

| <b>School/Academy:</b>   | Cantrell Primary School   | <b>Date of assessment</b>        | September 2020  |  |
|--|---|----------------------------------|---|--|
| <b>Who might be harmed?</b>                                      | Employees, pupils, service users  | <b>How many are affected?</b>    | Whole School  |  |
| <b>Hazards</b><br>(including inadequate or lack of arrangements) | <b>Possible control measures</b>  | ✓ if in place<br>✗ if not or n/a | <b>Where:</b><br>✗ state action to be taken with timescales<br>✗ any additional control measures<br>✓ site specific details | <b>Residual Risk rating</b><br>High, medium, low |
| Staffing   | • Sufficient numbers of staff are allocated to manage the dining area when occupied by pupils; in addition to when staff are otherwise managing play areas. | YES                              |   | L  |
|  | • Older pupils tasked as Table Monitors if necessary.   |                                  |   |  |
| Safeguarding   | • Staff have been through DBS process.  | YES                              |   | L  |
| Clothing   | • The school have rules for Midday Supervisors' clothing and footwear*.   | YES                              |   | L  |
| SEN  | • Trained staff are available to support any pupils with special needs.   | YES                              |   | L  |
| Behavioural  | • Trained staff are available to manage any behavioural issues.   | YES                              |   | L  |
| Training and instruction   | • Midday staff have been trained and inducted in procedures and records kept. Signatures are obtained.  | YES                              |   | L  |
|  | • Midday staff have been provided copies of the Midday Supervisor Safe Working Procedure and Spill Guide. Signatures are obtained.                          | YES                              |   |  |
|  | • Midday staff have been encouraged to report any problems and suggest improvements.  | YES                              |   |  |
| Room   | • The dining area is of sufficient size for the number of tables. (Is there a need to split pupil groups further into different sittings?)                  | Rolling                          |   | L  |
|  | • The flooring is suitable in the dining area.  | YES                              |   |  |
|  | • The dining area has sufficient lighting.  | YES                              |   |  |
| Food and drink   | • Staff have been informed not to overfill cups.  | YES                              |   | L  |
|  | • Appropriate utensils have been provided for pupils to obtain food without spillage at any self-serve station.   | YES                              |   |  |

| Hazards<br>(including inadequate or lack of arrangements) | Possible control measures   | ✓ if in place<br>✗ if not or n/a | Where:<br>✗ state action to be taken with timescales<br>✗ any additional control measures<br>✓ site specific details | Residual Risk rating<br>High, medium, low |
|---|---|----------------------------------|--|---|
| Traffic routes  | <ul style="list-style-type: none"> <li>The dining/serving area has been planned to minimise carrying of food/plates.</li> <li>There is enough space between tables for movement.</li> <li>Traffic routes are organised such that once pupils have been served that they do not double back on themselves or swing round without looking.</li> <li>Obstructions such as protruding objects, trailing leads have been removed or covered.</li> <li>Trip hazards such as bags and other items are removed.</li> <li>Any “hot-spots” in the dining area where spillages occur more often have been identified. (Are any other actions required for these areas?)</li> </ul> | YES                              |  | L   |
| Trays   | <ul style="list-style-type: none"> <li>Trays are easy to hold by pupils (different trays provided for different age-groups).</li> <li>Trays have sufficient recesses to ensure that food and cups do not move whilst being transported.</li> </ul>  | YES                              |  | L   |
| Waste   | <ul style="list-style-type: none"> <li>Sufficient sized bins, located within easy reach of midday supervisors, catering and pupils are available.</li> <li>Waste disposal areas are appropriately supervised.</li> <li>Small bins are on tables for pupils with packed lunches.</li> </ul>  | YES                              |  | L   |
| Spillages   | <ul style="list-style-type: none"> <li>Staff are encouraged dealing with any spills immediately.</li> <li>Staff have been informed particularly about picking up small items of “wet” food immediately.</li> <li>Pupils have been encouraged to report spillages without embarrassment.</li> <li>Warning signs are available and displayed as necessary.</li> </ul>   | YES                              |  | L   |

| Hazards<br>(including inadequate or lack of arrangements) | Possible control measures   | ✓ if in place<br>✗ if not or n/a | Where:<br>✗ state action to be taken with timescales<br>✗ any additional control measures<br>✓ site specific details | Residual Risk rating<br>High, medium, low |
|---|---|----------------------------------|--|---|
| Cleaning tools/materials                                  | <ul style="list-style-type: none"> <li>Appropriate tools/materials area available:                             <ul style="list-style-type: none"> <li>Disposable towels for wiping spills and picking up debris.</li> <li>Wet cloths for wiping tables and chairs.</li> <li>Dustpans and brushes.</li> <li>Mops and buckets.</li> </ul> </li> </ul> | YES                              |  | L   |
| Manual handling   | <ul style="list-style-type: none"> <li>Manual handling risk assessment has been undertaken for putting tables / chairs out and away if there is a significant risk of injury.</li> </ul>  | N/A                              |  |   |

| Are there any other foreseeable hazards associated with slips and trips in school dining areas? |   | Yes <input type="checkbox"/>              |
|---|---|---|
|   |   | No <input type="checkbox"/>               |
| Additional Hazards  | List any additional control measures required | Residual Risk rating<br>High, medium, low |
|   |   |   |

|   |                               |                                      |
|---|-------------------------------|--------------------------------------|
| <b>Reference Documents</b>  |                               |                                      |
| <ul style="list-style-type: none"> <li>Middy Supervisor Safe Working Procedure</li> <li>Spillage Guide</li> </ul> |                               |                                      |
| <b>ASSESSED BY (Print name)</b>   | <b>SIGNED</b><br>Ralph Surman | <b>DATE</b><br>September 2020        |
| <b>LINE MANAGER</b>   | <b>SIGNED</b><br>DW           | <b>REVIEW DATE</b><br>September 2023 |

### \* Additional Information

#### Footwear

- Footwear can be important in preventing slips in the workplace and selecting the right shoe sole can have a big effect on reducing slip injuries. As a minimum, there should be a 'sensible shoe' policy in force.
- Different types of footwear can perform differently in different situations. Slip resistance of footwear does not scale with price; some inexpensive shoes can perform very well.
- Rubber soles offer more slip resistance on wet floors than polyurethane soles. But choose footwear after considering the environment, types of contaminants and work being carried out.
- Sole tread patterns make a difference to the slip resistance, finer cleats are better, though they should not become clogged with any waste or debris on the floor. If they do, that design of sole is unsuitable for your situation or you need to control the contamination that gets on the floor.
- If 'anti-slip' footwear is needed to properly control slip risks, the employer has to provide and pay for it.