


School: West Park School	Assessment date: 20/12/18
Activity covered by this assessment: Manual, physical, pupil and staff safety	Date reviewed:
Staff involved in the assessment: All staff and visitors	Head's signature: 

HAZARD	PERSONS AT RISK (e.g. staff, visitors, pregnant workers, young persons)	ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures)	FURTHER ACTION REQUIRED (If existing controls are inadequate)	BY WHO AND WHEN
Environment <ul style="list-style-type: none"> • Slips and trips • Fire • Electricity • Asbestos 	Teachers, support staff, pupils, visitors, contractors	<ul style="list-style-type: none"> • Daily visual inspection of classrooms carried out. Any defects are reported to the site manager/caretaker. • All walkways kept clear of obstructions and slip hazards. • Spillages are cleared away immediately. • Trailing leads not permitted to cross walkways. • Materials and equipment stored safely. • Rooms have adequate lighting, heating and ventilation. • Room layout allows staff and pupils enough space to move around comfortably and safely. • Fire extinguishers, alarm points, escape routes and exits kept clear of obstructions and marked with signs. • Fire alarm is tested weekly. • Staff and pupils aware of the emergency evacuation procedure and fire drills are carried out termly. • Portable electrical appliances are PAT tested. • Electrical equipment visually inspected before use. Any defective equipment is not used and reported to the site manager/caretaker who arranges for its repair or removal. • Staff aware of the location of asbestos containing materials and know how to manage it, i.e. prevent damage. • A Fire Risk Assessment has been carried out. 		

Physical and verbal abuse	Teachers, support staff, pupils	<ul style="list-style-type: none"> • Staff to follow school's behaviour policy. • All visitors sign in and out. And safeguarding and all other procedural information provided on the visitor pass. • Contentious meetings with parents are pre-arranged and senior members of staff informed and where necessary are present at the meeting. • All incidents of aggression reported to the headteacher. 		
Manual handling	Teachers, support staff, pupils	<ul style="list-style-type: none"> • Manual handling is avoided where possible. Site manager (trained in manual handling) requested to move items, e.g. tables, heavy equipment. • Staff to assess the risks before carrying out any manual handling task, and to reduce the load if necessary, e.g. by emptying boxes, carrying one item at a time and to use lifting equipment, e.g. trolleys. • Storerooms and cupboards are organised so that items are stored in easily accessible places, e.g. at waist height and not on high shelving or in a confined space and (where possible) items are split into smaller loads for easier access. 		
Arts, Technology and Science equipment, e.g. glue guns, sharp implements, chemicals etc.	Teachers, support staff, pupils	<ul style="list-style-type: none"> • Materials safely stored, e.g. sharp objects to be kept out of reach of pupils when not in use. • Only non-toxic paints and glues are used. 		

Hazardous substances	Teachers, support staff, pupils	<ul style="list-style-type: none"> • Staff working with hazardous substances for curriculum activities to follow specialist instruction, e.g. CLEAPSS Hazcards. • COSHH assessments completed for hazardous substances and safety data sheets obtained from the supplier. • Personal protective equipment provided and worn where identified in the COSHH assessment. • Substances stored securely away from pupils. • Containers are clearly labelled. Any unknown or unlabelled substance is not used and disposed of. • Staff instructed never to mix incompatible chemicals. • Staff issued with the COSHH Tool Box Talk. • Spillages of substances are cleaned in accordance with the COSHH assessment. • Staff to report any health problems related to the use of substances. 		
Biological (infection) risks, i.e. cleaning bodily fluids	Teachers, support staff, pupils,	<ul style="list-style-type: none"> • Disposable gloves are provided and worn. • The spillage is covered with absorbent material by sprinkling it liberally over the spillage area. • The waste is scooped into a bag and disposed of in the bin. • The area is thoroughly washed with disinfectant and hot water. • Staff wash their hands on completing the task. 		
Work at height	Teachers, support staff	<ul style="list-style-type: none"> • Work at height is avoided where possible by ensuring, items are stored at a reachable height, and displays can be reached from the floor. • Where work at height cannot be avoided, a kick stool or small step ladder is used. • Kick stool or step ladder is inspected prior to use and step ladders inspected annually by the site manager/ caretaker and recorded. • Standing on chairs and tables is prohibited. • High shelves are only used for storing light and infrequently used items. Heavy items are stored at waist height/low level • Staff not to undertake any work at height activities when working alone. 		

Work-related stress	Teachers, support staff	<ul style="list-style-type: none"> • PPA time provided for teaching staff. • Headteacher or line manager to monitor the workload of staff. • Staff reminded at regular intervals they can speak in confidence to the headteacher and/or line manager. • Arrangements are in place for early identification and management of stress. 		
Lone working and home visits	Teachers, support staff	<ul style="list-style-type: none"> • Work at height activities are not carried out when working alone. Such activities are planned in advance and carried out with a colleague present. • The communication arrangements are followed for lone working during normal working hours, e.g. liaise with colleagues. • When working on the premises during school holidays, signing in and out procedures followed and liaise with other staff working in the building or family member/ friend. • Staff aware of the fire and emergency procedures. • Doors are locked and access controlled through an intercom system. • For home visits background information on the family is gathered beforehand, and a specific risk assessment carried out, where necessary. • Visits identified as higher risks are carried out by two people or meeting held in the school (if safe to do so). • Mobile phone available; charged and switched on. • Times and location of visits to be known. Staff to record the details of the visit and inform the headteacher or office, including their expected time of return. If any changes are made to the home visit the headteacher or office are informed. • Staff carrying out home visits are experienced and trained in recognising signs of aggression and methods of avoiding/de-escalating techniques. 		

<p>New or expectant mothers exposed to risks, such as behaviour, manual handling, hazardous substances, equipment</p>	<p>New or expectant staff</p>	<ul style="list-style-type: none"> • Female staff notified of activities, products or equipment which may present a risk to new or expectant mothers. • Any generic risk assessments relevant to the new or expectant mother are reviewed when notified by staff of pregnancy and (where required) adjustments made and recorded in an individual risk assessment (Form HS8). 		
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