

Annemount Health and Safety Risk Assessment

Location:

18 Holne Chase
N2 0QN

Date:

10/07/2023

Completed by:

Aiden Griffin (H&S Officer)

Necessary policies to review alongside this Risk Assessment:

- Health and Safety Policy
- Risk Assessment Policy
- Fire Safety Policy
- First Aid Policy
- 2023-24 Handbook and Code of Conduct for Teachers, Assistants, Administrators and Peripatetic Staff

What are the hazards/Risky Areas?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Trips and falls within the school	Staff and Children	Wet floors - protective mats and 'wet floor' sign placed out when necessary. Entrance hall mats have slip-proof underside. Children informed not to run within the building.	Children reminded how to move within the school.	All staff to continue to educate the children on moving around the school.	On-Going
Plug sockets	Children placing fingers into sockets and receiving an electric shock.	Plug socket covers are placed on all unused sockets within each classroom.	To ensure all unused sockets are covered. Class teachers to check daily as part of a daily checklist. H&S Officer to check daily as part of a daily checklist.	Classroom teachers. H&S Officer All Staff to be vigilant	On-Going
High shelving and objects falling.	Staff and Children	All heavy items are to be placed lower to the ground to avoid shelves and cabinets toppling over. Class teacher to ensure resources are stored safely and objects cannot easily fall.	Class teachers to check daily as part of a daily checklist to ensure the safe storage of resources placed on shelves ensuring heavy items are not above adult waist height. H&S Officer to check daily as part of a daily checklist.	All Staff	On-Going
Doors/Hinges	Children trapping fingers in the hinges of doors.	Doors in classrooms with open hinges have been fitted with secure finger shields where possible.	To ensure finger shields remain in place.	H&S Officer– termly audit	Each Term
Front door	Children running out of an unmanned open front door.	One staff member to remain on the door while the door is open. When greeting children in the mornings and when moving from the school into the garden. Door must be closed when an adult is leaving the entrance way.	Guests and visitors to use the buzzer system, when a guest gains entry to the school they are to be greeted by a staff member within the hall way and begin the signing in procedure. R:Drive/Policies/ Visitors and Volunteers Policy	All Staff	On-Going
Classroom tables and corner units.	Children knocking themselves on table units.	Ensure floors are kept free of loose items and debris to avoid slips, trips and falls. Children's tables are checked for sharp cornered edges.	None	Teachers to do continual checks on the maintenance of furniture and equipment within their room as part of their daily classroom checklist.	

What are the hazards/Risky Areas?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Radiators	Children burning themselves on the radiators.	All units and pipes are covered with protective guards.	None	H&S Officer– termly audit	
Coats and bags in hallway falling onto the floor.	Staff and Children tripping and falling over loose items.	Children are reminded to place bags and coats securely onto pegs. A staff member is present in the hallway when large groups of children are manoeuvring within this space.	Children reminded to place coats and bags securely onto pegs. Yr 1 and 2 H&S monitors check this area as part of their daily checklist.	All Staff to be vigilant and monitor this daily	On-Going
<u>Downstairs Toilet</u> Flooding of sinks resulting in wet floors	Children slipping on wet floors.	Safety mats placed on the floor to ensure a non-slip surface in this event. Wet floor sign used if floor becomes wet. Current toilet floor is a safe non-slip flooring.	Plugs are removed from sinks to allow a free flow water drainage system.	Ground floor staff to make regular daily checks of the toilet area.	All Staff On-Going
Stairs	Children falling down the stairs.	Children are informed of the correct way to move throughout the school and on the stairs. Head boy and girl to stand at either ends of the stairs to ensure children and quiet when moving and holding onto a banister. Teacher to be present to ensure children are moving slowly and safely taking one step at a time.	Class discussions for Year 1 and 2 about how to move on the stairs in a safe manner.	Year 1 and 2 Teachers.	On-Going
Outdoor balcony	Children falling from balcony	Staff member present when children enter the balcony. Clear Perspex above child height to stop a child from climbing over. Children reminded about remaining safe on the balcony and not to climb/lean over, or stand on chairs.	To continue when the balcony is in use.	Year 1 and 2 Teachers	On-Going
Blind cords	Children. Strangulation on loose blind cords.	All blinds are fitted with safety cords.	H&S Officer– termly audit	All Class teachers to check as part of their daily classroom checklist	On-Going
Landing/Stairs/ Banister	Children may climb onto the banister and fall	Children are educated about behaviour and dangers of climbing and falling. GM/AG have had a discussion including reviewing with PP (ISI). History tells us no child has ever climbed onto the banister.	Groups of children are supervised within this area. Teachers should continue to tell children of the risks to inform and educate.	All teachers	On-Going
<u>Office</u> Loose wires Storage Oven	No children are present in the office without an adult. Hazards to staff.	Loose wires are tucked behind furniture. Storage to be stacked in a safe manner. Kitchen utensils to be used with care. Oven and dishwasher to be used with care.	None at this time	All Staff	On-Going

Assessment review to be each term.

Next assessment review:-Dec 2023