



**HEALTH & SAFETY RISK ASSESSMENTS:**

**SCHOOL PREMISES,**

**HIGH RISK ACTIVITIES and HIGH RISK TIMES OF THE DAY (updated June 2023)**

**Updated June 2023**

## **\*amendments highlighted in green**

### **CONTENTS:**

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|-------|---|
|       | Outside Areas: Perimeter, Car Park, Playgrounds, Field, Nature Reserve/ 'Wild Area', Sheds, Swimming Pool |
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|       | Canteen, Kitchen and Hall   |
|       | Classrooms, ICT suite, Library  |
|       | School Offices; Staffroom; Toilets  |
|       | Storage of Medication   |
|       | Other hazards - Legionella; Asbestos; Fire safety and Evacuation procedures                               |
|       | Parent volunteers; school visits and local walks  |

### **Note:**

**Fortnightly newsletters (distributed to all stakeholders) include information and advice about Health and Safety issues concerning our pupils as and when appropriate.**

**The Head teacher's reports to governors update governors on all aspects of Health and Safety.**

**Governors and the H.T. undertake risk assessments of the school grounds and buildings regularly and any issues raised are followed up as swiftly as possible**

| Knighton C in W Primary<br>areas – Perimeter, Car park, Playground, Field, Sheds |  | Date of Revision of Risk Assessment: May 2023 Outside   |   |  |         |   |
|--|--|---|---|--|---------|---|
| Step 1<br>Potential hazards?   | Step 2<br>Who might be harmed<br>and how?  | Step 3<br>Action taken  | Further action  | Step 4<br>Implementation                                 |         |   |
|  |  |   |   | BY WHOM  | BY WHEN | √ |
| Perimeter and Visitor access<br>to the school                                    | Children may leave the<br>school premises.<br>Uninvited adults may enter<br>the school premises. | <ul style="list-style-type: none"> <li>Secure perimeter fencing surrounds the school;</li> <li>School gates and entrance doors are locked to outsiders during the day.</li> <li>All visitors report to the School Reception where an entry book is signed. Visitors' badges introduced.</li> <li>Entry into the school is controlled by the office manager</li> <li>Staff photo boards help visitors (and new parents/carers) to identify school personnel.</li> <li>All staff to wear identity cards and door fobs every day</li> <li>Individual staff are responsible for any doors they leave unlocked.</li> </ul> | Monitor all arrangements and take action as necessary   | HT   | Ongoing |   |
|  |  |   | Continue to ensure that staff take responsibility for doors they unlock/ find unlocked                      | All members of staff.                                    | Ongoing |   |
|  |  |   | Continue to ensure that all staff wear identity cards and door fobs and that adults sign in/out of building | Office staff   | Ongoing |   |
|  |  |   | Continue to ensure that staff take responsibility for   | Cleaner in Charge to inform HT if and when issues arise. |         |   |

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|  |  | <p>Individual staff are responsible for any windows they leave open.</p> <p>*New windows and doors currently being fitted- all external doors will be 'card' operated, replacing 'fob' system, H and S risk assessments to be updated once work is completed by contractors (end of June)</p> | <p>windows that they open/find open</p> |  |  |  |
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| <p><b>Car Park</b></p> | <p>Parents and children use the carpark to pick-up from after-school clubs<br/>Parents may use the carpark if they have a meeting with a member of staff or are picking up a child for an appointment within the school day<br/>Children, parents/carers, visitors and staff may be injured by vehicles in the car park.</p> | <ul style="list-style-type: none"> <li>Newsletters and staff presence in car park as needed to remind parents/carers not to drive into the staff car park</li> <li>Improved signage warns visitors and staff of speed limit- staff to be vigilant about enforcing this and informing HT about any visitors, (including bus and taxis from transport), or staff not adhering to speed limit</li> <li>Staff and visitors asked not to start or move a vehicle when children are in the carpark area (eg, returning from swimming.) Drivers (including buses and taxis from transport) are responsible for checking that the carpark is clear of children before starting the engine. Driver to stop and wait if children enter the carpark</li> <li>In newsletters parents are reminded not to park on double yellow lines or dangerous places such as the crossing</li> <li>A designated Disabled Parking bay is placed near the entrance. Signage is in place</li> <li>Children are reminded, regularly, about safe use of the car park when walking through to swimming lessons and under no circumstances must they walk across without supervision from a staff member</li> </ul> | <p>Continue to monitor car park safety and inform parents and children of further actions to be taken</p> <p>Staff and HT to liaise with transport providers (bus/taxis) to ensure that safety measures are adhered to</p> <p>Always a member of staff on bus/taxi duty before and after school to support with children coming in from the car park after exiting the bus/taxi and when leaving school to get into taxis/on the bus</p> <p>Staff to regularly remind children about procedures regarding walking across car park to leisure centre and back</p> | <p>HT in consultation with staff and governors</p> <p>HT</p> | <p>regular reminders to parents and children</p> |  |
|                        |  | <ul style="list-style-type: none"> <li>The management of the school car park is monitored regularly and kept under review by the head teacher, staff, cleaner in charge and school governors</li> </ul>  |  |  |  |  |

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| <p><b>Playground/Field (Break time)</b></p> | <p>Children and staff may be injured or upset during break time or lunch time.</p> <p>Some children may need support in joining in games appropriately.</p> | <ul style="list-style-type: none"> <li>• Rota of teachers/TAs agreed by school staff to cover breaks.</li> <li>• All staff to bring any concerns to the notice of the HT as soon as they arise</li> <li>• Appropriate numbers of well-trained midday supervisors.</li> <li>• Regular meetings between HT and Midday Supervisors to discuss what is working well and what may need to be amended</li> <li>• School Council involved in improving the playground and field environment and monitoring behaviour</li> <li>• Staff to remind children about 'Emotion Coaching' strategies and</li> <li>• First Aid procedures updated. New staff have been made aware of procedures.</li> <li>• Access to field for FP and KS2 now (2021) at lunchtime break- as of September 2022 FP and KS2 alternate between the field and the playground at lunchtimes (weekly)</li> <li>• Outdoor play equipment, permanent playground markings, an all-weather path, picnic benches, shaded willow areas, log seats etc. provide children with playtime activities.</li> </ul> | <p>Update duty lists and ensure that all cover (as necessary) is in place</p> <p>Meet Midday Supervisors regularly to discuss any issues related to play, pupil behaviour and health and safety issues</p> <p>Continue to consult with School Council re Behaviour/Playtimes etc.</p> <p>Continue to check procedure is followed</p> <p>Feedback from pupils as to how this is going</p> | <p>SLT</p> <p>CR to meet Midday Supervisors</p> <p>School Council</p> <p>All staff</p> <p>SC and HT</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As necessary</p> <p>Ongoing</p> |  |
| <p><b>Sheds</b></p>                         | <p>Children could go into sheds and injure themselves.</p>  |  |  |   |   |  |

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|  |  | <ul style="list-style-type: none"> <li>• Children are supervised when using play equipment</li> <li>• Children are encouraged to follow the school rules at all times.</li> <li>• Playground surfaces and play equipment are monitored by ROSPA</li> <li>• All Health and Safety issues are reported to the HT immediately</li> <li>• Sheds are kept locked. (Older children may access the P.E. shed for equipment if given authorisation.)</li> <li>• Fencing checked regularly</li> <li>• Building locked at all times.</li> </ul> | <p>HT and H and S Governor continue to monitor state of fabric of outdoor area and report to GB; continue liaison with the LA</p> <p>Check fencing- new fencing is required around the field and County have been out to assess our needs, awaiting further instruction on this as to when work will begin (see minutes of governors' meeting summer term 2022)</p> | HT/SLT/ | Ongoing | Ongoing |
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**Knighton C in W Primary** **Date of Revision of Risk Assessment: May 2023**

**Start and end of sessions / General pupil safety outside school sessions**





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| <p><b>End of the school day</b></p>                     | <p>Children being picked up by a stranger or wandering off unsupervised</p>                                    | <ul style="list-style-type: none"> <li>Parents/carers do not escort children in to building. Any parent coming into school are asked to sign in at office.</li> <li>Parents requested not to enter the building via KS2 exit, although parents of pupils accessing the RBSC may, on occasions need to do so</li> <li>Above measures ensure that unauthorised adults are not in school building</li> </ul>   | <p>Staff to monitor safe handover; staff to inform HT of any issues as soon as they arise</p>                         | <p>Staff; HT</p>                                    | <p>Ongoing</p>                |
| <p><b>Leaving school premises during school day</b></p> | <p>Late return from school visit; after-school clubs</p> <p>Children leaving premises (Traffic risks etc.)</p> | <ul style="list-style-type: none"> <li>FP class staff hand over younger pupils to a parent/ named adult.</li> <li>Parents regularly reminded to inform school of any change in routine.</li> <li>KS2 staff monitor safe handover.</li> <li>Parental consent and collection info.</li> <li>Written consent from parents required for children walking home/meeting parents outside the school gate at home time</li> <li>Children are not allowed to leave the school premises during school hours unless they are collected by a parent or named person.</li> </ul> | <p>Policy monitored; parents reminded of procedures</p> <p>Continue to update pupil information / contacts</p>        | <p>HT; Staff</p> <p>Office staff</p>                | <p>Ongoing</p> <p>Ongoing</p> |
| <p><b>‘Stranger Danger’</b></p>                         | <p>Children vulnerable in less supervised environments</p>   | <ul style="list-style-type: none"> <li>Police Liaison/PSE officer leads regular sessions with all classes - children taught of dangers (also e-safety)</li> </ul>   | <p>Maintain signage and procedures re ‘visitors’ Continue to find ways to ensure pupils’ awareness of road safety</p> | <p>Community police visits PSE</p> <p>Staff; HT</p> | <p>Ongoing</p>                |
| <p><b>Road Accidents</b></p>                            |  |   |   | <p>Cycling Proficiency trainer</p>                  | <p>Ongoing</p>                |

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| <b>Bullying/Anti-Social Behaviour</b> |  | <ul style="list-style-type: none"> <li>All suspicious persons outside school gates reported to HT</li> <li>Kerb Craft/Road Safety sessions for Y2 and 3 with LA Road Safety staff</li> <li>Cycle Training for Y5 or 6</li> <li>Anti-Bullying Policy enforced - relevant during and outside school sessions.</li> <li>Introduction in spring 2014 of 'Guardian Angels' scheme which develops a 'no blame' approach to solve minor bullying behaviour</li> <li>Liaison with parents/carers</li> </ul> | <p>Anti-Bullying Policy distributed to parents via school prospectus on website: hard copies always available from office.</p> <p>School Council updated child-friendly Positive Behaviour Policy spring 2023</p> <p>Continue effective 'Guardian Angels' scheme when applicable</p> | HT and SC | Ongoing |    |
|                                       |  |   |  | HT and SC | Ongoing | HT |

**Knighton C in W Primary**

**Date of Revision of Risk Assessment: May 2023**

**Hall and Canteen**

| Step 1<br>Potential hazards? | Step 2<br>Who might be harmed and how? | Step 3<br>Action taken | Further action | Step 4<br>Implementation |         |   |
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|                              |  |                        |                | BY WHOM                  | BY WHEN | ✓ |
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| <p><b>Slips, trips, falls in the following:- Canteen</b></p> | <p>Children in canteen at Breakfast Club and/or lunch</p> | <ul style="list-style-type: none"> <li>• Staff to check for food/liquid spills.</li> <li>• Warning signs identifying wet</li> <li>• Pupils filtered into hall by classes</li> <li>• Midday staff supervision (also helping younger pupils with cutlery etc.)</li> <li>• Children kept out of hall/canteen when dining tables are being dismantled.</li> <li>• Breakfast Club activity boxes stored</li> </ul> | <p>Monitor all arrangements and take action as necessary</p> | <p>HT; MDS</p> | <p>Ongoing</p> |  |

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| <b>Kitchen</b>                       | Risks to staff associated with burns etc.               | carefully   |   | HT; staff   | Ongoing   |
|                                      | Fire/electrical risks                                   | <ul style="list-style-type: none"> <li>Staff well-trained and experienced</li> <li>Electrical equipment PAT tested annually</li> <li>Fire audits undertaken (LA officers)</li> <li>See Fire Evacuation Plan</li> </ul>  | Continue to monitor all aspects of Health and Safety in the kitchen         | HT; Head Cook (JL)  | Ongoing   |
| <b>School Hall and gym (e.g. PE)</b> | Accidents and injury (including from lifting equipment) | <ul style="list-style-type: none"> <li>Staff receive manual handling training (updated annually-learning@wales)</li> <li>All dining tables to be opened/closed and moved by 2 members of staff</li> <li>Chairs to be stacked no more than 6 high</li> <li>PE equipment checked annually</li> <li>Any unsafe/unused equipment removed</li> <li>All staff to read and sign this H&amp;S document</li> <li>All staff to ensure that all pupils adhere to H&amp;S and Behaviour Policy</li> </ul> | All staff to continue to inform PE provider and HT of H & S issues          | HT; Staff   | Ongoing   |
|                                      |   |   | HT to ensure PE provider understands current Accident Policy and H&S issues | HT  | Ongoing   |
|                                      |   |   |   | All staff to take responsibility for challenging unsafe behaviour | All staff |

**Knighton C in W Primary** **Date of Revision of Risk Assessment: May 2023**

**Classrooms, ICT suite, Library**

| Step 1<br>Potential hazards? | Step 2<br>Who might be harmed and how? | Step 3<br>Action taken | Further action | Step 4<br>Implementation |         |   |
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|                              |  |                        |                | BY WHOM                  | BY WHEN | ✓ |
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| <b>Electrical equipment/ sockets:</b><br><b>All rooms</b> | Children/adults - shocks | <ul style="list-style-type: none"> <li>• Careful supervision of children.</li> <li>• Electrical appliances – annual PAT testing</li> </ul> | Monitor all arrangements and take action as necessary | Staff | Ongoing |  |
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| Cupboards              | Children/adults: objects falling on them       | <ul style="list-style-type: none"> <li>No heavy unsecured objects on the top shelves</li> </ul>   | Insist on good resource management - tidy areas etc.    | Staff             | Ongoing |
| Slips, trips and falls | Children/adults tripping over leads, bags etc. | <ul style="list-style-type: none"> <li>Bags/coats stored in corridor on coat hooks/ De-cluttered corridor</li> <li>Shoes/wellies stored tidily in corridors</li> <li>No trailing leads in classrooms</li> <li>No children unsupervised in classrooms</li> <li>All staff to flag up any trip hazards to pupils and other staff</li> <li>Any trip hazards to be reported to HT immediately by all staff</li> </ul>  | Above. Monitor regularly                                | Staff; HT         | Ongoing |
| Jamming fingers        | Children - fingers in the door                 | <ul style="list-style-type: none"> <li>Finger guards on all doors</li> <li>3s children to be escorted around building</li> </ul>  | Upgraded as necessary                                   | HT                | Ongoing |
| Fire                   | Children/Adults - risk from fire starting      | <ul style="list-style-type: none"> <li>Staff advised not to build up combustible materials...de-clutter as necessary.</li> <li>H&amp;S governor to check above termly</li> <li>Waste paper bins emptied daily/ remove combustion materials from source of ignition</li> <li>Evacuation Procedure updated annually</li> <li>Class teachers to make sure that all children understand procedure</li> <li>Class teachers to nominate themselves or TA to be responsible for any hearing impaired child in their class</li> <li>termly fire drill/See Appendix (Fire)</li> <li>All fire equipment checked regularly</li> <li>PEEPs in place for volunteers/children where required</li> </ul> | Continue to remind staff about good resource management | Staff; HT         | Ongoing |
|                        |  |   | Up to date procedures and practice                      | All staff, HT, GB | Ongoing |

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| <b>ICT Room</b>  | Children - inappropriate use of the internet | <ul style="list-style-type: none"> <li>• E-Safety Procedures regularly updated and put in place for all staff and pupils. Parents and governors to be informed</li> <li>• E-safety council input regularly</li> <li>• Internet Safety Policy to be updated regularly and shared with staff, govts, parents and pupils</li> <li>• Parents' consent forms signed</li> </ul> | Continue to inform parents and pupils;<br>Ensure that staff are au fait with social media risks, use of cameras etc. | DHT; HT;<br>GB<br><br>HT, staff | Ongoing<br><br>Ongoing |   |
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| <b>Knighton C in W Primary</b> <span style="float: right;"><b>Date of Revision of Risk Assessment: May 2023</b></span><br><b>Other rooms: Offices; Staffroom; Toilets;</b> |  |   |  |                                 |                        |   |
| Step 1<br>Potential hazards?   | Step 2<br>Who might be harmed and how?       | Step 3<br>Action taken  | Further action   | Step 4<br>Implementation        |                        |   |
|  |  |   |  | BY WHOM                         | BY WHOM                | ✓ |



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| <b>Slips, trips, falls</b>         | All staff  | <ul style="list-style-type: none"> <li>No trailing leads</li> <li>Keep passageways de-cluttered</li> </ul>  | Monitor all arrangements and take action as necessary | Staff; HT | Ongoing |  |
| <b>Electric shock</b>              | All staff  | <ul style="list-style-type: none"> <li>PAT electrical testing (annually)</li> </ul>   |   |           |         |  |
| <b>Burns – kettle/water boiler</b> | All staff  | <ul style="list-style-type: none"> <li>Warning signs as appropriate</li> </ul>  |   |           |         |  |
| <b>Wet floor s</b>                 | All staff  |   |   |           |         |  |
| <b>Fire</b>                        | Staff and pupils:  | <ul style="list-style-type: none"> <li>Fire evacuation/ emergency plans (See above)</li> </ul>  |   | As above  | Ongoing |  |
| <b>Toilet issues</b>               | <ul style="list-style-type: none"> <li>slipping</li> <li>risk of injury / abuse</li> </ul> | <ul style="list-style-type: none"> <li>Report repair needs on an ongoing basis to HT/SH;</li> <li>Ensure supervision is adequate and that pupils only use designated toilets at break times; no adults to use children's</li> </ul> |   | HT; SC    |         |  |

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|  |  | toilets; School Council to inform HT of issues |  |  |  |  |
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| <b>Knighton C in W Primary</b> | <b>Date of Revision of Risk Assessment: May 2023</b> |
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| <b>Other rooms: swimming pool and changing rooms</b> |  |                        |                |                          |         |   |
|--|--|------------------------|----------------|--------------------------|---------|---|
| Step 1<br>Potential hazards?                         | Step 2<br>Who might be harmed and how? | Step 3<br>Action taken | Further action | Step 4<br>Implementation |         |   |
|  |  |                        |                | BY WHOM                  | BY WHEN | ✓ |

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| <p><b>Falls due to slippery floor</b></p> <p><b>Members of the public in the same building</b></p> <p><b>Water</b></p> | <p>Staff and pupils:<br/>- slipping<br/>risk of injury / abuse</p> | <ul style="list-style-type: none"> <li>• All staff to ensure that all pupils adhere to H&amp;S and Behaviour Policy</li> <li>• Staff in charge of taking the children across to the changing rooms to check that there are no members of the public in the changing rooms</li> <li>• Supervision of children is adequate at all times during allocated swimming slots</li> </ul> | <p>Monitor all arrangements and take action as necessary</p> | <p>Staff:HT</p> | <p>Ongoing</p> |  |
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**Knighton C in W Primary** **Date of Revision of Risk Assessment: May 2023**

**Medication**

| <p><b>Step 1</b><br/>Potential hazards?</p>                     | <p><b>Step 2</b><br/>Who might be harmed and how?</p>  | <p><b>Step 3</b><br/>Action taken</p>  | <p><b>Further action</b></p>                                 | <p><b>Step 4</b><br/>Implementation</p> |                |          |
|---|--|--|--|---|----------------|----------|
|   |  |  |  | <p>BY WHOM</p>                          | <p>BY WHEN</p> | <p>✓</p> |
| <p><b>Risks re storage and administration of medication</b></p> | <p>Children - access to harmful substances</p> <p>Staff - unsafe administration procedure.</p> | <ul style="list-style-type: none"> <li>• Medication kept away from pupils and kept in office except asthma inhalers and epi-pens. Parental consent required for the supervision of all medicines: forms collected by SH in the office</li> </ul> | <p>Monitor all arrangements and take action as necessary</p> | <p>HT, SH, all staff</p>                | <p>Ongoing</p> |          |

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| <p><b>Using inhalers</b></p> <p><b>Complex medical conditions</b></p>   | <p>Pupils who need constant access to inhaler</p> <p>Pupils with complex medical conditions</p> | <ul style="list-style-type: none"> <li>• Staff to follow H&amp;S Policy guidance</li> <li>• Parents/pupils reminded annually of safe use of inhalers</li> <li>• Training for all staff; communication systems in place: all staff are made aware of pupils with medical needs- class teachers to ensure that information is passed on to relevant staff that will be working with/supervising that child or taking them somewhere (e.g. sporting event, residential trip etc)</li> </ul> | <p>Staff to update asthma policy</p> <p>Monitor arrangements; inform staff as necessary</p> <p><b>Health Care Plans</b></p> | <p>HT, teaching and office staff</p> <p><b>HT, SH, ALNCo, staff</b></p>  | <p>Ongoing</p> <p><b>annually</b></p> |  |         |         |   |
| <p><b>Knighton C in W Primary</b> <span style="float: right;"><b>Date of Revision of Risk Assessment: May 2023</b></span></p> |   |  |   |  |                                       |  |         |         |   |
| <p><b>Legionella; Asbestos etc.; Fire Prevention and Evacuation</b></p>   |   |  |   |  |                                       |  |         |         |   |
| <p><b>Step 1</b><br/>Potential hazards?</p>   | <p><b>Step 2</b><br/>Who might be harmed and how?</p>   | <p><b>Step 3</b><br/>Action taken</p>  | <p><b>Further action</b></p>  | <p><b>Step 4</b><br/><b>Implementation</b></p> <table border="1" data-bbox="1706 772 2101 884"> <tr> <td data-bbox="1706 772 1899 884">BY WHOM</td> <td data-bbox="1899 772 2056 884">BY WHEN</td> <td data-bbox="2056 772 2101 884">✓</td> </tr> </table> |                                       |  | BY WHOM | BY WHEN | ✓ |
| BY WHOM   | BY WHEN   | ✓  |   |  |                                       |  |         |         |   |

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| <b>Risk from all above</b> | All members of the school community | <ul style="list-style-type: none"> <li>• School following LA guidance</li> <li>• Compliance Management training</li> <li>• Regular checks by staff contracted by LA</li> <li>• Documentation updated and available in school office</li> </ul>   | Monitor all arrangements and take action as necessary | HT; Office staff | Ongoing |
| <b>Fire</b>                | As above                            | <ul style="list-style-type: none"> <li>• Evacuation Procedures in place</li> <li>• Signage</li> <li>• HT and SH to attend regular training</li> <li>• Teachers and TAs to access level 1 fire safety training (on-line)</li> <li>• Fire safety officers undertake safety audits</li> <li>• Regular equipment checks</li> <li>• Termly fire drills</li> </ul> | Update annually                                       | HT; SH           | Ongoing |

**Knighton C in W Primary**

**Date of Revision of Risk Assessment: May 2023**

**Parent volunteers; School visits and local walks**

| Step 1<br>Potential hazards? | Step 2<br>Who might be harmed and how? | Step 3<br>Action taken | Further action | Step 4<br>Implementation |         |   |
|------------------------------|--|------------------------|----------------|--------------------------|---------|---|
|                              |  |                        |                | BY WHOM                  | BY WHEN | ✓ |
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|                                      |                           |   |   |           |         |
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| <b>Use of parental volunteers</b>    | Children - general safety | <ul style="list-style-type: none"> <li>Regular parent volunteers/helpers: DBS checks</li> <li>Class teachers to let SH know of any parent/carer helpers</li> <li>All helpers to wear identification badges</li> <li>Pupils are carefully supervised.</li> <li>Parental consent forms completed, including collection arrangements <ul style="list-style-type: none"> <li>Correct adult: child ratios in place</li> <li>First Aid equipment taken</li> <li>Fluorescent Hi-Viz gilets worn by staff for local walks</li> </ul> </li> <li>Risk assessments completed by staff</li> <li>Pre-visit site visits by staff where necessary</li> <li>Residential visits: staff informed of pupils' ALN, medical and dietary needs</li> </ul> | Monitor all arrangements and take action as necessary | HT; SH    | Ongoing |
| <b>School Visits and local walks</b> |                           |   | Update Risk Assessments as necessary                  | HT; staff | Ongoing |
|                                      |                           |   | Comply with LA guidelines re visits                   | HT; staff | Ongoing |

|                          |                               |           |
|--------------------------|-------------------------------|-----------|
|                          | Date:                         |           |
| Named teacher in charge: | Risk assessment completed by: | Position: |

| Hazards | Existing Control measures | Persons at Risk | Risk Classification L<br>x S = Risk Rating | Additional measures / controls necessary to reduce risk | Reduced Risk Factors L<br>x S = Risk Rating | Review Date |
|---------|---------------------------|-----------------|--|---|---|-------------|
|---------|---------------------------|-----------------|--|---|---|-------------|

|  |  |                  | Likelihood | Severity | Risk Rating |  | By                | Date Completed | Likelihood | Severity | Risk Rating |
|--|--|------------------|------------|----------|-------------|--|-------------------|----------------|------------|----------|-------------|
| Exposure to weather.   | Consider possible weather conditions and plan appropriate programme, clothing, sun protection and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.   | Pupils and staff | 2          | 1        | 2           | Provide clear information about suitable clothing, sun protection and equipment to pupils and parents ahead of trip. | Teacher in charge |                | 1          | 1        | 1           |
| Pupil lost or separated from group; general public and dogs not under control; inadequate supervision. | <p>Ensure supervising staff are competent and understand their roles.</p> <p>Sufficient supervision (different ratios depend on level of risk) :</p> <p>Reception: from 1 to 4 up to 1 to 6;</p> <p>Years 1, 2 and 3: from 1 to 6 up to 1 to 8;</p> <p>Years 4, 5 and 6: from 1 to 8 up to 1 to 15</p> <p>Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</p> <p>Discuss itinerary and arrangements with pupils.</p> | Pupils           | 1          | 1        | 1           | Plan supervision before visit and brief staff and pupils.  | Teacher in charge |                | 1          | 1        | 1           |

|   |  |                  |   |   |   |  |                   |  |   |   |   |  |
|---|--|------------------|---|---|---|--|-------------------|--|---|---|---|--|
|   | <p>Briefing to all on what to do if separated from group.</p> <p>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</p> <p>Teacher in charge to carry mobile phone and school contact numbers.</p>   |                  |   |   |   |  |                   |  |   |   |   |  |
| Illness or injury.  | <p>1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones carried if available. • Emergency contacts arranged</p> <p>Also see ratios above</p>   | Pupils and staff | 2 | 1 | 2 | <p>Check first aid certificates current. Medication brought by pupils to meet school requirements listed in 'Supporting Learners With Healthcare Needs'.</p> | Teacher in charge |  | 1 | 1 | 1 |  |
| Special needs of specific pupils – medical, behavioural, educational. | <p>Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including additional information about the individual listed on this risk assessment and additional staffing as necessary.</p> <p>School asthma inhaler to be carried by teacher in charge and easily available to pupils as necessary •</p> <p>Any pupil who requires epi-pen to be with them to give pen to teacher in charge.</p> <p>First aid equipment carried. • Mobile phones carried by teacher in charge. •</p> <p>Also see ratios above</p> | Pupils           | 2 | 1 | 2 | <p>Check first aid certificates current. Medication brought by pupils to meet school requirements listed in 'Supporting Learners With Healthcare Needs'.</p> | Teacher in charge |  | 1 | 1 | 1 |  |

|                  |   |                  |   |   |   |  |                   |  |   |   |   |  |
|------------------|---|------------------|---|---|---|--|-------------------|--|---|---|---|--|
| Walking On foot. | Work on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required.<br><br>Also see ratios above | Pupils and staff | 1 | 3 | 3 | Planned route and staff-pupil ratio. High Viz jackets worn by staff and specific pupils (see above).<br><br>Pupils to walk in an orderly fashion at all times.<br><br>Staff at front & back of line and staff to stop the traffic. | Teacher in charge |  | 1 | 2 | 2 |  |
|------------------|---|------------------|---|---|---|--|-------------------|--|---|---|---|--|

**Risk Classification**

**Likelihood:** Remote = 1      Possible = 2      Probable = 3      **Risk Rating:** 1, 2 = Low  
**Severity:** Minor = 1      Serious = 2      Severe/Fatal = 3      3, 4 = Med    5, 6 = High

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|---|---|---------|
|  | <h2 style="margin: 0;">Risk Assessment: lunchtime Running Club running outside school grounds.</h2> | Page of |
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|                                 |                           |                 |   | <b>Date:</b>                         |             |   |  |                |            |             |
|---------------------------------|---------------------------|-----------------|---|--------------------------------------|-------------|---|--|----------------|------------|-------------|
| <b>Named teacher in charge:</b> |                           |                 |   | <b>Risk assessment completed by:</b> |             |   | <b>Position:</b>                         |                |            |             |
| Hazards                         | Existing Control measures | Persons at Risk | Risk Classification L x S = Risk Rating |                                      |             | Additional measures / controls necessary to reduce risk | Reduced Risk Factors L x S = Risk Rating |                |            | Review Date |
|                                 |                           |                 | Likelihood                              | Severity                             | Risk Rating |   | By                                       | Date Completed | Likelihood |             |
|                                 |                           |                 |   |                                      |             |   |  |                |            |             |



|                                 |  |                  |   |   |   |  |                   |  |   |   |   |  |
|---------------------------------|--|------------------|---|---|---|--|-------------------|--|---|---|---|--|
| Suitable clothing and equipment | <p>Make it clear to pupils that they can only participate if they have appropriate clothing, footwear and sun protection.</p> <p>These expectations made clear when pupils join the club at the start of each year.</p> <p>Pupils not suitably equipped not able to take part.</p> | Pupils and staff | 2 | 1 | 2 | Provide clear information about suitable clothing, sun protection and equipment to pupils and parents at the start of each year. | Teacher in charge |  | 1 | 1 | 1 |  |
|---------------------------------|--|------------------|---|---|---|--|-------------------|--|---|---|---|--|

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|---|---|--------|---|---|---|---|-------------------|--|---|---|---|--|
| <p>Pupil lost or separated from group; general public and dogs not under control; inadequate supervision.</p> | <p>Ensure supervising staff are competent and understand their roles.</p> <p>Sufficient supervision (different ratios depend on level of risk) :</p> <p>Reception: from 1 to 4 up to 1 to 6;</p> <p>Years 1, 2 and 3: from 1 to 6 up to 1 to 8;</p> <p>Years 4, 5 and 6: from 1 to 8 up to 1 to 15</p> <p>Discuss route beforehand with pupils and staff.</p> <p>Briefing to all on what to do if separated from group.</p> <p>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</p> | Pupils | 1 | 1 | 1 | Plan supervision before visit and brief staff and pupils. | Teacher in charge |  | 1 | 1 | 1 |  |
|---|---|--------|---|---|---|---|-------------------|--|---|---|---|--|

|   |  |                  |   |   |   |   |                   |  |   |   |   |  |
|---|--|------------------|---|---|---|---|-------------------|--|---|---|---|--|
| Illness or injury.  | <p>1st aid cover accessible and appropriate •</p> <p>Leaders know how to call emergency services. •</p> <p>Pupils and parents are reminded that medication brought by pupils must meet school requirements listed in 'Supporting Learners With Healthcare Needs'.</p> <p>School asthma inhaler to be carried by teacher in charge and easily available to pupils as necessary •</p> <p>Any pupil who requires epi-pen to be with them to give pen to teacher in charge.</p> <p>First aid equipment carried. •</p> <p>Mobile phones carried by teacher in charge. •</p> | Pupils and staff | 2 | 2 | 4 | Check first aid certificates current. Medication brought by pupils to meet school requirements listed in 'Supporting Learners With Healthcare Needs'. | Teacher in charge |  | 2 | 1 | 2 |  |
|   | Also see ratios above  |                  |   |   |   |   |                   |  |   |   |   |  |
| Special needs of specific pupils – medical, behavioural, educational. | <p>Obtain information from parents •</p> <p>Take advice from SENCO/Specialist Centre staff if appropriate •</p> <p>Make necessary arrangements for individual pupils including additional information about the individual listed on this risk assessment and additional staffing as necessary.</p> <p>Also see ratios above</p>   | Pupils           | 2 | 1 | 2 | Check first aid certificates current. Medication brought by pupils to meet school requirements listed in 'Supporting Learners With Healthcare Needs'. | Teacher in charge |  | 1 | 1 | 1 |  |

|       |  |                  |   |   |   |   |                   |  |   |   |   |  |
|-------|--|------------------|---|---|---|---|-------------------|--|---|---|---|--|
| Route | Route planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required.<br><br>Also see ratios above | Pupils and staff | 1 | 3 | 3 | Planned route and staff-pupil ratio. High Viz jackets worn by staff and specific pupils (see above).<br><br>Pupils understand expectations re behavior.<br><br>Staff at front & back of line and staff to stop the traffic. | Teacher in charge |  | 1 | 2 | 2 |  |
|-------|--|------------------|---|---|---|---|-------------------|--|---|---|---|--|

Risk Classification

**Likelihood:** Remote = 1      Possible = 2      Probable = 3      **Risk Rating:** 1, 2 = Low  
**Severity:** Minor = 1      Serious = 2      Severe/Fatal = 3      3, 4 = Med    5, 6 = High

|   |   |         |
|---|---|---------|
|  | <b>Risk Assessment: swimming sessions</b> | Page of |
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|                                 |  |                  |  |   |   | <b>Date:</b>   |                   |            |          |                  |             |
|---------------------------------|--|------------------|--|---|---|--|-------------------|------------|----------|------------------|-------------|
| <b>Named teacher in charge:</b> |  |                  |  |   |   | <b>Risk assessment completed by:</b>                                       |                   |            |          | <b>Position:</b> |             |
| Hazards                         | Existing Control measures  | Persons at Risk  | Risk Classification L<br>x S = Risk Rating |   |   | Additional measures / controls necessary to reduce risk                    | By                | Likelihood | Severity | Risk Rating      | Review Date |
| Crossing car park               | School staff in charge ensure children's attention and compliance when crossing car park.<br><br>Staff and children do not cross if any vehicle in the car park is moving. | Pupils and staff | 1  | 2 | 2 | School signage has drastically reduced number of vehicles entering carpark | Teacher in charge | 1          | 1        | 1                |             |

|   |  |                  |   |   |   |  |                   |   |   |   |  |
|---|--|------------------|---|---|---|--|-------------------|---|---|---|--|
| Misbehaviour in pool  | School staff required to be in vicinity of pool at all times.  | Pupils           | 1 | 1 | 1 |  | Teacher in charge | 1 | 1 | 1 |  |
| Changing room   | Members of the public are not usually in the vicinity when we use the pool   | pupils           | 1 | 1 | 1 | Staff must check that members of the public have left the changing room/shower/pool before children enter.   | Teacher in charge | 1 | 1 | 1 |  |
| Trips, slips, cuts  | School staff escort children into changing room and direct them safely on to poolside, in single file, at which point swimming instructor is in charge.<br>School staff to inform swimming instructor of any accidents | Pupils and staff | 1 | 2 | 2 | School staff required to be in vicinity of pool at all times.  | Teacher in charge | 1 | 1 | 1 |  |
| Special needs of specific pupils – medical, behavioural, educational. | Make swimming instructor aware of any necessary arrangements/ medication needed for individual pupils.   | Pupils           | 1 | 2 | 2 | If pupil's health care plan indicates that medication that may be needed immediately (asthma inhaler, epi-pen) it should be taken over with the pupil. Medication brought by pupils to meet school requirements listed in 'Supporting Learners With Healthcare Needs'. | Teacher in charge | 1 | 1 | 1 |  |
| Ratios  | Ratios of instructors and lifeguards to children as outlined in Powys Schools Swimming Policy which is held by swimming pool management.   | Pupils and staff | 2 | 2 | 4 | School staff made aware of ratios:-<br>1 to 12 for non-swimmers<br>1 to 20 for mixed or competent swimmers<br>1 lifeguard to 25 swimmers   | Teacher in charge | 1 | 1 | 1 |  |

Risk Classification

**Likelihood:** Remote = 1

Possible = 2

Probable = 3

**Risk Rating:** 1, 2 = Low

**Severity:** Minor = 1

Serious = 2

Severe/Fatal = 3

3, 4 = Med 5, 6 = High