



## BUSH HILL PARK PRIMARY SCHOOL GENERAL RISK ASSESSMENT

<b>Model version</b>	1	<b>Date Model drafted</b>	April 2022
		<b>Service Team:</b>	Insert
		<b>Persons undertaking the assessment:</b>	Headteacher – Anna Theodosiou SBM – Lorraine Shaw
<b>Work Activity being assessed:</b>	School based activities	<b>Risk Assessment Number:</b>	1
<b>Date of assessment:</b>	29 April 2022	<b>Date of next review:</b>	1 September 2022
<b>SCOPE OF OPERATION, LOCATION AND TIME</b>		<b>ASSOCIATED GUIDANCE</b>	
<b>Scope of Operation (description of tasks being undertaken):</b> <ul style="list-style-type: none"> <li>• Nursery, Early Years, KS1 and KS2</li> <li>• SEN LSA guidance</li> <li>• Wraparound Club/Extra-Curricular activities</li> <li>• PPA cover guidance</li> <li>• Fire Drills</li> </ul>		<a href="#">Risk assessment arrangements</a>  <a href="#">HSE- Managing risks and risk assessment at work</a>  <a href="https://www.hse.gov.uk/ventilation/overview.htm">https://www.hse.gov.uk/ventilation/overview.htm</a>	
<b>LOCATION:</b> Bush Hill Park Primary School, Main Avenue, Enfield, EN1 1DS			
<b>WHEN DOES THE ACTIVITY TAKE PLACE:</b>			
<ul style="list-style-type: none"> <li>• Breakfast Club (7.50am start)</li> </ul>			

<ul style="list-style-type: none"> <li>• Nursery (8.30am – 3.30pm)</li> <li>• Reception-Year 6 (8.45am- 3.15pm)</li> <li>• Afterschool Club (Until 6pm)</li> <li>• Holiday Club/Camps (February, Easter, Summer and October Half-Term Holidays)</li> <li>• Facility Hire (Weekday, evenings and weekends)</li> </ul>	
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**Council Risk Assessment Sheet**

<b>Activity:</b>	General workplace indoor use	<b>No. of pages:</b>	7	<b>Page number:</b>	2
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<b>What are the hazards?</b>	<b>Who is at risk and How would they be harmed?</b> (e.g. staff, pupils, visitors, contractors etc. – trip, slip, fall, assault)	<b>What is currently done to reduce / control the risk?</b>	<b>What more can be done to reduce risk?</b>	<b>Action by whom, by when?</b>
<p><b>Poor Ventilation</b></p> <p><i>Letting fresh air into indoor spaces can help remove air that contains virus particles and is important in preventing the spread of COVID-19.</i></p>	<p>Poor ventilation can result in the spread of airborne infectious disease such as COVID 19 that can affect all in the premises (staff/pupils/visitors etc.) or cause discomfort in the working environment.</p>	<p>Natural ventilation is the best system - opening windows and doors where possible is the simplest method to improve ventilation.</p> <p>We follow COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning and following the HSE guidance.</p> <p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors can help.</p> <p>All staff are encouraged to wear extra layers during the winter months to accommodate colder weather conditions when windows need</p>	<p>Ventilation via open windows will become problematic during the colder winter months but doors will remain open.</p> <p>In winter months, higher level windows can be partially opened for natural ventilation so as to not create too much of a draught. Airing rooms frequently in between use is also effective.</p>	<p>All staff</p> <p>All staff</p>

		<p>to be opened for well-ventilated rooms and spaces.</p> <p>Classrooms - all classrooms to keep the door and at least 1 window open for ventilation to increase air flow, and use CO2 monitor devices to check levels. Although CO2 is not a direct measure of exposure it can indicate when ventilation needs to be improved.</p> <p>Offices – a window should be open if more than 1 person is inside and if the conversation is not private the door should be kept open as well.</p> <p>Staff Rooms – at least 1 window must be kept open for ventilation at all times for ventilation to increase air flow.</p> <p>The Nursery Staff Room - can only accommodate 1 person in at a time and must be ventilated just before each person leaves the room. The extractor fan must be open at all times.</p> <p>School Office – a window or door should be open at all times or the A/C unit should be turned on to increase ventilation and switch heating ventilation and air conditioning (HVAC) systems to draw in fresh air rather than recirculating it</p> <p>Headteachers, Managers and Staff are aware of the importance of ventilation following actions from the COVID 19 epidemic.</p>		
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		Use CO2 monitors to identify poor ventilation. <a href="#">HSE Ventilation using a CO2 monitor</a>		
<b>Slips/trips/Falls</b>	Staff/pupils/visitors/ Contractors etc. may be injured if they trip over objects, cables, worn out carpets/rugs or may slip on spillages.	Corridors, store rooms, and all floor areas are kept free from obstacles.  Cables and leads are tucked away and managed effectively, avoiding cables crossing open areas or gangways. Where cables and leads cannot be tucked away, we will use proprietary cable covers.  School Site Staff maintain good housekeeping across the school site, and all staff are asked to keep their classrooms, offices and rooms clean and clear.  High level storage is avoided wherever possible.	Formal Inspection of office area included in establishment inspection to be undertaken bi-annually with records kept.  Reinforced in staff briefings and Health & Safety Notices on Teams.	HT, Site Staff, SBM
<b>Manual Handling</b>	Staff may hurt their back or upper limbs lifting	Staff have completed manual handling training where appropriate. Computer based training modules are available with the Schools Health & Safety Team.  Trolleys are used to transport heavy items like boxes of paper etc.  Heavy items should be stored at waist level.  All staff should minimise manual handling.  Appropriate footwear and clothes should be worn.	Any Specific Manual handling involving difficult or repetitive lifting, not covered by the school's Manual Handling Risk Assessment, should be risk assessed first, so appropriate control measures can be implemented.  If a specific case develops, staff should highlight areas where workplace layout can be changed.	HT, SBM  All staff
<b>Overloaded shelving units /</b>	Staff may sustain injuries ranging from cuts / bruises	Storage units should not be overloaded with heavy items.	Regular checks are made to ensure the shelving is in good condition, e.g.	All Staff

<p><b>bookshelves / items stored at height.</b></p>	<p>through to eye damage / head injury.</p>	<p>School storage units are deep enough to hold stationery stock and resources without any overhang.</p> <p>Shelving units are not placed directly above permanent workstations.</p>	<p>screws have not come loose, cracks have not appeared etc.</p> <p>Items found to be stored on top of high cabinets will be re-located to a lower height.</p>	<p>Site Staff, SBM</p>
<p><b>Gaining access to heights</b></p>	<p>Staff – falls from height</p>	<p>Staff are not allowed to use chairs/tables to gain access to height. Working at Height computer-based training modules are available with the Schools Health &amp; Safety Team.</p> <p>Storage restricted to low level/step ladder/ kick stools provided.</p> <p>Instructions on safe use displayed on the staff notice board.</p>	<p>Regular checks to be carried out on access equipment and log kept.</p> <p>Work at height risk assessment to be carried out for specific high-risk tasks if required.</p> <p>Specific training access where required e.g., Prefabricated Access Suppliers' &amp; Manufacturers' Association (PASMA) training.</p>	<p>All</p>
<p><b>Display Screen Equipment (DSE)</b></p>	<p>Users may hurt their back or upper limbs through excessive computer use, may become fatigued or suffer stress related illness</p>	<p>All desk-based staff should complete online display screen equipment training modules, available with the Schools Health &amp; Safety Team.</p> <p>Adjustable chairs are provided for all desk users of PCs.</p> <p>Free eyesight tests are available to DSE users who use DSE daily, for continuous periods of an hour or more, under The Health and Safety (Display Screen Equipment) Regulations. Staff must seek sign off from the Headteacher/SBM before booking a test with a particular optometrist.</p>	<p>Staff should report any discomfort while using DSE.</p> <p>Staff should work within safe working practices:</p> <ul style="list-style-type: none"> <li>▪ good posture</li> <li>▪ adjusting chairs and other furniture</li> <li>▪ arranging desk space</li> <li>▪ adjusting screens and lighting to avoid reflections and glare</li> <li>▪ breaks and changes of activity</li> </ul>	<p>All staff</p>

		Individual DSE assessments should be carried out and reviewed annually.		
<b>Poor working environment, e.g. insufficient lighting, heating, ventilation etc.</b>	Staff - may cause discomfort	<p>Lighting, heating and ventilation is continually monitored to ensure satisfactory levels for the staff members.</p> <p>Bulbs and lighting are checked regularly and changed when needed.</p> <p>Heating system is regularly serviced and maintained.</p>	<p>Additional local lighting can be provided where required, e.g. desk lamps</p> <p>Additional local heating to be provided where required, e.g. portable heaters to be made available if heating system is not fully functional.</p>	<p>HT, SBM</p> <p>Site Staff</p>
<b>Emergencies/ fire/ evacuation required</b>	Staff could suffer harms from fires or other emergencies	<p>Fire Risk Assessment at site, evacuations are practiced, and procedures followed – see the school’s Incident Management Plan.</p> <p>Individuals with mobility or other issues that could impair exiting of building have Personal Emergency Evacuation Plans (PEEPs).</p>	<p>Staff sent dire drill reminders and Muster Point locations</p> <p>Staff responsibilities sent as reminders and available on Teams</p> <p>Procedures under regular review and checks made</p>	HT, SBM
<b>Getting or spreading coronavirus in common use high traffic areas/communal areas</b>	<p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers</p>	<p>Communal area surfaces, like kitchen surfaces, tables and chairs, must be kept clear for people to sit and eat at to make cleaning easier.</p> <p>Daily cleaning regime remains in place in Early Years to make sure high traffic communal areas are kept clean.</p>	<p>Hand washing facilities available in each classroom.</p> <p>Hand sanitisers available across the school site.</p> <p>Gloves, aprons, and other PPE available upon request for specific activities.</p>	<p>All staff</p> <p>Site Staff</p> <p>Site staff, Welfare Officer</p>
<b>Living with COVID-19</b> <i>Primary age children and staff working in</i>	<p>Pupils</p> <p>Staff</p> <p>Parents and visitors</p>	Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.	Coronavirus (COVID-19) symptoms in children - NHS ( <a href="http://www.nhs.uk">www.nhs.uk</a> ) People with symptoms of a respiratory	HT, Welfare Officer, SBM

<p><i>primary school no longer need to carry out asymptomatic testing in school.</i></p>		<p>Children can go back to school, college or childcare and resume normal activities when they no longer have a high temperature, and they are well enough to attend.</p> <p>Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can.</p> <p>It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional. However, if a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can.</p> <p>Although there is no longer a requirement for schools to now implement a COVID-19 Risk Assessment, we will be continuing with the following measures:</p> <ul style="list-style-type: none"> <li>• Regular handwashing or use of antibacterial gel</li> <li>• Ventilating rooms</li> <li>• Staggered break and lunchtimes</li> </ul> <p>In the event of a school or local outbreak, it may be necessary to reintroduce some of the previous COVID-19 measures. If this is the case, parents/carers will be informed.</p>	<p>infection including COVID-19 - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</p>	
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