an improved environment. A key holding service has been organised to deal with out of hour's incidents. All teaching staff have been allocated additional non – contact time to enable them to complete the necessary tasks involved in their work with the children. Staff have been instructed to give photocopying and preparation tasks to the secretarial staff and new N T A to reduce workload.</p>	<p>Yes</p>
<p>21). Lone Working <u>Details:</u> Any staff working at school at times other than normal school times.</p>	<p>Employees</p>	<p>Staff are all instructed not to work alone and should inform the site agent that they are on the premises. Site agent informs family if he needs to lock up alone so that they know he will only be a few minutes before arriving home.</p>	<p>Yes</p>
<p>22). Animals <u>Details:</u> None</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

<p>23). Weather <u>Details:</u> All weather conditions</p>	<p>Pupils Employees Non – Employees</p>	<p>Parents are requested to provide suitable clothing for weather conditions experienced. Pupils are encouraged to wear hats, sun cream and seek shaded areas during very hot, sunny days. All pupils are restricted to hard playground area when the field is wet. If the playground is frosty or icy then children stay indoors at breaks. During heavy rain at break pupils stay in their classrooms with P E lessons also taking place indoors if the weather is unduly wet or cold.</p>	<p>Yes</p>
<p>24). Organisation / Maintenance of Premises <u>Details:</u> All indoor and outdoor areas</p> <p>Fire precautions</p> <p>First Aid</p>	<p>Pupils Employees Non – Employees</p>	<p>A health and safety inspection of the premises takes place each term with a member of senior management, the site agent and a governor. All areas are suitable for current use. Any areas for concern are placed into the School improvement plan, which then supports repairs or new build. Fire drill takes place once per term. Emergency procedures are prominently displayed. Fire fighting equipment is inspected annually. The site agent checks the fire alarm weekly. All teaching staff hold a current emergency first aid certificate. One member of staff holds a First Aid at Work Certificate. A non-teaching assistant has been employed to look after all initial first aid with the secretarial staff acting in reserve if the N T A is absent. There is adequate first aid equipment in the school.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>



<p>25). Working Environment <u>Details:</u> Exterior/ Interior areas</p>	<p>Pupils Employees Non – Employees</p>	<p>The school improvement plan is used to support a programme of repairs and maintenance. All staff have an opportunity to contribute to the plan by reporting issues of concern at the weekly staff meeting. The Headteacher, Deputy Headteacher, Governor and Site – Agent, identify further items in the termly inspection. Services are purchased to ensure an adequate level of support. The school is part of a 'Healthy Schools' programme and a member of the 'Primary Schools Learning Network', which support research and initiatives into improving the working environment. Developments include the provision of cool filtered water for staff and pupils and plug in aromas for the classrooms. All developments are serviced by appropriate maintenance contracts.</p>	<p>Yes</p>
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26). Any Other Hazard - please give details below:			
Playtime	Pupils	3 members of staff currently supervise pupils at morning break times. At lunchtime 5 midday meals supervisors who monitor all dining areas and playground activities supervise pupils. A member of staff directly supervises all lunchtime clubs.	Yes
Play park	Pupils	The park is regularly maintained under contract by MK Council parks department. It is inspected annually by ROSPA with any faults being rectified. In extreme bad weather the park is closed to the pupils. Condition regularly monitored.	Yes
Playground	Pupils	Fencing has been erected to deter vandals from accessing the site causing damage to the building and property.	Yes
Vandalism	Pupils Employees Non – Employees	CCTV cameras have been installed along with a SMART water and infra red security system	Yes
End of the school day	Pupils	Teachers supervise children in the cloakroom areas with Year 4 parents coming into the school to help their children leave the school. A new pathway has been built to allow children to exit from their own classroom. All staff monitor the exit of children from the school with senior staff supervising the main exits.	Yes
School visits and journeys	Pupils Employees Non – Employees	The governors have adopted the Milton Keynes policy. All staff have been informed of the policy and procedure indicated within the manual. A risk assessment is produced for each visit and kept in the visits file,	Yes
Swimming	Pupils Employees Non – Employees	The Headteacher attended the training course run by the LEA in the summer term 2008. Swimming takes place at Woughton pool and is organised through MK	Yes

3. REMEDIAL ACTION:

Where a risk is not adequately controlled (see above), remedial action will be required. This should be prioritised and detailed below, together with the name of the person responsible and the action date

PRIORITY	ACTION REQUIRED & DATE	PERSON RESPONSIBLE
1	Ensure that the new site agent attends the next available training course by March 2009	J K Bailey/ L Quantrill/M K Council

4. COMMENTS / ADDITIONAL INFORMATION:

The latest Health and Safety inspection was conducted on Friday October 1st 2004 by J K Bailey (Headteacher), Eghe Eweka (Health and Safety Officer M K Council) and Mrs L Morgan (School Health and Safety Officer).

DATE OF ASSESSMENT:

RECOMMENDED RE-ASSESSMENT DATE:

NAME & SIGNATURE OF ASSESSOR:

DATE:

NAME & SIGNATURE OF SECTION MANAGER:

DATE:

Guidance On Completing The Risk Assessment Form

More information is available in the Councils Policy and Guidance Note on Risk Assessment. You may also contact the Councils Safety Officers.

What is the risk assessment for?	Please give details of the work activity, service or premises being assessed and the responsible Directorate and Department.
Significant Hazards.	This is a list of the hazards likely to be encountered as part of the Council's undertaking (for more details, see below). Please add any hazards that are not listed. Specific details / descriptions, if appropriate, will help.
Who might be harmed?	The Council is required to make an assessment of the health and safety risks to employees whilst they are at work and to non-employees who may be affected by the way the Council carries out its undertaking. Please list employees, service users, general public, children and so on – see Guidance in the Health and Safety Manual for more details.
What is being done at present to prevent harm and protect people? Control Measures.	<p>The following are examples of the types of measures that may be appropriate to control hazards:</p> <ul style="list-style-type: none"> • The provision of personal protective equipment and clothing, such as safety shoes, gloves and overalls; • Safe working methods / procedures for doing the job; • The provision of safe equipment and its maintenance; • The provision of training, instruction, information and appropriate supervision; • A safe workplace - floors, stairs, passageways - cleaned and maintained, adequate space, fire precautions; • The provision of a safe working environment - heating, lighting, ventilation and space; • Carrying out other relevant risk assessments - display screen equipment, manual handling, COSHH; • The provision of other measures such as mobile phones for lone workers, counselling for stress and aggression. <p>When considering what is being done at present, you must take adequate account of individual factors / capabilities, including gender, age, physique and experience. For example, the risks to a new employee may be different to those of an established one and physical ability will depend on age, gender and general health.</p>
Is enough being done?	It is important to ensure that people's health and safety is not put at risk. If there is anything else that can be done to prevent harm, please detail this here, giving, if possible an indication of time scales and persons taking the action.