



Fenland Federation of Marshchapel Infant School and Grainthorpe Junior School Health and Safety Policy (March 2023)

1. Statement of Health and Safety Policy

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors
- compliance with all relevant health and safety legislation
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask, where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed alongside the health and safety annual audit.

This policy will be reviewed on a three year cycle.

Approved by governors 22nd March 2023

Date for review March 2026



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2. Organisation and Responsibilities

Overall and final responsibility for health and safety lies with the Governing Body.

Day to day responsibility for health and safety is delegated to the Head Teacher and Caretaker.

Governing Body

The Governing Body is specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on a day-to-day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day-to-day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

All Staff

All Staff are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent, to deal with themselves and any shortcomings they see in the health and safety arrangements.

Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;



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- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

Health and Safety Assistance

Update to LCC schools re Health & Safety support and advice from LCC

Basic cover includes:

- Providing 'competent' Health & Safety assistance by phone, email and post in accordance with the Management of Health & Safety at Work Regulations 1999
- Annual self-assessment tool
- Health & Safety updates of new and forthcoming legislation
- Health & Safety bulletins & alerts
- Access to all LCC Health & Safety policy documents, information and advice on the LCC website – LCC Health & Safety Manual Index
- Access to all Health & Safety information, advice, key documents and tools from the LCC Children's Services microsite at <http://microsites.lincolnshire.gov.uk/children>

As previously advised, from January 2016, LCC can also offer additional, chargeable Health & Safety services to schools and academies. These include a wide range of occupational training courses, full on-site audits and reports, Moving and Handling training, specialist Back Care advice and support, DSE assessments, Accident Investigation and complex case management.

For more information, including pricing and availability, please email the Health & Safety team at corporatehealth&safety@lincolnshire.gov.uk or call 01522 554917.

Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.



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Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the offices.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the first aid room and kitchen.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available from the school office), a copy being kept on file and a copy sent to the Health and Safety Team.

The Head Teacher is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self-employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team shall be contacted if in doubt about reporting procedures.

Statutory Notices

The following statutory notices are displayed in the Staffroom;
'Health and Safety Law' poster and Employers Liability insurance Certificate

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:



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- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.



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Lincolnshire County Council
Risk Assessments for The Fenland Federation of Schools

Assessment Number	Area /Activity
1.	Caretaker's Activities
2.	Legionella Bacteria
3.	Asbestos
4.	School Security and Vehicle Hazards
5.	Pupil Play Activities
6.	Pond
7.	School Corridors
8.	Classrooms
9.	PE Activities
10.	Hall
11.	Laptops and Laptop Trolleys
12.	Office and Reprographics Room
13.	Staffroom
14.	Design and Technology Activities
15.	Science Activities
16.	Educational Visits and Trips
17.	Clay Work
18.	Pupil's Toilets
19.	Work Related Stress
20.	Violence at Work
21.	Contractors' Activities
22.	Moving and Handling Assistance for Pupils with Special Needs
23.	Initial Risk Assessment for Expectant Mothers
24.	Gardening and Related Activities
25.	Medical conditions
26.	Lone Working



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Assessment Number	1	Area / Activity	Caretaker's Activities	Carried out by	Alison Hiles	Date	March 2022
Hazard	Who might be harmed	Existing controls			Is Risk controlled? Yes/No	If 'No' what action is required to control the risk	
Manual handling: Moving furniture and equipment. Distributing supplies of paper, books, clay etc. to where needed in the school. Litter picking.	Caretaker	Suitable barrows and trolleys provided. Large items are split down where necessary. Assistance is available for heavy/large objects. Protective gloves provided. A long handle grab is provided for litter picking to reduce bending. Staff have been provided with manual handling training to reduce the risk of injury.			Yes		
Falls from heights: Clearing gutters. General cleaning. Changing light tubes.	Caretaker	All work above 3 metres from the ground is contracted to specialists. Suitable length aluminium stepladders are provided. (Additional risk assessments are required for the use of ladders and mobile scaffold towers) Stepladders are checked regularly and records kept, see			Yes		



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Electricity	Caretaker	<p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist.</p> <p>Electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years. (Last inspected December 2014)</p> <p>Modern double insulated vacuum cleaners provided.</p> <p>Lights switch off prior to changing tubes.</p> <p>RCD protection to be used when using mains equipment outdoors.</p>	Yes	
Cleaning Substances	Caretaker Cleaners	<p>Only non-hazardous or low hazard (those labelled 'Irritant' or 'Harmful') substances are used.</p> <p>(Additional risk assessments are required for the use of any substances marked 'Toxic', 'Corrosive' or 'Highly Flammable')</p> <p>Manufacturer's safety data sheets kept available for the substances used.</p> <p>Caretaker and cleaners have been trained in the correct use and health and safety requirements for the cleaning substances.</p> <p>All containers are marked with their contents and kept secure when not in use.</p> <p>Chemicals are diluted and used in accordance with manufacturer's instructions.</p> <p>Chemicals are not mixed together.</p> <p>Protective gloves are provided and used.</p>	Yes	
Oil fired boilers		Oil fired boilers installed and serviced regularly by Registered engineers.	Yes	
Working alone	Caretaker Cleaner	<p>Working alone on the premises is avoided where possible, where not the following measures are implemented:</p> <ul style="list-style-type: none">• the school is secured to prevent unauthorized persons entering• high hazard work such as using stepladders is not to be carried out• a mobile phone to be kept readily available to summon assistance if required.• Staff shall inform another person who is to make contact/raise the alarm if they are overdue	Yes	



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Rules for Using Stepladders and Record of Inspections

Rules for Using Stepladders

1. Stepladders shall only be used for short duration work up to 3 metres from the ground that can be done safely.
2. Stepladders must be visually checked before use, do not use equipment with defective feet, stiles, rungs, steps, hinges, cords or clips etc.
3. Stepladders must be long enough to reach the work and provide a secure handhold. Do not use the top 2 steps unless a suitable handhold is available on the stepladder.
4. Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
5. Whenever possible place stepladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on stepladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.
6. Move stepladders as necessary to avoid the need to overreach.
7. When climbing a stepladder have at least one hand free to hold on, carry light tools and equipment in pockets or a holster/tool bag slung over the shoulder or use a hoist line or get a colleague to pass items up.
8. When working from a stepladder hold on with one hand where possible and only have both hands free where you are protected by platform guardrails or you are straight up and leaning into stepladder.

List of stepladders used on the site

Stepladder No	Description

Record of monthly inspections of the above stepladders



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Portable Electrical Equipment – Pre-Use Checklist

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition and that they are in-date.

Pre-use checks should be carried out as follows:

1. Switch off and unplug the equipment before you start any checks.
2. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
3. Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
4. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
5. Check for burn marks or staining that suggests the equipment is overheating.
6. Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
7. If you are concerned about the safety of the equipment, you should stop it from being used and report it to the Caretaker.



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Significant Findings of Risk Assessments

Assessment Number	2	Area/Activity	Legionella Bacteria	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling droplets of water contaminated with Legionella bacteria	Employees Pupils Visitors Contractors	An assessment of the water systems in school has been carried out by specialists. Remedial work identified in this assessment has been carried out. All outlets are used regularly during term time and flushing is not required. The pipe has been removed. The Caretaker flushes all outlets before school resumes after closures of more than one week. The Caretaker checks water temperatures on a monthly basis and keeps records to ensure: 1. Hot water is stored above 60 deg C. 2. Hot supplies are a min. of 50 deg C after 1 minute. 3. Cold supplies are a max of 20 deg C after 2 minutes.	Yes	



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Significant Findings of Risk Assessments

Assessment Number	3	Area/Activity	Asbestos	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling asbestos fibres.	Employees Pupils Visitors Contactors	Specialists have carried out a full asbestos survey of the premises and all high risk asbestos containing materials have been removed. An asbestos management plan (which is located in the school office) has been implemented for the low risk asbestos containing materials left in the school.	Yes	

See the asbestos management file



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Asbestos Management Plan
All contractors must report to the office where they will be shown the Asbestos Register.
Contractors must sign the record sheet (see register) to confirm they have been notified of the asbestos containing materials (ACM's) in the school and they will not disturb them.
All building works to be planned in advance and checks made to ensure ACM's are not affected.
All building works to be monitored by the Head teacher & Caretaker to ensure ACM's are not disturbed.
Specialist assistance to be obtained from the Premises Advisor if it is likely that ACM's need to be disturbed.
The Asbestos Register Section at HBS Property to be informed if ACM's are removed or treated in any way by specialists.
The condition of ACM's is to be monitored on a monthly basis by the Caretaker to ensure no deterioration, damage or disturbance. Monitoring records are kept with the register.
Entry to any areas where deterioration, damage or disturbance to ACM's occurs shall be prohibited and urgent remedial work by initiated by specialists.



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Significant Findings of Risk Assessments

Assessment Number	4	Area/Activity	School Security and Vehicle Hazards.	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Pupils leaving school without supervision and going missing or being involved in an accident with vehicles on the road outside the school.	Pupils	<p>The school is securely fenced and the pupil gate is locked after school starting time and remains locked until the end of the school day. The gate is controlled by reception.</p> <p>Class teachers ensure that younger pupils leave school at the end of the day into the care of a recognised person.</p> <p>Older pupils are only allowed out with the permission of parents to leave unaccompanied.</p>	Yes	



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Significant Findings of Risk Assessments

Assessment Number	5	Area/Activity	Pupils' Play Activities	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
General play hazards.	Pupils	Playground rules drawn up and enforced by staff. The children are not allowed onto school playground before 8.30 am. Parents are encouraged not to send their children in before this time. Staff supervise the playgrounds at break times. Ball games only permitted in designated areas and children are only allowed to use the equipment provided. Good surface maintained on playgrounds.	Yes	
Slip, trips and falls.	Pupils Staff	Playground and outside walkways maintained in good condition. Leaves cleared up to prevent slipping hazard. Rock salt stocked and spread on slippery areas in frost and snow conditions.	Yes	
Injuries from climbing fences surrounding the sports field to retrieve balls from gardens.	Pupils Staff	The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.	Yes	
Finger traps and collisions from outward opening doors to playground.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.	Yes	
Collisions with glazing in doors and low level windows.	Pupils	All glazing in doors and low level glazing has been safeguarded with anti-shatter film.	Yes	



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Falls and bumps whilst entering school at start of the day and after breaks.	Pupils	A closely supervised system is used to manage the pupils into the school safely.	Yes	
Outdoor play equipment	Pupils	Play equipment meets requirements of European Standards for Play Equipment EN1176 and has been installed by a competent (ROSPA listed) supplier. Annual thorough examinations take place by an independent specialist. Formal monthly inspections are carried out by staff and records kept. Pre-use visual checks are carried out by staff. Pupils are closely supervised whilst using the equipment to prevent unsuitable behaviour and misuse. Pupils must wear suitable clothes. Equipment is not used in poor weather conditions.	Yes	



Significant Findings of Risk Assessments

Assessment Number	6	Area/Activity	Pond	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Drowning in pond	Pupils	<p>The pond area is secured by a fence and a gate to prevent pupils gaining unsupervised access. (The fence is 1.1 metres high with 100mm spaced vertical bars in accordance with RSPA recommendations.)</p> <p>Close supervision is provided by staff during visits to the pond area.</p> <p>The pond is not deep (less than 500mm) and has gradually sloping sides. This allows Staff to easily carry out a wading rescue if a pupil falls in.</p>	Yes	



Significant Findings of Risk Assessments

Assessment Number	7	Area/Activity	School Corridors	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	Floor surfaces laminated or carpeted and maintained in good condition. Minor defects are reported through the weekly email system. These are then reported to the Caretaker. Trailing cables avoided. Main corridors kept clear and at least 1 metre clear passage route maintained in other corridors.	Yes	
Pupils colliding with one another.	Pupils	No running allowed in the school and good pupil discipline maintained.	Yes	
Lacerations from the breaking of glazed panels in corridor fire doors.	Pupils Staff	Anti shatter film fitted to wired glazing panels to prevent serious lacerations if glass is broken.	Yes	
Finger traps in hinge side of corridor fire doors.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.	Yes	



Significant Findings of Risk Assessments

Assessment Number	8	Area/Activity	Classrooms	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls	Pupils Staff	Floor surfaces laminated or carpeted and maintained in good condition. Minor defects are reported through the weekly email system. These are then reported to the Caretaker. Furniture and equipment organised to provide clear walkways. Trailing cables avoided.	Yes	
Falls from heights whilst putting up displays.	Staff	Max height of displays is 2.5 metres. Chairs shall not to be used for putting up displays; stepladders are readily available in all areas.	Yes	
Falls from heights whilst reaching items on upper shelves in store rooms and falls of items from shelves.	Staff	Max height of shelves is 2.5 metres. Chairs shall not to be used; step stools and stepladders are readily available in all areas. No climbing on boxes or up racks. Items stored carefully on shelves to prevent falls.	Yes	
Manual handling boxes of paper/books, trays of lunch boxes and other items for teaching.	Staff Pupils	Most items weigh below 15kg. Larger loads can be split down to reduce weight or assistance obtained from other staff. Barrows and trolleys are available and assistance is available. Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	



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Electricity	Staff Pupils	Low risk office type electrical equipment used is double insulated equipment for audio and visual aids. Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years. Socket outlets are fitted with blanks to prevent contact with the live electrical terminals. RCD protection to be used when using main equipment outdoors.	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	Anti shatter film fitted to glazing panels in doors and any windows below 800mm. to prevent serious lacerations if glass is broken.	Yes	
Finger traps from doors.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. Hooks are fitted to outward opening doors to hold doors open when required to prevent violent closing.	Yes	
Burns from the electric ovens & hotplates	Pupils	Pupils do not handle hot items and are closely supervised and kept well clear during demonstrations.	Yes	
Legionella bacteria in water system supplying sinks	Pupils Staff	Cold water supplies only at the sinks. Aerosol generation is low. See separate Legionella assessment.	Yes	
Fire		See separate fire risk assessment.	Yes	



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Significant Findings of Risk Assessments

Assessment Number	9	Area/Activity	PE Activities	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Injuries from grounds maintenance activities	Staff Pupils	School activities do not take place whilst contractors are mowing the grass and carrying out other grounds maintenance work.	Yes	
General PE activities	Pupils	All PE activities are closely supervised by staff and carried out in accordance with BAALPE guidelines. Outside pitches and equipment are checked prior to use.	Yes	
Gym equipment: Wall bars, ropes benches, stands, agility tables, vaulting boxes, and mats.	Pupils	All equipment inspected annually by independent specialists and repaired or replaced where necessary to prevent danger. All activities closely supervised by staff and carried out in accordance with BAALPE guidelines.	Yes	



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Manual handling gym equipment i.e. benches, vaulting box, stands, agility tables and mats etc.	Staff Pupils	Team lifts used to reduce risks. Larger loads are split down where possible to reduce weight. Trolleys provided for gym mats and these only moved by two persons because of the weights involved. Pupils carry items in teams to reduce risks. Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	
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Significant Findings of Risk Assessments

Assessment Number	10	Area/Activity	Hall	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	Polished wood block floor is kept in good condition and not excessively slippery. Trailing cables avoided or covered. Equipment store kept tidy to reduce risks of falls. Spillages and food droppings from mealtimes always cleaned up promptly.	Yes	
Falls from heights whilst putting up displays.	Staff	Max height of displays is 2.5 metres. Suitable length aluminium stepladders are provided. Stepladders are checked regularly and records kept. General rules for the use of stepladders have been drawn up. Only staff who are physically fit and comfortable using and stepladders carry out this work. At least two staff carry out this work to reduce risks from manual handling/falls and to keep persons clear whilst the work is going on.	Yes	
Falls from stage	Staff Pupils Visitors	Stage is only low - 0.6 metres. Removable steps provided. Pupils supervised closely when on the stage.	Yes	



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Manual handling chairs and tables for mealtimes.	Staff	Folding table/chair units have been provided to minimise manual handling. These can be set out and put away easily by one person. Staff have been provided with manual handling training to reduce the risk of injury.	Yes	
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Electricity	Staff Pupils	<p>Low risk office type electrical equipment used is double insulated equipment for audio and visual aids.</p> <p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected.</p> <p>Electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years.</p> <p>RCD protection to be used when using main equipment outdoors.</p>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	Anti shatter film fitted to glazing panels in doors and all windows in the Hall to prevent serious lacerations if glass is broken during PE activities.	Yes	
Injuries arising from whole school assemblies in the Hall.	Staff Pupils	<p>Pupils are led in/out in class groups and closely supervised by staff.</p> <p>Good pupil discipline is maintained. Pupils sit cross-legged on the floor close up to one another and do not move until instructed by staff.</p> <p>Clear routes are maintained around the sides and back of the Hall to allow staff to move around without tripping over or stepping on pupils.</p> <p>An adequate number of exits are provided and a clear route is maintained from the corridor to the stage.</p> <p>The maximum time of whole school assemblies is less than 1 hour.</p> <p>Windows are opened before pupils come in to avoid the risks associated with moving around and using a window pole with pupils sat on the floor.</p>	Yes	



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Finger traps and collisions from doors	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. Hooks are fitted to outward opening doors to hold doors open when required to prevent violent closing.	Yes	
Fire		See separate fire risk assessment.		



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Significant Findings of Risk Assessments

Assessment Number	11	Area/Activity	Laptops and Laptop Trolleys	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Workstation issues	Pupils	Suitable size chairs and desks are provided so that pupils can view the screen and operate the computer without having neck, back or arm strain. Blinds fitted to windows to prevent reflections. Changes of activity take place naturally to reduce the onset of fatigue.	Yes	
Electrocution	Staff Pupils	Laptop trolley is to be turned off using the red switch before unlocking. The trolley is not to be turned on until the door is locked.	Yes	
Trips, falls - trailing cables	Staff Pupils	Position equipment safely i.e. away from doors, fire exists, water, heat sources Avoid trailing cables and leads (trip hazards)	Yes	



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Significant Findings of Risk Assessments

Assessment Number	12	Area/Activity	Office and Reprographics Room	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	Floor surfaces laminated or carpeted and maintained in good condition. Minor defects are reported through the weekly email system. These are then reported to the Caretaker. Furniture and equipment organised to provide clear walkways. All cabling positioned at rear of workstations to avoid the need for trailing cables avoided.	Yes	
Computer workstation issues.	Secretary	Workstation has been assessed and meets the minimum requirements of the DSE Regulations. Changes of activity take place naturally to reduce the onset of fatigue.	Yes	
Manual handling boxes of paper/books.	Staff Pupils	Most items below 15kg. Larger loads can be split down to reduce weight or assistance obtained from other staff. Staff have been provided with manual handling training to reduce the risk of injury. Barrows and trolleys are available and assistance is on hand for larger items.	Yes	



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Photocopier	Staff	Modern photocopier marked with CE as a declaration of conformity to essential safety standards. Non hazardous toner used which is in cartridges designed to avoid toner contact with the skin. Photocopier serviced and maintained by suppliers. Ventilation provided to prevent the build of heat and fumes.	Yes	
Fire		See separate fire risk assessment.		



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DSE Workstation Checklist

Name of User Administrator	Location Office	Date
Checklist completed by	Any further action needed?	Yes/No

You should be able to tick the 'Yes' box to all of the following:

	Yes	No	Action Required
Display Screen			
Are the characters clear and readable	✓		
Is the text size comfortable to read	✓		
Is the image stable i.e. free of flicker and jitter?	✓		
Is the screen clean and do you have access to screen cleaning materials?	✓		
Is the screen size suitable for the work you do?	✓		
Are the brightness and contrast adjustable?	✓		
Does the screen swivel and tilt?	✓		
Is the screen free from distracting glare/reflections from windows /lights?	✓		
Are suitable blinds provided where necessary and in adequate condition	✓		
Keyboard			
Is the keyboard separate from the screen	✓		
Does the keyboard tilt?	✓		
Is it possible to find a comfortable position with support for your wrists?	✓		
Are the characters on the keys easily readable	✓		
Mouse, trackball etc			
Is the device suitable for the tasks it is used for?	✓		
Is the device positioned close by so you can reach it without stretching or leaning?	✓		
Is there support for your wrist and forearm on the desk or an chair arm?	✓		
Does the device work smoothly at a speed that suits you?	✓		
Can you easily adjust software settings for speed and accuracy of pointer	✓		
Software			
Is the software suitable for the task?	✓		
Have you had adequate training in the use of the software	✓		
Furniture			



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Is the work surface large enough to position the screen directly in front of you at a comfortable distance and for all equipment and papers you need to use	√		
Are the work surfaces free from glare and reflection?	√		
Is the chair suitable and stable?	√		
Does the chair have working:			
• Seat back height and tilt adjustment?	√		
• Seat height adjustment	√		
• Swivel mechanism	√		
• Casters or glides	√		
• Is the chair adjust correctly support the small of your back?	√		
• Are your forearms horizontal?			
Are your eyes roughly the same height as the top of the screen?	√		
Are your feet flat on the floor? If not a footrest may be required.	√		
Environment			
Is there room under the desk for you to change position/vary movement?	√		
Is the space beneath your desk free of objects so that you can sit straight?	√		
Is the workstation free from cables that could cause trips and falls?	√		
Are the mains cables organised to avoid the risk of damage?	√		
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	√		
Are the heat/humidity levels comfortable?	√		
Other Issues			
Have you been trained how to adjust your workstation to reduce health risks?	√		
Does your work involve activity changes or can you take regular short breaks?	√		
Have you been told of your right free eye tests and how these are obtained?	√		
Has this checklist covered all the issues you have with your workstation?	√		
Do you know to report any problems may you have with your workstation?	√		



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Significant Findings of Risk Assessments

Assessment Number	13	Area/Activity	Staffroom	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	Floor surfaces are laminated or carpeted and maintained in good condition. Minor defects are reported through the weekly email system. These are then reported to the Caretaker. Furniture arranged to keep walkways clear. Items not stored on floor in places that could cause trips and falls.	Yes	
Electricity	Staff	Modern electrical equipment used. Implements not to be used to remove things from toaster. Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years.	Yes	
Scalds/burns from kettle and microwave oven.	Staff	Careful use by staff to ensure hot water is not spilled or splashed whilst filling cups. The instructions on all prepared meals to be followed. Oven cloths used to avoid burns from hot items. Care to be used to ensure metallic items are not placed in the microwave oven.	Yes	



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Cuts from sharp knives	Staff	Clean knives kept in a jar with points downwards. Knives not left in washing up water.	Yes	
Fire		See separate fire risk assessment.		

Significant Findings of Risk Assessments

Assessment Number	14	Area/Activity	Design & Technology Activities	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
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<p>Cuts from the misuse of hack saws and snippers. Penetration injuries to eyes and skin from the misuse of screwdrivers. Injuries from the misuse of hammers. Injuries from misuse of hand drills. Burns from glue guns.</p>	<p>Pupils</p>	<p>The Qualifications and Curriculum Authority (QCA) schemes of work are followed for Key Stages 1 & 2.</p> <p>The advice and guidance detailed in the CLEAPSS Primary Design and Technology Publications are implemented to control the risks. Staff have access to these publications through the County Council's membership of CLEAPSS. In addition the following measures are in place:</p> <ul style="list-style-type: none">• Pupils' Health and Safety rules have been drawn up and are enforced by staff.• Close supervision is provided to maintain good pupil discipline.• All tools are kept securely, checked before use and counted out and in.• Non hazardous materials are used.• Low hazard hand tools are used.• Loose clothing is tucked in and long hair tied back where necessary to prevent entanglement and contact with glues etc.• Adequate space is arranged between pupils.• Safety spectacles are worn where there is a risk of eye injury.• Only low temperature glue guns are used.	<p>Yes</p>	
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Significant Findings of Risk Assessments

Assessment Number	15	Area/Activity	Science Activities	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Burns from hot materials and substances. Low hazard substances and organisms. Low voltage electricity. Insects and small animals.	Pupils Staff	The Qualifications and Curriculum Authority (QCA) schemes of work are followed for Key Stages 1 & 2. The advice and guidance detailed in the CLEAPSS Primary Science Publications are implemented to control the risks. Staff have access to these publications through the County Council's membership of CLEAPSS.	Yes	



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Significant Findings of Risk Assessments

Assessment Number	16	Area/Activity	Educational Visits and Trips	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Travel and activity hazards dependent on type of visit. Pupils going missing whilst on visits and trips.	Pupils	<p>Control measures and supervision levels are decided by a specific risk assessment for each visit which incorporates regular head counts etc.</p> <p>The advice and guidance on Evolve is followed.</p> <p>The County Council 'Outdoor Education Advisor' is available to give guidance and assist with specific risk assessments.</p> <p>An 'Educational Visits Co-ordinator' has been trained and appointed for the school and all visits are subject to their approval.</p> <p>Only licensed activity centres are used, these all have independently verified risk control systems for the activities provided. (Risk assessments for the travel and accommodation elements are carried out by the school where these centres are used.)</p> <p>Most visits have been carried out many times before and the control measures have been developed through experience.</p> <p>On new trips, staff carry out exploratory visits without pupils to help assess the risks and devise control measures.</p>	Yes	



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Significant Findings of Risk Assessments

Assessment Number	17	Area/Activity	Clay Work	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Manual handling hazards associated with the packs of clay.	Staff	The Caretaker uses a trolley to move deliveries of clay to where it is used. Max 12.5 Kg packs purchased to reduce manual handling risks to staff.	Yes	
Hazards from contact with wet clay.	Pupils	Hands washed thoroughly after working with clay. Close supervision by staff.	Yes	
Dust from dried clay	Pupils	Dried clay objects are not abraded. Clay areas are thoroughly wet mopped after use to reduce dust evolution when surfaces dry.	Yes	



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Significant Findings of Risk Assessments

Assessment Number	18	Area/Activity	Pupils' Toilets	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils	Floor surfaces maintained in good condition and any spills cleaned up promptly to reduce risks of slips.	Yes	
Scalding from hot water taps.	Pupils	Mixer taps provided at pupils washbasins to prevent scalding and TMVs fitted. Water temps checked regularly.	Yes	
Fire		See separate fire risk assessment.	Yes	



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Significant Findings of Risk Assessments

Assessment Number	19	Area/Activity	Work Related Stress	Carried out by	Alison Hiles	Date	March 2022
Hazard	Who might be harmed	Existing controls		Is Risk controlled? Yes/No	If 'No' what action is required to control the risk		
General work related stress issues	Staff	<p>The general measures to reduce the risks of work related stress are to:</p> <ul style="list-style-type: none">• maintain an open and understanding management style• provide staff with the skills, training and resources they need• treat staff fairly and consistently• communicate openly, especially in times of change• provide support and counselling facilities where appropriate• encourage staff to report any work situation causing intense or sustained levels of work-related stress.		Yes*	<p>*Generally the measures in place are considered adequate. A specific risk assessment to be carried out if individual staff members have problems.</p>		
Abuse and harassment from pupils and parents		<p>Support from other staff is available at times when problems are likely to occur. Staff are instructed to report all incidents of verbal abuse, threats or actual assaults so that action can be taken against those involved. This information will be used to develop future strategies.</p>		Yes*			



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Workloads	Individual issues to be discussed with the Head teacher. Re-allocation of duties and supply assistance will be considered where necessary to help with special projects/peaks of demands.	Yes*
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Significant Findings of Risk Assessments

Assessment Number	20	Area/Activity	Violence at Work	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
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Violence and abuse from pupils, parents and other persons.	Staff	<p>The school grounds are fenced; access to the school is only possible during the school day via the controlled gate.</p> <p>Visitors must report to Reception to enter the premises.</p> <p>Staff are encouraged to be alert for the presence of strangers on the premises and to challenge when they feel it is safe to do so or report if this is not the case.</p> <p>Staff are instructed to report all incidents of verbal abuse, threats or actual assaults and this information will be used to devise future strategies.</p> <p>Support from other staff is available at times when problems are likely to occur.</p> <p>Staff who experience verbal abuse or assault at work will be treated sympathetically and given support to help overcome the experience</p>	Yes	
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Significant Findings of Risk Assessments

Assessment Number	21	Area/Activity	Contractors' Activities	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Vehicle and construction hazards.	Staff Pupils	<p>All work carried out by contractors is planned in advance and meetings take place to agree the risk control measures necessary. A summary of the risk control measures is recorded.</p> <p>Advice and guidance is obtained where necessary.</p> <p>Wherever possible construction and major maintenance work is undertaken at holiday times. Where this is not possible effective separation of the work from school activities is maintained by restricting access to affected areas and the use 'Heras' type fencing.</p> <p>All contractors must report to Reception and sign in on the 'Contractor's Signing-In Sheet' before work of any sort commences.</p> <p>The Head teacher monitors the work of contractors to make sure they keep to the agreed risk control measures.</p>	Yes	



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Assessment Number	22	Area/Activity	Moving and Handling Assistance for Pupils with Special Needs	Carried out by	Alison Hiles	Date	March 2022
Hazard		Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk		
Injuries from assisting pupils: <ul style="list-style-type: none">• to move around the school• with personal care• to on/off transport		Staff Pupils	<p>Specific assessments of the moving and handling needs of pupils are carried out before starting at the school. Where necessary advice and guidance will be obtained from parents, the Health Authority and the Moving and Handling Co-ordinator at St Francis Special School in Lincoln. From the assessment moving and handling plans are devised and recorded in the pupil's care plan. These assessments are reviewed each term or when significant changes occur.</p> <p>The general principles of the care plans are to avoid hazardous moving and handling where possible by the use of hoists/slings, tail hoists on vehicles etc. and where appropriate encouraging pupils to move themselves or by re-organising activities.</p> <p>Where avoidance is not possible measures to be implemented to reduce the risk of injury such as</p> <ul style="list-style-type: none">• training for staff and drivers/escorts• team lifts• wheelchair ramps• transfer boards, handling belts, sliding sheets, turntables, etc.	Yes			



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Fire	Pupils	Specific fire safety plans are devised where necessary to ensure pupils with special needs can evacuate in the case of a fire or go to an area which is effectively protected from fire	Yes	
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Significant Findings of Risk Assessments

Assessment Number	23	Area/Activity	Initial Risk Assessment for Expectant Mothers	Carried out by	Alison Hiles	Date	March 2022
Hazard		Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk		



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School activities, substances and processes.		No substances, processes or activities are present within the school that are likely to harm an unborn child prior to an employee knowing they are expecting. Therefore women of child bearing age do not have to be excluded from any activity. Staff are encouraged to report to the Head teacher immediately they are aware they are pregnant so that an individual risk assessment can be carried out		
Manual handling	Expectant mother and unborn child	Expectant staff shall not attempt carry out any heavy lifting tasks. Items to be split down into smaller units where possible and assistance to be obtained from colleagues where necessary. Expectant staff shall not use stepladders.	Yes*	*Individual staff risk assessments to be carried out when pregnancy is notified.
Falls from heights whilst accessing storage racks and putting up displays.		Expectant staff will be excluded from activities that involve foreseeable violence from pupils or others.		
Violence from pupils or others.		Specific advice to be obtained from the County Council's Occupational Health Service and the staff member's GP if these illnesses are reported within the school.		
Infections such as German Measles, Chickenpox and Slapped Cheek Disease.				



Significant Findings of Risk Assessments

Assessment Number	24	Area/Activity	Gardening and Related Activities	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Litter Picking - Contact with sharp objects - Contact with infectious/unhygienic objects - Slips, trips, falls	Staff Pupil	<ul style="list-style-type: none">- All defects in grounds to be reported to appropriate department for action e.g. caretaker to speak to Grounds Maintenance- Appropriate PPE to be provided e.g. gloves, litter picker sticks etc- Children to report all broken glass/sharp objects to the Caretaker for removal- Staff/pupils to report needles and syringes found to Caretaker for disposal in sharps bins via local clinic or hospital. Caretaker to observe hygiene guidelines.- Strict hygiene procedures to be followed when/if pupils are involved in litter picking, pupils to be supervised- Dog excrement/condoms etc to be reported to Caretaker for safe removal	Yes	



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Using Sharp tools - Lack of instruction/training/supervision - Contact with sharp surfaces/tools - Puncture wounds	All	<ul style="list-style-type: none">- Ensure adequate levels of supervision, instruction and training are in place- Ensure parents/helpers are aware of school procedures- Purchase appropriate educational tools/equipment- Ensure safe storage of the equipment/tools – recommend purpose built storage facility where appropriate- Check all tools/equipment for defects- Refer to 'Make it Safe' (HSE) and 'BE Safe' publications- One to one supervision with sharper type of scissors- One to one supervisions with saws/cutting tools- Staff to assess pupils individual capabilities, concentration and consider SEN pupils- Ensure pupils are not working 'out of sight'- Count out all sharp tools and back- Report all accidents/near misses as appropriate	Yes	
Trip/falls/slipping on wet grass	All	<ul style="list-style-type: none">- Children must be adequately supervised by accompanying adults and instructed to walk in the garden.	Yes	
Bees, wasps and insect stings in Garden	Pupils	<ul style="list-style-type: none">- School staff must be aware of any in their group who have specific insect allergies and know how to deal with such emergencies e.g. follow training given.	Yes	
Touching and handling plants	Pupils	<ul style="list-style-type: none">- Children must wash their hands before eating.- Children must only pick plants under adult direction.- Staff must be aware of any children with specific plant allergies or hay fever.- Staff should state the need to wash hands after handling things used in activity before eating.	Yes	



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Soil - Tetanus	Pupils	<ul style="list-style-type: none">- Children must be adequately supervised by accompanying adults.- Provide hand washing facilities.- Plastic gloves can be provided especially if child has cuts on his/her hands- Any cuts to children's' hands to be covered by a plaster- School asked to check that children have received tetanus immunisation.	Yes	
Touching and tasting fruit and vegetables	Pupils	<ul style="list-style-type: none">- Staff must be aware of any children with specific allergies and location of necessary medication.- Fruit and Vegetables to be tasted must be washed	Yes	



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Significant Findings of Risk Assessments

Assessment Number	25	Area/Activity	Medical conditions	Carried out by	Alison Hiles	Date	March 2022
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Diabetic hypo coma.	Member of staff	<p>Other adults aware of condition and how to treat it. They would take charge of the situation, telling the member of staff they need something to eat. Should the condition deteriorate, then a child will be sent for another adult to support them with the children.</p> <p>If no other adult in the room or on field, condition been discussed with children in the classroom, they are informed of the symptoms, they know to politely ask member of staff if they need a sugar tablet or biscuit which are situated on the teacher's table. If member of staff collapses, then the children (house captains) know to go straight to the office.</p> <p>The office staff would tell the nearest member of staff to go to the location of the children and then dial 999, explaining that an adult has gone into a diabetic hypo coma.</p>	Yes	



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Pupils with Medical Conditions	Pupils	<p>Senior staff are made aware of pupil's medical allergies. The decision is then made as to whether staff just need to be informed or a Health Care Plan is written.</p> <p>A Health Care Plan is written in conjunction with parents, Health Care professionals and senior school staff. It will outline contact details, signs and symptoms, what medication is needed and where it is to be kept and what emergency action should be taken.</p> <p>Staff receive training which is renewed annually.</p> <p>New staff and supply staff are made aware of pupils with medical needs and their health care plans. A decision is made by senior staff as to whether they need to attend training.</p>	Yes	
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Significant Findings of Risk Assessments

Assessment Number	26	Area/Activity	Working in school alone / in isolated locations	Carried out by	Alison Hiles	Date	March 2022
Hazard	Who might be harmed	Existing controls		Is Risk controlled? Yes/No	If 'No' what action is required to control the risk		
Lone working working in school alone / in isolated locations	Staff	<ul style="list-style-type: none">Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height);Mobile phone availableNotify head teacher / manager of intention to work outside regular hours.Reduce time spent working alone so far as is reasonably practicable.Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact.Notify staff on site of location / estimated duration of task if working on site remote from others.Adequate security in place.Access to site controlled e.g. through coded doors etc.Use of visitor badges / signing in bookEnsure all external doors / windows secured to prevent unauthorised access.		Yes			