

**Health and Safety & Activity Risk Assessment Form
for all responsible for teaching within the
Pre School/Primary School Department**



Classroom: _____ Teacher responsible: _____ Risk assessment for general practice & general practice activities	Assessment completed by: _____ & _____ Dep./Dir Completion date: September 2010 Review date: January 2011
---	---

Common hazards These are everyday hazards that might cause harm
<ul style="list-style-type: none"> • Slip/trip/fall - poor floors, trailing cables, mounting displays
<ul style="list-style-type: none"> • Dust
<ul style="list-style-type: none"> • Poor lighting
<ul style="list-style-type: none"> • Low or high temperature
<ul style="list-style-type: none"> • Fire
<ul style="list-style-type: none"> • Electricity
<ul style="list-style-type: none"> • Moving and handling activities
<ul style="list-style-type: none"> • Movement to other resource areas – for example, stairs & doorways to library, ICT room or lecture hall.
Additional hazards specific to area / activity Please record here other hazards specific to your teaching area / activity, if any
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> •

Please tick box if the following might be vulnerable to any of the hazards mentioned above	
People at risk	Tick if appropriate
<ul style="list-style-type: none"> • MoS 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Student 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Visitor 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Vulnerable person (for example, LDD) 	<input type="checkbox"/>

Tick box if controls are in place or make action note if these need to be introduced or revised			
Standard control measures	N/A	In place	Action
Non-slip surfaces, where appropriate			
No trailing cables in locations likely to cause trip			
Cupboards, bookshelves & doors securely fixed			
Schedule in place for cleaning			
Adequate illumination - main source being daylight supplemented by artificial light			
Adjustable blinds or solar film to reduce glare			
Adequate heating/ventilation for students			
Adequate heating/ventilation for equipment			
Low surface temperature radiators or suitable guards, where necessary			
Cracked casing and frayed electrical leads reported/replaced immediately			
System in place to report defects, damage and effect repair – see end of document & refer to handbooks			
Key health and safety notices visible			
Emergency Procedures known & displayed- Evacuation, Fire, Earthquake and Intruder Alert Drills			
Equipment maintained regularly			
Electronic equipment to be used by children with teacher supervision only			
Equipment stored safely			
Loose cables kept to minimum or treads/ tape used to anchor to floor			
Shelving & wall mounts fixed securely to walls			
Cabinets filled bottom upwards to avoid tipping			
Hot data projector fixed securely to ceiling			
Moving and handling assessment for hazardous activities			
Safe working procedures for moving and handling activities			
Mounting work for display done by MoS only or under direct supervision			
Students standing on chairs/ tables is kept to a minimum and only under direct supervision.			
Add here any additional local control measures already in place or need to be introduced			
Additional local control measures		In place	Action

Tick the appropriate box to evidence that you are aware of your present responsibilities and the expectation that you adhere to the following procedures & standards.

Standard control measures	N/A	Tick	Tick if clarification is needed or action required
Equipment counted “out” and “in”			
Students taught safe use of any unfamiliar equipment			
Equipment appropriate for the maturity, experience and special needs of any group			
Relevant safety briefing given at the beginning of each activity, if appropriate			
Equipment stored separately and out of reach of students			
Clear distinction between equipment which is for general use, that which can only be used under direct supervision and that which is for teacher use only			
Hazards associated with compasses, sharp pointed pencils and paint brush ends are highlighted to students			
Appropriate equipment purchased (bought from reputable educational supplier)			
Donated equipment is not used			
Manufactures instructions for any equipment followed			
Electrical testing of all equipment is undertaken annually			
Electrical equipment used only by teacher or under direct supervision of teacher			
Avoid trailing extension leads, etc			
Students given clear instruction on how to handle and carry items equipment around the classroom			
All children’s scissors have rounded edges & all glue used by children is non toxic. Tippex is banned from BISI. Solvent based marker pens are handled in good ventilated areas and infrequently			
Equipment inspected prior to use			
Behaviour management policy followed by all MoS			
Supervision of students at all times			
Fire exits kept clear at all times			
Walkways kept clear at all times – bags in lockers			
Spillages cleaned up promptly – by teacher, student or ancillary staff as appropriate			
Procedures for good hygiene are followed			
Internal number for First Aider/ School Nurse is known			
Regular changes of activity to avoid sitting for long periods of time in a small/low chair (If lesson is longer than 60 minutes)			
Use of suitable furniture for adults			
Students encouraged to keep work surfaces clear both during and after working			
No food within the classroom – by student or teacher. Bottled water is allowed.			
No iPods or personal headphones to be worn in classrooms			
Activity and equipment risk assessments are in place			
Additional local control measures		Tick	Tick if clarification is needed

Declaration of teacher

I am aware of the hazards and risks identified in the Risk Assessment above and of the Control Measures identified.

At the start of each teaching session I will make a visual check of the environment and ensure that I take appropriate actions to minimise any risks. I will report any hazards to the Campus Co-ordinator in the first instance and then to the Campus Manager.

Signed: _____ **(Class Teacher)**

Signed: _____ **(Campus Co-ordinator)**

Signed: _____ **(Deputy Director/Director)**

Signed: _____ **(Campus Manager)**

Date: _____

Date for review of Risk Assessment: January 2011