

DEPARTMENT: Education working at heights ACTIVITY AND WORKPLACE: Bentilee Nursery School			NAME(S) OF ASSESSOR(S): Juliet Levingstone Written Nov 18 DATE OF ASSESSMENT: updated Nov 19, 20 <i>JLevingstone</i>			LINE MANAGER'S NAME: JLevingstone SIGNATURE: <i>J Levingstone</i>	
No.	Potential Hazards	Who is affected?	A x B		C	Control Measures to Eliminate / Minimise the Risk	Further Action Required?
			Hazard Rating	Likelihood			
	Equipment falling on people	All staff, volunteers, students/children	2	2	4	Open cupboards, shelves and ICT cupboard to be tidied regularly to ensure goods are securely/ orderly in place	<p>Staff reminded about using ladders and if possible have another member of staff at hand to pass equipment to. Co-ordinators to regularly check resource management to ensure safety for staff and children. Check storage is appropriate and heavy items are not stored too high. Ensure visual checks are regularly done. Ensure labels are visible so staff are not searching and moving things to create a hazard.</p> <p>All staff to go on manual handling training. Renew training at least every two years. Through Click HSE- see professional development file- ongoing</p> <p>All students to be made aware of health and safety on induction- student pack to be checked to see if updated information needed. Given information sheet to read. Talked through working at heights.</p> <p>Outdoor co-ordinator to talk through safety protocol with any new volunteers/ students, staff</p>
	People falling when balancing to reach for items	All staff, volunteers, students, workmen	2	2	4	<p>Staff reminded about using ladders only to climb and reach for items.</p> <p>2 staff to back boards together to ensure staff are not reaching too far and will unbalance</p> <p>When work done in school, all surfaces to be cleared as much as possible to reduce risk e.g. window sills cleared when window cleaners come</p>	
	Bikes fall, bike part bang adults	All staff, volunteers, students	2	2	4	Bikes to be put away from back to front in a systematic way using hooks. Pictures used to help this process. Check hook storage durable at least termly.	

(A)
HAZARD RATINGS

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

THE RESULTS OF THIS ASSESSMENT MUST BE AGREED WITH RELEVANT STAFF. THE RISK ASSESSMENT WILL NEED TO BE REVIEWED ANNUALLY UNLESS THERE IS A CHANGE IN EQUIPMENT, STAFF, PROCEDURES, OR FOLLOWING AN ACCIDENT AND MUST BE REVISED IF NECESSARY.				
Review	Review	Review -	Review	Next Review Oct 25
Date & Initial Nov 2021 -<i>JL</i>	Date & Initial Oct 2022- <i>JSL</i>	Date & Initial Oct 2023-JSL	Date & Initial Oct 24- JSL	Date & Initial