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; |  |
| **S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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:** | | | | | | | | | | | | | | |