Risk Assessment Form

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| Assessor: **Nick O'Sullivan** | Date: **13th July 2022** | Activity: **Operating a High School in prolonged hot weather periods** | Location: **Holmer C E Academy** |
| Standard of dress for activity (if relevant):**Relaxing school uniform/ dress code for staff** | PPE required:  | Other equipment used during activity: |
| Persons exposed (please tick): | **Employees** | **🗸** | **Pupils** | **🗸** | **Public** |  | **Others** |  | **Expectant Mothers** | **🗸** |
| **Hazards Identified – Guidance Note:** Look at the activity and identify hazard(s), **tick** if **present** and **significant.** If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present. |
| **Physical Injury Hazards** | **Physical Agents and Hazardous Substances** | **Miscellaneous** |
| Hit by moving vehicles |  | Hazardous substances |  | Display Screen Equipment |  |
| Contact with moving part of a machine |  | Micro organisms |  | Hot work/fire hazards |  |
| Hit by moving materials/substances i.e. water |  | Ionising radiation |  | Vibration |  |
| Fall(s) from height |  | Noise |  | Restricted access |  |
| Slips, trips and falls from the same level |  | Pressure systems |  | Manual handling |  |
| Contact with/ use of live electrical equipment |  | **Ultraviolet light** | **🗸** | Lone working |  |
| Contact with cold objects |  | Lasers |  | Confined spaces |  |
| Contact with hot objects |  | Flammable liquid/solids |  | Waste produced by activity |  |
| Contact with sharp objects |  | **Extremes of Temperature** | **🗸** | Stress |  |
| Impact with objects |  |  |  | Posture |  |
| Physical attack |  |  |  | **Dehydration** | **🗸** |
| Finger “nips” |  |  |  | **Increased risk of heat exhaustion/ heat stroke** | **🗸** |
|  |  |  |  | **Increased risk to persons with Diabetes and/or Heart Conditions** | **🗸** |
|  |  |  |  | **Fatigue e.g, for NEM’s** | **🗸** |
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| **Activity/Task/****Risk From** | **Hazard** | **Persons at Risk** | **Existing****Control Measures** | **S** | **L** | **R** | **Res** | **Further Control Measures required** | **Date further measures completed by**  |
| **Weather conditions** | 1. Prolonged exposure to Ultraviolet light;
2. Excessive temperatures;
3. Increased risk to persons with certain medical conditions e.g., Diabetes, Heart conditions;
4. Increased risk of fatigue – particularly to younger pupils & NEM’s.
 | Pupils/Staff | 1. Local ongoing assessment of likely weather factors i.e., Classroom temperatures, UV levels, and UKHPA Level alerts;
2. Ongoing monitoring of reputable sources of information e.g., <https://www.metoffice.gov.uk/weather/forecast/gcq04hx21#?date=2022-07-19>
3. Consider use of shelters/ additional shade to protect pupils from excessive UV exposure;
4. Encourage use of Sun hats/ UV barrier creams for pupils and staff;
5. School uniform policy for pupils and dress code for staff could be relaxed;
6. Dynamic assessment of changing weather/ground conditions;
7. Maintain access/availability of water/drinks;
8. Ensure Pupils are encouraged to hydrate regularly;
9. Thermometers located at desk height to monitor internal area temperatures. If Classroom temperatures reach 30oC then additional measures may become necessary e.g., re-locate the occupants to a cooler area of the School, improve cooling;
10. Open all available windows as soon as the school is occupied in the morning. Blinds lowered on the aspects of the buildings that directly impacted by sun;
11. Maximise ventilation by opening windows/ doors on the shaded aspect of the building. If corridor doors are wedged open to improve airflow, the use of wedges must be managed e.g., removed if fire alarm operates;
12. Maximise use of electric fans/ air conditioning units to improve room temperatures;
13. Minimise outdoor activities during the period of 1200 – 1500 hours when temperatures/ UV levels are normally highest;
14. Staff (particularly PE) are reminded of the signs & symptoms of heat exhaustion/ heat stroke. First Aiders to be particularly aware/ vigilant and the recognised responses e.g., Call 999 if heat stroke is suspected;
15. Participation in offsite trips/ sporting fixtures to be reviewed critically in the light of resources needed to support Trip/ Fixture staff if a number of pupils become distressed by the heat/ limited shade or cool areas available etc;
16. Turn off any electric appliances e.g., Printers, PC etc and lights that are not needed to reduce the amount of heat generated;
17. Monitor tarmaced areas that are in prolonged sunlight as the tarmac may start to melt/ become attached to shoes etc. If coaches/ minibuses enter the School site, then a temporary arrangement to remain outside may become necessary. Tarmac surfaces can be up to 20oC hotter than the surrounding air temperature;
18. Review NEM Risk Assessments, particularly if the NEM is in third trimester, when fatigue can become an increasing factor.
 | 3 | 3 | 9 | M | 1. Letter to parents about providing suitable sun protection with UV protection;
2. Consider modifying or cancelling events;
3. Security of premises is checked at end of school day that windows have been shut/ doors secured;
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| **S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**

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| **Assessment authorised by Headteacher/ School Business Manager** |
| **Print: R J Maund** | **Signature:** *R J Maund* | **Date: 13/7/22** |
| *RISK RATING SCORE* | **RESIDUAL RISK LEVEL** | **MANAGERIAL ACTION** | **RISK RESULT** |
| **1 - 5** | **L - LOW** | **Monitor, no action normally required** | **Acceptable = Risk Level & Controls Acceptable** |
| **6 - 10** | **M - MEDIUM** | **Attempt to improve controls so far as is reasonably practicable** |
| **11 - 25** | **H - HIGH** | **Priority action to be taken to apply control measures** | **Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required** |
| **The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.** |
| **Assessment Review** |
| **Reviewed by:** | **Review date: After each Level 3 Amber Alert day directed at the West Midlands Region** | **Existing risk assessment valid? (Y/N):** |
| **Has the activity changed? (Y/N):** | **How:** | **New controls:** |
| **Have new equipment or materials been introduced? (Y/N):** | **What:** | **New controls:** |

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