



RISK ASSESSMENTS POLICY

Approved On:	6 th December 2022
Staff:	Headteacher
Notes:	Statutory
Review Cycle:	3 years – School Choice
Next Review Date:	Autumn 2025

Headteacher: Mrs Kate Collins

a member of



Learning Partners
academy trust

AIMS

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreement and articles of association.

DEFINITIONS

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

ROLES AND RESPONSIBILITIES

The Governors

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

Learning Partners Trust (LPAT)

Learning Partners has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The LPAT, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Headteacher

The Headteacher, or in the Headteacher's absence, the Deputy Headteacher is responsible for ensuring that all risk assessments are completed and reviewed.

School Staff and Volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

Pupils and Parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

RISK ASSESSMENT PROCESS

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

MONITORING ARRANGEMENTS

Risk assessments are written as needed by the relevant member of staff and reviewed by the Senior Leadership Team or Subject Leader.

LINKS WITH OTHER POLICIES

This risk assessment policy links to the following policies:

- Health and Safety
- First aid
- Supporting Pupils with Medical Conditions
- Lone Working

HOME/SCHOOL PARTNERSHIP

This policy is available to all parents and carers so that they are informed of school practice.

EQUAL OPPORTUNITIES

No child is discriminated against for race, culture, gender, ability or religion.

APPENDIX 1

STATUTORY RISK ASSESSMENTS CHECKLIST

The following table lists the risk assessments that schools are required to have in place.

Statutory or Mandatory Risk Assessment	✓	Completed By	Date of Review
Asbestos	✓	External Provider	See TC
Children being drawn into terrorism (GEP's Child Protection and Safeguarding Local Academy Policy and Procedure. Section 2.5)	✓	Head/DHT	Annually
COSHH Substances Hazardous to Health	✓	Head/ LD/ TC	Ongoing
Display Screen Equipment completed by HSE - www.hse.gov.uk/msd/manual-handling/index.htm)	✓	Head/DHT	Annually
Fire	✓	External Provider	See TC
First Aid	✓	Head/ LD/ TC	Ongoing
Health & Safety	✓	Head/ LD/ TC	Ongoing
Manual Handling Completed by HSE www.hse.gov.uk/msd/manual-handling/index.htm)	✓	Head/ LD/ TC	Annually
Working at Height	✓	Head/ LD/ TC	Ongoing
Workers Under the Age of 18	✓	Head/ LD/ TC	Ongoing



Appendix 2

ACTION PLAN FOR ALL TRIPS, VISITS, VISITORS EVENTS and CLUBS

Name of Trip, Visit, Visitors, Event or Club:	Date:
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TASK	COMPLETED
1. Check the diary for clashes on potential dates. LD to add date to the school diary 1 term before	
2. Obtain costs for entrance fees, workshops, parking etc. 1 term before	
3. Ask LD to obtain a quote for travel. 1 term before	
4. Letter to be written to parents and approved by the Headteacher (see LD) 1 term before	
5. Reccy visit to the proposed venue. Check for toilet and lunch, emergency procedures including fire and lost pupil. 4 weeks before	
6. Confirm other adult helpers. Check DBS clearances. 3 weeks before	
7. Invite adult helpers to a pre-trip briefing, add date and time to school diary. 3 weeks before	
8. Organise any lunch arrangements with school office. 3 weeks before	
9. Ensure all activities are risk assessed and venue specific risk assessments are added to the Action Plan. 2 weeks before	
10. Check the Master Risk Assessment and complete the Action Plan IN FULL (including itinerary the register and phone numbers of all adults and pupils groups. 2 weeks before	
11. Ensure any Action Plans are uploaded to Evolve if required. 2 weeks before	
12. Arrange pre-trip briefing. Discuss Risk Assessments, Operation Duke and distribute copies of the Action Plan. Ensure all parent/ carer helpers have a clear understanding of the day, safeguarding procedures, use of mobile phones and general expectations. Collect in all paperwork shared at this meeting. 1 week before	
13. Ensure Grab Bags are replenished and pupils have required medication in place. the day before	
14. Print contact list, medical and dietary information and collect slips for late return if required. the day before	
15. Ensure cameras and mobile phones are fully charged. the day before	
16. Ensure Party Leader and adult helpers have their phone switched on at all times on the day	
17. Contact the school office on arrival and on route home with ETA. on the day	
18. Collect in all paperwork given to other adult helpers and shred immediately (GDPR). on return on the day	

Action Required	Yes/ No	By Whom	Planned Completion Date	Date Completed
Have you completed a full Risk Assessment?				
Have you carefully considered pupils at risk and/ or those with SEND issues?				
Date of pre-trip meeting with other adult helpers				
Are all adults familiar with 'Operation Duke'?				
Have you attached the route if you are walking?				
Have you attached any venue specific Risk Assessments?				
Have you attached an annotated the map of the venue?				
Is there any other event specific information?:				

Action Plan Prepared & Completed by:

Date:

Action Plan Agreed by Headteacher:

Date:

Planned Walking Route/ Coach Journey

Sandfield Primary School Register for Off-Suite Educational Visits - Provision 4-11 Primary



Date of Trip:	Party Leader:	School Contact: Headteacher: Mrs Kate Collins
	Mobile Contact No:	Telephone no: 01483 566586 Mobile no:

Qualified First Aider at Venue (name to be inserted on arrival):

Contact no:

Copy of Register to be given to Event Organiser at venue (name to be inserted on arrival):	Tick
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Party Leader:

On-Site Duty Officer (name to be inserted on arrival):

Children:

Adult in charge of group:	Mobile telephone number:	Names of children: See below for details
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Adult in charge of group:	Mobile telephone number:	Names of children:
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Adult in charge of group:	Mobile telephone number:	Names of children:
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Adult in charge of group:	Mobile telephone number:	Names of children:
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Adult in charge of group:	Mobile telephone number:	Names of children:
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Register Prepared and Completed by:

Date:

Appendix 3

Risk Assessment for Trips, Visits, Visitors and Events for Sandfield Primary School

Applicable to: Sandfield Primary School	Including: All Staff, Adult Helpers, Visitors
Lead Assessor: Headteacher, Mrs Kate Collins	Date of Risk Assessment: Summer 2019 See Event Specific Action Plan for Further Details
Deputy Lead Assessor: Deputy Headteacher, Mr Mark Mosley	Risk Assessment Reviewed: See Event Specific Evaluation Form
Review after each Trip, Visit or Event	Part Leader

To be Considered Before Each Trip, Visit and Event

Process/ Activity/ Venue
 Hazards Identified
 Persons at Significant Risk Including SEND Pupils
 Any Existing Controls Including Ratios (SEND 1:1/ EYFS age 4 & over 1:6/ Year 1-3 1:8/ Year 4-6 1:10)
 If Existing Controls are Adequate Including Extra Adult Helpers Required
 If Additional controls are Required Including Uploading to Evolve
 Cost to Parents
 Mode of Transport
 Operation Duke
 School Emergency Plan

To be Considered After Each Trip, Visit and Event

Process/ Activity/ Venue
 Near Accidents and Accident Reporting
 Mode of Transport
 Cost
 Use of Adult Helpers
 Incidents and Incident Reporting
 Evaluation completed within 5 days of event

Risk Assessment for: ALL TRIPS, VISITS, VISITORS, EVENTS and CLUBS

Process? Activity	Identified Hazards	Who is at Risk?	Existing Control Measures	Any additional controls required?
Pre-Visit Meetings with Adult Helpers				
Safeguarding	Identify adults with/ or without DBS Clearance	Pupil	Adults with DBS, take pupils to toilets etc.	DBS check to be performed if required.
	During trip/ visit/ event	Pupil	Adults are clear regarding protocol, safeguarding, use of mobile phones etc.	See Emergency Plan.
Road Crossing	Safeguarding Danger of being hit by a vehicle	Pupil	CT to brief all parents before leaving. Identify road crossers.	Use of Hi-Vi vests.
Safeguarding				
All visitors to school	Possible exposure to stranger danger	Pupil	Adults working with the pupils have an enhanced DBS check or are accompanied at all times.	Safeguarding Protocol.
Request to enter premises	Unexpected/ unknown members of the public gaining entry	All	Staff to identify visitor prior to opening the gate. Be vigilant at all times.	Safeguarding Protocol.
Entering and leaving premises	Danger of pupil escaping	Pupil	Be vigilant at all times.	Safeguarding Protocol.
Vehicles on the playground	Possibility of being hit by a vehicle	All	Staff to ensure that the playground is clear while the vehicle is entering and leaving the premises.	Safeguarding Protocol.
Visitor arrives at school	Stranger Danger	All	Ensure visitor signs in and is given the appropriate visitor's badge and a safeguarding booklet: Red Visitor – no unsupervised contact Staff are to remain with visitors running event at all times) Green Visitor – DBS checked ID requested at signing in point. Check DBS is in date if applicable.	Single Central Register of GEP staff and Trustees held in the office.
Pupils who are vulnerable as a result of additional involvement in school (SEND, P.P or HSLW)	Needs of specific pupils to be assessed	SEND Pupil	All staff made aware of pupils individual needs. Concerns raised by parents are addressed, planned for and shared with staff at the venue. Room allocation and groupings are planned and considered carefully to ensure experience benefits their social and emotional needs. Venue to be contacted with any specific requirements. Specific pupils identified on relevant Action Plan (initials only).	1:1 ratio if required. Appropriate EHCP in place.

Health & Safety/ First Aid (including Sports Fixtures etc.)				
First Aid	Injury to a pupil or adult	All	All staff are first aid trained.	All EYFS staff are Paediatric First Aid trained.
Time spent at venue	Exposure to inappropriate members of the public	Pupil	Party Leader to check areas (e.g. Allen House Grounds).	Notify Police if required.
Pupils visiting the amenities	Use of public toilets	Pupil	Ensure that toilets are clear of any members of the public before any pupils enter the building. Stay in the cloakroom area. Stop any members of the public from entering the toilets until all pupils are finished. Ensure all pupils wash their hands.	Follow school procedure for the use of public toilets at all times.
Medication required during an event	Pupil falling ill Asthma attack Allergic reaction	Pupil	Health Care Plans and medication to be taken with Class Emergency Grab Bags by staff. Follow Operation Duke Procedures. Event leader to ensure all pupils have any medication with them prior to leaving apart from inhalers that should be with the pupil.	Travel sickness pills to be kept with the group leader.
General Activities	Injury during activity	Pupil	Party Leader to receive RA from venue. Party leader to identify potential hazards prior to leaving and complete Action Plan. Staff must inform parents of any accident or injury. Correct clothing and footwear must be worn suitable for the event (i.e. P.E. kit, trainers etc.). All items of jewellery (including earrings) must be removed before the event starts. Ensure an Oshens form is completed in full if required.	Complete first aid kit to be taken to venue by event leader. Contact details of parents to be taken to venue by event leader. Personal items remain the responsibility of the child at all times.
Fading Light	Not being able to see where you are going/ what you are stepping in	All	Take a torch. Be extra vigilant when light is fading, especially if it is dark on return.	
Unfamiliar School/ Venue	Not knowing where to get changed, toilets etc.	Pupils	Party leader to ensure that all information is gathered prior to the event. Adult to escort pupils around an unfamiliar building.	
Travel by Coach/ Minibus				
Walking through Staff Car Park	Moving cars/ delivery vehicles	All	Barrier, adult helpers to lead the group.	
Boarding/ Alighting from Vehicle	Falling down steps Roads	Pupil	Adults at bottom of steps.	
During Journey	Injury in case of crash Stopping suddenly	All	Staff to check seat belts are done up correctly. Pupils to remain seated at all times. Staff dispersed throughout the vehicle.	Regular checks by staff to ensure seatbelts remain fastened

			Party leader to inform the Headteacher immediately of any incident.	See Emergency Plan
Travel Sickness	Slipping or touching vomit	All	Ensure any pupils that are travel sick take their medication prior to leaving school and the venue. Sick bags to be taken.	Parents called from school if a pupil is ill
Walking on Public Footpaths/ Parks etc.				
Safeguarding	Identifying potential hazards, safe crossing opportunities	Pupil	The route taken must be clearly identified on a map.	Map to be attached to the event specific Action Plan
Stranger Danger	Members of the public	Pupil	Pre-talk to pupils about stranger danger and safe strangers.	Venue specific
Walking Across a Park/ on a Footpath	Walking near a road Injury from dog not on a lead	All	Pupils walk in pairs with adult supervision. Be extra careful on narrow pavements. Discuss possible danger with pupils.	
Animal Faeces, Syringes and other Dangerous Objects	Stepping in animal faeces Injury from sharp objects (needles, glass etc.)	All	Party Leader to identify any hazards.	Notify the relevant Council if on a local trip (re: needles, drug paraphernalia)
Moving Vehicles	Danger of being hit by a vehicle	Pupil	Adult to walk kerbside, pupils aware. Adults to be spread evenly along line of pupil.	
Venue				
Emergency	Panic Burns Potential death	All	Fire exits checked. Fire drill if possible and briefing soon after arrival.	Follow venue specific fire evacuation process and Emergency Plan guidelines.
Safeguarding (Venue Risk Assessment to be obtained and included on your Event Specific Action Plan)	Pupils using public toilets	Pupil	Follow school procedures (above).	
	Losing a pupil	Pupil	"Stranger" talk before leaving. Point of meeting at venue highlighted to staff and pupils on arrival. Ensure pupils know which adult they are with. Discuss with pupils procedures if they lose their group. HT to be informed and emergency procedures to be carried out.	Green emergency wristbands to be worn by all pupils. Follow Emergency Plan guidelines.
	Risk of members of the public accessing the site and inappropriate adults accessing pupils.	Pupil	Site safety to be discussed with the pupils on arrival Lead teacher to discuss any concerns with venue. During evenings, regular monitoring of sleeping accommodation and bathroom facilities Duty officer contacted if any concerns raised.	
	Respect to members of the public	All	Discuss with pupils the daily workings of a specific building (i.e. church, place of worship) and how the community uses a building and their privacy.	

Venue	Site safety and accessibility	Pupil	Party Leader to discuss any concerns with the venue prior to arrival. Site safety, rules and expectations to be discussed with both staff, adult helpers and pupils on arrival. Rules and expectations shared with both staff and pupils. Lead teacher to discuss any concerns with venue staff.	Check if the venue is covered by a comprehensive network of CCTV cameras. Ask if images are monitored and recorded to help ensure the safety of visitors.
Slippery Floors/ Obstacles	Pupils slipping over	Pupil	Discuss with pupils before leaving on expectations of behaviour.	
Use of any Playground Equipment	Falling and/ or slipping	Pupil	Ensure an adult is supervising the area at all times. Pupils are aware how to use equipment safely.	
Rubbish and Waste	Environmental impact Danger of suffocation Risk to smaller animals and pupils	All	Bin liners to be taken with members of staff and taken off site at the end of the event.	
Machinery and tools	Possible injury from tractor, lawnmower	All	Staff make sure pupils do not approach any machinery or tools.	
Site Traffic (farms, gardens etc.)	Possible risk of being run over	All	Staff to make pupils and helpers aware of traffic such as tractors and other vehicles. Extra care when crossing paths or roadways. Safety discussion given by staff.	
Chemicals used in the gardens	Possible risk of poisoning, allergic reaction	All	All chemicals and substances used are safe for people. Safety discussion given by staff	Visitors will not be exposed to risk if safety procedures are followed.
Plants – ingestion, contact, allergic reactions	Possible risk of poisoning, allergic reaction	All	Pupils who are prone to skin irritation or hay fever will have medicine/treatment in school. No pupils to touch plants unless directed to, and then only under direct adult supervision. Allergy list in grab bag. Frequent hand washing to avoid any ingestion. Safety discussion given by staff.	
Bees, wasps and insects	Possible sting or insect bite	All	Pose no risk unless provoked. Staff to discuss this with pupils and remind pupils to stay away. Adults on the day to reinforce this. Safety discussion given by staff.	Health Care Plans available for those pupils with an allergy.
Lakes, streams or ponds, pond dipping	Risk of drowning	All	Pupils not to lean too close. Wear appropriate footwear for the conditions, as stated in letter home. Pupils not to dip hands in water or go too near.	

			Staff to discuss dangers with pupils, adults to reinforce on the day.	
Animals	Possible bite or attack from geese, ducks and small mammals	All	Pupils to remember to stay away and not pet. Be careful of droppings on path and grass. Safety discussion with staff.	
Farm Trips	Risk of contamination	Pupil	Ensure children wash hands following activities.	
	Risk of infection	All	Party Leader to check with venue prior to arrival.	Inform any adult helpers that are pregnant.
	Pregnant staff/ volunteers helping on a farm trip helping ewes to lamb, or to provide assistance with a cow that is calving or a nanny goat that is kidding	Adult	Adult avoids contact with aborted or new-born lambs, calves or kids or with the afterbirth, birthing fluids or materials (e.g. bedding) contaminated by such birth products. Adult avoids handling (including washing) clothing, boots or any materials that may have come into contact with animals that have recently given birth, their young or afterbirths. Contaminated clothing are safe to handle after being washed on a hot cycle. Ensure contacts or partners who have attended animals giving birth take appropriate health and hygiene precautions, including the wearing of personal protective equipment and clothing and adequate washing to remove any potential contamination.	Pregnant women should seek medical advice if they experience fever or influenza-like symptoms, or if concerned that they could have acquired infection from a farm environment.
Residential Trips				
Main Venue and Trips out During the Stay	Stranger Danger	Pupil	Inform children that there will be members of the public and/ or other schools at the venue.	
Venue Site Security	Risk of pupils leaving the site and not understanding the boundaries	Pupil	Ensure that clearly defined boundaries are understood by all prior to trip taking place. Discuss security procedures with venue prior to event taking place.	
Safeguarding Disclosures	Risks of safeguarding disclosures and keeping records confidential	Pupil	To follow policy and procedures set out in school Child Protection Policy. Access to internet is available to up-date CPOMS. Completed concern forms to be locked away confidentially. Concerns raised are passed on to the DSL/ Deputy DSL over the phone as soon as they occur.	

First Aid	Pupils falling ill or requiring serious medical attention	Pupil	Information given to venue to ensure pupils' needs are met. All staff informed of medical needs. One member of staff to securely store, administer and record medicines being administered. Parent contact list available to staff if they need to confirm any further information, or pupil needs emergency assistance. If there are any medical issues that make an activity more difficult, discuss measures with instructors and/or parents. All members of staff are first aid trained.	SIMS database is up-to-date
Meals and snacks	Risk of a reaction to an allergy or intolerance. Risk of not meeting parents and pupils wishes in relation to religious or cultural choices.	Pupil Staff	Dietary requirements for pupils and staff are shared with the venue and staff attending from the school. Pupils encouraged to be independent and if there is something they know they can't eat, discuss with a member of staff. All staff are first aid trained. Parent contact list available for clarity of information if required. One member of staff responsible for monitoring dietary requirements.	SIMS database is up-to-date
Accommodation & Night Time Risks	Pupil(s) leaving sleeping accommodation and walking off Trips, slips and falls in the dark Injury whilst in the toilet/bathroom Access to site (see above)	Pupil	On call night duty officer available Leader to be aware of pupils needs during the night All children made aware of the staff accommodation	

Sports Lessons, Clubs, Events and Fixtures

Swimming Lessons/ Water Sports Activities	Register of pupils to be handed to swimming teachers	Pupil	See KR at the beginning of term for updated registers.	
See Site Specific Risk Assessment	Pupils privacy	Pupil	Ask if CCTV covers changing rooms.	
	Pupils changing in communal changing rooms	Pupil	ALL staff and adult volunteers must have an enhanced DBS Clearance to be in the changing rooms with any pupil/ group of pupils.	Central First Aid bag to be taken to all Sports Fixtures.
	Unidentified adults in communal changing rooms	Pupil	DBS checked adult only to ensure that changing rooms are safe and that any unidentified adults are asked to leave BEFORE pupils begin to get changed.	Ask any members of the public to leave the designated area.

	Unidentified adults in the pool	Pupil	Unidentified adults are asked to leave.	Sandfield staff remain pool side.
	Difficulty in the water	Pupil	Pupils to be watched by adults at all times. Qualified instructors with each group.	Check if life guards are on duty
	Danger of slipping	Pupil	Talk to children about danger of running on wet floor.	
Sports Fixtures	Stranger Danger	Pupil	Inform children that there will be members of the public (other school's parents etc.) at the event.	
Clubs	See Event Specific Action Plan	All	External club provider to ensure all staff have a completed enhanced DBS in place BEFORE attending. Complete and up-to-date register available. First aid to be administered by the club provider/ member of staff. External club provider to ensure they have home time arrangements for pupils attending.	List of staff provided to the school. First aid kit to be with the club provider/ member of staff at all times.

EXPECTATIONS OF PARENTS AND CARERS VOLUNTEERS

At Sandfield, we offer a rich and varied curriculum and to broaden our pupil's knowledge and understanding of the world in which we live. Trips, visits, events and clubs both at school, in the local area and further afield, are a huge part of this.

Thank you for offering to help out this occasion. As a school, we are unable to provide these exciting experiences without your continued support.

Mrs Kate Collins
Headteacher

DO	DON'T
<ul style="list-style-type: none"> • Explain to your own child that you are helping on a school trip and that you will need to help the pupils in your group. • Wear a badge to show that you are a Sandfield volunteer. DBS cleared volunteers wear a green badge. Non-DBS cleared volunteers wear a red badge. • Expect the children to behave well, showing respect to all adults and children. You are responsible for your group and should ensure they are behaving as expected. • Stay with your groups at all times. • Be a positive role model and model appropriate behaviour to the pupils at all times. • Always encourage the pupils in your group to be independent; we expect pupils to try everything themselves before we help them. • Tell the member of staff leading the trip if there is something that causes any concern regarding a pupil or other adult helper. Please find an appropriate place to discuss this away from others. • Contact the member of staff leading the trip as soon as possible if you are unable to help after agreeing. • Ensure confidentiality is of utmost importance at all times. • Inform a member of staff if there is a first aid incident. All Sandfield staff are first aid trained. • Keep your mobile phone on vibrate. • Ensure that you have a packed lunch with you if required. • Ensure that you check all the seatbelts of the pupils in your group once they are seated on a vehicle. • Report any concerns at any time on the trip to the member of staff leading the trip only. • Pass on feedback about the trip to the member of staff leading the trip either in person or via email after the visit. 	<ul style="list-style-type: none"> • Take any photos of any pupils during the trip at any time on your personal mobile phone. • Lift or carry any pupil in any way. • Share any information regarding any pupil or member of staff with other people except the member of staff leading the trip. • Swear at any time. • Smoke at any time. • Drink any alcohol at any time. • Take any recreational drugs at any time. • Purchase any items, including food or drink for your own child. • Allow any pupils to eat or drink on the coach unless there is a medical requirement (i.e diabetes). • Take any pupils to the toilets if you do not have a DBS clearance. • Ever leave your group of pupils at any time without discussing this first with the member of staff leading the trip. • Contact parents of other pupils on the trip to share any information (this will be the responsibility of the member of staff leading the trip). • Take any personal calls, text or use social media, unless there is an emergency when the member of staff leading the trip must be informed. • Visit any coffee shops/ cafes at any time.

Appendix 4

C.O.S.H.H. Risk Assessment Substance Hazardous to Health for Sandfield Primary School

Applicable to: Sandfield Primary School	Including: All Staff, Adult Helpers, Visitors
Lead Assessor: Headteacher, Mrs Kate Collins	Date of Risk Assessment: Summer Term 2019
Deputy Lead Assessor: Premises Manager, Mr Tom Carroll	Risk Assessment Reviewed: Annually
Review after each Visitor or School Event	Event Leader

To be Considered At All Times

- Process/ Activity/ Venue
- Hazards Identified
- Safeguarding
- Persons at Significant Risk Including SEND Pupils
- If Existing Controls are Adequate
- Adult Helpers
- Near Accidents and Accident Reporting
- School Emergency Plan
- Site Security
- Associated Policies
- Associated Risk Assessments

C.O.S.H.H. Risk Assessment for: School Site

Process? Activity	Identified Hazards	Who is at Risk?	Existing Control Measures	Any additional controls required?
Substances are being used for the correct purpose	Damage to surfaces etc. Possible human consumption Inhalation Spills to skin Splashes to eyes	All	All substances are to be stored in a correctly labelled container. All substances are to be stored in a suitable secure location. Manuals are stored next to the substance if necessary. All substances to be stored immediately after use. C.O.S.H.H. sheets are to be completed and available for all applicable items. Staff to carry out I.H.A.S.O. C.O.S.H.H. forms online at start of employment and complete as required. Staff to be aware of location of C.O.S.H.H. file.	How should the substance be used? – H (e.g. diluted in water, applied with a brush, sprayed, etc.) How much is used every week? – C (State quantity in litres or kilos as appropriate.) Who is exposed to the substance? – H (E.g. those using it, pupils, service users, etc.) Does the substance present additional risks to certain groups or individuals? - H (E.g. young people, expectant mothers.) - C
Use of Cleaning Substance	Substances splashed in eyes/ on skin	All	All labels are clearly visible. Manuals are stored next to the substance if necessary. P.P.E. available to all users. Action Plan to be completed.	Eye protection? (State type required)
Spillages	Exposure to C.O.S.H.H.	All	Ensure you are aware of how to deal with release or spillage before use. All likely substances are dealt with by Caretaker or Premises Manager if not available. Appropriate training is in place.	
Administering First aid when exposed to C.O.S.H.H.	Possible poisoning Skin reaction or burn In contact with eyes Swallowed Inhaled	All	Access to C.O.S.H.H. files. Access to P.P.E. Suitable spill kit / materials available. Suitable disposal methods/ areas available. Tray and so on.	Overalls/clothing? (State type required) Gloves? (State type required) Mask/respirator? (State type required)
Fire:	C.O.S.H.H. materials within fire/ fire area	All	Follow fire procedures. C.O.S.H.H. file available to those dealing with fire. Warning signs erected where C.O.S.H.H. materials are stored. Staff training – I.H.A.S.C.O.	

Chemical reactions: Is there any other substance that this substance must not come into contact with?	Fire, fumes	All	Ensure you are aware of any substance that must not come into contact with the substance you are using. Staff using chemicals to be trained.	
Disposal: How should the substance be disposed of (or not disposed of)?	Poisoning, skin reaction, burns	All	Staff to be trained in disposal of C.O.S.H.H. materials.	
Health surveillance	Poisoning, skin reaction, burns	All	Ensure you are aware of any staff that require health surveillance. Do staff using the substance require any health surveillance?	
Storage of C.O.S.H.H. materials.	Poisoning, skin reaction, burns	All	C.O.S.H.H. must be stored in an appropriate area, this may be a locked cupboard or secure storage area. Where the school employs contractors using C.O.S.H.H. materials to carry out cleaning, (and the contractor provides their own products), the contractor must carry out the necessary RAs and provide the school with copies for approval.	

Appendix 5

Risk Assessment for First Aid - Sandfield Primary School

Applicable to: Sandfield Primary School	Including: All Staff, Adult Helpers, Visitors
Lead Assessor: Headteacher, Mrs Kate Collins	Date of Risk Assessment: Summer 2019 See Also Event Specific Action Plan if Applicable
Deputy Lead Assessor: Premises Manager, Mr Tom Carroll Caretaker, Mr Neil Osmand	Risk Assessment Reviewed: See Event Specific Evaluation Form
Review Annually	Premises Manager, Caretaker

To be Considered At All Times

Process/ Activity/ Venue
 Hazards Identified
 Safeguarding
 Persons at Significant Risk Including SEND Pupils
 If Existing Controls are Adequate

General Injury	First Aid required	All	<p>All staff/ event leader/ visitor to be aware of location of first aid cupboard in KS1 and KS2 buildings.</p> <p>Trained First Aider on call for entire duration of event.</p> <p>First Aider and event co-ordinator to have mobile phone in order to call emergency services as required.</p> <p>Clearly marked first aid station set-up between most hazardous activities during an event (international food, bbq and any other hot food/drink).</p>	See First Aid Policy
Health Care Plans	Wrong treatment being provided	Pupil	Parents must complete a Health Care Plan for any medical issue that may be life threatening or is a major cause for concern as soon as a diagnosis has been made by a professional.	Health Care Plans and all medication in school to be kept up-to-date by parents. A reminder is sent termly to ensure that the information is correct or if diagnosis changes.
Fairs and Events	Illness, fall, possible burns	All	<p>Event leader are aware of location of first aid cupboard in KS1 and KS2 buildings.</p> <p>Named trained First Aider on call for entire duration of event, Headteacher or Member of the SLT to administer First Aid to the named adult if required.</p> <p>First Aider and event leader to have mobile phone in order to call emergency services as required.</p> <p>Clearly marked first aid station set-up between most hazardous activities (international food, bbq and any other hot food/drink).</p> <p>Ensure no KS1 pupil enters the school site without a responsible carer (who should be aware of child's medical condition).</p>	All adults to be made aware of location of Defibrillator Hot food to be labelled

Attending to an injured adult/ child	Contracting HIV/ Hepatitis A/ Rotavirus Slippery floor from bodily fluids may cause a further injury	All	Always use gloves, masks etc. and dispose of responsibly in yellow hazardous waste bin. Cordon off area. Assess danger of clearing up. Set up cleaning bucket: gloves, mask, black bags, disinfectant, dust pan, yellow warning signs. Mop promptly and disinfect area. Ensure that you are protected properly (gloves etc.).	All items to be disposed of in the yellow hazardous waste bin in the office foyer. Slippery Floor sign to be used.
Allergic reaction to a food during a food technology lesson/ fair/ club	Anaphylactic shock	All	Any food items purchased to be checked for nuts/ gluten etc. Staff/ visitors are aware of any pupils with Health Care Plans. Emergency grab bag is to hand. Call 999 for additional assistance immediately (dial 9 for an outside line).	Parents complete a Health Care Plan if required.
Administering medicines in school or off-site	Pupils are without or unable to administer medicine	Pupil	Antibiotics, pain killers etc. must be kept in the school office first aid cupboard or fridge. Medicines in School form MUST be completed in full by the parent or carer. Adult assisting the pupil must sign the back of the form. If off-site, the Party Leader must keep these types of medicines with them.	See Statutory Supporting Children with Medical Conditions and Administering Medicines Policy.

Appendix 6

Risk Assessment Health and Safety Sandfield Primary School

Applicable to: Sandfield Primary School	Including: All Staff, Adult Helpers, Visitors
Lead Assessor: Headteacher, Mrs Kate Collins	Date of Risk Assessment: Summer 2019 See Event Specific Action Plan if Applicable
Deputy Lead Assessor: Deputy Headteacher, Mr Mark Mosley	Risk Assessment Reviewed: See Event Specific Evaluation Form
Review after each Trip, Visit or Event	Part Leader

To be Considered At All Times

Process/ Activity/ Venue
 Hazards Identified
 Safeguarding
 Persons at Significant Risk Including SEND Pupils
 If Existing Controls are Adequate
 Impact on School Diary
 Adult Helpers
 Cost to Parents
 Near Accidents and Accident Reporting
 Operation Duke
 School Emergency Plan
 Site Security

Risk Assessment for: School Site and to Include All On-Site Events & Visitors and GEP Staff

Process? Activity	Identified Hazards	Who is at Risk?	Existing Control Measures	Any additional controls required?
Staff vehicles to enter staff car park entrance	Pedestrian hit by staff car	All	If pupils are taking part in an activity, barrier must be across BEFORE they get there. Staff to lead to check for moving vehicles. No pupil to be allowed to retrieve play equipment. Notice in newsletters to remind school community of possible dangers.	
	Injury to staff, visitors, pupils	All	Ensure uninvolved pupils are removed from the area as quickly as possible.	
Visitor arrives at school	Stranger Danger	All	Ensure visitor signs in and is given a visitor's badge and a safeguarding booklet: Red Visitor – no unsupervised contact Staff are to remain with visitors running event at all times) Green Visitor – DBS checked ID requested at signing in point. Check DBS is in date if applicable.	Single Central Register of GEP staff and Trustees held in the office.
Request to enter premises	Unexpected/ unknown members of the public gaining entry	All	Staff to identify visitor prior to opening the gate. Be vigilant at all times.	Safeguarding Protocol.
Entering and leaving premises	Danger of pupil escaping	Pupil	Be vigilant at all times.	Safeguarding Protocol.
Vehicles on the playground	Possibility of being hit by a vehicle	All	Staff to ensure that the playground is clear while the vehicle is entering and leaving the premises.	Safeguarding Protocol.
Delivery vehicles entering the premises	Damage to property from delivery vehicle	All	Staff to identify visitor prior to opening the gate. Be vigilant at all times. Large vehicles to wait in car park to unload. Staff to direct vehicle if necessary.	
All visitors to school	Possible exposure to stranger danger	Pupil	Adults working with the pupils have an enhanced DBS check or are accompanied at all times.	Safeguarding Protocol.
Contractors on Site Selection and Appointment of Contractor/Sub-Contractors	Work carried out by unsuitable, inexperienced or non H&S aware contractors.	All	Selection criteria process undertaken by SCC/ Premises Manager/ Governors, to include screening of Contractors H&S Policy, Method Statements.	
Contractor Contact/liaison	Contractors movement/ operations creating new/unexpected hazards	All	Named contact from Contractors (working on site), who liaises daily with school representative, and is immediately available to respond to ad hoc situations or incidents.	

Access & Egress	Reduced Security – (Intruders on site) Emergency Access compromised	All	Separate entrance for Contractors if possible. Contractors wearing ID at all times. Review of Fire Risk Assessment, and fire Instructions.	
General Work Activity	All Hazards associated with building works undertaken in occupied premises.	All	Segregation of work according to degree of hazard, e.g. <ul style="list-style-type: none"> • Barriers • Warning Signs • Work carried out outside of normal school hours. Regular Inspections (frequency agreed with school representative) by the contractor. High standards of housekeeping & site management (by the contractor) to ensure, contractors materials, debris, equipment & personnel do not detrimentally encroach on areas in use by the school community.	Ensure Asbestos Register is always available during period of contract.
Hot works – Carrying out burning or heating operations using naked flame.	Fire Spread	All	This kind of work carried out under strict controls and, <ul style="list-style-type: none"> • At times agreed with the school representative, and • Where practicable when the school is not in use. 	
Access to mains Isolation (Electricity, Gas, Water)	Access restricted by temporary barriers or material etc.	All	Method Statements and practices developed and arranged to ensure continuity of access to mains isolators.	
Emergency vehicles needing access to site	Access blocked for emergency vehicles	All	Lines to be painted to stop cars stopping in front of gates. An adult to be positioned at barrier entrance to check for and stop moving vehicles. Premises staff to open/ close main gate after seeking identification.	
Deliveries	Trip/ leg injury from deliveries left in the foyer Cut to fingers from opening delivery boxes Trip/ slip or fall from moving boxes around the site Back injury when moving delivering boxes.	All	Ensure all deliveries are moved from doorways and put away as quickly as possible. Ensure boxes are opened with the correct tools. Ensure correct procedures are used when moving heavy items.	Staff to have completed Channel Training.

General Health & Safety See Separate First Aid Policy and First Aid Risk Assessment for further information if required	Slips, trips, falling items	All	Tape down wire and cover with mats if applicable Trailing cables to be made safe. Check particularly newly set-up stalls (tea urn, cables).	Staff/ Visitor/ Caretaker/ PTA Committee to walk / check areas before opening event. All appliances are PAT tested.
	Unsafe environment after event for lettings and/or school day	All	Clean up to be completed before departure.	Hire of caretaker to be confirmed prior to event taking place.
	Alcohol stall at Christmas and Summer Fairs available to under 18s	All	License to be applied for, viewed by Head and on display for event. No alcohol to be sold or given to Under 18s.	Any empty alcohol bottles to be removed the same day.
	Anaphylactic shock from food on food stalls, class cake sales, snacks, drinks and breakfast during SATs Weeks	All	Note to parents on the newsletter not to put nuts in any dishes. Ingredients to be checked by staff.	See First Aid Risk Assessment.
	Risk of burn from hot plates	All	Notice to say 'hot plates'.	See First Aid Risk Assessment.
	Food poisoning from food eaten from food stalls	All	Food will be stored in staff kitchen fridge until needed.	
	Possible fire (electrical testing of PA System, tea urn, lights, snow machine etc.)	All	Fire exits checked. Fire drill and briefing soon after arrival. All appliances are PAT tested.	See Fire Risk Assessment.
	Fire Prevention on site	All	Alarm will sound. SLT & Event Co-ordinator to have mobile phone to call emergency services in event of fire 999 or use school phones. Advise all volunteers to make themselves aware of fire call points and evacuation notices, suggesting assembly point as per normal school procedures Appoint volunteer(s)/staff member(s) familiar with the site to perform a building sweep, IF SAFE TO DO SO. KS1; KS2; Hall.	See Emergency Plan. In the event of an emergency, volunteers/ club providers/ lettings to advise public of procedure/ assembly point: Playground (or Grace Church if needs to be offsite).
	Films, YouTube clips, DVDs, Catch-Up Programmes are age appropriate	Pupil	Check that all media is U grade. Staff to check content prior to event taking place.	See Online Safety Policy.
Administering First Aid/ medicines	Pupils are without necessary first aid equipment	Pupil	Emergency Grab Bags to be kept with the pupils in the class at all times.	See First Aid Policy. See First Aid Risk Assessment.
	Attending to an injured adult/ pupil	All	See First Aid Risk Assessment.	OSHENS report to be completed if necessary.

General School Day (including lessons, break and lunch time)	Toilet 'accident' by child	All	Pupil requires initial cleaning after toilet accident. Parents must be contacted to clean child.	Two members of staff to attend to pupil at all times.
Play time and lunch time	Injury to a pupil on the playground	Pupil	All members of staff on duty must be in place before pupils are permitted on the playground.	
Content of any talk/presentation by a visitor	Possible offence caused Possible exposure to offensive material	Staff Pupil	Discuss or view materials prior to visit to ensure suitability. Interrupt talk/presentation if the content is unsuitable.	Details of activity to be added to event specific action plan.
Content of any activities organised by a visitor	Possible injury	Staff Pupil	Discuss content prior to visit to ensure suitability.	Details of activity to be added to event specific action plan.
Water and Sand Play	Possible injury to back when filling/ emptying sand and/ or water trays (possible slip hazard)	Staff	Do not lift if too heavy, work with partner to ensure safety. Ensure safe lifting procedures are carried out Clear up any water asap. If unable to clear up, leave H & S safety sign up.	
	Possible drowning due to an activity while using the water tray	Pupil	Ensure adult supervision at all times.	
	Possible infections due to animal faeces in sand trays left outside overnight	All	Ensure all trays are covered immediately after use.	
Lessons/ Activities in or near Water	Possible drowning	Pupil	Pupils to be assessed by instructors prior to any lesson/ activity. Pupils to be watched by adults at all times. Qualified instructors with each group. Life guards on duty. Water buoyancy aids to be worn. Consent forms completed by parents. Sandfield staff to remain pool side.	See Policy of Clubs re: pupils not allowed in kayaks or water if they are unable to swim 50m
	Slipping on wet surface by pool or changing rooms	Pupil	Talk to pupils about not running, and walking sensibly at all times prior to event.	
	Exposure of pupils in a state of undress to members of the public	Pupil	ALL staff and Volunteers must have an enhanced DBS check to be in the changing rooms with any pupil/ group of pupils. Members of the public to be asked to leave changing rooms and/ or pools.	
	Injury caused from use of slides	Pupil	Small ratio – close supervision by an adult with all pupils.	

Creative Arts Lessons	Pupil hurt them self through jumping, landing or kicking each other (accidentally)	Pupils	Reminder before lesson begins of behaviour and space awareness. Children taught to work in bare feet. Children taught to work in control, through progressive learning activities. Within this, children are taught to jump and land appropriately and how to work with a partner effectively.	
Design & Technology Lessons	Burns from glue gun Cut from saw Cut from scissors	Pupil	Supervised use of glue guns. First aid/ cold water available. Correct procedure followed. Skills teaching in place.	
	Saw dust/ foreign bodies in eye	Pupil	Eyewash available in office. Goggles to be used when appropriate.	
	Using Stanley knives Using manual drill	Pupil	Ensure adult supervision at all times. Correct procedure followed. Skills teaching in place.	
P.E. Lessons	Possibility of equipment moving while in use	Pupil	Equipment in correct positions.	Follow Health and Safety procedures.
	Wall bars running over toes	Pupil	Monitor. Correct procedures adhered to. Staff to receive annual training.	Follow Health and Safety procedures.
	Back strain	All	Ensure adults and children of lifting technique. Pupils get equipment out in groups.	Follow Health and Safety procedures.
	Falling off equipment	Pupil	Behaviour management. Correct procedures adhered to. Staff to receive annual training on use of gym equipment.	Follow Policy Follow Health and Safety procedures.
	Collision with equipment	Pupil	Positioning of pupils decided prior to lesson taking place. Layout of room decided prior to lesson taking place.	
	Fingers trapped in equipment	Pupil	Talk to pupils prior to PE lesson starting. Staff to receive annual training on use of gym equipment.	Follow Health and Safety procedures.
	Rope burns	Pupil	Ensure adults and children of lifting technique. Pupils to get equipment out in groups.	

Food Technology Lessons	Burn from hot oven	Pupil	Warn pupils of risk prior to lesson beginning. Adult to assist removing and putting items in oven. Appropriate number of pupils to adults.	Adult supervision at all times.
	Burn from hob	Pupil	Sign to indicate heat after finished. Warn pupils of risk prior to lesson beginning. Appropriate number of pupils to adults. Heat indicator visible on hob.	Adult supervision at all times
	Electric shock from plug points	Pupil	Pupils not to use. Appropriate number of pupils to adults.	Adult supervision at all times
	Fingers trapped in doors	Pupil	Careful when shutting draws/ cupboards. Appropriate number of pupils to adults.	Adult supervision at all times
	Cutting self with knives/ scissors	Pupil	Adult to model safe knife use. All knives to be stored away from the reach of pupils. Appropriate number of pupils to adults.	Adult supervision at all times
	Use of unfamiliar kitchen appliances	Pupil	Brief children on how to safely use any equipment. Adult supervision at all times. Appropriate number of pupils to adults.	
	Slipping on floor	Pupil	Clear floor after use.	Display sign to warn of wet floor
	Spillage of hot liquids	Pupil	Clear area, warn children. Children not to use/ pour hot liquids.	
	Allergic reaction to food	Pupil	No nuts to be used. Be aware of pupils with allergies prior to lesson beginning.	SIMS database kept up-to-date with children's medical details.
Science Lessons – Dissection of an Animal	Cutting self with scalpel/ scissors	All	Only class teacher to touch the scalpels and scissors. Students to remain at least 5ft away from the work table. No walking around with equipment. No talking while incisions are being made.	
	Fire caused by disinfectant/ sanitizer	All	Chemicals are stored out of direct sunlight. Put chemicals away after dissection and clean-up is complete. PPE to be worn (lab coat, gloves, goggles).	
	Ingesting disinfectant/ sanitizer	All	Children not to use or touch the chemicals. No eating or drinking while chemicals are in the classroom.	
	Sickness if spoiled meat is ingested	All	Animal part to be purchased from the butchers, wrapped in butcher paper, then inside 2 plastic bags in the refrigerator until it is ready for dissection. Pupils not to touch the heart. No eating or drinking while the animal part is in the classroom.	

			Wash hands with sanitizer as soon as dissection and clean-up is complete. Waste material to be wrapped in newspaper and in 2 plastic bags before disposing in a bin out of reach from the pupils.	
Outdoor Activities - Fire	Starting fire	All	Area to be marked off with hazard strips until area cleared. Buckets of water and sand to be kept nearby. Hose pipe ready to extinguish fire.	See Fire Risk Assessment. No-one to go back to fire to reignite flames.
	Proximity to school, cars and wooden play equipment	All	Area to be in middle of playground.	Proximity to school, cars and wooden play equipment.
	Burning wood	All	Children to be standing in a safe distance.	
	Damage to surface	All	Layer of sand to be put down before houses set out to reduce damage to surface.	
	Sparks and ash blowing near pupils Clothing scorched	Pupils	Pupils to move back if wind in wrong direction.	
	Residue still hot after fire	All	No-one to approach fire until watered down with hose pipe. Ash and remaining card to be swept up before playtime to remove bonfire.	
	Injury/ allergy from plants	All	Rinse affected are with water only. Parents to be contacted should an allergic reaction.	SIMS database kept up-to-date with children's medical details
Pest/ pets or other animals on the school premises	Being bitten/ stung/ attacked etc. by pest	All	Keep all pupils indoors if the area is unsafe. Treat any bites or stings as required. External medical support if necessary.	
	Allergic reaction triggered	All	Hands washed after touching fur etc. Inhalers available in Class Grab Bags if required. Anti-Allergy medication available in Office first aid cupboard.	
	Pest or other animal entering the building	All	All doors are to be kept closed until pest has been removed.	
Pest/ pets or other animals on the school premises cont.	Faeces on the premises	All	Caretaker to remove any hazard. Contact relevant organisation for removal of pest/ animal.	
	Faeces in the school building	All	Caretaker to remove any hazard immediately. Member of staff to remove if caretaker not on premises.	
	Pupil/ staff/ adult showing high anxiety	All	Class teacher too assess any children that show fear and remove from activity if showing anxiety. Adult/ staff to remain outside the room.	

Moving furniture for lessons	Trapped fingers/ toes	All	Be aware of hinges, if working with someone else. Agree before any movement.	Staff to have completed Channel Training.
	Fall over and furniture falling on top	All	Face the way you are walking. Do not carry more than 2 chairs at all times. Walk at a steady pace and establish a safe and clear route.	Staff to have completed Channel Training.
	Lifting heavy items	All	Work with partner, pupils not to use. Follow safe lifting procedure, bend knees and look up.	Staff to have completed Channel Training.
	Injury to back	All	Do not pile items on top of each other. Carry boxes against body, chest height, bend knees, straight back - Use of sack trolley for heavy items A clear and safe route has been determined.	Staff to have completed Channel Training.
Book Fairs	Fingers may get trapped in hinges of bookcases	Pupil	Staff to open bookcases and watch children.	
	Bookcase may roll over feet	All	Bookcases to be locked in place when open.	
	Bookcase may fall over	All	Bookcases not to be overfilled.	
	Possible offence of content of books on sale	Pupil	Subject Lead to discuss content and age appropriate before visit to ensure suitability.	
	Money may go missing from sales of books	n/a	Staff to ensure that float tin is held by staff and kept locked.	
Play Areas and Equipment	Under 3's / children accompanying parents falling/ slipping using equipment at the end of the school day	Sibling Pupils	Reminders on newsletters termly. Disclaimer notice visible on or near the equipment. Visible presence from staff at the beginning of the school day.	
	Lettings/ outside club providers out of school hours allowing children onto equipment	Other	Notice sent in booking procedure. Sports coaches procedure followed (AfPE publication) - clear expectation set between external coach and school. Coach to send notification to all parents about equipment.	In the event that these rules are not adhere to this then the letting will be reviewed.
	Pupils sustain injury from wear and tear of equipment (i.e. splinter) or vandalism and condition of surface	Pupils	Termly health and safety inspection by school governors. Annual inspection of play equipment.	Daily (visual) and weekly inspection of equipment termly and annually.

Play Areas and Equipment cont.	Pupils fall from or trip over equipment as they run around or play near the play equipment	Pupils	Clearly defined playground zones established. Within this, areas are set aside for free running and play alongside quiet and sporting zones. Direction of travel map. Depending on the success of the above, fences erected to surround the play equipment, restricting access to the equipment and fast running in and around. Behaviour management. Correct procedures adhered to. Adult supervision at all times. Number of children on equipment is monitored.	Review on a half termly basis. Encourage feedback from pupils and supervision staff.
	Injury from preparation of equipment for playtimes	Pupils	Ensure adults are aware of lifting technique. Pupils get equipment out in groups. Ensure that all equipment is locked in place. Ensure that the path is clear.	
	Possibility of drowning/ falling into the pond	Pupils	Trees and shrubs in the line of sight are maintained so as not to obscure the view. The edges of the pond are shallow with the deeper zone in the centre. The depth does not exceed one metre at its deepest point. The Pond has a 1.5 metre high perimeter fence with a padlocked gate. The edge of the pond has clearly visible paving slabs that are well maintained. Classes or groups using the pond are supervised at all times, and the ratio of staff/pupils allow for full control.	Pond activities are managed in accordance with the SCC-pond Safety Guidelines.
	Infection or disease from pond contents	All	Water is cleaned on an as needs basis.	
	Injury whilst playing football	Pupil	One adult to supervise this area. Ensure there is a suitable number of pupils in the area to ensure safety.	
	Unseen injury to child caused by "blind spot" created by wall	Pupil	Adult is vigilant of "blind areas"	
	Adult to supervise area and monitor closely any pupil who will not follow safety guidelines.	Pupil	Ensure an adult is supervising area at all times.	
	Risk of being hit by items falling/ being thrown from rooftop garden	All	Ensure all equipment/ buildings are safe. Explain why this is dangerous. Consequences followed through.	Health & Safety Inspections by Caretaker (monthly) and Governors (termly)

Play Areas and Equipment cont.	Bumping/ running into each other Injury/ fall in Trikes and Bikes/ Trim Trail/ Play Caves/ areas	Pupil	Ensure all areas are supervised by an appropriate number of adults.	
	Trapped fingers in metal gate to Sports Pitch	Pupil	Adult only to open and close metal door.	
	Slipping over on wet surface	Pupil	Adult to decide whether to close the area, especially if weather is misty, foggy, snowy or rainy.	
Putting up displays	Injury to self with scissors or strimmer	Adult	Hold scissors correctly. Ensure strimmer is correctly assembled and in good working order before use. Pay close attention to task.	
	Fall when working at heights		Ladder is held by another adult. Pay close attention to task.	See Working at Heights Risk Assessment
	Stab injury to finger with staple or pin	Adult	Hold stapler/ pin correctly. Make sure standing on a stable surface.	See Working at Heights Risk Assessment
	Injury to self, stretching to put up paper	Adult	Ensure that display boards are at a reachable position.	See Working at Heights Risk Assessment
	Items falling off display	Adult	Ensure that all items are secure.	
Putting Milk/ Fruit Away	Back injury/ muscle strain/ tripping from car park.	Adult	Ensure correct lifting procedures are in place. Always work in pairs.	
	Possible risk of listeria	Pupil	Ensure milk is put into the fridge as soon as possible to maintain cold temperature.	
	Consuming out of date milk	Pupil	Ensure that dated cartons are rotated. Out of date milk is disposed of.	
Repairs to Resources and/ or equipment	Use of damaged tools may inflict injury	All	Use correct handling procedures.	
	Reaching heights to repair equipment may occur in injury	Adult	Use suitable surface – ladders/ work in pairs.	See Working at Heights Risk Assessment
	Repairs to electrical equipment	All	All equipment is turned off at the mains prior to repair.	No task should be undertaken which endangers life or is likely to inflict injury. It is the responsibility of all people in the school to inform the Premises Manager or School Business Manager of any repairs that are needed asap.
Lone Working	Working in school after school day has finished Security/risk of Intruders	Staff Adult	Instruction to all staff (handbook) that a minimum of two persons may remain in school (Including caretaker) - that will check in with each other and	See Lone Working Policy See Working at Heights Risk Assessment

	Isolation following accident or illness		leave together Caretaker instructed to arrange a check in arrangement with a second person, who will seek to contact them if they have not checked in Caretaker instructed not to work at height or carry out other high risk activity when working alone	
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Appendix 7

Risk Assessment Working at Heights for Sandfield Primary School

Applicable to: Sandfield Primary School	Including: All Staff, Adult Helpers, Visitors
Lead Assessor: Headteacher, Mrs Kate Collins	Date of Risk Assessment: Summer Term 2019, Annually
Deputy Lead Assessor: Premises Manager, Mr Tom Carroll	Risk Assessment Reviewed: Annually
Review after each Visitor or School Event	Event Leader

To be Considered At All Times

Process/ Activity/ Venue
 Hazards Identified
 Safeguarding
 Persons at Significant Risk Including SEND Pupils
 If Existing Controls are Adequate
 Adult Helpers
 Near Accidents and Accident Reporting
 School Emergency Plan
 Site Security
 Associated Policies
 Associated Risk Assessments

Risk Assessment for: Working at Heights

Process? Activity	Identified Hazards	Who is at Risk?	Existing Control Measures	Any additional controls required?
Caretaker/Site Staff accessing internal, external areas of the building for maintenance purposes, including clearing gutters, replacing or cleaning light fittings/bulbs Classroom or admin staff accessing higher levels either to store or retrieve resources or set up or remove displays	Possible fall	Adult	<p>All WAH tasks & systems are approved by the line manager as within the expertise and resources of caretaking/site staff, and recorded as such.</p> <p>Individual RAs are carried out.</p> <p>Staff working at heights receive training IHASCO and Strictly 4S or Surrey County Council.</p> <p>Employees have received adequate instruction and/or training for the tasks they are required to undertake.</p> <p>Access equipment is suitable and appropriate for use, including design, size and properly maintained.</p> <p>Suitable/preferable access points to the roof are identified and the safe system of work is agreed with the line manager.</p> <p>A second person will be available to assist with all work requiring ladder access to the roof.</p> <p>All staff carry out the IHASCO Manual Handling Course upon induction.</p> <p>Staff are instructed by management only to use approved equipment and systems of work.</p> <p>Staff lifting & handling training needs are identified, and any necessary training is carried out.</p> <p>Suitable access equipment is provided for all affected staff.</p>	<p>Work at Height beyond the identified expertise and resources school staff is carried out by approved contractors (same RA controls apply).</p> <p>Refresher courses are carried out annually.</p> <p>Staff are issued with available authoritative SCC and/or HSE guidance.</p>
Use of tower - Maintenance of building /replacement of equipment / cleaning of school / access to high level items	<p>Falls from height</p> <p>Equipment dropped</p> <p>Wind – External use</p> <p>Traffic</p> <p>Pedestrians</p> <p>Untrained staff</p>		<p>All WAH tasks & systems are approved by the line manager as within the expertise and resources of caretaking/site staff, and recorded as such.</p> <p>Work at Height beyond the identified expertise and resources school staff is carried out by approved contractors</p> <p>RAMS (Risk Assessment and Method Statement) in place for tasks / work to be carried out.</p>	<p>Barriers / tape etc. to be in place before start of works. This equipment to either be held on site or acquired when tower is ready for dis-assembly.</p> <p>Alternately area isolated due to closed school or working out of hours when no other persons are on-site / have access to site / location.</p>

<p>Erection and dis-assembling of tower</p>	<p>Falls from height Missing parts Damaged tower / parts Uneven ground Unsuitable ground Wind – External use Traffic Pedestrians Untrained staff Incorrect assembly Equipment dropped</p>	<p>All</p>	<p>All WAH tasks & systems are approved by the line manager as within the expertise and resources of Premises Staff (Manager and caretaker as appropriate) and recorded as such. Work at Height contracted out or beyond the identified expertise and resources of Premises staff is carried out by approved and trained contractors. Erect tower using only suitably trained staff. Specific tower manual to be available to erection staff. Working and access areas to be suitably cordoned off before work starts. RAMS (Risk Assessment and Method Statement) in place for tasks / work to be carried out. All WAH tasks & systems are approved by the line manager as within the expertise and resources of Premises Staff (Manager and caretaker as appropriate) and recorded as such. Work at Height contracted out or beyond the identified expertise and resources of Premises staff is carried out by approved and trained contractors. Erect tower using only suitably trained staff. Specific tower manual to be available to erection staff. Working and access areas to be suitably cordoned off before work starts.</p>	<p>Training certification to be viewed by responsible person before tower erection starts. Printed and / or electronic copies of specific tower manual to be available to both responsible person and erection staff. Barriers / tape etc. to be available to erection team before start of works. This equipment to either be held on site or acquired when tower is ready for erection. Alternately area isolated due to closed School or working out of hours when no other persons are on-site / have access to site / location. Printed and / or electronic copies of specific tower manual to be available to both responsible person and dis-assembly staff.</p>
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Appendix 8

Risk Assessment Worker Under the Age of 18 for Sandfield Primary School

Applicable to: Sandfield Primary School	Including: All Staff, Adult Helpers, Visitors
Lead Assessor: Headteacher, Mrs Kate Collins	Date of Risk Assessment: September 2019
Deputy Lead Assessor: Premises Manager, Mr Tom Carroll	Risk Assessment Reviewed: Annually
Review after each Visitor or School Event	Event Leader

To be Considered At All Times

Process/ Activity/ Venue
 Hazards Identified
 Safeguarding
 Persons at Significant Risk Including SEND Pupils
 If Existing Controls are Adequate
 Work Experience Young People
 Near Accidents and Accident Reporting
 School Emergency Plan
 Site Security
 Associated Policies
 Associated Risk Assessments

