

Home/School Risk Assessment

Stafford Hall School

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RISK ASSESSMENT GUIDANCE

Please ensure this risk assessment is kept up to date with all foreseeable risks within the home/School

This Assessment should be reviewed on a regular basis or if there is a significant change within the work process or environment.

Reviewed February 2022

Reviewed fire risks Feb 2022

Area Staff Offices			NAME (S) OF ASSESSOR(S): Jade Dunn			Regional managers name: Gaynor Harrison SIGNATURE:	
			DATE OF ASSESSMENT: July 2019-Reviewed Jan 2021 Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
1.1	Back injury, hand trap, muscle strain	Staff, Visitors	1	1	1	Two people to lift box. Use trolley for transporting to store, ensuring route is clear of all obstacles. Follow good manual handling techniques	
1.2	Injury from door, cupboard, draws	Staff, Visitors	1	1	1	Stand clear of door/draw when opening, thus avoiding impact or trapping limbs.	
1.3	Trapping hands/fingers in cabinet drawer and doors	Staff, Visitors	1	1	1	Use handles on cabinet to open and close drawers	Finger guards used on some doors some doors are push to open and shut
1.4	Electric shock	Staff, Visitors	2	1	2	Ensure all cables are connected properly. No trailing leads on walkway. Switch off when not in use. All electrical equipment is PAT tested yearly. Electrical installation condition report is carried out every 5 years or if there is any material change.	
1.5	Muscle strain, fall, item falling onto person	Staff, Visitors	1	2	2	Ensure item is within easy reach and not too heavy. Follow Manual handling training at all times	If a task is too difficult consult your line manager for further guidance
1.6	Stapling into flesh	Staff,	1	1	1	Ensure stapler in working order	

		Visitors				and loaded correctly. Lay paper out and position stapler, ensuring fingers are clear of stapling area. Press firmly with palm of hand.	
1.7	Eyestrain, headaches or back/upper limb disorders.	Staff, Visitors	1	1	1	Complete VDU checklist to ensure users are seated correctly and following best practice.	
1.8	Trips or falls	Staff, Visitors	2	1	2	Ensure all cables are kept off walkways and do not pose a tripping hazard, appropriate cable management systems should be used. No items to be kept in walkways or doorways. Reminders of where personal belongings are kept	
1.9	Fire (electrical)	Staff, Visitors	3	3	9	Read instructions for appliances before use. Visual checks to be carried out before each use Electrical items are regularly PAT tested	March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.

(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

1. Unlikely
2. Possible
3. Probable

(C)
RISK PRIORITY

1-3 = Low
4-6 = Medium
7-9 = High

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY Bathrooms			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name: Gaynor Harrison
			DATE OF ASSESSMENT: July 2019-Reviewed January 2021 Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
2.1	Slips, trips and falls	Staff, young people and visitors	2	2	4	Anti-slip mat in bath and showers if requested by young person Spillages cleared up Towels/clothes etc. not left on the floor	<ul style="list-style-type: none"> All faults reported to maintenance (leaks etc)
2.2	Hot water Legionella	Staff, young people and visitors	1	1	1	Staff and young people to be made aware of the risk of hot water Thermostatic mixing valves (TMV) are fitted to control temperatures. Signs to be used where TMVs are not fitted Legionella check to be completed on a weekly basis as per the L8 guidance on Legionella issues by the HSE, these can be found in the Health and Safety File	See Health & Safety policy
2.3	Hygiene / communicable disease	Staff, young people and visitors	2	1	2	There must be adequate and appropriate storage for toiletries Bins must be emptied and cleaned on a regular basis to ensure that contaminants do not build up. Toilets to be cleaned regularly	

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MEASURES

ACTIVITY Kitchen			NAME (S) OF ASSESSOR(S): Jade Dunn DATE OF ASSESSMENT: July 2019-Reviewed Jan 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
3.1	Knives	Staff, young people and visitors	2	2	4	<p>Staff are competent in the use of knives</p> <p>Sharp Knives are contained in a locked draw or locked cupboard. These are used, washed and locked away again immediately after use.</p> <p>Young person to be supervised at all times whilst using knives unless assessed otherwise (see individual risk assessment)</p> <p>Trained first aiders on site at all times.</p>	
3.2	Slips trips falls	Staff, young people and visitors	2	2	4	<p>Good housekeeping – work areas tidy, appropriate storage,</p> <p>Kitchen equipment maintained and faults reported to maintenance(leaks etc)</p> <p>All spillages (including dry) cleaned up immediately</p> <p>Suitable cleaning materials available at all times</p> <p>Good lighting</p> <p>No trailing wires in walkways and all significant changes in levels</p>	All faults reported to Maintenance.

						highlighted	
3.3	Hot surfaces, steam, hot liquids, food	Staff, young people and visitors	2	1	2	<p>Staff and young person made aware of dangers in kitchen</p> <p>Staff trained in first aid</p> <p>PPE provided and used</p> <p>Thermostatic mixing valves fitted</p> <p>Staff and young people are to only use appliances that they are familiar with,</p>	Staff supervision and vigilance following individual risk assessments
3.4	Expired food/food poisoning	Staff, young people and visitors	2	1	2	<p>All food must be checked on a regular basis to ensure all food is in date and safe to eat</p> <p>Food must be stored correctly and clearly labelled (if required)</p> <p>Food, fridges and freezer temperatures taken and recorded daily</p> <p>Food to be cooked thoroughly.</p> <p>Cooking and cleaning is not carried out at the same time</p>	
3.5	Chemical contamination	Staff, young people and visitors	2	1	2	<p>All chemicals are risk assessed with safety data sheets on file</p> <p>Food bought in reasonable quantities</p> <p>Commonly used items to be stored in areas that are easily accessible</p> <p>Staff trained in safe methods of</p>	<ul style="list-style-type: none"> • COSHH file available in main office • Main COSHH cupboard in the cellar

						lifting	
3.6	Fire	Staff, young people and visitors	3	3	9	<p>All appliances are turned off after used</p> <p>Electricity and water shut off points are clearly identified</p> <p>Firefighting equipment is inspected on a regular basis</p> <p>Fire risk assessment annually reviewed</p>	<p>March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.</p>
3.7	Electric shock	Staff, young people and visitors	2	1	2	<p>Electrical appliances are regularly PAT tested</p> <p>Electrical sockets checked visually weekly</p> <p>Young person to be supervised whilst using the appliances</p>	

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REVIEW CONTROL
MEASURES

ACTIVITY Laundry room/Boiler room			NAME (S) OF ASSESSOR(S): Jade Dunn DATE OF ASSESSMENT: July 2019-Reviewed Jan 21 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
4.1	Manual handling	Staff, young people and visitors	2	1	2	Clothes/laundry may be moved in manageable amounts to ensure that the risk of injury is minimised	
4.2	Slips trips and falls	Staff, young people and visitors	2	2	4	All spillages will be cleaned up straight away and where necessary wet floor signs will be used Laundry will be stored and carried in suitable containers to reduce the risk of slips trips and falls	Staff to promptly check after the room has been used by young people
4.3	Contaminated laundry	Staff, young people and visitors	1	1	1	Staff must use PPE when handling soiled laundry	Young people to be encouraged to do their own laundry where possible
4.4	Limited space	Staff, young people and visitors	1	1	1	Staff are to ensure that the laundry room does not become overcrowded with objects or people	
4.5	Appliances	Staff, young people and visitors	1	1	1	All appliances are to be pat tested as and when required Appliances to be used in accordance with the manufacturers guidelines	
4.6	Fire	Staff, young	2	1	2	Appliances to be stored/maintained	March 2021 – fire door survey

		people and visitors				correctly (iron allowed to cool/ lint removed from dryer etc) Vents not to be blocked Boiler to be kept clear of dirt/dust Items not to be put onto the boiler room No items to be put on the boiler	completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.
(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death		(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable		(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High Note: If risk (C) is above 3, REVIEW CONTROL MEASURES

ACTIVITY Bedrooms			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional Manager's Name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019-February 2021 Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like- lihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
5.1	Fire	Staff, young people	3	3	9	Staff to carry out regular bedroom checks for signs of arson / damage etc Appliances / plugs used correctly Detectors and smoke seals checked to be in good condition, fire drills carried out Electrical items are regularly PAT tested. March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to	Room searches for any other reason to be recorded separately

						resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.	
5.2	Windows restrictor damaged removed	Staff, young people and visitors	2	2	4	Window restrictors are to be checked on a regular basis.	
5.3	Slips, trips and falls	Staff, young people and visitors	2	2	4	All trailing wires to be kept tidy to reduce the risk of tripping All appliances to be PAT tested as and when required Adequate sockets/extension cables supplied. Weekly bedroom checks to be carried out	
5.4	Electric shock from faulty equipment through misuse	Staff, young people and visitors	3	1	3	All electrical equipment are PAT tested yearly Weekly checks carried out on electric equipment	
5.5	Blind cords coming loose or damage	Staff, young people and visitors	2	1	2	Ligature cutters are kept on every floor in a locked box the code is changed regular and communicated to staff Blinds checked regularly for damage	

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ACTIVITY General living spaces			NAME (S) OF ASSESSOR(S): Jade Dunn DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
6.1	Living room trailing wires	Staff, young people and visitors	2	2	4	All trailing wires to be kept tidy to reduce the risk of tripping	
6.2	electrical safety	Staff, young people and visitors	1	1	1	All appliances to be PAT tested as and when required	
6.3	Landing / stairs – Slips trips and falls	Staff, young people and visitors	1	1	1	The landing /stairs should be kept clear and well maintained at all times to ensure that there is no risk of falling in to banisters or down stairs	
6.4	Hallway	Staff, young people and visitors	1	1	1	The young person is encouraged to walk and not run in the hallway Escape routes are kept clear to promote safe egress	

6.5	Dining room – hygiene	Staff, young people and visitors	1	1	1	The dining room needs to be kept clean, and free from anything that could cause contamination to the food	
6.6	Large amounts of combustible material	Staff, young people and visitors	1	1	1	All craft items/games are stored in cupboards, all fire detection and prevention equipment is regularly inspected.	If the potential for arson arises the fire risk assessment will be updated

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ACTIVITY Garden			NAME (S) OF ASSESSOR(S): Jade Dunn			Regional managers name Patricia Bogle	
			DATE OF ASSESSMENT: July 2019-February 2021			SIGNATURE:	
			Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
7.1	Slips trips and falls	Staff, young people and visitors	2	2	4	The garden should be clear from obstacles where possible The grounds should be reasonably even There should be a regular inspection of the grounds	All staff, young people and visitors are to be made aware of any uneven surfaces or risks in the garden. Project to remove green mould from car park has been commissioned Maintenance operator to monitor regularly Anti-slip paint to be added to decking and monitored regularly

7.2	Outdoor games	Staff, young people and visitors	2	2	4	<p>All apparatus must be put together and maintained following the manufacturers guidelines</p> <p>Ball games to be played away from all windows</p>	<p>Trampoline, climbing frame and swing to be checked on a regular basis.</p> <p>All items in the play area should be checked regularly</p>
7.3	Weather	Staff, young people and visitors	2	2	4	<p>Extreme weather conditions will be individually assessed and the correct measures will be put in place (gloves for snow, sun cream etc.)</p> <p>Grit and salt to be used in icy conditions and snow shovels</p>	
7.4	Out buildings	Staff, young people and visitors	3	1	3	<p>The out buildings are to be kept locked at all times when not in use as are used for storage of garden equipment, and lessons</p> <p>There should also be regular checks of the exterior door to ensure it is secure.</p> <p>Young people only to be able to have access to the sheds when supervised by staff and in a safe and controlled manner.</p> <p>Items should be stored safely/correctly as per manufacturers' guidelines.</p>	
7.5	Moving Vehicles	Staff, young people and visitors	3	1	3	<p>All person's to be made aware of the dangers of moving vehicles</p> <p>The use of signage (please drive slowly) affixed to wall facing the</p>	<p>All visitors and staff to be made aware there a people on the grounds School lessons are not to take place in the car park</p>

						driveway Young persons to be supervised whilst in the garden	
	Bicycles, scooters, skate boards	Staff, young people and visitors	1	2	2	All items of this nature are to be stored either in the cycle stand or a safe location off the road and walkways	

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MEASURES

ACTIVITY Stress			NAME (S) OF ASSESSOR(S): Jade Dunn			Regional managers name: Patricia Bogle	
			DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022			SIGNATURE:	
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
8.1	Stress Long working hours	Staff and young people	2	2	4	Rotas should be used to plan shifts in advance Manager to ensure adequate staffing levels and rest days	
8.2	Missing holidays	Staff	1	1	1	Staff must not work shifts when on annual leave (except at manager's discretion). This time off is required to reduce stress.	
8.3	Supervisions	Staff	1	1	1	Staff and supervisors must attend full supervisions and investigate any concerns All staff must attend regular Team meetings	

8.4	Challenging behaviour	Staff, young people and visitors	2	2	4	All staff are to attend the managing challenging behaviour training and take up any concerns with their managers Staff to debrief after incidents Staff to read individual care plans	
8.5	Major incident or disaster	Staff, young people and visitors	2	2	4	Staff must follow the BCP to reduce stress and ensure that all requirements are met	
8.6	Lone working	Staff/ YP	1	1	1	The lone working policy should be followed to reduce stress and promote safety	
8.7	Activities	Staff, young people and visitors	1	1	1	All activities must be planned and have risk assessments in place that will identify potential stressors with control measures.	
8.8	Bullying	Staff/ YP	1	1	1	If there are any instances of bullying this must be addressed and recorded immediately.	
8.9	Young people's needs not being met	YP	1	1	1	Young people must be meaningfully consulted about their individual needs	
8.10	Covid 19 restrictions	Staff, young people and visitors	3	3	9	Regular meeting regarding precautions to take place and staff to speak with managers about concerns	Covid risk assessment to be reviewed on a regular basis. Follow government guideline and discuss with PHE

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ACTIVITY First aid / control of infection			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019-February 2021 Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
9.1	No first aiders available	Staff, young people and visitors	1	1	1	There must always be an adequate number of first aid trained staff on shift (managers to check rota and training matrix) All staff are to complete online first aid training	
9.2	First aid kit not stocked properly	Staff, young people and visitors	2	2	2	There are Monthly first aid kit checks carried out and recorded in the health and safety file to ensure that kits are always fully stocked (stock is reordered as soon as it is used)	
9.3	Home phone out of use	Staff, young people and visitors	2	1	2	If the emergency services need to be called staff should use their mobile or neighbours phone	
9.4	Injuries that can't be treated by first aiders	Staff, young people and visitors	2	2	4	First aiders must not try to handle a situation that is beyond their capabilities they must only do what they are trained to do. And seek guidance from emergency services	
9.5	Reoccurring injuries	Staff, young people and visitors	2	2	4	All accidents are recorded and investigated where required to avoid the same injury happening again, relevant care plans and risk assessments must also be updated	

9.6	Calling emergency services	Staff, young people and visitors	3	1	3	All staff must be aware of the location of the home so that they are able to call the emergency services.	
9.7	<u>Control of infection</u> Spread of viral infections and diseases due to bodily fluids/ air born infections	Staff, young people and visitors	3	3	9	Staff to use PPE when cleaning bodily fluids i.e. aprons, gloves All body waste to be disposed of appropriately Young person suffering from any skin infections and diseases to use own towel, flannel, bedding, cutlery and crockery. All to be washed separately at high temperatures Hand to be washed thoroughly Staff are to complete regular Covid 19 testing	Covid risk assessments to be reviewed on a regular basis
(A) HAZARD RATINGS		(B) LIKELIHOOD		(C) RISK PRIORITY		Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	
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ACTIVITY Handling Medication			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name: Patricia Bogle	
			DATE OF ASSESSMENT: July 2019-February 2021 Re reviewed February 2022				SIGNATURE:	
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed	
10.1	Overdose/stock piling medicines	Young Person	3	1	3	All staff responsible for administration to be trained in	Staff refresher training February 2021	

						<p>administration of medication</p> <p>Staff to ensure medication is swallowed</p> <p>Liquid versions to be requested if staff suspect a young person may attempt to conceal medication to take in large quantities.</p> <p>Meds room door to be locked whilst staff are accessing the medication</p> <p>Staff to check the label to ensure the correct dose is given at the correct time another member of staff to witness where possible</p> <p>Staff to call 999 or 111 depending on severity in cases of suspected overdose</p>	Protocols for PRN reviewed regular
10.2	Reaction to medicines	Young person	2	1	2	<p>anaphylactic shock</p> <p>Only medication prescribed/ bought for the young person to be kept at the home</p> <p>Staff to be aware of any allergies the young person has before purchasing any homely medication</p> <p>Staff to seek medical advise immediately should they suspect a young person has suffered a reaction from medication given</p>	

						Medication information to be easily accessible in each young persons file	
10.3	Theft of medication	Young person/ staff	2	1	2	All medication to be stored in a locked medical cabinet in a locked room with restricted access Staff member administering medication to record and sign medical log book, witness also to sign	

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ACTIVITY Manual handling			NAME (S) OF ASSESSOR(S): Jade Dunn			Regional managers name Patricia Bogle SIGNATURE:	
DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022							
No.	Potential Hazards	Who is affected?	Hazard Rating	Like- lihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
11.1	Musculoskeletal disorder caused by poor lifting techniques	Staff, young people and visitors	1	1	1	All staff are trained on manual handling during their induction and this is refreshed during the course of their career, manual handling aids should be used where required.	Assess the task by asking: 1. You're holding the object at a distance from the trunk? 2. Is there any twisting in your movement? 3. Is there any bending in your

							posture? 4. Is there a risk of sudden movement of load? 5. Does it require frequent or prolonged physical effort? 6. Does it occur frequently? 7. Does it occur repetitively?
11.2	load is too heavy / awkward load	Staff, young people and visitors	1	1	1	The load should be split where possible into more manageable loads More than one person should share the load	Assess the individual by asking:
11.3	load is not easily accessible	Staff, young people and visitors	1	1	1	Any objects in the way should be moved first Appropriate equipment should be used to access the load if required Items should not be stored where they can not be accessed by all staff	1. Does the job require unusual height or strength? 2. Does it put at risk those who are pregnant/have health Problems? 3. Does it require special knowledge or training to be done Safely? Assess the load by asking: 1. It is heavy? 2. Is it bulky? 3. Is it difficult to grasp? 4. Is it unstable or with content likely to shift? 5. Is it sharp? 6. Is it hot?
							Assess the environment by asking: 1. Is there insufficient space? 2. Is there an uneven, slippery or unstable floor? 3. Are there variations in levels of floors or work surfaces? 4. Is the temperature too extreme? 5. Is it poorly lit?

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ACTIVITY Fire doors and exits			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name:
			DATE OF ASSESSMENT: July 2019-Reviewed February 2021				Patricia Bogle
			Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
12.1	Young Person going missing from the home	Staff, young people and visitors	1	2	2	Staff to investigate if the young person leaves their room during the evening other than to use the bathroom All external doors to be checked regularly through the night.	All faults reported to maintenance. Missing from home protocol to be followed
12.2	Slips, trips and falls	Staff, young people and	2	2	4.	Daily checks to ensure all fire exits and walkways are free from	

		visitors				obstruction	
12.3	Fire doors not closing correctly	Staff, young people and visitors	3	2	6	<p>Fire doors are closed each evening and checked weekly for any damage</p> <p>Young person and staff instructed to use the exit closest should the fire alarm sound</p> <p>All final exit doors are released on fire alarm activation. Doors can also be opened with access fobs</p>	Weekly fire checks to take place. All faults reported to maintenance
(A) HAZARD RATINGS		(B) LIKELIHOOD		(C) RISK PRIORITY		Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	
1. Minor injury 2. Serious injury 3. Major injury/death		1. Unlikely 2. Possible 3. Probable		1-3 = Low 4-6 = Medium 7-9 = High			

ACTIVITY Emergency evacuation			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name Patricia Bogle
			DATE OF ASSESSMENT: July 2019-Reviewed March 2021				SIGNATURE:
			Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
13.1	Burns smoke inhalation, death	Staff, young people and visitors	3	3	9	<p>Staff to call 999 on discovery of a fire and sound the alarm</p> <p>Staff to position themselves low to the floor and advise young person and visitors to do the same to avoid smoke inhalation whilst escaping from the building</p> <p>Staff young person and visitors to</p>	March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be

						<p>follow safety signs and leave by the nearest safest exit</p> <p>Staff to remain calm and ensure they assist anyone with walking difficulties out of the home</p> <p>See Personal Emergency Evacuation Plans (PEEPS) for individuals</p>	completed weekly.
13.2	Becoming trapped	Staff, young people and visitors	3	2	6	<p>Any person who is trapped by fire in a room is to close the door and position wet towels or linen where possible at the bottom of doors to reduce the amount of smoke that comes in. they should also try to signal for help</p>	Personal evacuation plans should be put in place to ensure early evacuation is achieved and issues are identified.
13.3	Damage to log book, files, telephones	Staff, young people and visitors	1	2	2	<p>Seniors are allocated as fire marshals responsible for log book, evacuation and telephone fire panel</p> <p>Staff and young person to practice emergency evacuation regularly</p> <p>All occupants to meet at the assembly point at the at the sign opposite the main entrance</p> <p>Staff are not to put themselves in any un necessary danger and no persons are to re-enter the building until it is safe to do so</p>	

(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	

ACTIVITY Drive and moving vehicles			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name : Patricia Bogle
			DATE OF ASSESSMENT: July 2019-Reviewed February 2021				SIGNATURE:
			Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
14.1	Slips, trips and falls	Staff, young people and visitors	2	2	4	Drive to be kept clear of obstacles Staff, visitors and young person to be made aware of an even ground and advise to take care	
14.2	A person may be struck by a moving vehicle	Staff, young people and visitors	3	2	6	Young person to be supervised where possible whilst in the carpark. Young person employees and visitors made aware of the dangers of moving vehicles	
14.3	Vehicles entering the site at high speeds	Staff, young people and visitors	3	2	6	No ball games or activities to take place near the gates. Staff and visitors advised to take care when reversing and manoeuvring car/vehicle and be aware of possibility of other moving vehicles and pedestrians	

(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

1. Unlikely
2. Possible
3. Probable

(C)
RISK PRIORITY

1-3 = Low
4-6 = Medium
7-9 = High

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY Driving company Vehicle			NAME (S) OF ASSESSOR(S): Jade Dunn DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
15.1	Injury through road traffic accident	Staff, young people and visitors	3	2	6	All drivers have a valid licence/insurance for appropriate vehicles	
15.2	Poor maintenance	Staff, young people and visitors	3	1	3	Weekly checks to be carried out on the vehicles Any faults to be reported and dealt with immediately Oil, water and brake fluid levels and tyre pressure to be checked before commencing long journeys	3 folders to be created with relevant information on to ensure oversight on maintenance and repairs
15.3	Disruptive behaviour whilst travelling in a vehicle/ injury to staff and young person due to challenging behaviour	Staff, young people and visitors	3	2	6	Staff not to transport any young person showing challenging behaviour Staff to pull over at safest opportunity should any challenging behaviour be shown Young person to have an individual risk assessment for travelling Escort to sit behind the driver when transporting the young person First aid kit located in the vehicle	

(A)
HAZARD RATINGS

- | |
|---|
| 1. Minor injury
2. Serious injury
3. Major injury/death |
|---|

(B)
LIKELIHOOD

- | |
|---|
| 1. Unlikely
2. Possible
3. Probable |
|---|

(C)
RISK PRIORITY

- | |
|---|
| 1-3 = Low
4-6 = Medium
7-9 = High |
|---|

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY External contractors			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019-Reviewed February 2021				SIGNATURE:
			Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like- lihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
16.1	Slips, trips and falls	Staff, young people and visitors	2	2	4	All area's to be kept clear from obstacles Contractors to be made aware of fire exits and assembly points	Contractors permit to work to be completed where applicable
16.2	Challenging behaviour directed at the contractor from young person	Staff, young people and visitors	1	2	2	Staff to direct any young person showing challenging behaviours away from contractors contractors to leave the area until instructed to return Young person to be supervised at all times where contractors are in the building	
16.3	Tools/building materials being stolen/used as a weapon	Staff, young people and visitors	2	2	4	All tools and materials are locked away in a suitable container or suitable area designated by the homes manager when not in use As a last resort call to police for assistance should the young person use or make threats to use	

						<p>tools as a weapon</p> <p>Contractors to account for all tools before leaving the homes site</p> <p>Staff to commence room searches should they suspect tools to have been stolen</p>	
16.4	Inhalation of dust, fumes and gasses whilst completing work/ substance abuse	Staff, young people and visitors	1	2	2	<p>Contractors to keep any substances that may be used for substance abuse to a minimum and ensure they are kept on them/locked away at all times</p> <p>Ensure rooms are kept ventilated whilst using any materials that may produce fumes, dust etc. protective mask also to be worn</p> <p>Staff to call 999 should anyone inhale fumes from any substance and become unwell, drowsy or incoherent</p>	
16.5	Burns, skin rashes and reactions to materials used	Staff, young people and visitors	2	2	4	<p>Protective clothing, goggles and gloves to be worn whilst using any materials which may be harmful to skin and eyes</p>	
16.6	Manual handling/ falling from heights, ladders etc.	Staff, young people and visitors	2	2	4	<p>Contractors should be fully trained in their relative competencies</p>	
16.7	Allegations	Staff, young people and visitors	1	2	2	<p>Contractors to be supervised at all times to reduce the risk of allegation if potential to come into contact with young people. Any unusual behaviour to be reported</p>	

						to staff.	
(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	

ACTIVITY COSHH		NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name: Patricia Bogle SIGNATURE:	
		DATE OF ASSESSMENT: July 2019-Reviewed, February 2021 Re reviewed February 2022					
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
17.1	Spillages	Staff, young people and visitors	1	2	2	All spillages to be cleared up immediately Follow instructions on safety data sheet and risk assessment in COSHH file	All faults reported to maintenance
17.2	Inhalation of vapours/ swallowing of substances	Staff, young people and visitors	2	2	4	All COSHH substances are kept in a locked cupboard behind a locked door Staff to be vigilant at all times whilst using COSHH substances. No COSHH substance to be left out unattended Staff to be aware of emergency numbers should the young person swallow or inhale any COSHH substances	

(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES
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ACTIVITY Electric Gate			NAME (S) OF ASSESSOR(S): Jade Dunn DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
18.1	Trapping Crushing injury	Staff, young people and visitors	2	1	2	Keep clear of the gates when in use. Ensure gates are regularly checked and safety mechanisms are operational	All faults reported to maintenance
18.2	Unable to access/egress	Staff, young people and visitors	2	1	2	Override key to be kept at reception to open gate in emergency situation.	Work to be completed to ensure compliance. As of February 21/02/2021, gates have been serviced

(A)
HAZARD RATINGS

- | |
|---|
| 1. Minor injury
2. Serious injury
3. Major injury/death |
|---|

(B)
LIKELIHOOD

- | |
|---|
| 1. Unlikely
2. Possible
3. Probable |
|---|

(C)
RISK PRIORITY

- | |
|---|
| 1-3 = Low
4-6 = Medium
7-9 = High |
|---|

Note: If risk (C) is above 3,
REVIEW CONTROL MEASURES

ACTIVITY English Classroom			NAME (S) OF ASSESSOR(S): Kim Barraclough DATE OF ASSESSMENT: Reviewed February 2022 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
19.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.	All faults/damage reported to maintenance
19.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high Wear flat-soled shoes when working off a platform	
19.3	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must	All electrical items PAT tested regularly

ACTIVITY Science Classroom			NAME (S) OF ASSESSOR(S): Kim Barraclough				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019 –Review Feb 2021 Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
20.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	<p>All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day</p> <p>March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.</p>	All faults/damage reported to maintenance
20.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high	

						Wear flat-soled shoes when working off a platform	
20.3	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	All electrical items PAT tested regularly
20.4	Teachers/TAs-inadequate supervision-personal safety and Safeguarding	Staff, young people and visitors	2	1	2	Ensure adequate supervision for the number of pupils. Individual risk assessments are read, reviewed and shared with staff after any incident. Staff should be trained in FFSC techniques. All staff should be prepared for their lessons including what their role is and the limits of their role. The Positive Management of behaviours that challenge policy should be adhered to. Staff to be trained in supporting pupils with ASD. Any safeguarding issues are to be reported immediately in accordance with school policy and procedures. If pupils leave the room, follow risk assessments, ensure the safety of all pupils/staff is the priority.	
20.5	Manual Handling-	Staff, young	2	1	2	Assess all manual handling	Staff to receive regular manual

	musculoskeletal injury when lifting heavy or unstable objects	people and visitors				tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	handling training
20.6	Machinery/equipment- Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
20.7	Machinery/equipment- sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments. Guillotines used by staff only.	
20.8	Violence and aggression-from pupils with SEN	Staff, young people and visitors	2	3	6	Staff have training in FFSC. Refreshed regularly. RIVO system in place for recording and reporting. Staff de-brief after incidents De-escalation strategies. Principal trainers on-site. The Positive Management of behaviours that challenge policy to be read and referred to. Individual risk assessments to be known by all staff, reviewed and adapted if necessary after an incident. All staff should have at least a level 2 accreditation in Autism Awareness	Staff have the option to clear the room of equipment and other young people during incidents. The room can be partitioned off to allow sensory stimulation to be reduced, thus reducing incidents
20.9	YP use scissors and other sharp objects to	YP/Staff	1	3	3	Individual risk assessments for all Young People to be read and	All individual risk assessments to be reviewed and uploaded onto

	self-injure					signed by all staff. Reviewed after events Scissors are kept in a safe place and handed out as per risk assessments. Good housekeeping before and after lessons	RIVO even if no changes required.
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(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

1. Unlikely
2. Possible
3. Probable

(C)
RISK PRIORITY

- 1-3 = Low
4-6 = Medium
7-9 = High

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY Maths Classroom			NAME (S) OF ASSESSOR(S): Kim Barraclough DATE OF ASSESSMENT: July 2019 –Reviewed February 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
21.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be	All faults/damage reported to maintenance

						carried out and tests to be completed weekly.	
21.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high Wear flat-soled shoes when working off a platform	
21.3	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	All electrical items PAT tested regularly
21.4	Teachers/TAs-inadequate supervision-personal safety and Safeguarding	Staff, young people and visitors	2	1	2	Ensure adequate supervision for the number of pupils. Individual risk assessments are read, reviewed and shared with staff after any incident. Staff should be trained in FFSC techniques. All staff should be prepared for their lessons including what their role is and the limits of their role. The Positive Management of behaviours that challenge policy should be adhered to. Staff to be trained in supporting pupils with ASD. Any safeguarding issues are to be reported immediately in	

						accordance with school policy and procedures. If pupils leave the room, follow risk assessments, ensure the safety of all pupils/staff is the priority..	
21.5	Manual Handling-musculoskeletal injury when lifting heavy or unstable objects	Staff, young people and visitors	2	1	2	Assess all manual handling tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	Staff to receive regular manual handling training
21.6	Machinery/equipment-Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
21.7	Machinery/equipment-sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments. Guillotines used by staff only.	
21.8	Violence and aggression-from pupils with SEN	Staff, young people and visitors	2	2	4	Staff have training in FFSC. Refreshed regularly. Rivo system in place for recording and reporting. Staff de-brief after incidents De-escalation strategies. Principal trainers on-site. The Positive Management of behaviours that challenge policy to be read and referred to. Individual risk assessments to	High staff to pupil ratio Limited amount of YP in room YP are of similar ability Early years theme in classroom to ensure appropriate stimulation and sensory diet

						be known by all staff, reviewed and adapted if necessary after an incident. All staff should have at least a level 2 accreditation in Autism Awareness	
(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	

ACTIVITY Art & Design Classroom			NAME (S) OF ASSESSOR(S): Kim Barraclough DATE OF ASSESSMENT: July 2019 –Reviewed February 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like- lihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
21.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be	All faults/damage reported to maintenance

						completed weekly.	
21.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high Wear flat-soled shoes when working off a platform	
21.3	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	All electrical items PAT tested regularly
21.4	Teachers/TAs-inadequate supervision-personal safety and Safeguarding	Staff, young people and visitors	2	1	2	Ensure adequate supervision for the number of pupils. Individual risk assessments are read, reviewed and shared with staff after any incident. Staff should be trained in FFSC techniques. All staff should be prepared for their lessons including what their role is and the limits of their role. The Positive Management of behaviours that challenge policy should be adhered to. Staff to be trained in supporting pupils with ASD. Any safeguarding issues are to be reported immediately in accordance with school policy	

						and procedures. If pupils leave the room, follow risk assessments, ensure the safety of all pupils/staff is the priority..	
21.5	Manual Handling-musculoskeletal injury when lifting heavy or unstable objects	Staff, young people and visitors	2	1	2	Assess all manual handling tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	Staff to receive regular manual handling training
21.6	Machinery/equipment-Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
21.7	Machinery/equipment-sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments. Guillotines used by staff only.	
21.8	Violence and aggression-from pupils with SEN	Staff, young people and visitors	2	2	4	Staff have training in FFSC. Refreshed regularly. Rivo system in place for recording and reporting. Staff de-brief after incidents De-escalation strategies. Principal trainers on-site. The Positive Management of behaviours that challenge policy to be read and referred to. Individual risk assessments to be known by all staff, reviewed	High staff to pupil ratio Limited amount of YP in room YP are of similar ability Early years theme in classroom to ensure appropriate stimulation and sensory diet

						and adapted if necessary after an incident. All staff should have at least a level 2 accreditation in Autism Awareness	
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(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES

ACTIVITY Intervention classroom/OE's Room			NAME (S) OF ASSESSOR(S): Kim Barraclough			Regional managers name: Patricia Bogle	
			DATE OF ASSESSMENT: July 2019 –Reviewed February 2021			SIGNATURE:	
			Re reviewed February 2022				

No.	Potential Hazards	Who is affected?	Hazard Rating	Like- lihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
22.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	<p>All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day</p> <p>March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.</p>	All faults/damage reported to maintenance

22.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high Wear flat-soled shoes when working off a platform	
22.3	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	All electrical items PAT tested regularly
22.4	Teachers/TAs-inadequate supervision-personal safety and Safeguarding	Staff, young people and visitors	2	1	2	Ensure adequate supervision for the number of pupils. Individual risk assessments are read, reviewed and shared with staff after any incident. Staff should be trained in FFSC techniques. All staff should be prepared for their lessons including what their role is and the limits of their role. The Positive Management of behaviours that challenge policy should be adhered to. Staff to be trained in supporting pupils with ASD. Any safeguarding issues are to be reported immediately in accordance with school policy and procedures.	

						If pupils leave the room, follow risk assessments, ensure the safety of all pupils/staff is the priority.	
22.5	Manual Handling- musculoskeletal injury when lifting heavy or unstable objects	Staff, young people and visitors	2	1	2	Assess all manual handling tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	Staff to receive regular manual handling training
22.6	Machinery/equipment- Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
22.7	Machinery/equipment- sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments. Guillotines used by staff only.	
22.8	Violence and aggression-from pupils with SEN	Staff, young people and visitors	2	2	4	Staff have training in FFSC. Refreshed regularly. Rivo system in place for recording and reporting. Staff de-brief after incidents De-escalation strategies. Principal trainers on- site. The Positive Management of behaviours that challenge policy to be read and referred to. Individual risk assessments to be known by all staff, reviewed and adapted if necessary after	High staff to pupil ratio

						an incident. All staff should have at least a level 2 accreditation in Autism Awareness	
(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	

ACTIVITY Training Kitchen			NAME (S) OF ASSESSOR(S): Kim Barraclough				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019- Reviewed, February 2021 Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
25.1	Knives	Staff, young people and visitors	2	2	4	Staff are competent in the use of knives Sharp Knives are contained in a locked draw or locked cupboard. These are used, washed and locked away again immediately after use. Young person to be supervised at all times whilst using knives unless assessed otherwise (see individual risk assessment) Trained first aiders on site at all times.	
25.2	Slips trips falls	Staff, young people and visitors	2	2	4	Good housekeeping – work areas tidy, appropriate storage, Kitchen equipment maintained and faults reported to maintenance	All faults reported to Maintenance.

						<p>(leaks etc.)</p> <p>All spillages (including dry) cleaned up immediately</p> <p>Suitable cleaning materials available at all times</p> <p>Good lighting</p> <p>No trailing wires in walkways and all significant changes in levels highlighted</p>	
25.3	Hot surfaces, steam, hot liquids, food	Staff, young people and visitors	2	1	2	<p>Staff and young person made aware of dangers in kitchen</p> <p>Staff trained in first aid</p> <p>PPE provided and used</p> <p>Thermostatic mixing valves fitted</p> <p>Staff and young people are to only use appliances that they are familiar with,</p>	•
25.4	Expired food/food poisoning	Staff, young people and visitors	2	1	2	<p>All food must be checked on a regular basis to ensure all food is in date and safe to eat</p> <p>Food must be stored correctly and clearly labelled (if required)</p> <p>Food, fridges and freezer temperatures taken and recorded daily</p> <p>Food to be cooked thoroughly.</p> <p>Cooking and cleaning is not carried out at the same time</p>	•

25.5	Chemical contamination	Staff, young people and visitors	2	1	2	<p>All chemicals are risk assessed with safety data sheets on file</p> <p>Food bought in reasonable quantities</p> <p>Commonly used items to be stored in areas that are easily accessible</p> <p>Staff trained in safe methods of lifting</p>	<ul style="list-style-type: none"> • COSHH file available in main office • Main COSHH cupboard in the cellar
25.6	Fire	Staff, young people and visitors	3	3	9	<p>All appliances are turned off after used</p> <p>Electricity and water shut off points are clearly identified</p> <p>Firefighting equipment is inspected on a regular basis</p> <p>Fire risk assessment annually reviewed</p> <p>March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.</p>	
25.7	Electric shock	Staff, young people and visitors	2	1	2	<p>Electrical appliances are regularly PAT tested</p> <p>Electrical sockets checked visually</p>	

						weekly Young person to be supervised whilst using the appliances	
(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	

ACTIVITY School Toilets			NAME (S) OF ASSESSOR(S): Kim Barraclough				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019-Reviewed January 2021				SIGNATURE:
			Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
2.1	Slips, trips and falls	Staff, young people and visitors	2	2	4	Anti-slip mat in bath and showers if requested by young person Spillages cleared up Towels/clothes etc. not left on the floor	<ul style="list-style-type: none"> All faults reported to maintenance (leaks etc)

2.2	Hot water Legionella	Staff, young people and visitors	1	1	1	Staff and young people to be made aware of the risk of hot water Thermostatic mixing valves (TMV) are fitted to control temperatures. Signs to be used where TMVs are not fitted Legionella check to be completed on a weekly basis as per the L8 guidance on Legionella issues by the HSE, these can be found in the Health and Safety File	See Health & Safety policy
2.3	Hygiene / communicable disease	Staff, young people and visitors	2	1	2	There must be adequate and appropriate storage for toiletries Bins must be emptied and cleaned on a regular basis to ensure that contaminants do not build up. Toilets to be cleaned regularly	

(A)	1. Minor injury 2. Serious injury 3. Major injury/death	(B)	1. Unlikely 2. Possible 3. Probable	(C)	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES
HAZARD RATINGS		LIKELIHOOD		RISK PRIORITY		

ACTIVITY School Shower Room			NAME (S) OF ASSESSOR(S): Kim Barraclough DATE OF ASSESSMENT: July 2019-Reviewed January 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed

2.1	Slips, trips and falls	Staff, young people and visitors	2	2	4	Anti-slip mat in bath and showers if requested by young person Spillages cleared up Towels/clothes etc. not left on the floor	<ul style="list-style-type: none"> All faults reported to maintenance (leaks etc)
2.2	Hot water Legionella	Staff, young people and visitors	1	1	1	Staff and young people to be made aware of the risk of hot water Thermostatic mixing valves (TMV) are fitted to control temperatures. Signs to be used where TMVs are not fitted Legionella check to be completed on a weekly basis as per the L8 guidance on Legionella issues by the HSE, these can be found in the Health and Safety File	See Health & Safety policy
2.3	Hygiene / communicable disease	Staff, young people and visitors	2	1	2	There must be adequate and appropriate storage for toiletries Bins must be emptied and cleaned on a regular basis to ensure that contaminants do not build up. Toilets to be cleaned regularly	

(A) HAZARD RATINGS	1. Minor injury	(B) LIKELIHOOD	1. Unlikely	(C) RISK PRIORITY	1-3 = Low	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES
	2. Serious injury		2. Possible		4-6 = Medium	
	3. Major injury/death		3. Probable		7-9 = High	

ACTIVITY Admin Office			NAME (S) OF ASSESSOR(S): Kim Barraclough DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022				Regional managers name: Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
23.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	<p>All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day</p> <p>March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.</p>	All faults/damage reported to maintenance
23.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	<p>Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high</p> <p>Wear flat-soled shoes when working off a platform</p>	
23.3	Electrical equipment-electrocution, tripping	Staff, young people and	2	1	2	All electrical equipment, plugs and sockets, visually checked	All electrical items PAT tested regularly

	over cables, over extending cables	visitors				before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	
23.4	Manual Handling- musculoskeletal injury when lifting heavy or unstable objects	Staff, young people and visitors	2	1	2	Assess all manual handling tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	Staff to receive regular manual handling training
23.5	Machinery/equipment- Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
23.6	Machinery/equipment- sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments. Guillotines used by staff only.	
23.7	Staff possessions left lying around	Staff	1	2	2	Staff required to put personal belongings in provided lockers or in their cars or alternatively in office.	

(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

1. Unlikely
2. Possible
3. Probable

(C)
RISK PRIORITY

1-3 = Low
4-6 = Medium
7-9 = High

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY SLT Office			NAME (S) OF ASSESSOR(S): Kim Barraclough				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019-Reviewed February 2021				SIGNATURE:
			Re reviewed February 2022				
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
23.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	<p>All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Teaching staff aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy school at the end of the day</p> <p>March 2021 – fire door survey completed and fire doors require urgent attention. Plan in place to resolve this. SLT to be trained in fire Marshall training and all staff aware to be extra vigilant due to the fire doors not being effective. Monthly fire evacuations to be carried out and tests to be completed weekly.</p>	All faults/damage reported to maintenance
23.2	Working at heights-Falls from height when decorating classrooms, fixing posters displays	Staff, young people and visitors	2	1	2	<p>Ensure appropriate working platform when working at height. Do not stack items more than 2 metres high</p> <p>Wear flat-soled shoes when working off a platform</p>	

23.3	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	All electrical items PAT tested regularly
23.4	Manual Handling-musculoskeletal injury when lifting heavy or unstable objects	Staff, young people and visitors	2	1	2	Assess all manual handling tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	Staff to receive regular manual handling training
23.5	Machinery/equipment-Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
23.6	Machinery/equipment-sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments. Guillotines used by staff only.	
23.7	Staff possessions left lying around	Staff	1	2	2	Staff required to put personal belongings in provided lockers or in their cars or alternatively in office.	

(A)
HAZARD RATINGS

- | |
|---|
| 1. Minor injury
2. Serious injury
3. Major injury/death |
|---|

(B)
LIKELIHOOD

- | |
|---|
| 1. Unlikely
2. Possible
3. Probable |
|---|

(C)
RISK PRIORITY

- | |
|---|
| 1-3 = Low
4-6 = Medium
7-9 = High |
|---|

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY Sensory room/ Covid Room			NAME (S) OF ASSESSOR(S): Jade Dunn DATE OF ASSESSMENT: July 2019, reviewed-February 2021 Re reviewed February 2022				Regional managers name : Patricia Bogle SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures <input type="checkbox"/> - indicates action completed
26.1	Fire/explosion-Death, serious injuries, smoke inhalation, burns	Staff, young people and visitors	3	1	3	All staff to ensure good housekeeping to ensure combustible materials are removed. Gangways and fire exits kept clear at all times. Staff are aware of fire drill procedures familiar with evacuation procedures and all PEEPS. Staff to tidy room at the end of the day	All faults/damage reported to maintenance
26.2	Electrical equipment-electrocution, tripping over cables, over extending cables	Staff, young people and visitors	2	1	2	All electrical equipment, plugs and sockets, visually checked before use. Staff to adequately supervise the use of all electrical equipment. Care to ensure cables do not trail across open floor spaces or walkways. If this is unavoidable, then an appropriate cable bridge must be used.	All electrical items PAT tested regularly
26.3	Covid room transmission	Staff	2	1	2	Staff to ensure they have an understanding of current risk assessments for Covid-19. Sensory activities are to be put on hold whilst the room is been used for Covid testing. Only 1	

						person present in the covid room at one time and cleaned after use. Young people are not to access the room whilst it is open as a covid room.	
26.4	Manual Handling- musculoskeletal injury when lifting heavy or unstable objects	Clinicians Staff, young people and visitors	2	1	2	Assess all manual handling tasks. Assess any load, consider the task, environment and individual capability. Do not allow pupils to carry out manual handling tasks.	Staff to receive regular manual handling training
26.5	Machinery/equipment- Furniture, fittings, cupboards, chairs Ergonomic musculoskeletal disorders from poor posture , arrangement of equipment, eye strain from poor lighting, fatigue, stress, display screen equipment	Staff, young people and visitors	1	1	1	Check positioning does not interfere with circulation routes/exit routes, general movement and fire escape routes. Check for damage and instability. Faulty equipment should be removed and replaced.	
26.6	Machinery/equipment- sharp edges, rough surfaces, cuts etc.	Staff, young people and visitors	1	1	1	Scissors, compasses, art materials kept out of reach when not in use. Refer to individual risk assessments and BSPs. Guillotines used by staff only.	
26.7	Violence and aggression-from pupils with SEN when in use as Sensory room	Staff, young people and visitors	2	2	4	Staff have training in FFSC. Refreshed regularly. Rivo system in place for recording and reporting. Young people to refrain from accessing sensory room if the risk is assessed as too high.	High staff to pupil ratio Limited amount of YP in room YP are of similar ability

(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

1. Unlikely
2. Possible
3. Probable

(C)
RISK PRIORITY

1-3 = Low
4-6 = Medium
7-9 = High

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

ACTIVITY Toilets			NAME (S) OF ASSESSOR(S): Jade Dunn				Regional managers name: Patricia Bogle
			DATE OF ASSESSMENT: July 2019-Reviewed February 2021 Re reviewed February 2022				SIGNATURE:
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ☐ - indicates action completed
27.1	Slips, trips and falls	Staff, young people and visitors	2	2	4	Spillages cleared up Towels/clothes etc. not left on the floor	<ul style="list-style-type: none"> All faults reported to maintenance (leaks etc.)
27.2	Hot water Legionella	Staff, young people and visitors	1	1	1	Staff and young people to be made aware of the risk of hot water Thermostatic mixing valves (TMV) are fitted to control temperatures. Signs to be used where TMVs are not fitted Legionella check to be completed on a weekly basis as per the L8 guidance on Legionella issues by the HSE, these can be found in the Health and Safety File	See Health & Safety policy
27.3	Hygiene / communicable disease	Staff, young people and visitors	2	1	2	There must be adequate and appropriate storage for toiletries Bins must be emptied and cleaned on a regular basis to ensure that contaminants do not build up. Toilets to be cleaned regularly	

(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

1. Unlikely
2. Possible
3. Probable

(C)
RISK PRIORITY

1-3 = Low
4-6 = Medium
7-9 = High

Note: If risk (C) is above 3,
REVIEW CONTROL
MEASURES

