

Lancastrian Infant School On Site Risk Assessment

Lunchtimes

Who can be harmed: staff, pupils, visitors, volunteers, students on work experience, trespassers

Completed by: Zoe Gordon

Date: December 2019 Review date: December 2020

Circulated to: All Staff

Date shared with staff:

List all the Hazards relating to this task	Controls measures	Date put in place	Details of how achieved (Evidence required)
Heated plates Hot food Choking hazard Spillages Chairs and tables- injuries from moving them Cutlery Adult injury from lifting	<ul style="list-style-type: none"> • Ensure that heated plates are protected from pupils and are kept at a temperature that will not be dangerous. • Ensure food is at the correct temperature. • Ensure that first aiders are on site and all staff know who they are. • Ensure that spillages are cordoned off and pupils are kept away from them. • Ensure that spillages are cleaned up as quickly as possible. • Ensure that adults stack benches safely. • Tables are lifted safely by two adults where possible. • Fingers are kept clear from catches on tables. • Adults lift following recognised safe lifting procedures 	Dec 2017	Chartwells staff are trained in use of equipment. Staff know the location of first aid kits. Safe cleaning equipment is available for staff to use. Chairs stacked in piles of 10 Trolley is available for use.

	<ul style="list-style-type: none"> Ensure that signs are used when the floor is wet. 		Staff are briefed on lifting procedures-manual; handling training online has been completed.
INSERT ADDITIONAL HAZARDS BELOW	INSERT ADDITIONAL CONTROL MEASURES BELOW:		

Review date	By Whom	Date shared with staff	Circulated to:
Comments/amendments			

Lancastrian Infant School On Site Risk Assessment

Lone working - out of hours and isolated working

Who can be harmed: staff, pupils, visitors, volunteers, students on work experience, trespassers

Specific members of staff likely to be working alone: GB, ZG, LT, TM, CL

Completed by: Zoe Gordon

Date: 2.12.19

Review date: Dec 2020

Circulated to: All Staff

Date shared with staff:

The control measures listed below MUST be adapted by the school to reflect local practice. This guidance can be amended to record a risk assessment or be used to create a policy, procedure/safe working practice or used as the basis for a staff meeting/discussion (minuted/notes taken), that will then act as an assessment of risk.

List all the Hazards relating to this task	Controls measures	Date put in place	Details of how achieved (Evidence required)
Lone working Inability to summon assistance No first aid on site Isolated working	<p>The following are recommended control measures. When considering control measures check the full guidance on the West Sussex Services for Schools under Lone working. If appropriate amend to reflect local practice or cross out if not appropriate and enter a date implemented and any other comment in the 2 columns to the right.</p> <ul style="list-style-type: none"> Staff to carry a charged mobile phone at all times or have access to a telephone in poor reception areas; Staff to inform both a family member and ZG by text that they are working alone and ensure that their contact details are up to date. 	Dec 2017 Dec 2017	All LW staff to have own mobile phone with them at all times. Staff responsibility- sign to confirm

	<ul style="list-style-type: none"> • Family member to be given contact details of either ZG for emergency use (if staff member fails to return home); • Emergency procedures in place to deal with a member of staff failing to check in or return home i.e. call member of staff to check they are OK, provision in place for another staff member to visit school if the member of staff cannot be contacted, or call the emergency services; • Staff to check in with a member of staff when leaving the building; • Signing in and out procedures in place; • Opening up and locking up procedures in place; • Entrance door remains on security setting whilst staff are in the building; • Member of staff briefed on the emergency procedures for fire, gas leak, intruders etc.; • Avoid high risk activities whilst working alone i.e. working at height (ladders), using electrical equipment, moving heavy objects, handling cash, • Additional risk assessment to be carried out if staff are visiting pupils in their home; • Procedures in place for severe weather conditions (see separate assessment); • Separate risk assessment in place covering violence and aggression towards staff. 	<p>Dec 2017</p> <p>Dec 2017</p> <p>Dec 2017</p> <p>Dec 2017</p>	<p>Staff responsibility- sign to confirm</p> <p>If RS or ZG contacted by family member they will return to school as quickly as possible or call 999.</p> <p>All to check who is still in building and inform someone- also ensure they have signed out.</p> <p>Staff to follow emergency plan- contact emergency services if appropriate.</p> <p>working at height, heavy lifting, using electrical equipment, using sharp tools,</p>
INSERT ADDITIONAL HAZARDS BELOW	INSERT ADDITIONAL CONTROL MEASURES BELOW:		

Review date	By Whom December 2020 by Headteacher	Date shared with staff 3 rd Dec 2020	Circulated to: All staff
Comments/amendments			