

MANAGEMENT RISK ASSESSMENT FORM

School: **Northborough Primary School**

Date: January 2020

Assessors Name: S Mallott

Ref No: **All School /001**

Legend: **Severity of Injury** ~ 1. Minor Injury 2. Injury requiring first aid 3. Injuring requiring 3 or more days off work 4. Long term absence and/or hospitalisation 5. Death/permanent disability
Likelihood of Occurrence ~ 1. Remote possibility 2. Possible: Might Happen 3. Probable 4. Highly probable 5. Almost certain to happen
Number Exposed ~ 0. 1-2 people 1. 3-5 people 2. 6-20 people 3. 21-49 people 4. 50+ people
Risk Level ~ 1-2=Very low risk 3-5=Low risk 6-9=Medium risk 10-15=High risk 16-29=Unacceptable risk

What is the work activity?		All School Generic Activities – Potential, significant and unusual hazards & risks					
Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Movement around inside the School {Slip/trip/fall on the same level, Unable to evacuate in an emergency, Hit by falling object, Electrocutation}	Staff; Pupils; Visitors;	2	2	4	Med	<ul style="list-style-type: none"> ➤ Secure all trailing cables or use appropriate covers. ➤ Keep all gangways clear of obstructions. ➤ Ensure under desk areas are kept clear of cables and obstacles. ➤ Monitor floor coverings to ensure no trip hazards appear. ➤ Be observant of others around you. ➤ Clean up any spills or dropped articles that could cause a slip hazard immediately. ➤ Be aware of the emergency evacuation procedure, your nearest and an alternative fire exit and the assembly point. ➤ Appropriate fire route signage in place. ➤ Whole school regularly inspected for defects. ➤ All portable and fixed equipment regularly inspected and serviced (gas & electric). ➤ Items and equipment appropriately used, stored and handled. ➤ Appropriate number of first aiders on site at all times 	No

Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Movement around outside the School {Slip/trip/fall on the same level, hit by moving object, attack by animals and insects, hit by flying object}	Staff; Pupils; Visitors;	2	2	4	Med	<ul style="list-style-type: none"> ➤ Secure all trailing cables or use appropriate covers. ➤ Keep all walkways clear of obstructions at all time ➤ Clearing of leaves and ice from footpaths so far as reasonably practicable. ➤ Ensure all circulation areas are kept clear of cables and obstacles. ➤ Monitor floor coverings to ensure no trip hazards appear. ➤ Be observant of others around you. ➤ Clean up any spills or dropped articles that could cause a slip hazard immediately. ➤ Pedestrians to use designated walk ways. ➤ Vehicular access to school grounds is controlled, allocated parking area to be used. ➤ Regular inspections of perimeter fencing and grounds for potential animal pest threats. ➤ Only authorised animals allowed on site. ➤ Waste bins emptied regularly. ➤ Ball games restricted to specified play areas. ➤ School grounds and fixed equipment regularly inspected for defects. ➤ Appropriate number of first aiders on site at all times. ➤ Playground equipment closed when visually wet or damp ➤ Fencing to be inspected by duty staff and caretaker for any openings. 	N

Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Use of portable and fixed electrical equipment e.g. <ul style="list-style-type: none"> - Laminator - Photocopier - Printer - PC; Lap Top - Projector - Smart Boards - TV, Radio - Kettle - Microwave - Fridge - Dishwasher - Mobile Cooker {Electrocution, Burns, Fire, cuts}	Staff	5	1	2	Med	<ul style="list-style-type: none"> ➤ Ensure electrical circuits have been inspected and certified. ➤ All equipment to be PAT certificated. ➤ Competent person only to work on electrical equipment. ➤ Observe manufacturers guidance. ➤ Observe and instruct others around you. ➤ Visually inspect equipment, do not use if damaged ➤ Competent Person only to use equipment - Information, instruction, training, and supervision provided. ➤ Do not overload sockets ➤ Appropriate number of first aiders on site at all times 	N
Exposure to hazardous substances. {e.g. Asbestosis, Dermatitis, Allergy, Poisoned}	Staff	5	1	2	Med	<ul style="list-style-type: none"> ➤ Follow COSHH assessment guidance. ➤ Consult on-site Asbestos register. ➤ Wear appropriate PPE/RPE ➤ Appropriate information, instruction, training and supervision. ➤ Appropriate storage provided ➤ Regular inspections of all substances and their locations ➤ Appropriate number of first aiders on site at all times 	Y (1)

Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Manual Handling. Movement of furniture, stationary, equipment, {Musculo Skeletal (muscle and bone) injuries}	Staff	3	1	2	Low	<ul style="list-style-type: none"> ➤ Activities restricted to competent staff only ➤ Always use designated walkways away from vehicle routes. ➤ Plan the route prior to moving the items. ➤ Use hand holds where fitted. ➤ Use mechanical aids where available. ➤ Ensure boxes and items are of small manageable size and weight ➤ Request assistance. ➤ Appropriate number of first aiders on site at all times 	Y (2)
Use of Computer Equipment {eye strain, Musculo skeletal injuries, RSI, headache}	Staff; Pupils;	3	1	4	Med	<ul style="list-style-type: none"> ➤ All equipment inspected regularly and electrically tested annually. ➤ Defined users to be issued with training booklet. ➤ Workstation assessment to be carried out for all individual defined users. ➤ Regular breaks in activity whilst using VDU's ➤ Only the correct and appropriate equipment to be supplied and used. ➤ Environment maintained at a reasonable humidity, lighting and heating level. ➤ Pupil use of VDU's to be supervised. 	Y (3)

Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Work pressure {stress, tension, fatigue}	Staff	3	1	2	Low	<ul style="list-style-type: none"> ➤ Weekly team meetings to discuss workload and develop team based stress assessment – Staff briefings ➤ 1:1 with line manager ➤ Access to advice and counselling ➤ Appropriate Information and training provided. ➤ Monitoring and support from others when dealing with potentially aggressive clients. ➤ Refer to team specific stress risk assessment. 	Y(4)
Work at Height e.g. Use of 'Kikalong' steps, step ladders, {Fall from height} {Hit by falling object}	Staff	3	2	1	Med	<ul style="list-style-type: none"> ➤ Short duration work only. ➤ Only competent staff to use equipment. ➤ Appropriate footwear to be worn. ➤ Do not over reach. ➤ Use on level flat surface. ➤ Inspect equipment before use to ensure it is safe and well maintained. ➤ Observe others around you when in use. ➤ Maintain three points of contact with access equipment such as ladders and stepladders at all times. ➤ Use appropriate equipment for working at height as provided ➤ Appropriate number of first aiders on site at all times 	N

Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Violence from others {Physical abuse, verbal abuse, threats}	Staff;	2	1	2	Low	<ul style="list-style-type: none"> ➤ Entry to premises is to be appropriately restricted, visitors without ID to be challenge and reported. ➤ Maintain contact with fellow employees and monitor each other continually and support others when dealing with potentially aggressive situations. ➤ Observe activity specific safety rules. ➤ Do not provoke confrontation. ➤ If provoked raise alarm to draw the attention and assistance of fellow employees. ➤ Monitoring ➤ Maintain contact with office when away from base (mobile phone, log whereabouts) ➤ Appointed person to monitor lone workers regularly. ➤ Appropriate number of first aiders on site at all times – walkie-talkies 	

Work Activity/Item {Hazards}	Who may be harmed	Severity of Injury	Likelihood of Injury	Number Exposed	Risk Level	Control Measures	Further Action Required (Yes/No)
Storage of items on shelving units. {Hit by falling items, Hitting something fixed or stationary}	Staff; Pupils; Visitors;	2	2	4	Med	<ul style="list-style-type: none"> ➤ Appropriate storage units to be used and kept tidy. ➤ No large or heavy items stored above head height. ➤ Use 'Kikalong' step appropriately to access high level shelves. ➤ Do not over load shelves. ➤ Do not stack files or boxes on top of each other. ➤ No items to overhang edge of shelves. ➤ Observe and instruct others around you. ➤ Due not obstruct ceiling mounted equipment. i.e. lighting, alarms and sensors ➤ Appropriate number of first aiders on site at all times 	No
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Ref No: **CE/Admin/Office/001** (continued)

Where further action is required, e.g. where controls you have identified need to be implemented, then this should be detailed in the following section. Further action may include physical measures, information, instruction and training, specific risk assessments or further specialist advice.

Further Action	Details	Action by Whom	Date to be Actioned By	Date Actioned
(1) COSHH assessments to be completed for all hazardous substances that staff are likely to use. Staff to attend the in house COSHH training course where appropriate.	All substances to be reviewed and assessments created as necessary	Risk Assessor		
(2) Specific and detailed Manual Handling assessments to be completed for any task where by the recommended safe working weights may be exceeded.	No task was identified at the time of this assessment that requires such an assessment.	Risk Assessor	As Identified	
(3) Defined users to receive user booklet and complete workstation assessment for working with VDUs.	All new staff are to be assessed to ascertain who would be classed as a defined user. This will be re-assessed regularly for those not initially classed as defined users to ensure that any changes in their undertakings do not then make them a defined user.	Line Manager	During induction of new staff and following any changes to their role which may mean an increase in their use of DSE.	
(4) Team stress risk assessment to be introduced and trained to all staff.	Using the Corporate stress risk assessment template a team assessment is be developed and discussed with all relevant persons.	Head Teacher	As Identified	

I accept the details of the assessment and will ensure that any recommendations/actions it identifies are acted on:

Line Manager (Print Name): Stuart Mallott

Signature: 

Date: January 2020

Review Dates: September 2022