


# Risk Assessment

<b>Assessors Name:</b>	Paul Turner	<b>Assessment Reference Number &amp; Date:</b>	RA001 10 Oct 2021	<b>Review Date:</b>	10 Oct 2022
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<b>Endorsed By Name:</b>	Mrs S Wilson	<b>Signature</b>		<b>Position</b>	Executive Headteacher	<b>Date:</b>	09 Oct 2021
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<b>Description of activity being assessed</b>	Significant Findings – Please also refer to the Trust COVID-19 Risk Assessment
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<b>Location</b>	Tall Oaks Academy Trust
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Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
<b>Hazardous Substances</b>  Asbestos identified in the boiler plant rooms (MWA)	Site Manager  Trust Premises Manager  Contractors	Both building boiler rooms have confirmed Asbestos Containing Materials (ACM's) present – Identified in a Site Asbestos Survey.  Following a specific Refurbishment & Demolition survey and prior to extensive work a full environmental clean has be done in both boiler rooms.	The asbestos Management plan is to be updated to reflect the removal and encapsulation of the ACM's in both Boiler rooms.  Signing the asbestos register prior to entry will continue. Access will can only be granted by the Trust Premises or Site Manager.  An asbestos Survey re-inspection will be conducted by a qualified surveyor to allow the asbestos Management plan to be updated.	1 Day          1 Day          6 Months	Trust Premises Manager.          Site Manager          Trust Premises Manager.

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	Asbestos can cause many different ill-health conditions such as: Asbestosis Mesothelioma & Lung Cancer.	Following a 4 stage clearance and an air test a re-occupation certificate has been issued. An asbestos Management Plan is in place. No access is permitted to the boiler rooms without explicit permission from the Trust Premises or Site Manager. All persons entering the boiler rooms must sign and acknowledge the Asbestos register held at the main reception.	Office staff to be briefed on the Asbestos Management Plan and made aware of the entry requirements to the Boiler plant rooms.  No work is to be conducted in the boiler rooms by contractors until they have signed and acknowledged the Trust Asbestos Management Plan.	1 Day  1 Day	Trust Premises Manager  Site Manager Office Staff
<b>Hazardous Substances</b>  Legionella	All Staff Pupils Contractors and Visitors  Legionella Bacteria can build up in water under the correct conditions and can cause Legionnaires disease if inhaled into the lungs.	Legionella protection across the school is shared between the Site Manager and a specialist contractor. The contractor carries out monthly temperature checks to all Hot and Cold outlets.  The site Manager rectifies any concerns identified in the contractor's monthly checks.  Thermostatic Mixer Valves are checked annually for serviceability and sterilised using.  All checks are recorded on an electronic asset Management	Following the replacement of all hot and cold water distribution and the introduction of two new Andrews Hot water boilers a new Legionella Risk Assessment is to be carried out by the specialist contractor.  The school legionella register needs updating to reflect the changes in taps by location.  All additional Thermostatic Mixer valves must be added to the register to ensure they are included in the annual testing regime.  The Andrews Boilers will be set at 60°C to kill bacteria and discourage any growth.	4 Months  1 Week  1 Week  1 Day	Trust Premises Manager  Site Manager  Site Manager  Site Manager

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		<p>system and in the school's legionella register.</p> <p>Every week (Usually Mondays) all outlets are thoroughly flushed by the site manager with particular emphasis placed on infrequently used outlets.</p> <p>A Legionella Risk Assessment was carried out by the specialist contractor in October 2020.</p> <p>Annual Legionella samples are taken and recorded in the legionella log book.</p>	<p>All new taps to be checked for lime scale build up on a 3 monthly basis and all aerators checked that mists and sprays are not being generated. Checks recorded in the Legionella log book.</p>	1 Week	Site Manager
<p><b>Machinery Hazard</b></p> <p>Using Ground Maintenance Equipment:</p> <ul style="list-style-type: none"> <li>Petrol Brush cutter</li> <li>Petrol Mower</li> <li>Petrol Self-propelled Brush</li> </ul>	<p>Site Manager</p> <p>Any persons on site where work is being carried out.</p> <p>Machinery presents Mechanical and non-mechanical hazards which could cause severe injury or even death. Possible Injuries caused by crushing, stabbing or puncturing and entanglement.</p>	Nothing – Not currently being Risk Assessed.	<p>All staff using grounds maintenance machinery must be fully trained prior to use.</p> <p><b><u>Non-Mechanical Hazardous Substances</u></b></p> <p>All 3 items use petrol and oil. Please see petrol and oil risk assessment above.</p> <p><b>Noise</b> – Whilst using any machinery provided for Grounds Maintenance work ear protection must be worn to reduce noise levels.</p>	<p>1 Week</p> <p>N/A</p> <p>Immediately</p>	<p>Trust Premises Manager</p> <p>N/A</p> <p>Site Managers</p>

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Machine Plough for Snow Clearance			<p><b>Vibration</b> –A monitoring system is to be set up for the site manager to ensure the machinery is not being used for long periods.</p> <p><b>Mechanical</b> Long trousers and long sleeve clothing must be worn during machinery usage to protect against projectile and debris from the moving parts.</p> <p>Goggles must be worn during the use of the brush cutter to protect the eyes from increased risk of projectiles from the blade.</p> <p>Maintenance of machinery is only to be carried out by a qualified contractor All Machinery must be fully powered down and switch off before cleaning blades and moving parts.</p>	<p>3 Months</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p>	<p>Trust Premises Manager</p> <p>Site Managers</p> <p>Site Managers</p> <p>Site Managers</p>
<p><b>Lone Working</b></p> <p>Site Manager opening school each morning alone and require First Aid due to an accident at work.</p>	<p>Site Manager</p> <p>Lone workers can be exposed to all the hazards that other staff may encounter but face increased risk in particular to accidents and emergencies such</p>	<p>The Site Manager is the only employee permitted to lone work.</p> <p>The Site Manager must avoid lone working as much as practically possible.</p> <p>Schools should not be opened early than 0600 each day to</p>	<p>Lone working is being controlled very well and is kept to a minimum affecting only one staff member in the school for a short period of time.</p>	N/A	N/A



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(DSE) Use - staff	such as frequent use of Display Screen Equipment. Injuries such as Carpel tunnel syndrome, pins and needles and tenosynovitis can occur.		<p>DSA must be properly followed up and actioned.</p> <p>Identified equipment during assessments must be provided to provide good ergonomic posture during equipment use.</p>	<p>3 Months</p> <p>2 Months</p>	<p>Site Manager</p> <p>Trust Premises Manager</p>
<p><b>Manual Handling</b></p> <p>Office Staff moving Archive boxes from the main office to the archive room.</p>	<p>Office Staff</p> <p>Site Manager</p> <p>Persons not lifting the heavy boxes correctly are likely to suffer from muscle strains or ligament injuries. There is also the possibility of a back problems such as prolapsed discs.</p>	<p>All staff are trained in safe manual handling techniques and refreshed on an annual basis.</p> <p>Pregnant women or any staff with pre-existing musculoskeletal conditions must not undertake this task or other manual handling tasks.</p> <p>Office staff are aware that they should not lift weights beyond their capabilities.</p>	<p>The task is to be properly assessed before work commences.</p> <p>Boxes must not be filled to over capacity to avoid creating higher than usual weights. Archive box weights must be kept as low as possible.</p> <p>A second staff member should be used to open doors on route and to ensure that the route is clear of any potential trip hazards.</p>	<p>1 Day</p> <p>1 Day</p> <p>1 Day</p>	<p>Office Manager</p> <p>Office Manager</p> <p>Office Manager</p>
<p><b>Work Related Violence.</b></p> <p>Teachers and other staff being verbally abused whilst Parents / Carers are dropping off and</p>	<p>Teaching Staff</p> <p>Office Staff</p> <p>Senior Leadership</p> <p>Site Manager</p>	<p>Parents/ Carers are made aware by signage and letters home that a zero tolerance policy to violence both physical and verbal exits.</p> <p>CCTV is installed in the main reception area and in the school playground.</p>	<p>A member of the senior leadership team and the Site Manager are to be present on the playground in the mornings and afternoons whilst children are egressing and ingressing the school site</p> <p>Staff to receive refresher de-escalation and diffusing situation training as a</p>	<p>Immediately</p> <p>6 Months</p>	<p>Senior Leadership</p>

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collecting children.	Employees experiencing work related violence can become stressed at work and also experience anxiety and depression.	<p>The front entrance door to school is on a magnetic lock – persons are not to given access to school reception without positive identification via the communication system.</p> <p>All incidents however small are reported through the school Child Protection Online Management System (CPOMS) to enable incident data collection.</p>	part of their career personal development training each year.		Teaching and Learning Lead
<b>Fire</b>  Fire Prevention from school Day to Day activities and the threat of arson.	All Employees Pupils Visitors Contractors  Fire can cause burns or smoke inhalation injuries and in extreme circumstances loss of life.	<p>Mercer's Wood school has an independent Fire Risk Assessment carried out annually by Chubb Fire and protection. All action points are checked and completed as required.</p> <p>The Site Manager carries out daily, weekly and monthly checks and these are recorded on PARAGO asset Management software and in the school Fire Diary.</p> <p>The fire alarm system and any associated fire doors linked to the system are tested on a weekly basis at the same time each week.</p>	<p>Fire prevention is being very well managed at the school.</p> <p>Fire Marshall training should be provided to the senior leadership team and class teachers.</p> <p>Following the Fire Alarm system upgrade in August 2021 and on completion of Fire Door replacement and refurbishment works in Oct 2021 a new Fire Risk Assessment should by conducted.</p>	N/A  12 Months  6 Months	N/A  Business Manager  Trust Premises Manager

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		<p>Site Managers carry out specific fire preventive checks each evening before closing the school.</p> <p>Fire Training is given to all staff on an annual basis.</p> <p>Fire evacuation drills are practised 3 times per year – at least one practise per academic term and recorded.</p> <p>All waste is removed at the end of the school day to the external bins stores away from the school buildings.</p>			
<p><b>Electricity</b></p> <p>Extension leads being overloaded by Portable appliances in the staff room, due to insufficient 13 amp sockets.</p>	<p>Site Managers</p> <p>All Staff</p> <p>Electricity can cause an electric shock and burns and even lead to cardiac arrest. Improperly managed electrical appliances can also cause fire and explosion.</p>	<p>Mercer's Wood School has a 5 yearly building installation inspection conducted by a qualified electrician split between the two buildings – 50% of the installation every two and a half years.</p> <p>The Site Manager is Portable Appliance Test (PAT) trained. PAT testing is done on all portable appliances on annual basis and if new Items are introduced to school.</p> <p>All Staff are aware that portable appliances are not too brought in from home and used without first being PAT Tested. (Health and Safety Policy)</p>	<p>The kettle in use o must be removed and placed in a different location where a dedicated socket is available in the room to reduce the ampere load on the extension lead for the fridge and freezer.</p> <p>An additional double socket is to be installed in the staff room by a qualified electrician for the sole use of the Fridge and Trunk Freezer. The need of an extension lead for these appliances must be removed.</p>	<p>Immediately</p> <p>1 Month</p>	<p>Site manager</p> <p>Trust Premises Manager</p>



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		The health and safety policy explicitly forbids work being done on any electrical system by school staff other than PAT testing by trained persons.			
<b>Slips Trips</b>  Potholes located in the Playground and car parks	Pupils Staff Parents/Carers Visitors Contractors  Children playing or persons in the playground could trip in potholes and sustain injuries such as breaks to bones or bruising.	Playground surfaces are formally checked every week on the site manager's checks.  A safety audit / Checklist is conducted on a half termly basis to check for hazards by a member of the Senior Management Team.	The potholes located should be marked with cones and hazard tape.  A cold mix tarmac should be used to fill holes as soon as possible.  The possible resurfacing of all playground surfaces should be considered in the school's development plan.	Immediately  1 Week  1 Year	Site Manager  Site Manager  Business Manager
<b>Working at Height</b>  Staff using a step ladder—to adjust class room notice board displays.  The two sets of step ladders are a 3 tier design and do not provided the correct level of height required for the task without using the top step. This does not allow for	Class Teachers  Teaching Assistants  Site Manager  Falling from height from any level is likely to cause some form of physical injury – bruising, sprains or breaks to bones.  More severely the impact of a fall may cause a head injury or longer/ permanent disablement. Any such injuries can lead to life	A 3 tier ladder is provided in each building for gain height for adjusting notice board displays.  Staff are aware that only step ladders are to be used under no circumstances are chairs or tables to be used for working at height.  Staff are given informal working at height reminder training on an annual basis.  Staff are trained that stepladders are to be given a pre-use check prior to each use.	The two sets of steps are to be replaced with a 4 tier design (BS EN131) to allow for the user to gain the correct height and maintain three points of contact when requiring the use of both hands.  Staff to be notified via email and via tool box talks that they are not to stand on the top step of the 3-tier step ladders.	1 Week  1 Day	Trust Premises Manager  Site Manager

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3 points of contact.	changing circumstances or even death.	All 4 ladders and stepladders are checked weekly for safety.			

