



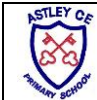
Our Vision

*In God's likeness, we
shine our light in all
we say and do,
through love, respect,
courage and joy.*

curious, confident, caring



Astley School recognises that it is responsible for having effective systems in place that keep children, parents and staff safe, wherever possible, in line with our Christian vision and values. These risk assessments reflect our daily working habits and are an important part of our duties in line with Health and Safety legislation. Staff, governors and children are involved in reviewing these risk assessments regularly and sign to say they



Astley C.E. Primary School Risk Assessments updated 2024

have read them annually. Any maintenance issues or concerns about Health and Safety must be reported to the office or Headteacher immediately.

Allergies			
Hazard	How might this cause harm?	Control measure	Level of risk
Failure of parents to notify school of allergy	School may inadvertently allow a child access to an allergen leading to a harmful reaction	<ul style="list-style-type: none"> Data collection sheet sent to parents annually Newsletters regularly advise parents to update details 	Acceptable
Individual staff unaware of allergy	Staff may inadvertently allow a child access to an allergen leading to a harmful reaction	<ul style="list-style-type: none"> Mild allergies are recorded on the medical list in every class and office Pupils with high needs have an Individual Health Care Plan (IHCP) available in every class and office – updated annually or when informed of a change by parent 	Acceptable
Medical equipment not available when needed	Medication unavailable to arrest allergic reaction	<ul style="list-style-type: none"> First Aid lead regularly checks medication and advises parents if out of date EVLs add needs to risk assessments and pack off site First Aid kits accordingly 	Acceptable
Staff unaware of how to use equipment	Medication is not used to arrest allergic reaction	<ul style="list-style-type: none"> Training given by School Nurse/online learning annually where there is a pupil who has an AAI/requirement for EpiPen 	Acceptable
Pupils share allergic foods	Pupils may inadvertently allow a child access to an allergen leading to a harmful reaction	<ul style="list-style-type: none"> Newsletters regularly advise parents not to include nuts or products that contain nuts in packed lunches or snacks Pupils advised not to share food and given the reasons for this 	Acceptable
Visitors to school experience a severe reaction	School may inadvertently allow a visitor access to an allergen leading to a harmful reaction	<ul style="list-style-type: none"> Warning signs displayed during school events to warn visitors of potential risks 	Acceptable

Health and safety is everyone's responsibility.



Car Park			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects	People might trip over objects left lying around	<ul style="list-style-type: none">All objects to be tidied away	Acceptable
Night	Areas of the ground can be very dark and people might trip, slip or walk into things	<ul style="list-style-type: none">Security lights regularly checked and maintained	Acceptable
Litter	Metal and glass litter might cut someone	<ul style="list-style-type: none">Any litter to be tidied away promptlyBins provided on school driveway	Acceptable
Leaves	Accumulation of wet leaves could cause slips	<ul style="list-style-type: none">Leaves to be cleared away as required through leaf fall period	Acceptable
Snow and ice	Ice might cause a slip leading to a more serious injury	<ul style="list-style-type: none">A route is gritted between the car park and building	Acceptable
Collision	A car might hit another car or a person	<ul style="list-style-type: none">All manoeuvres must be carried out with extreme caution and acceptable speed, particularly when coming in and out of the car parkParents regularly reminded not to use car parkStaff should avoid moving cars between 8.40 to 9am and 3.10pm to 3.25pmCars parked against hedge and not overhanging drive to facilitate emergency accessNo parking blocking gate to playground to facilitate emergency access	Acceptable
Children stray into car park	Child might be knocked over, or might run into road	<ul style="list-style-type: none">gates separate car park and are always closedAdult supervision of front playground to ensure children stay on playgroundClose top front gates during school hours	Acceptable



Astley C.E. Primary School Risk Assessments updated 2024

Classrooms			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects	People may trip over objects on the floor or have access blocked	<ul style="list-style-type: none"> Floor area to be kept clear. Resources to be stored in designated areas. Fire exit route must remain clear at all times 	Acceptable
Chairs	People might trip over them or fall off them.	<ul style="list-style-type: none"> Chairs to be put neatly under table when not being used during day Children instructed to not rock on chairs If stacked, no more than 5 chairs to a stack 	Acceptable
Stationary	Drawing pins, staples, pens, pencils etc. may pierce a foot or cause a fall	<ul style="list-style-type: none"> Care taken when displays being taken down or put up Wall stapler not to be used with children adjacent The floor to be thoroughly checked for any items daily by children and staff Floor to be kept clean and tidy 	Acceptable
Display board and cupboards	People might fall if trying to secure things at a height	<ul style="list-style-type: none"> Steps or ladders to be used only for high work Adults to use steps provided Steps to be fully extended and held securely by another person Appropriate fixings to be used to secure items i.e. staples, glue gun 	Acceptable
Windows	Glass could shatter and cut someone	<ul style="list-style-type: none"> Most windows are fitted with appropriate safety glass. Blinds on all windows act as a protective layer No objects likely to break a window to be thrown around the room Adults to open/close windows 	Acceptable
Electrical appliances Including wall mounted	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> Wall mounted Audio-visual equipment checked visually daily by class teacher Electrical appliances, except key parts of the network, are turned off when not in use. All electrical appliances receive an annual PAT test. Paper to be tidied away at the end of each teaching session Trailing cables to be fused and avoided Pupil use of electrical equipment should be supervised Electrical appliances must only be used for the intended purpose 	Acceptable
Pupil Movement	Lots of pupils moving at the same time may lead to people being pushed into furniture or to fall over	<ul style="list-style-type: none"> Pupil movement supervised Walking only rule enforced Emergency Evacuation Procedure practised 	Acceptable
Spreading fire	This could lead to death	<ul style="list-style-type: none"> Doors and windows to be closed in the event of a fire alarm, and at the end of every day 	Acceptable



Cleaners' cupboard

Hazard	How might this cause harm?	Control measure	Level of risk
Access to shelves is blocked	People may trip over objects on the floor	<ul style="list-style-type: none">• Access to shelves should be achieved from a cleared floor area• There is a place of storage for all items	Acceptable
Objects from top shelf fall	Objects may hit someone underneath	<ul style="list-style-type: none">• All resources to be stored in designated boxes and entirely on the shelf [no overhang]• Heavier boxes on low shelves• Ladders provided should be used to access resources on top shelf	Acceptable
Children gain access to cleaning fluids	They may swallow these or receive a burn	<ul style="list-style-type: none">• Door to cleaners' cupboard locked at all times; access key kept out of children's reach (Staffroom)• Adults only to fetch items from cupboard• All harmful chemicals stored in cleaners cupboard• No chemicals left around school	Acceptable
Accidental use of wrong liquid	Might cause harm	<ul style="list-style-type: none">• No dangerous liquids decanted into other bottles• Bottles labelled with contents• All chemicals have available COSHH sheet• Bottles and labels monitored by HT	Acceptable
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none">• Electrical appliances, except key parts of the network, are turned off when not in use.• All electrical appliances receive an annual PAT test.• Trailing leads to be avoided	Acceptable

Corridors



Astley C.E. Primary School Risk Assessments updated 2024

Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	People may trip or slip over objects on the floor	<ul style="list-style-type: none">• Floor area to be kept clear.• Resources to be stored in designated areas.	Acceptable
Coats, bags and boots on floor	People might trip over these	<ul style="list-style-type: none">• Coats and bags to be in lockers• Locker doors to be closed• Staff model to children how to use lockers	Acceptable
Dark corridors	People tripping over items on floor, or walking into furniture	<ul style="list-style-type: none">• Lights to be kept on when corridor is dark• LED lighting installed• Report broken lights to office• Floor area to be kept clear at all times	Acceptable
Steps from library to upper level	People might fall down these	<ul style="list-style-type: none">• Non-slip edges fitted to steps• Hand-rail fitted to one side• Walk only rule reinforced with all children by all staff	Acceptable
Corners	People might collide at corners	<ul style="list-style-type: none">• Walk only rule enforced for all by all staff• Adults to be particularly cautious if carrying boxes, trays etc	Acceptable
Fire doors	Could prevent swift exit in fire	<ul style="list-style-type: none">• Fire doors must be unlocked during school hours• Fire door access must be kept clear	Acceptable
Fingers trapped in doors	Loss of finger, pain	<ul style="list-style-type: none">• Finger guards fitted to doors• Guards regularly checked and maintained where necessary	Acceptable
Locker doors	Bumps or cuts to heads as children access lockers simultaneously	<ul style="list-style-type: none">• Children taught to access lockers exercising patience• Locker doors to be closed• Staff to regularly check and close doors• Remedial work undertaken if needed	Acceptable

Kitchen



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Hazard	How might this cause harm?	Control measure	Level of risk
Resources might catch on fire	This could begin a fire that might spread to rest of school	<ul style="list-style-type: none">• No accelerant liquids to be stored in kitchen• No smoking on school premises• All electrical appliances switched off at wall when not in use• PAT testing is carried out annually• Electrical appliances only be used for intended purposes• Pupils supervised when using electrical equipment• Electric hob and microwave must be clear of items and things not stored on top	acceptable
Food preparation knives and glasses	People may cut themselves on a knife or broken glass	<ul style="list-style-type: none">• Kitchen area to be kept tidy at all times• Dirty cutlery and crockery cleaned promptly• Clean cutlery and crockery stored in cupboards and drawers• Sharp preparation equipment securely stored in a lidded box in school office cupboard• Staff trained in Food Hygiene	Acceptable
Storage of chemicals	Children may receive a chemical burn	<ul style="list-style-type: none">• No hazardous chemicals to be stored in the kitchen	Acceptable
Hot surfaces and temperatures	Children might be burnt or scalded	<ul style="list-style-type: none">• Hot plate/trolley and urn to be unplugged when not in use and immediately after use• Hot plate and urn to be used only by adults• Children must not be in the kitchen when the hotplate or urn is on, or still hot• The oven must be switched off at the spur fuse on the wall• The hot tap water temperature is monitored regularly• 'HOT' sign used when oven/hob in use or cooling down.	acceptable
Wet floors	Children and adults might slip	<ul style="list-style-type: none">• The correct floor surface cleaner is used• Spills are mopped up immediately• A <i>caution sign</i> is placed by a wet floor until dry	Acceptable

Loft



Astley C.E. Primary School Risk Assessments updated 2024

Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	People may trip over objects and fall	<ul style="list-style-type: none"> • Floor area around loft hatch to be kept clear. (move furniture when accessing loft) • Staff only enter loft in pairs 	Acceptable
Loft doors	These could strike someone on the head if used incorrectly	<ul style="list-style-type: none"> • Step ladder used to release bolts on doors • Bolts must be replaced immediately after use • No pupils present in room when loft in use 	Acceptable
Objects falling out of loft from height	Falling objects could hurt someone	<ul style="list-style-type: none"> • Staff must work in pairs providing appropriate help and advice • Loads should be small, securely fastened and carried with care • No pupils should be in the room when the loft hatch is open • The area below the loft steps must be cleared before accessing loft • Staff standing below must be out of the line of a potential fall and vigilant 	Acceptable

Offices

Hazard	How might this cause harm?	Control measure	Level of risk
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Astley C.E. Primary School Risk Assessments updated 2024

Objects blocking access	People may trip over objects on the floor and access may be impeded	<ul style="list-style-type: none"> Floor area to be kept clear. Resources to be stored in designated areas. 	Acceptable
Display board and cupboards	People might fall if trying to secure things at a height	<ul style="list-style-type: none"> Step stools or ladder only to be used Adults to use steps provided 	Acceptable
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none"> Electrical appliances, except key parts of the network, are turned off when not in use. All electrical appliances receive an annual PAT test. Paper to be tidied away at the end of each working session Trailing leads to be avoided Electrical equipment should only be used for the purpose that it was designed 	High
Use of computers	Eye strain, repetitive strain injury, back or shoulder complaints	<ul style="list-style-type: none"> Workstation assessments have been carried out and changes to geography of work space achieved. 	Acceptable
Chairs	If broken, injuries could occur.	<ul style="list-style-type: none"> Check wheels or chair feet and other relevant parts. Ensure height to desk ratio is correct. 	Acceptable

Playground and field

Hazard	How might this cause harm?	Control measure	Level of risk
Play Equipment	Children might fall through the structure or jump off it, hurting themselves or others	<ul style="list-style-type: none"> Safety surface fitted Children given clear guidance about safe use 	Acceptable

Amended 1st September 2023 by Tracie Langfield (Headteacher) in consultation with staff. Passed to governors FGB meeting September 2023 Peter Archer (Health and Safety Governor)



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		<ul style="list-style-type: none"> Only used in dry weather conditions 	
Corners	Children might collide when moving around corners	<ul style="list-style-type: none"> Children instructed not to run in relevant areas (gravel pathway) 	Acceptable
Visitors	Unknown visitors might have access to children	<ul style="list-style-type: none"> Playtime supervised by at least two adults Top gate locked during lunchtime play Playground gate to public footpath padlocked at all times 	Acceptable
Posts	Children might pull netball posts over	<ul style="list-style-type: none"> Posts are weighted, play time supervised 	Acceptable
Objects	People might trip over objects left lying around	<ul style="list-style-type: none"> All objects to be kept on trolley or in PE shed Adults to ensure all objects are tidied away from field and playground, throughout play sessions and at end of playtime 	Acceptable
Night	Areas of the ground can be very dark and people might trip, slip or walk into things	<ul style="list-style-type: none"> Security lights regularly checked and maintained 	Acceptable
Steps	People might break a limb by falling down the outside steps	<ul style="list-style-type: none"> Steps to be made clear with white paint edging All steps are lit with outside lights 	Acceptable
Trees	Trees [or part of them] might fall on people; or people fall out of them	<ul style="list-style-type: none"> Trees subject to regular visual checks No children allowed to climb trees unless supervised in Forest School 	Acceptable
Litter	Metal and glass litter might cut someone	<ul style="list-style-type: none"> Adult supervisors to scan playground for any foreign objects and remove immediately 	Acceptable
Games	Children might get hurt by running across each other's games or hit by games equipment	<ul style="list-style-type: none"> Grounds are zoned by play activity so ball throwing and football all have designated areas 	Acceptable
Leaves	Accumulation of wet leaves could cause slips	<ul style="list-style-type: none"> Leaves to be cleared away as needed throughout the leaf fall period 	Acceptable
Snow and ice	Ice might cause a slip leading to a more serious injury	<ul style="list-style-type: none"> If snow is soft, no action to be taken other than to clear and grit steps and an access route to be gritted down drive to pupil door and front door If snow becomes compacted or ice is present, the playground may be off limits to ensure safety until it can be cleared. 	Acceptable
Pond	Children might slip, fall in and drown; they might catch an infection from the water	<ul style="list-style-type: none"> Pond is fenced off Children only allowed into pond area under direct adult supervision Children must wash their hands after using the pond 	Acceptable
Wrong footwear	Children could slip, trip or twist an ankle	<ul style="list-style-type: none"> Appropriate footwear to be worn at all times 	Acceptable
Animal excrement	Children may pick up an infection	<ul style="list-style-type: none"> Adults to be vigilant and remove any excrement Children to wash their hands on return to classroom 	Acceptable
Pregnancy			
<i>Hazard</i>	<i>How might this cause harm?</i>	<i>Control measure</i>	<i>Level of risk</i>
Restricted vision	Pregnant ladies may trip over objects on the floor	<ul style="list-style-type: none"> Floor area to be kept clear. Chairs to be kept in designated positions Resources to be stored in designated areas. 	Acceptable

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		<ul style="list-style-type: none"> No resources to be left abandoned on the floor 	
Stairs	People might fall down the stairs or trip over objects left on the stairs	<ul style="list-style-type: none"> No objects to be left on the stairs at anytime All people to use hand rails 	Acceptable
Lifting	Lifting may cause strain	<ul style="list-style-type: none"> If in doubt, pregnant ladies should not lift objects, but seek assistance 	Acceptable
Infection	The unborn child might be affected by infection such as chicken pox and German measles	<ul style="list-style-type: none"> Inform pregnant member of staff immediately of any known infection currently within school 	Acceptable
Tiredness / Stress	The safe conclusion of pregnancy may be adversely affected by overly stressful situations	<ul style="list-style-type: none"> Pregnant member of staff to raise issue with head teacher Changes to work brought about to reduce stress 	Acceptable
Working at height	Reduction in balance might lead to a fall	<ul style="list-style-type: none"> Pregnant members of staff are not allowed to use ladders No member of staff is allowed to climb on furniture to reach up high 	Acceptable
Comfort breaks	Pregnant members of staff may need more frequent comfort breaks	<ul style="list-style-type: none"> Teaching assistant will cover the class if needed If teaching assistant is not available, a child should be sent to find another staff member to temporarily cover the class 	Acceptable
Standing	Standing for a period of time may lead to varicose veins	<ul style="list-style-type: none"> Appropriate seat available within class Changes to work brought about to reduce any standing that causes discomfort 	Acceptable

School hall			
Hazard	How might this cause harm?	Control measure	Level of risk
Liquid spills	If left, someone might walk through the liquid and slip	<ul style="list-style-type: none"> Spills mopped up immediately, and a caution sign placed by the spill until dry 	Acceptable
Dropped food	Someone might walk on the food and slip over	<ul style="list-style-type: none"> Floor thoroughly swept at end of lunch sessions 	Acceptable

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		<ul style="list-style-type: none"> Lunch staff scan floor throughout and remove significant food debris when spotted 	
Choking on food	This could lead to breathing difficulties.	<ul style="list-style-type: none"> Children seated whilst eating Adults to support cutting up of food for younger children Adults to ensure calm, safe eating through close monitoring. First Aiders on site to respond to an emergency if needed. 	Acceptable
Trailing wires	Someone might get their foot caught in the wire and trip	<ul style="list-style-type: none"> Electrical cables to be used only when necessary, a safe route used or taped to the floor 	Acceptable
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire	<ul style="list-style-type: none"> Electrical appliances turned off when not in use. All electrical appliances receive an annual PAT test 	Acceptable
Furniture	Chairs or tables might fall over and hurt someone, or they might be walked into. People might hurt themselves moving furniture. Furniture might be left obstructing emergency exits	<ul style="list-style-type: none"> Chairs, tables, benches to be stacked on storage provided and parked in designated position Furniture to be stacked to a reasonable height to prevent it toppling over emergency exit must be kept clear Lunchtime staff to have manual handling course Hot trolley stored at the back of the hall away from children, unplugged 	Acceptable
PE Equipment	If the equipment is not stored properly, it could constitute a trip hazard. Faulty equipment could lead to a broken limb.	<ul style="list-style-type: none"> PE equipment, including benches, to be stored neatly against the wall PE mats to be stored on trolley provided PE equipment checked professionally once a year. 	Acceptable
External doors	If left open, a young child could wander out or an unknown visitor enter. If locked, this might impede egress from the building	<ul style="list-style-type: none"> External doors to remain closed when not under direct adult supervision All fire doors to be unlocked during occupancy 	Acceptable
Whole school movement	When a large number of children move in and out of the hall, this may provide cause tripping, pushing or trampling	<ul style="list-style-type: none"> Teachers steward large gatherings of children and observe movement in and out of the hall Children have set procedures, moving calmly, Year5/6 children to lead, model expected behaviour. 	Acceptable
Display board and cupboards	People might fall if trying to secure things at a height	<ul style="list-style-type: none"> No climbing on furniture Adults to use steps provided Steps to be fully extended and held securely by another person 2 adults minimum to work at any height Areas in front of shelving (Art storage cupboard) to be kept clear for ease of access to shelving 	Acceptable



Site security			
Hazard	How might this cause harm?	Control measure	Level of risk
Arson	Fire damage risks to pupils, staff and building	<ul style="list-style-type: none"> • Bins stored at a distance from school building • Neighbours and local parents vigilant out of hours • Cupboard in admin is fire safe • Site has night security lighting outside 	Acceptable
Theft	Loss of resources or staff personal belongings	<ul style="list-style-type: none"> • Computer hardware is kept in locked charging cabinets overnight and accounted for daily • Purse lockers provided for staff valuables • Exit doors kept closed when unattended during day • Clear visitor system with badges 	Acceptable
Malicious damage	Damage to buildings, grounds or resources	<ul style="list-style-type: none"> • Tools and equipment in locked sheds • Neighbours and local parents vigilant out of hours 	Acceptable
Unauthorised persons gaining access to pupils or staff.	Staff or pupils could experience harm or intimidation	<ul style="list-style-type: none"> • Exit doors kept closed when unattended during day • Code and camera system with video monitoring school entrance • Clear visitor system with badges • Lone working discouraged; staff given advice about choosing to lone work (Lone working policy) • Staff patrol playground exits during breaks including by public pathway • Top and playground gates locked during school hours • Gates to public footpath are padlocked and monitored by staff during play/lunch times 	Acceptable
Information security breach	Theft or unauthorised access to significant confidential information, school in breach of data protection law	<ul style="list-style-type: none"> • Offices supervised or locked for public events • Confidential information stored securely with keys off site overnight • Data protection policies in place • Office 365 provides audit trails 	Acceptable
Cyber security breach	Loss of critical software, stolen data, school in breach of data protection law	<ul style="list-style-type: none"> • Server in locked room overnight, inaccessible to unauthorised persons by day • Two backups in place off site and in cloud 	Acceptable



Sunflower Room			
Hazard	How might this cause harm?	Control measure	Level of risk
Trailing wires	Someone might get their foot caught in the wire and trip	<ul style="list-style-type: none">• No cables to be trailed over the floor	Acceptable
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none">• Electrical appliances, except key parts of the network, are turned off when not in use.• All electrical appliances receive annual PAT test.• Plug in timer for charger• No food or drink to be taken near laptops.• Loose paper to be removed at the end of each teaching session• Laptop and iPad charging trolley has appropriate safety features• Wall mounted screens checked daily by room user	Acceptable
Furniture	Computer stools/chairs may constitute a trip hazard	<ul style="list-style-type: none">• Stools to be stored under the worktop when not in use.• Children instructed not to rock on stools.• Chairs re stacked when not in use	Acceptable
Inappropriate internet use	Children might be exposed to inappropriate material; at worst, they may contact inappropriate people	<ul style="list-style-type: none">• The broadband is filtered by the Local Authority• Security software is installed and reviewed weekly by Office Manager [see file]• Children are supervised• Children all have unique usernames• Children and staff receive online safety training• All staff, children and parents sign Acceptable Use Policy annually	Acceptable



Staffroom			
Hazard	How might this cause harm?	Control measure	Level of risk
Resources might catch on fire	This could begin a fire that might spread to rest of school	<ul style="list-style-type: none">• No accelerant liquids to be stored in staffroom• No smoking on school premises• All electrical appliances to be switched off at the wall when not in use• PAT testing is carried out annually• Electrical appliances must only be used for their intended purposes• Pupils may only be present in staffroom when fully supervised• Fire blanket available	Acceptable
Food preparation knives and glasses	People may cut themselves on a knife or broken glass	<ul style="list-style-type: none">• Kitchen area to be kept tidy at all times• Dirty cutlery and crockery to be cleaned, dried and put away• Clean cutlery and crockery to be stored in cupboards and drawers• Sharp preparation equipment to be stored in drawer• Sharp knives to be kept in high kitchen cupboard in lidded, locked box/cupboard	Acceptable
Storage of chemicals	Children may receive a chemical burn	<ul style="list-style-type: none">• No hazardous chemicals to be stored in the staffroom	Acceptable
Hot surfaces and temperatures	Children might be burnt or scalded	<ul style="list-style-type: none">• Hot water boilers to be switched off when vacating premises• Hot water boiler to be used only by adults• The toaster and microwave must be switched off at the wall after use• The tap water temperature is monitored regularly	Acceptable
Wet floors	Children and adults might slip	<ul style="list-style-type: none">• The correct floor surface is used• Spills are mopped up immediately	Acceptable



Stay and Play childcare provision			
Hazard	How might this cause harm?	Control measure	Level of risk
Objects blocking access	Children or adults may trip, fall or experience an injury.	<ul style="list-style-type: none"> Stay and Play is subject to full range of school policies including behaviour, safeguarding, equal opportunities, medical needs and first aid, fire evacuation, whistle blowing and staff code of conduct. Staff have the SnP register and mobile phone with them at all times SnP staff have first-aid training All staff subject to DBS checks and safer recruitment procedures and safeguard training Accidents and medicines recorded on school's Scholar Pack reporting system SnP operates with two adults on site at all times The staff member directly supervises children at all times 	Acceptable
Unsafe play	Children may injure themselves or others.	<ul style="list-style-type: none"> Staff scanning all children regularly and intervening where boisterous play is seen. Children redirected where necessary to ensure play is safe and does not get out of hand. A variety of planned activities each session 	Acceptable
Non-arrival	Children are not supervised	<ul style="list-style-type: none"> Messages received during the day are written in the SnP register; children booked in to SnP over the phone during the day are informed Register kept in office during school day for parents to book children in Before school, children delivered by parents to SnP via Hall external door; after school staff check register and ensure all children accounted for Children not collected by 3.25pm sent to SnP 	Acceptable
Missing children	Children are not supervised	<ul style="list-style-type: none"> All children directly supervised at all times during SnP All external doors kept closed whilst SnP in operation Staff member makes regular checks and head counts Parents sign children in and out 	Acceptable
Unaccounted for during emergency evacuation	Children or adults placed in danger	<ul style="list-style-type: none"> A known adult must collect pupils and sign to confirm the time they have removed the pupil from Stay and Play Staff timetable, weekly diary and fire evacuation notices clearly show who is on site 	Acceptable
Medical and safeguarding needs	Children with specific needs are over-looked and not kept safe	<ul style="list-style-type: none"> A copy of Individual Health Care Plans is placed in the SnP register. Messages added to register during day to communicate information to staff 1:1 staffing for SEND children who receive this ratio during school day DSL contactable at all times 	Acceptable
Safeguarding concerns not communicated	Children are not safeguarded	<ul style="list-style-type: none"> Staff have annual safeguarding training and regular updates during year Important messages are directly discussed with appropriate staff member Procedures for raising a 'Cause for Concern' clearly understood by all staff and used All staff trained to use CPOMS 	Acceptable
Non-collection	Children and staff concerned	<ul style="list-style-type: none"> Two contact numbers for all pupils available in school office Children taken to Head's Office at 5.30pm and late fee applied. Contact made with parents 	Acceptable



Toilets			
Hazard	How might this cause harm?	Control measure	Level of risk
Wet floors	People could slip	<ul style="list-style-type: none">• Spillages to be mopped immediately and a wet floor sign used until dry• Correct anti-slip floor in place• Hygiene and care is discussed regularly with children and given a high priority	Acceptable
Electrical appliances	If faulty, the appliance may give an electric shock or cause a fire.	<ul style="list-style-type: none">• Electrical appliances, except key parts of the network, are turned off when not in use.• All electrical appliances receive an annual PAT test.• Trailing cables to be avoided• No portable electrical appliances should be taken into the toilets• Electrical appliances must only be used for the intended purpose	Acceptable
Water temperature	This might not be hot enough to kill bacteria or might be too hot	<ul style="list-style-type: none">• Water temperatures tested regularly• Mixer taps fitted where possible	Acceptable
Behaviour	Excitable behaviour in toilets might lead to doors being slammed with resultant injuries	<ul style="list-style-type: none">• Adults to supervise when large numbers are using toilets [lunchtime etc]• Toilet door always remains open• Adults to be vigilant when passing toilets• Teachers to control use of toilets at non-break times• Finger guards fitted on doors	Acceptable
Toilets with no external windows	These can be dark at certain points of the day. People might walk into doors	<ul style="list-style-type: none">• Automatic lights to be checked and maintained• Regular electrical checks undertaken to ensure full working order is maintained	Acceptable
Dirty toilets / bins	This could spread infection	<ul style="list-style-type: none">• Toilets are cleaned daily; more frequently if needed• Bins emptied daily• Sanitary waste bins available in adult and girls toilet	Acceptable