


IMPORTANT – please read this information before completing this risk assessment

This is a generic risk assessment and **MUST** be adapted to reflect the significant hazards and control measures present in your establishment.

The control measures listed will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) control measures as appropriate to your establishment.

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

	Establishment/Department: Ellen Tinkham School and College	Primary Whole School Risk Assessment	RA22
	Address: Hollow Lane Exeter EX1 3RW Wayside Crescent Exeter EX13LW		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: Autumn Term 2021 Date to be reviewed: Autumn Term 2024		
Activity/Task/Process/Equipment General school activities	Assessor(s) Dave O'Loughlin		

Significant Hazard and possible Outcomes/injuries	Control Measures in Place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Administration of Medicines	<ul style="list-style-type: none"> ▪ Administration of Medication policy in place ▪ Responsibility for medication remains the parent's responsibility. No medication provided unless written parental consent is provided. All administration is recorded. Consent and administration forms agreed with Virgin care are used. ▪ Employees have sufficient information about the medical condition of any pupil with long-

	<p>term medical needs. . Classroom staff are given detailed and specific information on each pupils and medical records are held centrally in medical room and on student's file.</p> <ul style="list-style-type: none"> ▪ Appropriate arrangements in place for the safe storage of medication <i>all classrooms have lockable medicine cabinets, lockable fridges are available on both sites within the medical room. Controlled meds and some other meds are kept in the medical rooms.</i> ▪ Asthma inhalers stored out of children's reach but close to hand for immediate access. Stored in <i>class medicine cabinets</i> ▪ Out of date/redundant medication returned to parents ▪ <i>Employees</i> who administer specialist medications and invasive procedures (e.g. adrenalin injection, etc.) to receive appropriate training. Lists of which staff are specifically trained in which areas are held in the medical rooms. ▪ <i>Meds which come in to school for transit to respite providers are not booked in and out but a procedure is in place to seal the bag or container they are in to prevent any tampering.</i>
<p>Animals in schools</p>	<ul style="list-style-type: none"> • All animals in school are responsibility of Rural Skills department. RA's and SSOW are in place to cover activities involving animals. • No other animal is to be brought into school without prior agreement of SLT
<p>Caretaking and Cleaning Activities</p>	<ul style="list-style-type: none"> ▪ Separate risk assessment RA04 completed for the activities of cleaning and caretaking staff employed by the school
<p>Hazardous Chemicals</p>	<ul style="list-style-type: none"> ▪ All substances kept to a minimum and <u>all</u> containers clearly labelled ▪ Separate COSHH risk assessments based upon Material Safety Data Sheets available for all for all substances classed as hazardous and staff briefed in findings ▪ Hazardous substances whether used by school staff or an on-site contractor are locked away when not in use. ▪ All flammable substances stored away from sources of ignition and combustibles ▪ Appropriate personal protective wear worn when handling hazardous substances ▪ Toner changed in accordance with manufacturer's instructions and disposable vinyl

	<ul style="list-style-type: none"> ▪ gloves worn when skin contact with toner is likely e.g. when changing cartridges ▪ Contact with toner is unlikely due to the design of the equipment, in the event of a spillage gloves would be worn ▪ Heavily used photocopier situated in well ventilated area ▪ Proprietary chemicals/substances used as directed by the manufacturer ▪ Material Safety Data Sheets available for all for all substances classed as hazardous ▪ Hazardous substances not kept in the classroom, unless locked away ▪ Any activity involving hazardous chemicals must be risk assessed to determine control measures and the necessary Personal Protective Equipment (PPE) used
<p>Contractors on site</p>	<ul style="list-style-type: none"> ▪ Contractors used are from the DCC approved list or subjected to formal Health and Safety vetting if using a non DCC approved contractor. ▪ Contractors informed of any hazards on site e.g. the presence and location of asbestos ▪ Contractors will be shown a copy of the School's Asbestos Register if they are likely to undertake invasive works and will sign to acknowledge this. Contractors will also be informed of any other hazards affecting them on the site and of emergency procedures ▪ Contractor to inform the school of any hazardous substances or activities being undertaken on the school site ▪ An agreed plan of work will be adopted to control these risks – this will be documented separately and will include an agreed, reasonable timeframe for completion of the work ▪ Where possible building or hazardous work carried out outside of school hours. Where not practicable work area will be segregated ▪ Where segregation not possible, adequate supervision in the vicinity of the work area if contact with pupils is possible ▪ A Permit to Work system is used to authorise and control any hot works undertaken by contractors on the site. This will be authorised by <i>J Rosier or D O'Loughlin</i> ▪ Appropriate welfare facilities will be provided for contractors on site ▪ For works involving more than one contractor, and where the school is acting as the Client D O'Loughlin will ensure that a Principal Designer and Principal Contractor are appointed in writing and will ensure that a Construction Phase H&S Plan has been provided by the Principal Contractor prior to any works commencing on the site. ▪ <i>D O'Loughlin</i> will ensure that large building projects are notified to the HSE as required by the Construction (Design & Management) Regulations 2015.

	<ul style="list-style-type: none"> ▪ <i>Contractors will be made aware of any additional controls that may be necessary if they are going to be working within the school whilst students are present</i>
<p>Curriculum Hazards</p>	<ul style="list-style-type: none"> ▪ There are few significant hazards in the curriculum at <i>Ellen Tinkham School/College</i> Areas with significant hazard currently are limited to <i>Rural skills, cookery, Life skills.</i> ▪ <i>Rural skills – Separate RA and SSOW in place</i> ▪ <i>Cookery – Staff will be mindful of the capabilities of the students they are working with, particular attention will be given to hot surfaces when cooking, hot food and liquids and sharp knives/scissors etc. Staff will model best practice and will not allow students to access sharp tools if it is felt they are not able to do so safely, this may need to be reviewed on a session by session basis. Hobs and ovens will not be left unattended whilst in use unless the room can be secured to prevent unauthorised access.</i> ▪ <i>Life skills – Staff will closely supervise students who are using irons, they will model best practice and will ensure that students are aware of the risks both of the hot soleplate and any steam produced.</i> ▪ Precautions from relevant CLEAPSS Arrangements followed ▪ The findings of the risk assessment for these areas are recorded in the separate RA21 document. ▪ Separate Off-Site visit risk assessments undertaken in line with <i>Devon Outdoor Education, Visits and Off-Site Activities Health and Safety Policy</i> ▪ <i>Teachers are to ensure that any lesson which involves any unusual risks will be suitable risk assessed.</i> ▪ Ensure effective standards of personal hygiene are achieved – pupils and employees reminded to always wash hands after practical work and covering any cuts and abrasions ▪ PE activities will be covered by a separate RA ▪ Sensory learners – it is recognised that some student may put items into their mouths,

	<p>staff are to ensure that any pupils who are likely to put items into their mouths will be provided with safe and suitable equipment.</p>
Display Screen Equipment (DSE)	<ul style="list-style-type: none"> ▪ Separate DSE Assessment carried out on identified DSE users and issues identified in these assessments actioned accordingly ▪ The trained DSE Assessor for the school is <i>Anne Davies/Dave O'Loughlin</i>
Environment and Welfare	<ul style="list-style-type: none"> ▪ Adequate lighting and comfortable room temperatures can be achieved and maintained ▪ Adequate ventilation available ▪ School no smoking policy in place and correct signage used at entrance to premises ▪ Hand washing facilities available ▪ Toilets for employees and pupils supplied with hot and cold water, soap and drying facilities ▪ Wash-up areas provided with drinking water ▪ Daily waste and hazardous waste collection and disposal arrangements in place ▪ Hazardous waste collection and disposal arrangements in place ▪ School infection control procedures in place and followed ▪ Provision of suitable protective clothing gloves and aprons are provided and should be used whenever there is the possibility of coming into contact with bodily fluids.
Fire and other emergencies	<ul style="list-style-type: none"> ▪ ▪ Separate Fire Risk Assessment (FRA) and associated documentation in place. FRA reviewed each summer and is kept on the Central Resources folder. ▪ Premises Fire Emergency Plan drawn up and shared with all employees. Includes site and building lay-out plan with isolation points for all services indicated. ▪ Separate Schools Emergency Management Plan in place. Staff briefed in its contents and arrangements
First Aid Arrangements	<ul style="list-style-type: none"> ▪ <i>RA09 in place for whole establishment.</i>

<p>Kitchen Activities</p>	<ul style="list-style-type: none"> ▪ Separate risk assessment RA11 completed for the activities of kitchen staff employed by the school. ▪ Catering staff are employed by Devon Norse who have their own arrangements in place.
<p>Lone Working</p>	<ul style="list-style-type: none"> ▪ Time spent working alone eliminated or reduced where possible ▪ Communication arrangements in place with line manager / other employees if working alone or when meeting known aggressive parents ▪ Agreed arrangements in place to notify manager at end of lone working activity. Agreed procedures to be followed if this notification not received (<i>See lone working RA</i>) ▪ Only agreed tasks undertaken when working alone. No work at height ▪ Means to summon assistance close to hand <i>mobile phone, good signal available across site.</i> ▪ Other employees on site notified of location / estimated duration of task if working on site remote from others ▪ Adequate security in place; access to site-controlled <i>access is controlled by magnetic locks.</i> ▪ Use of visitor badges / signing in book. Access not granted to unknown callers ▪ Key holders strictly controlled and numbers kept to a minimum ▪ A separate lone working policy is in place.
<p>Manual Handling of Objects and People</p>	<ul style="list-style-type: none"> ▪ Manual handling of items other than normal office type stationery or files avoided where possible ▪ Where appropriate, trolleys or similar devices provided <i>sack trucks and dollies are available and should be used as required.</i> ▪ Staff have received briefing in the safe use of any specific moving and handling devices ▪ Where possible, loads are split to reduce weights ▪ Team lifting is used as appropriate ▪ Staff involved in manual handling tasks given briefing in safe lifting techniques as part of manual handling training. ▪ Individual Assessments carried out on any young people requiring physical handling leading to a Handling Plan for the individual concerned. Currently there are Handling

	<p>Plans for <i>students as necessary, records kept by therapy team</i> Staff involved in the moving and handling of young people are trained in this plan</p>
<p>Playtime and Breaks</p>	<ul style="list-style-type: none"> ▪ Numbers are restricted on apparatus at any one time. ▪ Age groups are segregated <i>by having separate session times and a separate play area for early years.</i> ▪ Apparatus and safety surfacing below apparatus installed and maintained to meet the BS EN 1176 and 1177 standards ▪ Apparatus not used when wet and slippery ▪ Fixed (e.g. climbing frames) and mobile (e.g. scooters, tricycles etc) play equipment inspected visually each time it is used by supervising employees and employees briefed about faults to look for. Faulty items removed from use and reported to <i>maintenance team Via Every</i> ▪ Fixed and mobile play equipment inspected termly by Site Team. Faulty items removed from use and reported to <i>D O'Loughlin</i> ▪ Annual independent inspection of fixed equipment carried out by DTGS Ltd and report issued. Results considered by the Governing Body and action undertaken accordingly ▪ Numbers of supervising staff at break and lunch time are <i>classes and teachers will ensure that sufficient staff are available for each session depending on the needs and numbers of pupils outside.</i> ▪ Staff supervision accounts for proximity of play areas to gates, steps, 'blind spots' other hazards. ▪ Supervision levels to account for lunch breaks and emergency situations ▪ Points of access onto the site for visitors minimised with clearly signed routes to the reception ▪ Areas of site identified as higher risk made "out of bounds". These are <i>Area around pool plant room and area behind main hall at ETS.</i> ▪ Staff briefed in school's anti-bullying policy
<p>Premises Related Hazards</p>	<ul style="list-style-type: none"> ▪ All building maintenance / inspection records maintained by <i>J Rosier</i> ▪ Regular building and site inspections carried out by <i>D O'Loughlin</i> ▪ Defects are recorded via Every system for employees to log problems

	<ul style="list-style-type: none"> ▪ Safety glazing or film used in all high risk glazing areas as required by separate Glazing Survey and Risk Assessment document ▪ Finger guards on door hinges for identified high risk doors. ▪ Separate Water Hygiene Risk Assessment & Log Book in place on <i>Site office</i>. Tests of water temperatures for Legionella carried out regularly by <i>J Rosier or G Roberts</i>, 6 and 12 monthly Leg 1 and Leg 2 reports go to <i>D O'Loughlin</i> for action as appropriate ▪ Electrical or gas maintenance work only carried out by a qualified electrician or Gas Safe registered engineers respectively ▪ Annual gas maintenance for heating plant and tightness test reports goes to <i>D O'Loughlin</i> for action as appropriate. Annual gas maintenance for <i>kitchen equipment</i> arranged by <i>J Rosier</i> ▪ Location of emergency gas isolation valve known to staff ▪ Heating plant pressure vessels inspected by Zurich and have a periodic thorough examination according to a written scheme ▪ 5 yearly electrical installation report goes to <i>D O'Loughlin</i> for action as appropriate ▪ All portable electrical appliances inspected and where applicable tested by <i>site staff according to assessed risk</i>. ▪ Pre-user checks on hand held electrical equipment. Staff briefed in what to look for. Employees to report defective plugs, leads, wires and cables to <i>J Rosier</i> and record Via Every ▪ Personal electrical equipment not used unless subject to inspection / test ▪ Sufficient sockets available to reduce use of extension cables and to avoid over-current ▪ Boiler room and electrical switchgear room <i>and lift plant room</i> kept free from combustible materials and secured ▪ Separate Asbestos Management Plan in place. <i>J Rosier</i> is responsible for updating Register ▪ Kitchen and other forced extraction equipment is maintained by <i>DMP arrangements</i> ▪ Lifts receive a 6 monthly statutory examination by Zurich engineers. County insurance department notified to ensure that Zurich aware of existence of lift to facilitate this. Lift maintained by <i>Orona</i>
<p>Public use / out of school hours/use/ organising events on</p>	<ul style="list-style-type: none"> ▪ The school is currently hired out to <i>Hollow Lane Club, Baby Squids, Water babies</i> ▪ Before agreeing to a hirer's request, consideration of the activity planned and the likely

school sites	<p>hazards and risks to the premises and existing users to be carried out</p> <ul style="list-style-type: none"> ▪ Safety arrangements agreed with and communicated to all hirers ▪ Where premises are being used without an employee present, hirers are given details of a school employee to be contacted in the event of an emergency
Security	<ul style="list-style-type: none"> ▪ Security Checklist and Security risk assessment 24b completed ▪ Access to main entrance of site controlled through magnetic locks controlled by reception ▪ Communication and visual scrutiny available to reception staff prior to access being granted ▪ Use of visitor badges / signing in book ▪ Other access points to site secured from unauthorised entrance whilst allowing suitable means of escape for emergency/fire ▪ Clear handover procedures for staff. ▪ Key holders are strictly controlled and numbers kept to a minimum. The following are key holders for the site: <u>Ellen Tinkham College</u>: Dave O'Loughlin, Pete Legowski, Helen Colley, James Rosier, Monika Davis, Nigel Stears-Tremlett, Hollow Lane Club. <u>Ellen Tinkham School</u>: James Rosier, Karen Trevelyan, Christine Walker, Nigel Stears-Tremlett, Hollow Lane Club ▪ The building envelope has been secured by <ul style="list-style-type: none"> ○ CCTV system (<i>Ellen Tinkham School – limited cover</i>) ○ An intruder alarm system ▪ External security lighting has been provided to, illuminate pathways, car parking areas and illuminate access routes ▪ No loose, combustible items are left outside the building ▪ Rubbish/waste bins are kept away from the building ▪ Fencing prevents access to the more vulnerable sections of the property ▪ Fencing is checked for breaching/damage. ▪ All expensive portable equipment is marked as belonging to school ▪ Valuable and recognisable items have been photographed
Transport Issues	On site:

- Pedestrians and vehicles are kept apart as far as possible
- Clear warning signs are in place
- Arrangements in place for deliveries to be made out of peak activity times
- Where appropriate, shrubs are cut back/reduced in height to improve vision
- Vehicle reversing has been minimised
- *Car parks are marshalled by school staff during peak times and separate SSOW is in place.*

Off site:

- Employees who drive a minibus have undergone DCC's minibus drivers' course
- Employees who drive pupils in minibuses/private cars have insurance cover / licence / MOT checked annually
- Employees who drive only themselves and colleagues self-declare correct insurance cover / licence / MOT when claiming expenses
- Private vehicles checked for suitability for intended purpose / load
- Drivers to ensure vehicle is legal and roadworthy
- Adequate time allowed for journeys, including breaks and possible delays. Drivers are not pressurised to drive when weather conditions are exceptionally difficult
- Staff must not drive if taking medicine that could impair their judgement
- Mobiles, including hands-free are not used whilst driving. The driver will park and turn off the engine before using a mobile phone
- Pupils being transported are adequately supervised
- Drivers ensure that all passengers are secured / wearing seat belts / correct child restraint at all times
- When parents/volunteers cars are used, confirmation is sought that insurance cover / licence / MOT is in place via model letter in Outdoor Education, Visits and Off-Site Activities Health & Safety Policy
- Parents/volunteers will not be left alone with a pupil unless it is their own child

<p>Vulnerable Persons</p>	<ul style="list-style-type: none"> ▪ Separate Risk Assessment (RA18) carried out on all expectant mothers and, where appropriate, alternative tasks arranged ▪ Separate Risk Assessment (RA28) carried out if Work Experience students have a work placement at the school. This form is provided by the secondary school for completion and is returned for parental information ▪ Separate Personal Emergency Evacuation Plans in place for any service user of member of staff whose disability limits their ability to follow the general Premises Fire Emergency Plan. ▪ Handling plans in place for any service user requiring moving and handling ▪ School Policy on Stress provided to employees ▪ School managers are aware of indications of stress in others ▪ Stress Risk Assessment carried out where appropriate and support obtained via HR Direct
<p>Work Equipment</p>	<ul style="list-style-type: none"> ▪ Work equipment on site will be used for the purpose for which it was designed ▪ Staff receive verbal briefing in safe working method based on manufacturer's instructions ▪ Staff instructed to carry out pre-user checks on hand-held tools and know to report defects via Every system. ▪ Work equipment will be maintained so that its condition does not give rise to danger. Specifically: <ul style="list-style-type: none"> ▪ Any guards supplied with machinery will be kept in place and in working order ▪ Formal Inspection and Testing regime for portable appliances ▪ Pupils are supervised at all times when using any work equipment and instructed in safe working method ▪ Personal protective equipment provided for use of work equipment as appropriate
<p>Work at Height</p>	<ul style="list-style-type: none"> ▪ Work at height is avoided by contracting this work out wherever practicable ▪ The following access equipment has been provided <i>ladders, hop-up platforms, kick-stools scaffold available from Bidwell Brook</i> and measures are in place to ensure that

	<p>it is maintained in a safe working condition <i>regular inspection both planned and prior to use.</i></p> <ul style="list-style-type: none">▪ Staff briefed on safe use of access equipment provided and are instructed not to use desks/tables/chairs as a means of access▪ Pupils kept from vicinity when working at height
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Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Security	Up to date list of keyholders to be produced	Jan 21	H Austin

Signed Headteacher/Establishment Manager: Learn to Live Federation - Governors

Date 17 Jan 2022

The outcome of this assessment should be shared with the relevant staff.
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator