

ESTABLISHMENT/SCHOOL CANTRELL PRIMARY SCHOOL	SECTION/TEAM	DATE OF ASSESSMENT September 2020
WHO MIGHT BE HARMED? Employees, pupils, visitors, contractors, service users		HOW MANY ARE AFFECTED? Employees, pupils, visitors, contractors, service users

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fire	• Are staff aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm (e.g. provision of fire evacuation procedure and fire action notices)?	Yes		Low
	• Are suitable fire extinguishers readily available e.g. water type and carbon dioxide?	Yes		Low
Control of waste	• Are waste bins emptied on a daily basis?	Yes		Low
Use of electrical equipment	• Are there a sufficient number of sockets provided?	Yes		Low
	• Is electrical equipment visually checked on a regular basis for damage e.g. damage to electrical leads, plugs, sockets?	Yes		Low
	• Are arrangements in place to report defective plugs or cables?	Yes		Low
Poor maintenance	• Are items such as photocopiers and computer systems maintained on contract?	Yes		Low
	• Has the equipment undergone portable appliance testing (PAT) by a competent person at a maximum of 2 yearly intervals?	Yes		Low
Poor housekeeping	• Are good housekeeping standards maintained e.g. safe access/ egress around the area to prevent slips, trips and falls?	Yes		Low

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	<ul style="list-style-type: none"> Are arrangements in place to ensure that trailing leads do not pose a trip hazard? 	Yes		Low
Manual Handling activities	<ul style="list-style-type: none"> Have arrangements been made with suppliers regarding delivery to point of store? 	Yes		Low
	<ul style="list-style-type: none"> Are appropriate mechanical aids available to transport boxes of paper etc. e.g. trolley/sack truck? 	Yes		Low
	<ul style="list-style-type: none"> Are arrangements in place for the handling of heavier loads e.g. furniture? i.e. staff trained in manual handling techniques? 	Yes		Low
	<ul style="list-style-type: none"> Can the risk be avoided? If not, a more detailed assessment is required by the Manual Handling Operations Regulations 	Yes		Low
Use of Display Screen Equipment	<ul style="list-style-type: none"> Are any staff considered to be 'users' of display screen equipment? (The City Council definition of a 'user' is an employee who uses display screen equipment for: <ul style="list-style-type: none"> a) a continuous period of two hours or more daily; or b) 50% or more of the normal working day on a regular basis) If the above criteria applies, has a workstation assessment been carried out by a 'competent' person as required by the Display Screen Equipment Regulations 1992 (see Safety Policy and Arrangements No. 37)? 	Yes		Low
	<ul style="list-style-type: none"> Are less frequent users aware of good practice? 	Yes		Low
Exposure to hazardous	<ul style="list-style-type: none"> Are any substances in use covered by COSHH? If so, a COSHH assessment needs to be undertaken? 	Yes		Low

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substances	<ul style="list-style-type: none"> • If the substance is not covered by COSHH, is it stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet? 	Yes		Low
Use of Photocopier	<ul style="list-style-type: none"> • Is the room adequately ventilated? 	Yes		Low
	<ul style="list-style-type: none"> • Are arrangements in place to ensure that trailing leads do not pose a trip hazard? 	Yes		Low
	<ul style="list-style-type: none"> • Has a designated person/s been appointed to change the toner and attend to paper jams etc.? 	Yes		Low
Environmental Comfort Factors	<ul style="list-style-type: none"> • Are indoor workplaces kept reasonably warm in winter (whilst the minimum requirement is 16°C for employees, the City Council target temperature for employees in cold weather is 20°C). 	Yes		Low
	<ul style="list-style-type: none"> • Are arrangements in place to provide reasonable working conditions in summer? E.g. can windows be opened and are fans provided? 	Yes		Low
	<ul style="list-style-type: none"> • Is there adequate lighting? 	Yes		Low
	<ul style="list-style-type: none"> • Is there a reasonable amount of space? 	Yes		Low
	<ul style="list-style-type: none"> • Can windows be opened to provide fresh air? 	Yes		Low
Falling Objects etc.	<ul style="list-style-type: none"> • Is appropriate storage available? Refer to Children and Adults H&S Manual- Storage 	Yes		Low
Lone Working	<ul style="list-style-type: none"> • Are staff required to work in the building alone e.g. out of office hours? If so have appropriate precautions been taken e.g. means of communication? 	Yes		Low

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Provision of First Aid	<ul style="list-style-type: none"> Are arrangements detailed in the Children and Adults H&S Manual- First Aid in place? 	Yes		Low
Security	<ul style="list-style-type: none"> See Children and Adults H&S Manual- Security 	Yes		Low
Welfare Facilities	<ul style="list-style-type: none"> Are arrangements detailed in the Children and Adults H&S Manual- Welfare Facilities in place? 	Yes		Low
Lack of training, information and instruction	<ul style="list-style-type: none"> Are staff aware of the above procedures/arrangements which are in place? 	Yes		Low
<p>Are there any other foreseeable hazards associated with this activity? e.g. due to the layout, wheelchair users, cash handling, etc.</p> <p>Please circle YES / NO</p>	<p><u>List any additional control measures</u></p>			
<p><u>Reference Documents</u></p> <p>☰ Safety Policy and Arrangements 08, 10, 13, 18, 28, 35, 37, 50</p>				

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ASSESSSED BY (Print name) Ralph Surman		SIGNED <i>Ralph Surman</i>		DATE September 2020
LINE MANAGER Debbie Weaver		SIGNED <i>Debbie Weaver</i>		REVIEW DATE April 2023