



Three Legged Cross First and Nursery School Risk Assessment

Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
General risks				
Floor surfaces	Low Surfaces could be slippery	All	Surfaces are not inherently slippery. Floors do not become wet. Cleaners place warning signs when cleaning Barrier matting is placed at entrances	Monitor condition on going
Doors slamming	Low Doors slamming when windows are open and a draft is created	Children, adults	Closing mechanisms in place on most doors	Monitor any near misses
Windows/ Glass	Low Glass breakage Walking into glass doors	All	Safety glass is fitted at all areas. Safety stickers attached All glass protected with safety backing	Monitor
Electrical equipment	Low Broken or dangerous equipment Leads left along surfaces	All	Regular electrical testing 2 yearly and visual checking by Caretaker during intervening year. Worn equipment is removed Assembly cables, if used, are covered with cable safety protector.	
First Aid equipment	Low Time to locate first aid equipment and First Aider	All	All inhalers are kept in classrooms First aid kit is available from Medical room All support staff are trained first aiders. Children with medical needs have a care plan with the designated medical personnel contact details. Medication is only administered in line with the Administering of Medicines Policy	Keep up to date with training and allocation of equipment.
General Equipment	Low Equipment is used for other than intended purposes.	Staff	Equipment is used as instructions and intended purposes. Correct steps are used to reach high places	
Toilet areas	Low Falling unsupervised. Taking ill while unsupervised	All	Toilet areas are in good condition and well maintained. Lighting is adequate Sanitary ware is clean and safe The area is as odour free as practicable (safe air fresheners are fitted in all toilet areas).	
Asbestos	Low Asbestos dust from damaging ceiling artex. (There is a very small amount of asbestos in the ceiling covering in the main office area and entrance hall)	All, contractors	Do not staple, pin or attach anything to the ceilings. Employ specific contractors if any changes are made to ceilings (e.g., projectors fitted) Ensure all contractors have sight of the Asbestos Register (displayed in main office). Asbestos management plan in place.	Governors premises tour to check safety
Legionella	Low	All	Legionella survey undertaken Regular legionella checks undertaken by qualified staff. Recommendations implemented.	
Fixed wiring	Low	All	An external vetted contractor (NICEIC) will be appointed to carry out all electrical work required. All employees are forbidden to undertake any electrical work and this has been clearly communicated	

Use of unauthorised ICT equipment, mobile phones, cameras on school premises	Low Inappropriate photographs are taken of children. Inappropriate material may be viewed by children Images of children could be stored on home ICT equipment	Children	Digital Communication Policy is followed by all staff. Code of Conduct is signed by all staff. Only school equipment is used for and by children and staff School equipment is not used for any inappropriate personal use.	
Emergency Evacuation Procedure	Low Harm to children and employees	All	In the event of a fire, follow the Fire Procedures Staff members risk assess situations throughout the day and will alert senior staff to any potential risk. Senior or admin staff will begin evacuation procedures in line with fire procedures. Admin staff to notify property surveyor as necessary.	Monitor premises during Governors Committee meetings termly. Fire equipment is regularly checked. Health and safety is a standing agenda item on staff meetings and governor meetings.
Out of school hours care	Low Children not collected	All	Risk assessment completed daily. First Aid and safeguarding aware. Follow school policies for procedures. Follow food hygiene practices. Register signing in and out must be completed by parents. Follow late collection policy.	Review as necessary
Infectious diseases/ Illness	Medium Illness may spread	All	Parent/carers are asked to keep their child at home if they have any infection, and to inform staff as to the nature of the infection so that we can alert other parents/carers and make careful observations of any child who seems unwell We adopt a 24-hour rule for sickness and diarrhoea. If a child is taken ill during a session the parent/carer will be contacted and expected to collect the child as soon as possible. Should a child need to go to hospital the parent/carer will be contacted and an ambulance called if necessary. The child's welfare in this situation will be paramount. A member of staff will accompany the child if a parent/carer has not yet arrived – the child will not be left alone. In the event of a member of staff being taken ill or having an accident, or needing to accompany a child to hospital, and the adult/child ratio being compromised, the headteacher will arrange suitable cover. If suitable cover cannot be arranged parents/carers will be called to collect their children.	Remind parents about procedures in newsletters. Link to Infectious Diseases Advice.
Missing child	Low Harm to child	Children	Register taken at 9am in school and parents/carers sign in nursery. In nursery, periodic registers will be taken at least hourly throughout the day, starting at approximately 9.15am and initialed by the adult undertaking the check. The internal toilet door between the YR toilets and hall will be bolted as part of the initial nursery risk assessment. In line with our attendance policy, contact will be made on the first day of absence. A CME (Child missing education) form will be filled in and forwarded to LA. The school will contact the worker for children known to locality or Social Care. Refer to locality service if no contact is made.	Investigate hall fire door alarm and electric gates to main school entrance. 3lxschool.com Monitor attendance and speak to parents if attendance falls below 90%.

Nursery outdoor walk in school grounds	Low Lost child Intruders Poisonous plants/berries Animal mess Tree wind damage	Children	At least two adults to undertake outdoor walk and full compliance with EYFS ratios Adults to ensure suitable clothing prior to starting the walk Walk in the school grounds only Ensure berries are not ingested. Discuss safety with regard to berries etc., if necessary. Take necessary/ equipment medicines if needed by individual children	Evaluate outdoor walk regularly in line with changeable weather.
Suitability of people in school	Low Harm to child Inappropriate procedures undertaken	Children	All adults employed to work with children have been DBS and barred listed checked. All recruitment is undertaken in line with Safer Recruitment policy. The Maintained Body complies with Ofsted registration. Child/Adult ratios are adhered to at all times. The headteacher oversees all staffing on behalf of the GB.	Maintain safer working practices.
Safe arrival of children into school	Medium Children could be left unsupervised Accidents could occur without staff knowledge	Children	School doors open at 8.45am by staff member Carers remain with children until school doors open Breakfast club is available for parents who require care from 8am. Parents sign children in on arrival at the hall door.	On-going monitoring. Staff to note any children arriving alone. The headteacher will speak to the parents.
Failure to collect	Medium Children could be left without adult supervision	Children	Parents/carers need to inform the school if alternative adults are collecting their child. The school will not leave children in the care of unauthorised adults. Parents and carers are contacted immediately if a child is not collected (10mins). Secondary contact relatives (as listed on data sheet) are contacted Social Care Team will be contacted if no family contact is made within one hour or 30 minutes if past 6pm During after school care, staff will keep the land line phone with them after the office staff have left. Staff contact numbers are in the office if needed – contact caretaker for premises concerns and leadership staff if child concern	Staff to note late collection on a concern form to be forwarded to DSP.
Visitors to school	Low Unauthorised access	All	All school visitors will sign in and acknowledge the safeguarding and fire procedures at the main office. Visitors will be provided with a visitors badge unless they have a professional agency ID badge.	
Site security	Low	All	Site is locked when school is closed Intruder Alarm is set. Fencing is in place at perimeter of school site. Security Lighting is in place.	
Serious incident in locality/ Terrorism	Medium	All	Follow Lockdown procedure Seek advice from local police Inform MAT CEO/Chair Keep parents informed via online systems	Keep abreast of national and local intelligence
Dangerous weather conditions	Low School site is unsafe School closure may be required	All	In the event of snow, the path from the gate to the main entrance will be gritted in advance by the caretaker or support staff. The headteacher and/or deputy headteacher will make a decision about whether to use the side gate entrance to school. In the event of forecast of heavy snow or other potentially dangerous weather, will ensure all staff and parents are	Remain aware on on-going weather conditions

			<p>aware of school closure procedures. In the event of the need to close the school, school closure notices will be posted on the school website and parents will be informed via text/email. In the event of heavy snow or other potentially dangerous weather during the school day, headteacher and/or deputy headteacher will risk assess the situation and make the decision regarding the need to close the school and send pupils home early. School closure notices will be posted on the school website. The school business manager will text and email all parents/carers to collect their children. All staff members remain on site until all children have left safely with an adult. Playtime in potentially dangerous weather: the person on duty will risk assess prior to making a decision regarding whether to have playtime outside or how it is organised.</p>	
Accidents in school	low	All	<p>First Aid policy followed Accident reporting to DCC Accident and incident procedure in place which outlines the arrangements to report, document and investigate all incidents and accidents</p>	
Lifting	low	all	<p>Manual training undertaken Correct procedure followed for lifting equipment Make initial risk assessment to ensure items are not too heavy Carry chairs with legs pointing downwards Carry large items in conjunction with other staff Store items at reasonable heights. Use correct steps and kick step if necessary.</p>	Monitor lifting and report to Business Manager
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
Equipment risks				
PE equipment	<p>Medium Worn areas on upholstered parts Wall climbing equipment could become unstable Floor not clean and clear of debris PE mats not stored correctly</p>	Children	<p>Annual PE Equipment check Teachers to check floor and equipment before use. PE mats in correct mat store in Fire Cupboard Children taught correct handling for PE equipment. Children are taught correct moves for landing, rolls, jumps etc</p>	Monitor accidents/ injuries. All equipment is checked annually by Universal Services and all recommendations undertaken immediately. Staff to visually check all equipment prior to use.
Slippage	<p>Medium Falling on wet surfaces</p>	All	Lunchtime supervisors to clear lunchtime debris from floors and ensure the floors are dry.	
Trip Hazard	<p>Medium Stored equipment blocking walkway areas Electrical cables</p>	All	Staff to ensure stored equipment is placed out of general walk way areas. Cables are placed under cupboard work benches.	
Science/DT equipment	<p>Medium Cutting, equipment used as a weapon, scalding</p>	Children	<p>All potentially dangerous items are stored out of immediate reach High supervision and clear instructions to children when using hot liquid or any potentially dangerous equipment.</p>	
Art equipment	<p>Medium Items used inappropriately and without supervision</p>	Children	<p>Art cupboard to remain locked Metallic spray paint to stored on a high shelf.</p>	

			COSHH information is available in file in art cupboard or store cupboard. High supervision and clear instructions are used.	
ICT equipment	Medium Incorrect positioning Back/neck strain	All	Correct seating is provided. Internet safety is reinforced with the children. Plan short periods of work on the computers Any inappropriate internet content is reported to the ICT Technician.	Monitor children's posture on going
Curriculum cooking	Medium Scalding, burning, fire, cutting,	Children	High supervision and clear instructions to children when using heat. The working area is away from the stove. Kettles are kept away from the children's working area. A designated member of staff to check items in the oven at set times. Fire safety blankets are placed near all stoves.	On-going monitoring
Large physical play and gymnastics	Unsafe use Physical injury		Explicit teaching on safety rules – safe landing etc Supervision at all times Nursery children to have two adults present Equipment operation is checked by adults if set up by children Visual check by staff on set up	Equipment is checked annually by Universal Services
Early Years equipment	Unsafe play	Children	Staff undertake half termly equipment checks Children use age appropriate equipment- Two year olds use red wheeled vehicles o	Staff undertake half termly check (file in nursery)
Independent sports coaches/music teachers leading in school activities	Unsafe adults Not following safety procedures		DBS in place, undertaken by provider or individually held by school School staff to maintain supervision Staff to evaluate the quality of provision and ensure high quality provision only. Ensure behaviour management remains in line with school procedures	Review as necessary.
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
Outdoor areas				
Walkways	Uneven paving	All	Regular checks with referral to building contractor as necessary	Caretaker/staff to visually check areas.
Quiet Area	Uneven gravel	Children	Ensure no running Regular checks by Governors/ staff/ grounds staff	Staff on duty to visually check areas.
Goal posts/ Basketball post / Parasols	Insecure Not fixed into ground	Children	Move away when not in use. Secure with pegs when placed on field or fill with heavy material to weight item down.	Staff to regularly check
Play ground climbing apparatus	Falling	Children	High level of supervision Bark used around area and refilled biannually – no hard surfaces	Equipment checked annually by Universal Services. All recommendations carried out by Wood Themes, Verwood
Wooden seating	splinters	Children	Monitor playground injuries and remove any dangerous items	Governors to monitor during regular premises tour.
Boiler House/Electricity Cupboard	Fire	All	Cupboards locked, no items stored in areas.	Caretaker to visually check
Car Park	Traffic accident	Staff	No children enter car park Staff to be aware that there is some traffic at the beginning/ end of the day and lunchtimes.	

			Limit access to school car park at key times and place appropriate signage. All staff to be aware of risks when entering/ leaving the car park. Main doors kept closed to children No entrance to car park at key times Clear signs are displayed to ensure contractors and visitors are aware.	
Playground	Medium Tree falling Children falling from play equipment Injury during play Children absconding Unsafe use of playground equipment	Children	High ratio of adults to children during playtimes in allotted areas Children made aware that they must stay in visible places. Staff to supervise and visually check the play equipment before each use and log in record. All gates locked to outside areas. Staff on duty to risk assess No hot drinks in the playground. Individual children may need a designated supervisor as detailed in separate risk assessment.	
Adequate Shade	Low Children suffer the effects of sunstroke, sunburn and dehydration.	All	Adequate blinds are in place at all windows Large glass areas facing direct sunlight Playground has sufficient tree cover Parasols (stored in outdoor shed) are used if needed outside. Children are encouraged to wear sunhats. Parents are requested to apply sufficient sunscreen on sunny days. Nursery staff reapply sunscreen on young children as necessary	Monitor weather and adjust as necessary.
Unauthorised intruders	Low Unsupervised contact with children	Children	Front entrance is protected by an electronic entry system and secondary door. All visitors have to sign in the visitor's book. Side gates are locked after registration Breakfast club attendees are signed in by parents at the hall door. Panic buttons are placed in the main office and headteacher's office.	Keep main gate closed at all times.
Smoking on schools grounds	Low Fire risk Health risk	All	No smoking inside school grounds Inform parents of school no smoking on school grounds policy Enforce no smoking with any parents who do not comply.	Senior staff to speak to any parents who are witnessed smoking on school grounds individually.
Pond	Medium Drowning	Children	Pond area kept locked unless in use. Regularly checked and kept in usable by grounds staff. Staff ensure full supervision when using the pond Decking area with rail in place to maintain safe distance Children work in small groups directly near the pond with an adult in place. Children use picnic table supervised by adult to work when not directly using pond.	
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
Adult specific risks				
Scalding	Hot water heater	Adults in school	Warning notice attached to heater	
Lone working	After school work /meetings	Staff	Lock main door, use Yale lock on main door.	Any incidences of violence must be immediately reported.
Use of ICT/ DSE equipment	Back problems Vision problems Over heating laptops	All staff (but particularly office staff)	Use of correct height desks Correct office seating for admin staff Use laptops on a secure surface	Staff to self assess workstation

	Photocopier mal-functioning		Photocopier regularly serviced. Take regular breaks if possible.	working conditions on going All new workstations or new users are assessed.
Manual Handling	Incorrect handling of disabled pupils Untrained staff manoeuvring children Staff carrying heavy items incorrectly	Staff	Visits from Manual handling advisor to inform staff as necessary Staff to carry heavy items in pairs Staff not to lift children Lunchtime staff to use correct set up procedures for tables	
Working at height/ Putting up wall displays	Falling when positioning display items on high wall areas Staples injuring person Unstable step ladders		Correct steps are available in the stock room Only use correct tools for the removal of staples, (available in stock room) Step ladders regularly checked.	
Hazardous substances.	Flammable materials being accessible to children	All	Ensure that all spray paints are beyond children's reach and stored in the art cupboard which is kept locked at all times.	
Intimate care	Inappropriate practices used Staff vulnerable to allegations		Follow Intimate Care Policy	
Restraint	Inappropriate restraint use Staff vulnerable to allegations		Follow Policy for the Use of Physical Intervention and Guidelines for Safer Working Practices Always ensure two or more staff are present if restraint is needed.	Up date training as necessary with Manual Handling/ SEN Caseworker
Violence at work	Violence from children or adults		Train and inform staff about violence and preferably how to avoid it, or how to deal with it should it happen. Allow staff to work in pairs or giving members of staff a means of contacting help Provide opportunities for counselling and talk within staff Notice against violence at work displayed in main office.	See LA advice on Violence at Work Policy
Work Related stress	Medium Stress due to work demands and challenging situations	All	Stress management policy in place. Staff are provided with adequate and achievable demands People's skills and abilities are matched to the job demands; Jobs are designed to be within the capabilities of employees; Employees' concerns about their work environment are addressed. Employees are encouraged to use their skills and initiative to do their work; Staff members are encouraged to develop new skills to help them undertake new and challenging pieces of work; Systems are in place locally to respond to any individual concerns The school promotes positive behaviours at work to avoid conflict and ensure fairness;	Assess feedback from staff regarding new work challenges.
Heavy items	Medium Incorrectly lifting heavy items. Heavy items falling from high shelves	All staff	Use correct lifting posture when moving heavy items. Store heavy items on ground or lower shelves. Regular Manual Handling training is undertaken.	Ensure all heavy items are not placed at height
Kitchen working	High Accidents due to kitchen equipment Hygiene related sickness	Kitchen/lunch staff	Follow food hygiene procedures Ensure valid food hygiene certificates are in place Follow equipment guidance	Reassess upon purchase of new equipment
Driving at work	Medium Suitability to drive Excess Speed	Staff	Code of conduct includes the expectation that all vehicles used for work use have business use insurance, valid MOT and road fund licence (if applicable). Staff leave adequate time and assess	Inform school office of any changes to circumstances.

	<p>Distractions whilst Driving Fog or Other Poor Visibility Conditions</p> <p>Wet Conditions Snow and Ice</p> <p>Driver Fatigue</p> <p>Aggression from other Drivers</p>		<p>weather and traffic conditions prior to departure. Suitability. Drivers to be responsible for ensuring valid driving licence, business use insurance and MOT documentation. Checks are undertaken at induction and annual checks thereafter.</p> <p>Employees to be vigilant. Drive at a speed which is safe for the conditions, and certainly always within legal speed limits. Avoid confrontational situations. Drivers are NOT to use mobile telephones, when driving.</p> <p>Drivers to use dipped headlights and/or fog lights where appropriate. Use wipers.</p> <p>Drivers to proceed at a slow or moderate speed to accommodate conditions.</p> <p>Exercise careful deliberate manoeuvres, no sudden changes in speed or direction. Maintain safe braking distance from vehicles in front. Ensure screen washers charged and serviceable. Use dipped headlights where appropriate.</p> <p>As above, plus the following :- Ensure screen de-icer is carried. Monitor weather reports (eg black ice). Carry mobile telephone, if available, and maintain regular contact with office Drivers to carry personal identification. Drivers to prepare for long journeys by having adequate rest prior to travelling. Drivers to stop for reasonable breaks at least every two hours. Share driving where possible on long journeys. Driver training to recognise symptoms of fatigue. Drivers to avoid medications which induce tiredness. Prescribed drugs to be taken only in accordance with doctor's instructions. Always carry mobile telephone when travelling alone. Avoid confrontational situations, wherever possible. If threatened with violence, drivers should :- (a) Stay in car, lock doors, ignore intimidation. If appropriate pull off road (b) Telephone police (999). (c) Put on headlights and hazard lights (d) Sound horn to attract assistance (e) Be prepared to shield from broken glass. (Coat etc.) (f) Note and write down offender's vehicle type and number.</p>	<p>In the event that driving visibility becomes seriously impaired due to very heavy rain, find a safe place to stop and wait for conditions to improve. Use hazard lights when stopped.</p> <p>At the first recognised signs of fatigue, drivers to pull over for rest and/or change of driver. No other drugs No alcohol</p> <p>Do not get out of car, open door or windows.</p>
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
Dangerous substances				
Use of dangerous substances	High		<p>Hazardous Substances to be kept locked in the cleaners' cupboard COSHH reports from manufacturers kept in red COSHH file on shelf in cleaning cupboard. All hazardous materials are not to be used during 9-3pm. Care must be taken during after school club periods, School cleaning takes place when no children are present. Items must not be left unattended.</p>	
White Spirit	High Flammable Toxic	Caretaker	<p>Only to be used by the caretaker out of school session time. Stored out of reach in named tray</p>	Monitor use of products listed and dispose of

Nippon Ant Killer	Medium Dangerous to the environment		labelled 'caretaker use only-hazardous'. Wear gloves if labelled 'irritant' Wash hands after use Use in a well ventilated space. Do not leave debris material where it is accessible to children. Follow manufacturer's instructions Wear gloves Do not mix with other cleaning items Follow manufacturer's instructions	any unused items safely. Do not transfer to unlabelled containers.
Kybos 2 Wasp Killer	High Flammable			
Amber Clens Foam Cleaner	High Flammable			
Contact Duck Oil	High Flammable			
Damp Away Lubricant Spray	High Flammable Harmful to the environment			
Rug Doctor Carpet Detergent	Medium Eye/ Skin Irritant Harmful if swallowed			
Kleenoff Cooker Cleaner	Medium Corrosive			
Shield/ Lifeguard	Medium Irritant Flammable	Cleaners		
Chemicals	Medium Chemical substances used incorrectly	Cleaning/ Caretaking staff Teaching and Support staff	All hazardous materials are stored in the cleaning cupboard.	Ensure all unused chemical materials are destroyed
Hazardous substances	Medium Staff not aware of risk associated with some substances Incorrect use of hazardous materials	Cleaning/ Caretaking staff	Gloves to be worn when using hazardous materials. Hazardous materials are stored out of general reach in a locked cupboard	COSHH forms for each hazardous substance used in school are kept in file in cleaners' cupboard and stock room as appropriate
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
Cooking and kitchen preparation				
Scalding, burning	Low Hot water, hot food items, hot cooking equipment	All	Follow safety training. Use appropriate equipment when handling hot items. Keep children well back when serving food. (Behind serving table)	Ensure up to date training. Monitor and review procedures.
Cutting, items used as a weapon	Low Staff accidentally cutting themselves, children accessing inappropriate equipment	All	Ensure all items are used appropriately. All items must be kept out of children reach Kitchen staff to check any cuts with named First Aider at Work and cover any cuts with blue plasters.	
Transferral of germs	Low Spreading germs	All	Follow safety food preparation advice Kitchen staff must not be in school until at least 24 hours following a stomach upset.	Monitor sickness
Slippage, trip	medium Slippage on food items, trip on electrical or food prep items.		Clear any spillages immediately, ensure that food prep equipment is placed safely.	Monitor
Risk of pests	Medium		Ensure all waste is double bagged if necessary and placed in outside bins Keep hygiene standards high.	
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
School events				
School Disco	Low Falling, slipping, inappropriate running, children absconding, choking, fire	Children, staff	Entrance via ticket only which is checked on entry against prepared lists. High adult supervision and modelling of appropriate behaviour Any spillages from drinks or food items are immediately cleared. Down time for enjoying refreshments to reduce choking/ slippage risk	Monitor and review following each event
Christmas Fayre	Low	All	All designated helpers are CRB	Monitor and

	Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, theft, fire		checked. All children remain under the supervision of staff unless signed out by parent/carer. All teachers ensure that parents sign out children to visit fayre with parents. Any spillages from drinks or food items are immediately cleared. All adults enter the fayre through appropriate hall door. All monies are regularly collected and put in safe.	review following each event
Christmas Play	Low Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, theft, fire		Entry is via ticket only by one designated entrance. Numbers in hall comply with safety recommendations. Fire exits are clear and accessible. Children remain under supervision of staff until the designated end time. Teaching staff keep attendance registers at all times. Changing areas are kept from public view.	Monitor and review following each event
Hazard	Risk Low/medium/high	Who could be harmed?	Controls already in place	Action Plan
Regular Off Site Visits				
Christmas Carol Service	Medium Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, fire, accident while walking to village hall	All	<ul style="list-style-type: none"> ▪ First Aiders to carry first aid equipment ▪ Appropriate ratio of adults to children ▪ Staff to wear high visibility vests. ▪ Children to remain under supervision of staff until normal picking up time at school ▪ Classteachers to carry attendance sheet register Classteachers to conduct regular head counts.	Monitor and review following each event. Children to bring any medication.
Visits to local nursing homes	Medium Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, fire, accident while walking	All	<ul style="list-style-type: none"> ▪ First Aiders to carry first aid equipment ▪ Appropriate ratio of adults to children ▪ Staff to wear high visibility vests. ▪ Classteachers to carry attendance sheet register ▪ Classteachers to conduct regular head counts. • Hygiene standards are considered when eating or drinking in site 	Monitor and review following each event
Visits to other state maintained schools	Medium Exposure to weather. Pupil lost or separated from group, inadequate supervision. Illness or injury. Special needs of specific pupils – medical, behavioural, educational. Traffic accident Coach/ Minibus travel.	All	Coach from a reputable supplier. DCC approved supplier Coaches have seat belts that staff ensure are used. Buses without seatbelts are avoided if possible and never used on high speed roads. Sufficient supervision Suitable embarkation points used (for example, coach park, onto wide pavement). Close supervision and head counts during any breaks in journey and getting on and off coach.	Check first aid certificates current. Medication brought by pupils. Pupil details brought by staff. Monitor and review following each event
Visits to local garden centre (evening visit for carol singing, parents to remain with the children)	Low Falling, slipping, inappropriate running, children absconding, choking, unknown adults in building, fire, accident	All	Liaise with centre staff for any first aid needs Classteachers to carry attendance sheet register and children are checked on arrival. Parents to remain on site while activity takes place.	Monitor and review following each event

			Pupils are briefed about hazards and behaviour required.	
Educational Visits	Medium Exposure to weather. Pupil lost or separated from group, inadequate supervision. Illness or injury. Special needs of specific pupils – medical, behavioural, educational. Traffic accident Coach/ Minibus travel.	Children	Coach from a reputable supplier. DCC approved supplier Coaches have seat belts that staff ensure are used. Buses without seatbelts are avoided if possible and never used on high speed roads. Sufficient supervision Suitable embarkation points used (for example, coach park, onto wide pavement). Close supervision and head counts during any breaks in journey and getting on and off coach. Undertake pre-visit if possible Obtain site specific risk assessments Minibus risk assessment is undertaken before each use.	Follow DCC risk assessments for travel and weather
Educational Visits in school	Low Various dangers based on activity	Children	Obtain individual risk assessments relevant to activity from the provider. Obtain a copy of the providers' CRB. Ensure ratios are suitable for the activity.	Teacher in charge of organisation to ensure risk assessments in place prior to activity.
Animals in school	Low Hygiene, Animal soiling Effects of some animals on pregnant staff	All	Assess each case as it arises Alleviate stress to animals Hold session outside if possible Ensure cleaning equipment is on hand in case of animal soiling Emphasise that the children should not put hands in mouth after handling animals. Redeploy pregnant staff Fully supervise hand washing following activity. No dogs signage displayed. No pets on school premises. Parents and visitors aware	
Visits to Pupil Conference	Use of private hire vehicles. Exposure to weather. Pupil lost or separated from group, inadequate supervision. Illness or injury. Special needs of specific pupils – medical, behavioural, educational.	All	Seatbelts worn at all times. Specific permission obtained from parents. Use only Dorset approved providers. Close supervision and head counts during any breaks in journey and getting on and off coach. Sufficient supervision Suitable embarkation points used Close supervision and head counts during any breaks in journey and getting in and out of taxi.	Medication brought by pupils. Monitor and review following each event
Coach Travel	High		Follow DCC Travel risk assessment	Teacher to complete travel risk assessment
Mini bus Travel	High	All	Minibus checked before each use Annual MOT in place Breakdown cover in place Drivers undertaken minibus driver assessment. Drivers document copies checked. Seatbelts worn.	Updates notified to school office. Full checks in place.
Residential Visits	High		Follow DCC Residential visit risk assessment. Pre visit undertaken Inform Trust representative	Teacher to complete risk assessment and detail any individual risk activities.
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Fire Risk Assessment				
Risk of fire	Medium	All	Adequate signage to indicate exits The emergency fire plan is displayed	

			throughout the building. The fire alarm system is regularly serviced Emergency lighting is fitted and maintained. Self closing fire doors have been fitted to contain any fires Fire extinguishers are placed in high risk areas and near exit routes This is a no smoking site. Regular Fire risk assessment training is undertaken	
Electrical equipment	Medium Overloaded sockets Worn equipment Computers overheating. Worn flex	All	Portable electrical equipment checked annually. Photocopier regularly serviced. Computers shut down after use.	
Combustible materials	Medium Matches used for assembly/ candle in assembly Cleaning materials	Staff and children	Matches kept out of children's reach/ candle use fully supervised at all times. Cleaner's cupboard locked when not in use	
Upholstery	Low Torn upholstery can increase the spread of fire	All	All furniture to comply with BS standard. Furniture is kept in good condition and regularly reviewed and replaced as necessary.	Replace any worn furniture as it is brought to the attention of Business manager
Trip Hazards	Low Exits blocked and access slowed	All	All staff to keep all exits clear	
Cooker	Medium Cooking burning	All	Staff to fully supervise the use of the cooker. Staff to ensure the cooker is switched off when not in use.	
Use of glue guns	Medium Catching fire when next to equipment	All	Fully supervised use with adult only	

Fire Risk Assessment - classroom specific

Computer equipment	Low Computer equipment vent blocked by paper (Only teacher laptops in classrooms)	All	Staff to be aware of overhanging paper when placing wall displays	Continual monitoring
Stationery	Medium Large amounts of paper adding to fire spread	All	Staff to ensure large amounts of paper are not stored in the classrooms but kept in stock room. The stock room door to be kept shut. Signage is displayed to ensure door is shut.	Teachers/TAs to remove unused paper to stock room or waste as necessary
Disabled pupils	Medium Slow evacuation of building	Pupil and carer or other pupils if exits are blocked	Regular fire practice to ensure the evacuation has been planned and quick evacuation is possible. PEEPs in place if necessary.	
Slow evacuation by vulnerable pupils	Medium Children in toilets not aware of fire Children distressed and non compliant at leaving building	Specific children	Support staff to check toilets before exiting the building and close doors. Staff to work in pairs to accompany the child to fire assembly point. All exits are kept clear. Fire doors are kept closed.	Monitor individual children and needs

Fire Risk Assessment – outside specific

Bins and waste materials	Low Arson	All during the day/ nobody after school closure	Bins moved and secured away from building. School gates locked.	
Smoking	Low Visitors smoking on site	All	No smoking signage displayed Reminders issued in newsletters.	
Boiler	Low Overheating	All	Regular servicing Visual check No items stored in boiler room	Annual service

Reviewed January 2018

