

**XXX SCHOOL  
Risk Assessment Form**

Serial No: XXX/RA/SCHOOL OFFICE

IMPORTANT – BEFORE COMPLETING READ GUIDANCE OVERLEAF

\*If hazardous substances are used and/or work at height is undertaken then supplementary assessments **MUST** be carried out.

\*\*Where manual handling is undertaken and/or noise at work is a hazard, supplementary risk assessments are required where the hazard poses a significant risk.

<b>Area:</b> SCHOOL OFFICE		<b>Activity/Task:</b> GENERAL OFFICE ENVIRONMENT			<b>Date of Assessment:</b> DATE			
<b>Persons at Risk:</b> SCHOOL STAFF, PUPILS, VOLUNTEERS, VISITORS		<b>Equipment Required for Activity/Task:</b> N/A			<b>PPE Required for Activity/Task:</b> N/A			
<b>Hazardous Substance(s) to be used (COSHH)*:</b> N/A		<b>Manual Handling**:</b> Moving, carrying boxes etc			<b>Instructions/Training/Supervision – Required/Received:</b> Manual Handling/ Working at Height training			
<b>Work at Height*:</b> Storing /retrieving at height		<b>Noise**:</b> N/A			<b>Health Surveillance – Required/Provided:</b> N/A			
Injury Hazards	Risk Description	Severity	x Likelihood of occurrence	= Risk Factor	Corrective Action	Severity	x Likelihood of occurrence	= Reduced Risk Factor
Fire / Explosion	Death, serious injury, burns, smoke inhalation, poisonous gases – to any occupants of the area	4	2	8	Large amounts of paper and other combustible materials can be found in school offices. Dispose of any unnecessary material, ensure good housekeeping and remove waste immediately. Ensure gangways and fire exits are kept clear of obstructions. All designated fire exits & escape route clearly marked.	3	2	6
Electrical Equipment	Electrocution, tripping over electrical cables, overheating extension cables.	4	2	8	All electrical equipment visually checked before use for correct operation and undamaged. All portable electrical equipment e.g. Computer equipment, printer, photocopier etc., must be at least annually tested for electrical safety. Users should regularly check cables for visible damage. Care taken to ensure cables do not trail across open floor spaces or walkways - If this is unavoidable then an appropriate cable bridge must be used. Check plugs in good condition and correct rated fuse, sockets in good condition, suitably sited and in sufficient supply. Leads free of knots and joins.	3	2	6
Hazardous substances	Poisoning. Chemical injuries, poor health	4	2	8	Toner cartridges for copiers and laser printers contain a mild toxic 'carbon black' & some impurities that are carcinogenic. Toner should only be replaced using gloves and carried out as manufacturers instructions to avoid spillage and inhalation of toner particles. Wash hands after use. The toner must be approved under the Health and Safety Control system for substances. Copiers and laser printers emit poisonous gas Ozone. Ensure that equipment is regularly serviced as manufacturer's schedules. Position near to source of	3	2	6

					ventilation & away from work area's workstations. Use extractor fan.			
Security	Personal safety	4	2	8	Use CCTV camera and door entry system before allowing anyone access to school. If not working - use any visual method available before allowing entry. Confirm identity of visitor before allowing entry. Only authorised and trained persons to admit visitors. Use Keypad door entry system when dealing with money or to secure office when unmanned. Keypad number available to selected staff only. Security measure should not in any way restrict the ability to escape from the buildings in case of emergency. Maintain visitor book/ badges system. Good lighting at night time. Inform staff working alone of the risk and how to raise the alarm.	2	2	4
Manual Handling	Musculoskeletal injury when lifting heavy or unstable objects	3	2	6	Assess any load; consider the task, environment and individual capability. Use mechanical lifting aids. Store heavy/ bulky items in easily accessible position. Split loads into smaller parts. If accessed from height use appropriate access equipment.	3	1	3
Machinery / Equipment	Display screen equipment – V.D.U. Ergonomic Musculoskeletal disorders from poor posture, poor arrangement of equipment, eye strain from poor lighting, fatigue, stress	3	2	6	An assessment of the workstation, including V.D.U. to be undertaken regularly. Refer to HSE booklet 'Display Screen Equipment Use' Ensure received appropriate training to use V.D.U.	2	1	2
Machinery / Equipment	Paper shredders, collators etc – traps between two parts of equipment. Entanglement – e.g. hair, rings, clothing	3	2	6	Paper shredders and collators in particular, along with all machinery should be adequately guarded to prevent access to in-running nips. Emergency stops or reverse buttons must be fitted & working correctly. Jewellery, ties and hair must be tied out of the way. Staff must receive training in the use of the equipment and be aware of the dangers.	3	1	3
Machinery / Equipment	Photocopiers, Laminators, Laser Printers, Binding Machinery – burns	3	2	6	Photocopiers, laminators, laser printers and binding machine all contain hot surfaces. Users must be trained in their use. Hot surfaces should marked with warning signs.	3	1	3
Radiation – Ultra Violet	Photocopier - Non Ionising – burns, skin thickening, cataracts	3	2	6	Low levels of ultra violet radiation during photocopying. The copier lid should be kept closed during operation to prevent any potential for exposure.	3	1	3
Machinery / Equipment	Cuts from using guillotine, staples, scissors etc	2	2	4	Potentially dangerous machinery like guillotines must be properly guarded to prevent damage to fingers and hands. Extra care taken with sharp edges or points – even edge of paper can cut. If machinery or equipment damaged or broken, label and remove from use	2	1	2

Workplace conditions	Injury from falling or unstable objects	2	2	4	Avoid shelves or storage at height. Remove boxes stored on top of cupboards. Only one drawer of filing cabinet to be opened at one time so cannot topple over.	2	1	2
Fish	Fish – tank – health risks	2	2	4	Ensure fish are checked daily and cared for following the written animal care plan which details the animals' daily requirements and health needs, together with contact numbers for vets and named persons who will take responsibility for the animal, including during holidays and in emergencies (for example - when the responsible teacher is off).	2	1	2
Working at heights	Falls from height e.g. when storing or retrieving files on cupboards.	3	1	3	Ensure use correct working platform when working at height. Refer to HSE booklet 'working at height in education.' Do not stack items higher than 2 metres. Wear flat-soled shoes when working off a platform.	2	1	2
Machinery / Equipment	Furniture & Fittings, Seating & Storage (e.g. tables, cupboards, chairs, boxes, shelving & others) e.g. - Musculoskeletal injury. Slip, trip or fall on the same level. Hit something fixed or stationary. Cut, scratch, abrasion etc	2	1	2	Check positioning does not interfere with circulation routes, entry/ exits, general movement & fire escape routes. Check for damage or instability. Check for any dangerous condition such as rough wood, splinters, exposed screws, nails, loose components, breakage etc. Faulty equipment should be removed from use and replaced. Poor positioned items to be moved to more suitable position.	1	1	1
Workplace conditions	Floor condition – slips, trips & falls. Fractures, sprains etc	2	1	2	Practise good housekeeping in office areas especially with regard to walkways and exits. Keep areas clear of obstructions. Regular inspection & maintenance. Rectify/ replace/ repair any deterioration/ damage/ missing parts – e.g. loose/worn floor covering, uneven surface, waste/ rubbish on the floor, bumps & uneven areas.	1	1	1
Workplace conditions	Doors & Doorways – hit by moving, falling objects. Trips & falls Trap between two parts	2	1	2	Regular inspection & maintenance. Rectify/ replace/ repair any deterioration/ damage/ missing – e.g. check door key pad functional & secure. If door needs to be held open - use appropriate hooks & eyes / safe door stops (not trip hazard).	1	1	1
Workplace conditions	Windows & Glazing – cuts, superficial & profound. Hit by moving, falling object. Trap – between two parts Fractures	2	1	2	Regular inspection & maintenance. Rectify/ replace/ repair any deterioration, damage or deficiency e.g. broken or cracked glazing. Ensure windows can be opened easily without undue force. Keep windows clean – check they can be cleaned safely inside and out. Hinges, opening mechanisms should be in a safe and operable condition, any window vulnerable to forced entry should be secured. Ensure blinds function and are in good repair.	1	1	1

Workplace conditions	Poor Heating, Lighting, Ventilation – Slips, trips & falls, Burns Drowsiness Stress Hit by falling, moving, flying object	2	1	2	Regular inspection & maintenance. Rectify/ replace/ repair any deterioration, damage or deficiency e.g. Are there sufficient openable windows to provide adequate ventilation? Is heating adequate & do the controls work? Check for any very hot surfaces which could cause burns & provide guarding and warning signs. Ensure adequate lighting & diffused if possible. Check for malfunction and flicker free. Ensure switches are suitably located, functional – no evidence of sparking or wear.	1	1	1
Workplace conditions	Ceilings & Walls – hit by falling, moving objects. Health problems due to damp, mould etc	2	1	2	Regular inspection & maintenance. Rectify/ replace/ repair any deterioration/ damage/ missing parts – e.g. damp penetration, mould growth, & rot especially from leaking roofs (areas around light fitting,) cracks/ holes in plaster. Areas should be clean and in good decorative order. Check for any insecure fixtures or fittings.	1	1	1
Name of person(s) carrying out this risk assessment				Signature(s)	Date			
Name of person agreeing with the findings of this risk assessment				Signature	Date			

SAMPLE

## Risk Assessment Form Completion Guidelines

1. The top section of this form should reflect the details of the activity being assessed and hazard control measures in place (at the time the assessment is carried out).
2. ALL 'Significant' hazards in the workplace where the task is being carried out, should be recorded in the section headed 'Injury Hazards', together with the assessor's estimate of their severity and likelihood of occurrence. Note that a narrative description is also required.
3. The 'Hazard Severity' should be assessed on a scale of 1-5 as follows:
  - 5 Very High - Causing multiple deaths or widespread destruction
  - 4 High - Causing death or serious injury
  - 3 Moderate - Causing injury or disease – off work 3 days or more
  - 2 Slight - Causing minor injury – first aid treatment, return to work
  - 1 Nil - No risk of injury or disease
4. The 'Likelihood of Occurrence' should be assessed on a scale of 1-5 as follows:
  - 5 Very Likely - If corrective measures are not taken
  - 4 Likely - Probable, only requires additional factor (e.g. carelessness, bad weather etc.)
  - 3 Quite Possible - Additional factors could precipitate an occurrence but unlikely without such factors
  - 2 Possible - Probability low and risk minimal
  - 1 Not Likely - No risk present
5. In the section headed 'Corrective Action' it is important that the recommended corrective action be specified. **(Note: this may include, in extreme instance, an instruction to stop the activity until certain corrective actions have been carried out. In other cases the timescale for undertaking corrective action shall be specified).** The 'Reduced Risk Factor' numerical value shall be entered to show the effect of taking the recommended Corrective Action for each 'significant' hazard identified.
6. Once all corrective actions are complete, the risk assessment should be 'signed off' by the head teacher. It is important to stress that the person signing off the risk assessment must take an action upon themselves to check that ALL corrective actions have been carried out and that they are effective. **(Note: the risk assessment must not be 'signed off' until ALL corrective actions have been completed).**

Name of person confirming that all corrective actions are complete and effective	Signature	Date
Name of person 'signing off' this risk assessment as complete	Signature	Date

Date risk assessment to be reviewed by:

**XXX PRIMARY SCHOOL  
RISK ASSESSMENT ACTION PLAN**

**Steps that should be taken, in order of priority, to reduce or control the risks identified:**

Priority	Description	Risk Level Low / Medium / High	Date by which remedial action is to be completed	Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SAMPLE

<b>Related Assessments:</b>			
<b>Date of Assessment:</b>			
<b>Assessors Name:</b>		<b>Assessors Signature:</b>	
<b>Date for Re-assessment:</b>			