



St Giles Primary School

Health & Safety

RISK ASSESSMENTS

2024 – 2025

Issue 13

The Risk Assessments contained in this folder were implemented on the 19th October 2011 by Naomi Tooth & Mark Dakin. They will be reviewed on an annual basis unless changes occur e.g. change of building, personnel, incidents.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature
Manual Handling Risk Assessment	Naomi Tooth	23 rd April 2012	<i>Naomi Tooth</i>
Food Technology	Naomi Tooth	23 rd April 2012	<i>Naomi Tooth</i>
Parents Evening	Naomi Tooth	23 rd April 2012	<i>Naomi Tooth</i>
Stress	Naomi Tooth	23 rd April 2012	<i>Naomi Tooth</i>
All Risk Assessments Updated/Reviewed	Naomi Tooth	3 rd October 2012	<i>Naomi Tooth</i>
Fire Risk Assessment updated RE: Corridors/Metal cabinets installed	Naomi Tooth	3 rd October 2012	<i>Naomi Tooth</i>
All Risk Assessments Reviewed	Bryn Jones	2 nd October 2013	Bryn Jones
All risk assessments reviewed PPE, Roller Shutters and Visitors to school	Bryn Jones	1 st October 2014	Bryn Jones
Manual Handling updated to include moving of dining tables	Naomi Tooth	17 th September 2014	<i>Naomi Tooth</i>
Asbestos, Ground maintenance added	Bryn Jones	18 th October 2015	Bryn Jones
All Risk Assessments Updated/Reviewed	Bryn Jones	18 th October 2015	Bryn Jones
Creative Play Outdoors and Mud Kitchen added new	Bryn Jones	17 th October 2016	Bryn Jones
All Risk Assessments Updated/Reviewed	Bryn Jones	17 th October 2016	Bryn Jones
Vehicle/Pedestrian Interface Automatic Barrier added new	Bryn Jones	16 th November 2016	Bryn Jones
All Risk Assessments Updated/Reviewed	Dave Oram	19 th October 2017	Dave Oram
All Risk assessments Reviewed	Gillian Marshall	16 th August 2018	GMarshall
Offsite Visits – Travel by Foot added new	Bryn Jones	3 rd September 2018	Bryn Jones
New: Coach Travel	Naomi Tooth	21 st June 2019	<i>Naomi Tooth</i>

New: Walk to Local Event/ Park	Naomi Tooth	21 st June 2019	<i>Naomi Tooth</i>
Added New - Cash Handling	Andrea Thornhill	26 th September 2019	<i>Andrea Thornhill</i>
Added New – Battery Operated Toys, Blood Borne Viruses, Lunchtime Supervisors, Mealtimes, Slipping on Wet Floors, Slips/Trips & Falls, Upper Floors/Stairs. Amended – PE Activities.	Darryl Tooth	19 th October 2019	<i>Darryl Tooth</i>
All Risk Assessments Reviewed	Darryl Tooth	19 th October 2019	<i>Darryl Tooth</i>
Added New: Cleaning Guttering, External Metal Fire Escape Stairs, Infectious Diseases, Non-Hazardous Chemicals and Opening and Closing of School Gates Amended: Laptop Trolleys and Mud Kitchen	Andrea Thornhill	19 th October 2020	<i>Andrea Thornhill</i>
Amalgamated Travel by Coach and Coach Travel, into Coach Travel.	Andrea Thornhill	19 th October 2020	<i>Andrea Thornhill</i>
All Risk Assessments Reviewed	Andrea Thornhill	19 th October 2020	<i>Andrea Thornhill</i>
Added School COVID Risk Assessment	Head Teacher	10 th November 2020	<i>Sent via email by Head Teacher</i>
Added New – Painting and Decorating, Plaster of Paris, Staff Room Amended – Bouncy Castle, Infectious Diseases COVID 19, Mealtimes, New & Expectant Mothers. COVID RISK Assessment - removed	Rola Raad	18 th October 2021	<i>Rola Raad</i>
All Risk Assessments Reviewed	Rola Raad	18 th October 2021	<i>Rola Raad</i>
Added New – Heatwave, Roof Work, Glue Guns, Menopause	Luke Tooze	1 st October 2022	<i>Luke Tooze</i>
Amended – Staff Room, Infectious Diseases	Luke Tooze	1 st October 2022	<i>Luke Tooze</i>
All Risk Assessments Reviewed	Luke Tooze	1 st October 2022	<i>Luke Tooze</i>

Amended: Bouncy Castles, Infectious Diseases, Lettings, New & Expectant Mothers, PE Activities, Stress	Rola Raad	1 st October 2023	Rola Raad
All Risk Assessments Reviewed	Rola Raad	1 st October 2023	Rola Raad
Lettings, Medication, Playground/Play Equipment & Recreation Areas, Staff Room, Use of Work Equipment updated	Bryn Jones	1 st October 2024	Bryn Jones
Home Visits added new	Bryn Jones	1 st October 2024	Bryn Jones
All Risk Assessments Reviewed	Bryn Jones	1 st October 2024	Bryn Jones

Please note: It is the responsibility of the Head Teacher to ensure all Staff are aware of the risk assessments and the location held. Any errors to the following risk assessments must be notified to Elite Safety in Education as soon as possible. Additional risk assessments required must be emailed to Elite Safety in Education. Elite Safety in Education cannot be held liable for any information not given at the time the risk assessments being implemented.

Risk Assessment Matrix Risk Rating

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

Risk Based Control Plan

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
High (H)	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress, urgent action should be taken. (review within three months or shown in an action plan)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the danger, even with unlimited resources, work must not continue Seek further advice
Medium (M)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (review each year)	
Low (L)	No action is needed, and no documentary records need to be kept other than a record of the assessment and the outcome. No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained.	

School's Strategic Significant Risk Register

Ref.	Identified Risk / Issue	Potential outcomes	Those at risk
1.	Slips, Trips and Falls	<ul style="list-style-type: none"> • Floor condition • Slopes and stairs • Wet floors • Trip hazards • Poor lighting 	Employees, pupils and visitors.
2.	Fire	<ul style="list-style-type: none"> • Arson during and outside school hours. • Kitchen fires. • Fires caused by contractors/hot work • Fires during science/DT/Food technology 	Employees, pupils and visitors.
3.	Asbestos	<p>Exposure to asbestos fibres caused by:</p> <ul style="list-style-type: none"> • Disrepair • Disturbance by contractors • Vandalism 	Employees, pupils and visitors.
4.	Electricity	<p>Electrocution caused by:</p> <ul style="list-style-type: none"> • Faulty fixed wiring • Damaged/faulty portable appliances 	Employees, pupils and visitors.
5.	Glazing	<p>Injury caused by:</p> <ul style="list-style-type: none"> • Collision with glazing • Old/fragile glazing • Windows opening onto footways 	Employees, pupils and visitors.
6.	Legionella	Potential for Legionella in school's water systems	Employees, pupils and visitors (elderly may be at greater risk).
7.	School Roofs	<p>Falls from/through:</p> <ul style="list-style-type: none"> • Unprotected edges • Fragile materials (skylights) 	Employees accessing school roof, unauthorised access by intruders, sub-contractors
8.	Doors	Trapping fingers in door hinges	Pupils especially in nursery/primary and special schools
9.	Kitchens and Dining Rooms	<ul style="list-style-type: none"> • Fire • Heat stress • Falls on slippery floors 	Kitchen staff, and all others within school
10.	School Car Parks	Vehicles colliding with pedestrians	Employees, pupils and visitors

11.	Working at Height	Falls from height: <ul style="list-style-type: none"> • Displaying pupils' work • Routine maintenance • Roof access 	Employees working at height, and those affected by falls/ falling objects.
12.	Work-related Stress	Staff absence from school caused by effects of workplace stressors	Head Teachers, Teaching Staff
13.	Lone Working	<ul style="list-style-type: none"> • Lack of support/help if injured or ill • Greater risk of injury during higher risk activities e.g. working at height. 	Senior managers Caretaker s
14.	Work-related Violence	Actual or perceived violence from pupils, parents, intruders either in school or on school business.	Lone workers (see above) School front office staff
15.	Manual Handling - Objects	Musculoskeletal injuries caused by: <ul style="list-style-type: none"> • Handling work equipment • Moving resources around school • Setting out rooms • Moving staging • Managing deliveries 	Caretaker s
16.	Manual Handling - People	Musculoskeletal injuries caused by: <ul style="list-style-type: none"> • Moving pupils with special needs 	SENCO and Learning Support Assistants
17.	Chemicals	Cleaning Chemicals	Cleaning staff and others exposed to them
18.	Vehicles	Injury caused by road traffic accident	Drivers and passengers
19.	Display Screen Equipment	Injury/ill health caused by poorly designed workstations	Significant users of DSE
20.	Physical Education and organised games	Injuries caused by: <ul style="list-style-type: none"> • Falls from equipment • Projectiles • Contact/team sports 	Employees, pupils and visitors.
21.	Food Technology	Injuries caused by: <ul style="list-style-type: none"> • Hot ovens • Cooking equipment • Portable appliances 	Employees, pupils and visitors.
22.	Science	Injuries/ill health from: <ul style="list-style-type: none"> • Science activities 	Employees, pupils

		<ul style="list-style-type: none"> • Chemicals • Ionising radiation 		
23.	Art, Design and Technology	<p>Injuries/ill health from:</p> <ul style="list-style-type: none"> • Machinery • Welding • Woodworking • Pressurised vessels • Kilns 		Employees, pupils
24.	Off-site Activities	<p>Injuries caused during:</p> <ul style="list-style-type: none"> • Sports events • Swimming lessons • Local trips • Adventure holidays • Road Traffic Accidents 		Employees, pupils and visitors.
25.	First aid injuries/medical emergencies	Medical Emergency		Employees, pupils and visitors.
26.	Intruders in school	Unauthorised access onto school premises, in or out of school hours		Employees, pupils and visitors.
27.	Accidents on Off-site visits	Road traffic accidents, illness/injury to employees or pupils		Employees, pupils and visitors.
28.	Adverse Weather	Freezing conditions Excessive heat Flooding		Employees, pupils and visitors.
29.	Loss of Services	Water, heating, gas etc.		Employees, pupils and visitors.
30.	Seasonal Events	Parents evenings, Summer fetes, Concerts,		Employees, pupils and visitors.