



Victoria Primary School (NG2 1FX)













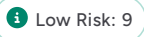
Risk Assessment for






Main School Risk Assessment

This Risk Assessment covers general classroom activities and also access and egress to and from the site plus movement around the site.

Reference number	NOV2360614
Assessor	Darren Bailey
Date completed	14/10/24
Review Schedule	Annually
Review date	14/10/25
Approved date	14/10/24
Approved by	Darren Bailey
Affected site(s)	Victoria Primary School (NG2 1FX)

Hazards and controls






 Hazard: Fire		
Caused by naked flame, faulty electrical equipment or systems, arson, explosion or chemical means.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of injury from Fire.</p>	<p> Emergency Lighting Is Installed And Regular Maintenance And Testing Is Carried Out</p> <p>Routine Checking of Emergency Lighting - Daily, Monthly & Annual to BS 5266</p> <p> Emergency Plan/Procedures Are In Place</p> <p>An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p> Escape Routes Included In Fire Monitoring</p> <p>Pro-active monitoring ensure that escape routes are not blocked or obstructed.</p> <p> Escape Routes Maintained</p> <p>Escape routes maintained</p> <p> Fire Assembly Point</p> <p>Place of safety in the event of a fire or another emergency situation</p> <p> Fire Emergency Call Points Provided And Maintained</p> <p>Fire emergency call points are located around the premises</p> <p> Fire Exits & Fire Exit Signage Maintained</p> <p>Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.</p> <p> Fire Extinguishers Provided In Areas of High Risk</p> <p>Fire extinguishers provided In areas of higher risk due to the work activity</p> <p> Fire Fighting Equipment tested and maintained</p> <p>Fire fighting equipment is maintained annually by competent persons</p> <p> Fire Fighting Equipment training is provided.</p> <p>Fire Fighting Equipment training is provided to Fire Marshalls</p> <p> Fire Log Book In Place</p> <p>Fire log book records alarm/emergency lighting testing c/w other fire provision monitoring & testing</p>	<p> Low Risk: 9</p> <p>Likelihood: 1/9</p> <p>Severity: 9/9</p>

Who can be harmed/how?	Controls in place	Risk rating
	<p>Fire Marshals In Place  The appointment of fire marshals and appropriate training given</p> <p>Fire Risk Assessment In Place  A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures</p> <p>Fire Training Carried Out  Fire training (including evacuation) carried out at Induction and refreshed periodically</p> <p>Regular Fire Drills Undertaken  Regular fire drills are undertaken for the whole premises</p> <p>Routine Fire Alarm Testing  The fire alarm is serviced by a competent person and tested weekly</p>	













Hazard: Portable Electrical Equipment

Risk of electric shock, fire etc. if appliances are not checked/tested.

Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of electric shock, fire etc. if appliances are not checked/tested.</p>	<p>Electrical Faults Reported  Damage to electrical appliances identified must be reported</p> <p>Electrical Fixed Mains Wiring Inspection Performed  Fixed mains wiring inspection carried out to the requirements of BS 7671</p> <p>Electrical Safety Check (PAT) Undertaken  Electrical safety check undertaken for portable appliances</p> <p>R.C.D.s Used For Hand Held Equipment  Residual Current Devices (R.C.D.s) are used to protect personnel in the event of an earth fault</p> <p>Routine Visual Inspection Of Electrical Appliances  Electrical appliances are routinely visually inspected for damage</p>	<p>Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>








**Hazard: Vehicle Movement**



Risk of injury and property damage due to collision with pedestrians, other vehicles and fixed structures on the school premises






Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury through coming into contact with vehicles and plant moving around the area.</p>	<ul style="list-style-type: none">  Access into the premises is controlled  Access to air compressor free from obstructions  Car park access restricted  No parents are allowed to collect from the school car park.  School bus/coach service used  Coach service used to minimise the need for vehicle movement by parents dropping pupils off  Segregated vehicle and pedestrian routes Segregated vehicle and pedestrian routes Use of physical barriers and floor marking to ensure adequate separation between moving vehicles and pedestrians. Where practicable, separate pedestrian entrance areas will be provided  Speed limits in place  Speed limits in place, indicated with suitable signage, for car park which are strictly imposed, suitable action is taken for those seen failing to comply with speed restrictions 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>









**Hazard: Manual handling**









Risk of injury whilst undertaking the manual handling of tall, awkward & unwieldy loads.









Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of injury whilst undertaking the manual handling of tall, awkward & unwieldy loads.</p>	<ul style="list-style-type: none">  Avoid Any Unnecessary Manual Handling  Unnecessary manual handling activities are avoided by the use of lifting equipment.  Manual Handling Risk Assessment Carried Out  An assessment of the manual handling risk has been carried out for the task.  Manual Handling Training  All staff are trained in correct lifting techniques and the use of mechanical handling equipment and receive further refresher training as deemed necessary. 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>






 Hazard: Snow and Ice		
Could slip and fall due to snow and ice on the premises		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Could suffer bruising, sprains and broken bones due to falling and hitting the ground</p>	<p>Key areas to be subject to snow clearance and gritting</p> <p>Ensure critical areas (i.e. those with the highest footfall) are the focus of snow clearance and gritting before pupils arrive at school - for example entrances, car parks, external walkways etc. must be cleared of snow/ice and subject to regular inspection to determine when further gritting/clearance is required</p> <p>Ongoing monitoring of weather conditions</p> <p>Weather forecast is monitored on a daily basis to inform plans for gritting and snow clearance, so it can be completed in a timely manner in the morning before pupils arrive</p> <p>Suitable footwear worn</p> <p>Suitable slip resistant footwear should be worn, particularly by caretakers, during snowy/icy conditions</p>	<p> Low Risk: 6</p> <p>Likelihood: 2/9 Severity: 3/9</p>








 Hazard: Unsecure fences / barriers		
Risk of unauthorised persons entering the school grounds or premises due to fencing or barrier damage		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of collapse/falling if not inspected or installed correctly</p>	<p>Access into the premises is controlled</p> <p> Access into the premises is controlled so no unauthorised persons can enter.</p> <p>CCTV installed for training, supervision and security purposes</p> <p> CCTV installed for training, supervision & security purposes in some premises</p> <p>Regular Checks In Place</p> <p> The site teams will regularly check the site perimeter fencing and barriers for signs of damage or intrusion.</p>	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>

 Hazard: Poor Lighting		
Risk of injury during access & egress due to poor lighting.		
Who can be harmed/how?	Controls in place	Risk rating
All Staff, Student / Pupil Risk of injury during access & egress due to poor lighting.	<ul style="list-style-type: none">  Lighting Levels Inspected  Lighting levels are inspected and remedial action taken when issues identified  Routine checking of emergency lighting  Suitable & Sufficient Internal Lighting Provided  Suitable & sufficient lighting provided for the workplace activities  Suitable and sufficient external lighting provided 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 5 </div> Likelihood: 1/9 Severity: 5/9

 Hazard: Assault		
Risk of injury and distress to victims and those assisting victims of violent conduct.		
Who can be harmed/how?	Controls in place	Risk rating
All Staff, Student / Pupil Risk of injury and distress to victims and those assisting victims of violent conduct.	<ul style="list-style-type: none">  Aggressive Pupils Removed From Class  Pupils showing signs of aggression are removed from the classroom  Challenging Behaviour/Violence at Work Policy  All employees have been trained in the Challenging Behaviour/Violence at Work Policy in place  Personal Safety - Aggressive Behaviour Awareness  Personal Safety - Aggressive Behaviour Awareness 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 4 </div> Likelihood: 1/9 Severity: 4/9

 Hazard: Hot surfaces/Liquids - Heaters/Scalds		
Risk of injury (e.g. skin burns) due to coming into contact with unprotected hot surfaces or liquids		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of injury (e.g. skin burns) due to coming into contact with unprotected hot surfaces or hot liquids</p>	<p> Appropriate first aid provided</p> <p> Do Not Touch Hot Surfaces</p> <p> Operatives should not come in to contact with hot surfaces.</p> <p> Pre-start Checks Undertaken</p> <p> Protective Screens Provided & Used</p> <p> Scalds/Burns</p> <p>Any hot drinks being carried should be in a sealed container with a lid firmly fastened.</p>	<p> Low Risk: 4</p> <p>Likelihood: 1/9</p> <p>Severity: 4/9</p>








 Hazard: Noise		
Risk of hearing damage due to exposure to excessive levels of noise.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of hearing damage due to exposure to excessive levels of noise.</p>	<p> Health Surveillance/Screening Records Kept</p> <p> Records of all health surveillance/screening programmes are kept</p> <p> Noise Control</p> <p>Noise levels controlled by teaching staff.</p>	<p> Low Risk: 4</p> <p>Likelihood: 1/9</p> <p>Severity: 4/9</p>

 Hazard: People Movement (Risk Of Slips)		
Risk of injury due to a variety of access/egress hazards that can cause slips.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>Cleaning Schedules in Operation  Daily cleaning schedules in operation and take place after school operation hours</p> <p>Floor Not Left Wet After Cleaning To Prevent Slips  Wet floors not left after cleaning - clean them to a completely dry finish</p> <p>Spillage Procedure In Place  Spillages in the classroom will be cleaned up immediately</p> <p>Spillages Cleaned Up Immediately  Spillages Cleaned Up Immediately</p> <p>Warning Signs Displayed  Wet floor waring signs are displayed when necessary</p> <p>Wet Floors Are Taken Out Of Traffic Routes  During cleaning operations, wet surfaces are kept from traffic routes by barriers and/or signage</p>	<p>Low Risk: 3</p> <p>Likelihood: 1/9 Severity: 3/9</p>



Hazard: People Movement (Risk of Trips & Falls)






Risk of injury from tripping over trailing cables / loose objects on the floor around the classroom.






Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of injury from tripping over trailing cables / loose objects on the floor around the classroom.</p>	<ul style="list-style-type: none">  All aisles and gangways kept clear All aisles and gangways kept clear to avoid slips and trips  All Classroom Equipment Stored Correctly All classroom equipment stored correctly and good housekeeping maintained  All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace  Changes in level and steps are highlighted Changes in level and steps are highlighted to reduce the risk of slips, trips & falls  Electrical Cable Management In Place Electrical cable management in place ensuring no trailing wires in the workplace reducing trip risks  Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace. 	<p> Low Risk: 3</p> <p>Likelihood: 1/9 Severity: 3/9</p>



Hazard: Poor Housekeeping

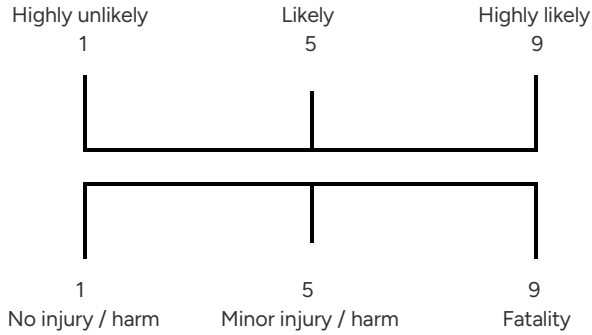
Risk of injury during access & egress due to poor housekeeping.

Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Risk of injury during access & egress due to poor housekeeping.</p>	<ul style="list-style-type: none">  All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace  Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task  Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.  Waste Bins Are Provided Waste bins are provided in the classrooms 	<p> Low Risk: 3</p> <p>Likelihood: 1/9 Severity: 3/9</p>

 Hazard: Access doors		
Movement and closure of doors		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Contractors, Members of the Public, Student / Pupil, Visitors</p> <p>Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.</p>	<p>All doors are suitable and adequately maintained</p> <p> Regular inspections must be undertaken to ensure doors remain in good condition and operate as intended. Any damage should be reported immediately</p> <p>Automatic closers on doors set to suitable closing speed and regularly inspected</p> <p> All fire doors and door closers are inspected and checked regularly and maintained as required</p> <p>Automatic door closers and secure access doors on entrances/exits</p> <p> To prevent unauthorised access, automatic door closers and security doors will be installed where required. Testing of the fail-safe mechanism on the door will be completed at suitable intervals (e.g. to ensure it automatically opens in case of a fire)</p>	<p> Low Risk: 2</p> <p>Likelihood: 1/9 Severity: 2/9</p>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Severity ↑	9	9	18	27	36	45	54	63	72	81
	8	8	16	24	32	40	48	56	64	72
	7	7	14	21	28	35	42	49	56	63
	6	6	12	18	24	30	36	42	48	54
	5	5	10	15	20	25	30	35	40	45
	4	4	8	12	16	20	24	28	32	36
	3	3	6	9	12	15	18	21	24	27
	2	2	4	6	8	10	12	14	16	18
	1	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9	
	Likelihood →									

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Darren Bailey

Approved by signature: Darren Bailey

Acknowledgements

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Full name	Signature	Date

Full name	Signature	Date