

## Centre Operational Risk Assessment (classroom-based activities)

Setting:	Riverside Studios, Coventry Road, Kingsbury, B78 2DE	Doc Ref No:	RA/001/2020	Date of Issue:	6 January 2021
Assessment conducted by:	Judith Little, Health and Safety Lead, office@brightsparkslearningcentre.org	Issue Status	2	Persons affected:	Staff, pupils, contractors, visitors
Review:	If there is a reason to suspect that the risk assessment is no longer valid; Revised or newly published Government guidance; If the RA is impacted by any change in circumstances, eg. staffing or environment			Overall Risk:	<b>LOW</b>

Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Control Measures: <i>Step 3</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4</i>			Risk Rating		
			Severity	Likelihood	Risk Rating		who (Name)	when (Date)	complete (Date)	Severity	Likelihood	Risk Rating
<b>ACCESS AND EGRESS – (Including car parks, corridors, entrances and exits and external areas)</b>												
<b>Slips and trips</b>	Staff, students, visitors and contractors may be injured as a result of a slip or trip on:	<ul style="list-style-type: none"> <li>Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.</li> </ul>				Inspection conducted before re-opening. 3 1.08.20.  Daily inspections undertaken by LIT and CF	LIT	31.08.20  Daily	31.08.20	L	L	L

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	<ul style="list-style-type: none"> <li>• damaged carpets /mats,</li> <li>• spillages from cleaning substances / beverages</li> <li>• items of equipment obstructing walkways</li> <li>• defective surfaces inside or outside of the building.</li> <li>• ice in winter weather</li> </ul> <p>This may result in bumps and blows, bruising and fractures.</p>	<ul style="list-style-type: none"> <li>• Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).</li> <li>• Efforts made to grit external floors in icy weather.</li> <li>• Defected areas to be highlighted and cordoned off where possible.</li> </ul>	M	L	L							
<p><b>Contact with vehicles</b></p>	<p>Staff, students or visitors in the car park may be struck by a moving vehicle resulting in bumps / blows, fractures, fatality and entrapment between items.</p>	<ul style="list-style-type: none"> <li>• Speed limits displayed and enforced where necessary.</li> <li>• Designated walkways established</li> <li>• Segregation of students and visitors from traffic routes and moving vehicles.</li> <li>• Pedestrian and traffic segregation at entrance to building by</li> </ul>	H	L	M	<p>For drop-off of pupils – vehicle to be parked adjacent to entry point at pedestrian barrier/entrance to building or escorted or greeted by Centre staff.</p>	<p>J Little</p>	<p>From Sept 2020</p>	<p>Ongoing</p>	L	L	L

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		permanent barrier.										
<b>Contact with people and property</b>	Staff, students, and visitors may be injured as a result of making contact with large obstructive items and other people walking through the building. This may result in bumps and blows, bruising and possibly lacerations.	<ul style="list-style-type: none"> <li>Traffic system implemented within building. E.g. Walk on the left-hand side of the corridor.</li> <li>Due courtesy of staff, students and visitors when moving through site.</li> <li>Staggered entry / exits of large numbers of students out of the buildings.</li> </ul>	L	L	L	Briefing to pupils on dismissal to walk through exit points to the left of the door to avoid bumps. However, this risk is low due to the small number of pupils present on site at one time.	C Fyfe	From Sept 2020	Ongoing	L	L	L
<b>Fire</b>	Staff, students and visitors may be injured or killed as a result of poor evacuation procedures / housekeeping.	<ul style="list-style-type: none"> <li>Escape routes and exits checked regularly for obstructions and recorded in a fire logbook.</li> <li>No fire escapes to be kept locked.</li> <li>Fire drills to ensure that all staff and students are aware of where to exit and assemble in the event of a real fire.</li> <li>Fire exits not to be blocked</li> </ul>	H	L	M	<p>Fire Risk Assessment.</p> <p>Fire Drill to be undertaken termly and recorded in Fire Action Plan (held in Reception).</p> <p>Appointed person appointed.</p>	<p>J Little</p> <p>Organized in conjunction with Duty Holder.</p> <p>J Little</p>	<p>Sept 2020</p> <p>Sept 2020</p>	<p>01.09.20</p> <p>01.09.20</p>	L	L	L

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		outside of the building.											
ADMINISTERING MEDICATION													
<b>Exposure to substances</b>	Staff or Students may accidentally ingest substances intended for specific medical conditions resulting in illness and potentially death.	<ul style="list-style-type: none"> <li>Staff to follow specific instructions from parents to administer medication and ensure they have had sufficient training to do so where necessary.</li> <li>Staff to always read instructions supplied with medication and on bottle before administering.</li> <li>Staff aware of signs / symptoms which indicate a need for medication or which indicate an overdose may have been administered.</li> <li>Staff aware of what to do in situations where an overdose has been administered</li> <li>Key staff have undertaken training on the management of health needs of students.</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>Key Staff – C Fyfe and deputy to undertake training on the management needs of students.</li> <li>Medical Needs Policy refers to procedures to be followed HS/04.</li> </ul>	C Fyfe				L	L	L
<b>Exposure to bodily fluids</b>	Staff or Students may come into contact with bodily fluids.	<ul style="list-style-type: none"> <li>Due care and attention of staff.</li> <li>Encourage students to self-administer</li> </ul>	H	L	M	<p>IEPs produced for all pupil and reviewed half termly.</p> <p>Medical needs of pupils to be identified with Pupil Care Plan.</p> <p>Medical Needs Policy HS/04.</p>	C Fyfe	Ongoing			L	L	L

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		<p>where possible.</p> <ul style="list-style-type: none"> <li>On site policy for administering of medication – Medical Needs Policy; Policy Ref: HS/04.</li> <li>Sufficient and secured storage arrangements on site for medication.</li> <li>Records kept of medicines administered.</li> <li>Staff aware of the emergency procedures in case of incorrect administering of medication.</li> </ul>							
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**CLASSROOM ACTIVITIES**

<b>Slips and trips</b>	<p>Students, teachers and visitors may fall over obstructive items on the floor of the classroom including chairs, toys, tables and damaged carpets. Staff, Students and visitors may slip on spillages of water, sand, paints etc.... Staff and Students</p>	<ul style="list-style-type: none"> <li>Visual inspection of classroom/s for obstructions prior to start of each session.</li> <li>Any defects which may pose a trip hazard to be reported to premise duty holder and rectified accordingly.</li> <li>All tables to be correctly aligned and chairs to be stacked on tables at the end of each day.</li> </ul>	M	L	L	<p>J Little nominated to undertake visual inspection. Completed 31.8.20.</p> <p>Inspections undertaken daily.</p>	J Little	Sept 2020		L	L	I
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	<p>may also trip over trailing cables near ICT equipment. These slips and trips may result in bumps, bruises and potentially fractures.</p>	<ul style="list-style-type: none"> <li>Encourage Students to tidy as they go.</li> <li>All cables to be kept tidy and away from egress routes.</li> <li>All spillages to be cleaned immediately.</li> </ul>										
<b>Violence and aggression</b>	<p>Staff and Students may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.</p> <p>(Teachers may identify that Students have been subject to violence outside of school activities)</p>	<ul style="list-style-type: none"> <li>Adequate supervision and awareness of pupil behaviours at all times during classroom activities.</li> <li>Individual behaviour assessments conducted for difficult Students.</li> <li>Students encouraged to be polite and courteous towards their fellow students and teachers.</li> <li>Staff aware of safeguarding Students reporting procedures and designated safeguarding officer.</li> <li>Discipline procedures in place for offending Students.</li> </ul>	M	L	L	IEPs produced for all pupils and reviewed half termly.	C Fyfe	Sept 20		L	L	L
<b>Stress</b>	Staff and students					Counselling service to be identified if	CF			L	L	L

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	<p>may be subject to stress as a result of increased work loads, lack of communication, emotional involvement with students and staff, disruptive Students and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.</p>	<ul style="list-style-type: none"> <li>Stress surveys carried out at school via Boxhall Profiling and any significant findings acted upon.</li> <li>Open door policy implemented with Head Teacher and staff.</li> <li>Staff encouraged to express any stressful concerns in team meetings.</li> <li>Counselling service available for all staff.</li> <li>Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed.</li> <li>Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom.</li> </ul>	M	L	L	necessary.						
<b>Burns / Scalds</b>	<p>Staff / students may be injured as a result of contact with hot substances / surfaces in the classroom. For example, kettles and hot drinks.</p>	<ul style="list-style-type: none"> <li>Hot drinks to be kept away from students at all times and not to be carried across the classroom.</li> <li>No kettles to be kept in classrooms.</li> </ul>	M	L	L					L	L	L

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<b>Contact with sharp edges</b>	Staff and students may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.	<ul style="list-style-type: none"> <li>Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture.</li> <li>Safety scissors provided where possible.</li> </ul>	L	L	L					L	L	L
<b>Contact with electricity</b>	Staff and students may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.	<ul style="list-style-type: none"> <li>Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder.</li> </ul>	M	L	L					L	L	L
<b>Exposure to adverse environmental conditions</b>  (Including noise, lighting, ventilation, temperatures etc....)	Staff and students may be subject to injury / ill health as a result of exposure to adverse weather conditions and poor environmental conditions within the school. For example, a child may suffer ill health as a result of a classroom being too cold. Other injuries	<ul style="list-style-type: none"> <li>All classrooms are regularly inspected for adequate ventilation, lighting and temperature. Any inadequacies to be reported to the site duty holder for rectification. Electric based heating systems to be serviced regularly.</li> <li>Portable heaters available if temperatures drop below 16°C.</li> </ul>	M	L	L					L	L	L

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	may include sun burn, hypothermia, dehydration, eye strain and ear ache.											
<b>Falling items from height</b>	Staff and students may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.	<ul style="list-style-type: none"> <li>Only light items to be stored at height.</li> <li>Only adults to reach for items stored at height ensuring that no Students are below the potential “drop zone.”</li> <li>Items at height to be stored in a sensible manner to ensure that the potential for falls is limited.</li> <li>Suitable access equipment to be provided and maintained for staff to access items stored at height.</li> </ul>	M	L	L					L	L	L

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<b>Contact with people and property</b>	<p>Staff and students may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.</p>	<ul style="list-style-type: none"> <li>All walkways to be kept tidy at all times.</li> <li>Due courtesy and respect of staff and Students for their fellow staff / students.</li> <li>All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classroom/s.</li> </ul>	L	L	L					L	L	L
<b>Use of equipment</b>	<p>Staff and students may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.</p>	<ul style="list-style-type: none"> <li>All electrical equipment to be PAT tested on an annual basis.</li> <li>All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed.</li> <li>PPE to be provided where required.</li> <li>Training and instruction given to all staff and students who operate the equipment.</li> <li>Students to be supervised when using equipment.</li> <li>No loose hair, clothing or jewellery to be worn when using equipment.</li> <li>Trailing cables to be</li> </ul>	M	L	L							

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		secured to prevent trips.									
<b>Manual handling</b>	Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads e.g. Moving of tables. Such injuries may result in sprains, strains, Muscular Skeletal Disorders (MSD's) and back injury.	<ul style="list-style-type: none"> <li>Staff to have received Manual Handling training.</li> <li>Shared lifting practices to be adopted where appropriate.</li> <li>Large / heavy items to be assessed before handling.</li> <li>Lifting and Handling aids to be provided where necessary.</li> <li>Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>	Manual Handling Training to be investigated. – virtual offer.	CF				

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		<p>handling.</p> <ul style="list-style-type: none"> <li>• Break down large loads where possible.</li> </ul>									
<b>Lone working</b>	<p>Staff may be subject to injury or abuse if lone working. Such injuries may include sexual / physical assault or handling injuries. There is also a risk of staff not being discovered in the event of a serious injury occurring.</p>	<ul style="list-style-type: none"> <li>• Regular communication systems should be implemented for “at risk” staff.</li> <li>• Lone worker training should be provided for “at risk” staff.</li> <li>• Staff informed of arrangements in the event of a lone working = refer to Health and Safety Policy.</li> <li>• Means of external communication provided. I.e. phone.</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>						

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EMERGENCY SITUATIONS												
<b>First aid</b>	In the event of an accident, injury, or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<ul style="list-style-type: none"> <li>Adequate number of first aiders and emergency first aiders available.</li> <li>Training issued and refreshed continually to first aiders.</li> <li>First aid kits suitably stocked.</li> <li>First aid kits situated throughout the school.</li> <li>First aid kits regularly checked to ensure adequate provisions are available.</li> <li>Awareness of method for contacting the emergency services – Emergency Evacuation arrangements in place.</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>	First Aid Needs Assessment undertaken. EFAW Training identified for C Fyfe and J Little. 27.08.20. St John's Ambulance. Completed 27.8.20* First Aid Policy refers HS/03. J Little nominated as First Aid Appointed Person. *Certificated in Policy Folder/dropbox/training records.	LIT LIT/CF	27.08.20	27.08.20	<b>L</b>	<b>L</b>	<b>L</b>

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<p><b>Fire</b></p>	<p>Any person on site may be subject to serious injury / death in the event of a fire.</p>	<ul style="list-style-type: none"> <li>• Emergency action plan devised, communicated and tested.</li> <li>• All visitors made aware of nearest fire exits and assembly points.</li> <li>• Fire Safety Awareness training provided for staff.</li> <li>• Practice fire drills undertaken termly and recorded.</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>• Fire Safety Awareness Training provided to all staff.</li> </ul> <p>J Little booked on to Fire Marshall Course with St John’s Ambulance 14.08.20.</p>	<p>J Little</p> <p>J Little</p>	<p>14.08.20</p>	<p>14.08.20</p>			
<p><b>Property damage</b></p>	<p>All persons on site may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc. The resulting consequences of such defects can be fatal.</p>	<ul style="list-style-type: none"> <li>• Regular premise inspections conducted to identify any issues with the property’s fabric.</li> <li>• Asbestos Survey undertaken.</li> <li>• Condition survey team identify major works required and allocate funds for remedial works on a priority basis.</li> <li>• If major damage is noted, area cordoned off to prevent access to an area where one’s safety is at risk. Efforts made to rectify problems immediately.</li> <li>• Further assessment to be conducted if a dangerous</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>• Responsibility for property maintenance is with Duty Holders – S Whale. Any defects to be reported directly to Duty Holders.</li> </ul>						

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		property issue arises.										
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SITE SECURITY										
Violence and aggression	Staff, students, visitors and contractors may suffer stress bruising and potentially fractures if violent incidents occur during teaching/learning activities.	<ul style="list-style-type: none"> <li>Staff received MAPA /De- escalation training.</li> <li>Ensure there is a system to control entrance to the building(s).</li> <li>Ensure there is signage to steer visitors to the main entrance.</li> <li>Minimise the number of entrance points into the school.</li> <li>Limit the number of keys issued to staff.</li> <li>Ensure there is a system in place to lock doors and windows when the school is unoccupied.</li> <li>Visitors must sign in and wear a 'visitors' badge.</li> <li>Visitors to be asked for proof of identity and not permitted to wander the school alone.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Review provision of MAPA for staff</li> <li>Duty Holders control issue of keys</li> <li>No unauthorized persons permitted entry to building</li> </ul>				L
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**ADDITIONAL INFORMATION**

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:

Assessors Signature:	Date:	Authorised by:	Date:
J A Little	<b>04.01.21</b>	Claire Fyfe	04.01.21

*To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.*

<b>Potential Severity of Harm</b>	<b>High</b> (e.g. death or paralysis, long term serious ill health)	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> (an injury requiring further medical assistance or is a RIDDOR incident)	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> (minor injuries requiring first aid)	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> (The event is unlikely to happen)	<b>Medium</b> (It is fairly likely it will happen)	<b>High</b> (It is likely to happen)
		<b>Likelihood of Harm Occurring</b>		

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
<b>High</b>	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity or applying interim risks controls. Activities in this category <b>must</b> have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.

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