

RISK ASSESSMENT

Prep Design and Technology



CHELtenham
COLLEGE HEALTH & SAFETY

Completed by: David Lait	Position: Head of DT Prep School
Date of assessment: 26 th June 24	Review date: Annually

What is the Hazard? (anything that might cause harm)	How might the hazard cause harm?	Who is at risk? Pupil Staff Visitor Public	Risk Level? Low, Medium, High	What measures are already in place to prevent harm being caused?
Infection Control				
Contracting virus by person-to-person contact	Spread of infections and viruses	Pupils Staff Visitors	Low	- Alignment with NHS, DfE or Regional Health Guidance that applies at the time - Pupils and staff advised not to turn in for school if displaying severe symptoms - Hand cleaning promoted and encouraged - Escalation in event of pandemic in line with national guidance at the time
Contracting virus through proximity with others	Spread of infections and viruses	Pupils Staff Visitors	Low	Align with current NHS, DfE or regional health guidance on social distancing

What further action may be necessary to prevent harm (as far as is reasonably practical)	Action Req'd by (dept)

Contracting virus from contaminated surfaces	Spread of infections and viruses	Pupils Staff Visitors	Low	- Cleaning routines focusing on touch points - Sanitiser spray and wipes available to wipe down shared equipment
--	----------------------------------	-----------------------------	-----	---

--	--

Part 2 Design and Technology Classroom Risks				
What is the Hazard? (anything that might cause harm)	How might the hazard cause harm?	Who is at risk? Pupil Staff Visitor Public	Risk Level? Low, Medium, High	What measures are already in place to prevent harm being caused?
Moving through the department	Tripping, slipping.	Pupils Staff Visitors	Low	Procedure: - Students must be aware of the rules of moving around the workshop - No running - Students are aware of where to leave bags, books and pencil cases - If there are any floor defects (loose mats etc..) these need to be reported to works for repair as soon as possible - Any spills must be pointed out with a sign to avoid slipping Checks: - Are walkways clear - Access to slip warning signs
Obstruction of emergency exits routes and fire doors	Trips/Falls	Pupils Staff Visitors	Low	Procedure: - Students are aware of where to leave bags - Project work should not be left to obstruct routes or doors - Door wedges should be removed when alarm sounds and at the end of the working day Checks: - Work is stored correctly - Ensure there is a 1m wide route in all areas

What further action may be necessary to prevent harm (as far as is reasonably practical)	Action Req'd by (dept)

Hanging work	Fall	Pupils Staff	Low	Procedure: - If at height a stable platform must be used to stand on (not a chair). Checks: - Is there easy access to steps? - Are step in good working order?		
Staff & Student electrical equipment brought in.	Electric shock	Pupils Staff	Low	Procedure: - This should not be used in the department unless it has been tested. Checks: - Is there untested equipment around which is older than 1 year.		
Laser Cutter	Burns, Electric shock, Fire	Pupils Staff	Low	Procedure: - The machine is only to be used by the Teacher or by pupils under direct supervision - Children in small numbers only may watch it in operation. - All leads and pipes must be run behind it. - When in operation, the laser cutter should be under observation. - Fire extinguisher stored close by in case of fire - Operational keys only to be held by trained teachers Checks: - Check fire hydrant is in date - Shut off switches in good working order - Extraction is turned on whilst in use - Laser tube, honey comb bed, mirrors and other parts must all be in good working order - The machine must be maintained as prescribed in instructions		
3D Printers	Abrasions/Cut/ Burns	Pupils Staff	Low	Procedure: The machine must only be used by the		

				teacher or pupils under direct supervision • Children in small numbers only may watch it in operation • All leads and pipes must be run behind the it. • When in operation, the 3D Printer should be under observation Checks: • The parts must all be in good working order • The machine must be maintained as prescribed in instructions		
CNC Embroidery	Cut	Pupils Staff	Low	Procedure: • The machine is only to be used by the Teacher or pupils under direct supervision • Children in small numbers only may watch it in operation • All leads and pipes must be run behind the it • When in operation, the machine should be under observation Checks: • The parts must all be in good working order • The machine must be maintained as prescribed in instructions		
Sewing machines	Cut / needles	Pupils/staff	Low	Procedure: • The machines are only to be used under supervision • All power cables must be run behind the machine when plugged in • Fingers should be kept away from the silver area around the sewing machine needle when in use Checks: • The parts must all be in good working		

				order			
				The machine must be maintained as prescribed in instructions			
Sublimation heat press	Burn	Pupils Staff	Low	Procedure: - The machine must be under direct teacher guidance when in use - It must be turned off and let to cool down after its last use. - No children, other than the one operating it, should be close when in operation. - All leads and pipes must be run behind the it. Checks: - It is in working order. - The correct temperatures are reached.			
Spray Booth	Respiratory Effect	Pupils Staff	Low	Procedure: - The vent is turned on when in use. - The spray booth must be outside in dry weather to use. - The spray is only directed into the intended area. - Respiration masks and goggles to be worn by those using it. Checks: - The vent is operational.			
Flame Fast	Burn	Pupils Staff	Low	Procedure: - Wires to be run behind the machine. - Lid to be closed, except from removing slag or adding to alloy. - Drip tray to be cleaned regularly. - Moulds to be positioned correctly and monitored by teacher. - Pouring of alloy to be measured by teacher.			

Sanding Bench	Abrasion, Cut, trip	Pupils Staff	Low	- Only one pupil to use the machine at a time. Checks: - The alloy is clean. - The feeding nipple is clear of dirt. - The machine is reaching the correct temperature. Procedure: - Extraction to be turned on when in use. - No overcrowding. - Cables to be put against wall or covered if bench needs to be pulled out from the wall. Checks: - Wires not a trip hazard. - Filters not too full. - Number of children using it.		
Lone Work	Cuts/Falls/Burns/	Pupils Staff	Low	Procedure: Working with equipment alone should be avoided, where possible.		
Extensions Cables	Tripping	Pupils Staff Visitors	Low	Procedure: - Extension cable to use the nearest plug point - Ensure the cable is not flat in the ground. - Place a tripping hazard sign across the cable if it crosses a walk way. Checks: - Are the extension cable in good working order - Have they been PAT tested in the last year. - Is there any damage to the cable - Are there tripping hazard signs available.		
Strip Heater	Burns /Fire /	Pupils	Low	Procedure:		

	Electric shock	Staff		- There should be sufficient space around the machine to that the materials can be handles safely. - All loose clothing, ties, sleeves and long hair should be secured and all jewellery removed. Checks: - Do the heat controls work and can the work supports be adjusted?		
Mortising machine	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: - Pupils must be shown how to use the machine and demonstrate an understanding. - Bits should be checked for damage before use and that they are fitted securely. - If set up by a student settings need to be checked by a teacher or technician before starting. - Long hair, ties and sleeves should be secure and jewellery removed. - The marked area around the machine should not be entered when the machine is in use Checks: - Check belt tension is correct? - Does the rack and pinion return work properly? - Are all the plastic knobs to the ends of all handles in place - Is the machine vice in good working order? - Are all moving parts well lubricated? - Is the drive guard in good working order? Procedure: - To be set up by staff or technician. - Only to be used by students under supervision.		
Vacuum bag press	Cuts/ Breaks/ Explosions	Pupils Staff	Low			

				• Work for pressing must easily fit into the bag and not protrude to high. Checks: • Is seal in good working order? • Are the frame supports working effectively to stop it falling on fingers etc..? • Is it electrically safely (PAT Test carried out externally). • Do the clamps work effectively?			
Hegnar Saw	Cuts/ Abrasions	Pupils Staff	Low	Procedure: • Long hair should be tied up, ties tucked in. • It should not be used by those with loose clothing. • The marked area around the machine should not be entered when the machine is in use Checks: • Is the guard in good working order? • Is the hold down arm lubricated and easy to adjust? • Are the bellows working correctly?			
Wood turning lathe	Cuts/ abrasions	Pupils Staff	Medium	Procedure: • The machine should only be used by trained staff and by pupils under direct supervision. • If set up by student, all settings should be checked before commencing work. • Manoeuvre extraction into position to collect optimum dust. • Set tool rests close to the work piece and adjust closer as wood is removed. • Face shield and apron and mask should be used and any loose clothing secured. • Only one person to use the machine at a time. • Check that work is secure and there is			

				rotational clearance by hand before starting the machine. • Initial machine set up to be completed by a teacher or technician or checked by them before work starts. • There should be sufficient space around the machine so that materials can be handled safely. • Wood turning tools should be held securely and at the correct cutting angle. • Only one side of the headstock should be set up for working and the other mandrel protected. • The machine must be electrically isolated before changing the gears. • The speed should be adjusted to take into account: the material; the diameter of the material and the condition of the turned surface. • A toxic dust mask (BS EN 149) must be worn if machining MDF. • The marked area around the machine should not be entered when the machine is in use • If excess dust accumulates on the floor, ensure that a slippery surface sign is placed in the area. Checks: • Are extraction units able to be adjusted easily? • Are tools sharp? • Is there a good stock of face shields and masks available? • Are face plates in good working order? • Is the head-stock and tail-stock in good working order?
--	--	--	--	--

Milling machine	Cuts/ Abrasions	Pupils Staff	Medium	• Are moving parts enclosed where possible? • Is there enough space around the machine to work? • Ensure there is access to a slippery surface sign. Procedure: • Only staff and students who have been trained and are competent should be authorized to use the milling machine. • Goggle and aprons should be worn when used. And substantial footwear. • Face shield and apron and mask should be used and any loose clothing secured. • There should be sufficient space around the machine so that materials can be handles safely. • The machine must be electrically isolated before adjustments are made to any internal mechanism, work-piece, guard and before cleaning. • A suitable instrument must be used to remove swarf. • The cutter must be stopped to clear swarf, measure or gauge. • Work should be securely held in the vice or using the clamps. • Guards should be set up around the cutting area to minimise risk of metal swarf being thrown out. • The marked area around the machine should not be entered when the machine is in use. • If cutting fluids are used, they must be used in accordance with the supplier's instructions and contact with skin should be minimised.		
-----------------	-----------------	-----------------	--------	--	--	--

--	--

Band saw	Cuts/ Abrasions / Amputation	Staff ONLY	Medium	Checks: • Are the belt and gear guards in good working order? • Are the drive belts adjusted to the correct tension? • Are all the moving parts clean, lubricated and adjusted correctly? • Is the table guard clean, free from scratches and properly adjusted? • Is the machine vice effective? • Is there a full complement of clamps? Procedure: • Only to be used by trained staff • Goggle and aprons should be worn when used. • Long hair should be tied up, ties tucked in. • It should not be used by those with loose clothing. • Blade guard must be adjusted to avoid excess blade being exposed. • Isolate the saw if adjustments are being made. • Fingers should always push either side of the blade. • Push stick should be used for small pieces being pushed through. • Long lengths of timber must be supported during cutting. If an assistant helps in drawing off a suitable table must be provided, to a minimum distance of 1200mm between the up-running part of the saw blade and the further edge of the extension table. • Push sticks must be used for lengths less than 300mm long or the last 300mm of a length.	

				Checks: • Is belt tension is correct? • Is the blade clean and sharp? • Are the blade guides adjusted correctly and in good working order? • Is the bottom wheel brush adjusted correctly? • Does the brake work? • Does the extraction work effectively? (visual check) • Is the guard in good working order and can it be adjusted effectively? • Is a good quality push stick readily available?		
Belt Sander	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only staff and students who have been trained and are competent should be authorised to use the sander. • Goggle and aprons should be worn when used. • Long hair should be tied up, ties tucked in loose clothing secured and jewellery removed. • The guard needs to be adjusted correctly so that the minimum abrasive surface is exposed. • Ensure that the gap between belt and rest is sufficient to clear debris, but small enough to ensure support for the timber. • The table should only ever angle down and not into the belt. • Very small pieces of wood, must not be sanded. • The marked area around the machine		Due to height unsuitable for pupils. No 1/2 guard do not use

				should not be entered when the machine is in use. Checks: • Does the belt track correctly? • Is the sanding table adjusted as close as possible to the belt? • Is the guard in good working order and adjustable? • Is the dust bag empty and extraction working effectively? • Is the safety area around the machine clearly visible?		
Tormec Sharpening Machine	Cuts/ Abrasions/ Burns	Staff	Medium	Procedure: • Only staff who have been trained and are competent should be authorized to use the buffing machine. • Test run the machine before use? • Check that the extraction holes are clear of debris. • Put work on the bottom quarter of the wheel. • Goggle and aprons should be worn when used. • Long hair should be tied up, ties tucked in. • It should not be used by those with loose clothing. • The marked area around the machine should not be entered when the machine is in use. Checks: • Are guards positioned correctly? • Are the spindle ends guarded? • Is the safety area around the machine		

Pillar Drill/Bench Drill	Cuts/ Abrasions / Amputation	Pupils Staff	Medium	clearly marked? Procedure: - Only those who have been trained and are competent should use the machine - The machine should be test run before use. - Goggle and aprons should be worn when used. - Set up should be checked before use. - Long hair should be tied up, ties tucked in and all loose clothing and jewellery removed. - It should not be used by those with loose clothing. - Work should be securely held while drilling. - The marked area around the machine should not be entered when the machine is in use. - Emergency stops should be pointed out. - A suitable instrument should be used to remove swarf (not hands). Checks: - Guards and cut outs should be checked weekly - Check belt tension is correct? - Are goggles readily available? - Are all guards in good working order and adjusted correctly? - Does the rack and pinion return work properly? - Are all the plastic knobs to the ends of all handles in place? - Is the head stock collar secure? - Is the table stop collar secure? - Is the machine vice in good condition? - Is the safety area around the machine clearly marked?		
--------------------------	------------------------------	-----------------	--------	---	--	--

Metal turning lathe	Cuts/ Abrasions / Amputation	Pupils Staff	Medium	Procedure: • Only to be used by pupils who have be taught how to carry out the require process and shown that they understand. • Only one person to use the machine at a time. • Check that work is secure and there is rotational clearance by hand before starting the machine. • Initial machine set up to be completed by a teacher or technician or checked by them before work starts. • There should be sufficient space around the machine so that materials can be handles safely. • The chuck key should be removed immediately after use. • The cutting tool should be checked for security before starting the machine. • Bar should not extend beyond the headstock if possible, but if unavoidable it must be protected. • Files and abrasive tape should not be used if at all possible. • Swarf should not be allowed to accumulate or be removed while the machine is running. Instead the machine should be stopped and the swarf removed with a suitable device. • If cutting fluids are used, they must be used in accordance with the supplier's instructions and contact with skin should be minimised. • When measuring, adjusting the tool rest or gauging the machine must be stopped. • Goggle and aprons should be worn when	
---------------------	------------------------------	-----------------	--------	--	--

				used. • Loose clothing long ties and sleeves should secure and jewellery removed. • The marked area around the machine should not be entered when the machine is in use Checks: • Are all drive guards in good order? • Are all moving parts clean, well lubricated and correctly adjusted? • Is the chuck guard clean and does the micro-switch operate effectively? • Is the spindle or mandrel guarded on the outer side of the headstock? • Is the spindle or mandrel guarded on the outer side of the headstock in working order? • Does the coolant pump work satisfactorily? Procedure: • Turn on air extraction before sanding. • Use localized extraction on machines where possible.			
General work shop dust	Respiratory problems	Pupils Staff	Medium	Procedure: • Guns should be placed in a holder so the tips cannot be touched. • Ensure there is adequate work space around the student. • Students must be instructed in the safe use of the glue gun to minimise the risk of burning. • Ensure there is a cold water tap in close proximity in case of burns. Checks: • Is the power cable in good condition and is it heat resistant?			
Glue Guns	Burns/ Electric shock	Pupils Staff	Low				

Soldering irons	Burns, electric shock	Pupils and staff	Low	- Does the glue gun have a CE mark? - Does the glue stick feed work effectively? Procedure: - Process to be clearly demonstrated to pupils - The process is only to be carried out under supervision - One soldering iron per table to minimise risk of burns from reaching across - Power cable to come from sockets in the ceiling void - Clear instruction to pupils to run any burns / blisters under cold running water - Soldering iron only ever in the stand or hand Checks: - Safety of power cable - Leave to cool before putting away at the end		
Hand Tool	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: - All sharp tools should be carried round the workshop down by one side, with the sharp edge pointing down. - When not in use sharp tools should be stored in the bench wells if available and not left projecting from benches and work surfaces. - Staff should demonstrate the correct use of each type of tool before students use them.		

				• Work pieces should be held in a clamp or vice. • Ensure that there is space around you before using hand tools. • Appropriate eye protection should be worn if there is the likelihood of material being ejected. • Ensure all tools are only used for their intended purpose Checks: • Are all the racks in good order (holding the tools securely and safely)? • Are cutting edges stored in such a way to ensure their edges are unable to be touched? • Tools should be sharpened regularly and checks should be carried out regularly when they are in use. • Are all handles in good conditions? • Are all hammer heads secure and their faces in good condition? • Are all saw blades in tact?		
Battery Drill	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only those who have been trained and are competent should use the machine. • Only put down once it has fully stopped. • Ensure cutting bits are secure accurately and firmly. Checks: • Check working of switch. • Check casing for damage.		
Routers	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only those who have been trained and are competent should use the machine. • Router cutters must be inspected for		

				damage before each use and changed if necessary. • Check cutters are securely fitted. • Speed should be adjusted for the materials and cutter being used. • Only use the router on the material appropriate for the cutter being used. • Always unplug from mains before adjusting. • Only put down once it has fully stopped. • Ensure cutting bits are secure accurately and firmly. • Should not be used until training has been given. • Unplug when not in use. • Users must be sufficiently strong to withstand any kick back or biting that might occur. Checks: • Visually check cable and plug for signs of damage. • Check working of switch. • Check casing for damage.				
Power drills	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only those who have been trained and are competent should use the machine. • Always unplug from mains before adjusting. • Only put down once it has fully stopped. • Ensure cutting bits are secure accurately and firmly. • Power leads must not obstruct walk ways. • Goggles and apron must be worn. • Power leads must not obstruct walk ways.				

				• Chuck key must be easily accessible. • Set up of the machine must be checked before use. • Only to be used by pupils who have been taught the correct procedure and who are under observation. • Unplug and coil up lead when not in use. Checks: • Visually check cable and plug for signs of damage. • Check working of switch. • Check casing for damage.			
Biscuit Machine	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only those who have been trained and are competent should use the machine. • Always unplug from mains before adjusting. • Only put down once it has fully stopped. • Goggles and apron must be worn. • Wood must be firmly secured when used. • Extraction bag must be fitted. • Power leads must not obstruct walk ways. • Set up of the machine must be checked before use. • Must be space around the person using the machine. • Unplug and coil up lead when not in use. Checks: • Visually check cable and plug for signs of damage. • Check working of switch. • Check casing for damage.			
Jig saw	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only those who have been trained and are competent should use the machine. • Always unplug from mains before			

Irons	Burns / Electric shock	Pupils Staff	Medium	adjusting. • Only put down once it has fully stopped. • Goggles and apron must be worn. • Wood must be firmly secured when used. • Power leads must not obstruct walk ways. • Set up of the machine must be checked before use. • Must be space around the person using the machine. • Unplug and coil up lead when not in use. Checks: Procedure: • Should only be used by staff and students who have been taught how to use it and demonstrated their competence. • Settings should be checked for i.e. correct temperature for the type of fabric. • This should be connected to the mains via a residual current device? • When left unattended to cool a warning sign must be displayed. • Should be turned off when not in use. Checks: • Is there a residual current device for use with the iron? • Is the casing in good condition?	• Only put down once it has fully stopped. • Goggles and apron must be worn. • Wood must be firmly secured when used. • Power leads must not obstruct walk ways. • Set up of the machine must be checked before use. • Must be space around the person using the machine. • Unplug and coil up lead when not in use.	
Power sanders	Cuts/ Abrasions	Pupils Staff	Medium	Procedure: • Only staff and students who have been trained and are competent should be authorised to use the sander. • Goggle and aprons should be worn when used. • Unplug and coil up lead when not in use. • Long hair should be tied up, ties tucked in loose clothing secured and jewellery removed.		

				• Always unplug from mains before adjusting. • Only put down once it has fully stopped. • Power leads must not obstruct walk ways. • Set up of the machine must be checked before use. • Must be space around the person using the machine. • Must be used in a well ventilated room with a mask being worn if sanding MDF. • If using a belt sander, ensure the user has sufficient strength to withstand the pulling movement of the sanding belt if the belt becomes jammed. Checks: • Visually check cable and plug for signs of damage. • Check working of switch. • Check casing for damage. • Do clamps for the sandpaper work effectively?			
Use of Adhesives	Respiratory & dermatological problems / burns / fire	Pupils Staff	Low	Procedure: • All adhesives should be used in accordance with the manufacturer's instructions and these should be clearly understood by teachers, technicians and pupils. • If adhesives contain solvents, they should only be used in a well-ventilated area or adjacent to local extract facilities. • Non-hazardous adhesives should be used in preference. • Formaldehyde resins should be avoided if possible, but if used there should be minimum dust release during preparation and stored in a closed container when not in use.			

				- When using epoxy and polyester resins precautions should be taken to prevent flammable vapours igniting. - When using epoxy and polyester resins great care should be taken to avoid contact with eyes of skin by wearing eye protection and gloves. - When shaping cured epoxy resins by hand or machine suitable respiratory protection and supervision should be provided. - When using solvent-based rubber solutions and acrylic cement all proper precautions should be taken to avoid ignition of the highly flammable vapours. - Suitable respiratory protection should be available when using acrylic cement (particularly Methyl methacrylate) and should only be used in a well-ventilated area, taking into account any non-users in close proximity. Checks: - Are all adhesives stored in their correct containers, under the correct conditions - Are instructions for use readily available. - Is the necessary safety equipment readily available i.e. gloves, masks, aprons.			
Vices	Cuts / abrasions /strains	Pupils Staff	Low	Procedure: - The correct materials should be use in each type of vice. Checks: - Are all vices, securely bolted to the benches? - Do the quick release mechanisms work effectively? - Are the jaws in good condition? - Are all the moving parts well lubricated?			

Use of Chemicals and flammables	Respiratory & dermatological problems / burns / fire Burns /	Pupils Staff	Low	Procedure: • Make sure there is good local ventilation where it is being used. • Make sure any waste is disposed of carefully. • Use goggles, protective clothing, gloves or barrier cream. • Make sure they are returned to metal storage cabinet when finished with. • Make sure any waste is disposed of according to manufacturer's instructions and if unsure by external contractors. Checks: • Check date of chemicals • Are all chemicals labelled? • Make sure there is access to protective clothing: heat proof gloves, lab coats, barrier cream • Is cabinet in good working order • Make sure correct COSHH sheets are to hand		
Thermo-forming Centre	Cuts/ Abrasions/ Burns	Staff/Pupils	Medium	Vacuum forming: As above Oven: Procedures: • Only to be used by students under guidance. • Correct temperature must be set for the materials being heated. • Heat resistant gloves must be used when handling hot materials. • Do not leave machine unattended when heating plastic. • Room must be left around the machine to allow movement. Checks • Must be checked for electrical safety once	Gloves available for handling warm items.	

				a year (external PAT tests). • Are seals in good working order? • Does the door close effectively? • Injection moulding and extrusions: Procedures: • Only to be used by competent staff or technicians. • Plastic must be heated to the correct temperature, as stated in the manual. • Heat proof gloves should be used when handling hot equipment. • Space should be left around the machine when in use to ensure easy movement. • Eye protection must be worn. • All plastics must be used in accordance with the manufacturers instructions. Checks: • Is ram working effectively? • Are guards in good working order? • Are moisture absorbing plastics e.g. nylon stored in air tight containers? Hot Air plastic welding: Procedures: • To be used by competent staff and technicians and pupils who have been instructed in its use. • Heat protective gloves to be used. • The dangers of burns from the hot air, plastic and tip must be pointed out. Checks: • Is the hose in good working order? Is the hose end / tip in good working order.				
Planer Thicknesser	Cuts/ Abrasions / Amputation	Staff	Medium	Procedure: As a planer mode: • Bridge guards should always be used and				Must not be used when pupils are in department

[illegible]

				• Test run the extraction before every use. • Ear defenders should be worn Checks: • Guards and cut out switches should be checked before every use. • Check the balance of the blades after sharpening. • Check tension of drive belts / chains. • Check that push sticks are readily available. • Check that feed in and feed out rollers are adjusted correctly. • Make sure table height adjustment screw is well lubricated. • Cutter blocks should be fitted according to manufacturer's instructions.			
LEV - Extraction	Respiratory	Pupils Staff	Low	Procedure: • Extraction equipment inspected weekly • Maintenance and cleaning completed as required • LEV booklets must be signed and recorded as directed in booklet • Any issues with LEV to be reported to the teacher or technician • Equipment will have a deep clean termly dependent upon use Checks: • Must be completed in accordance with LEV booklet situated on every machine			

Part 3 Classroom Risks					What further action may be necessary to prevent harm (as far as is reasonably practical)	Action Req'd by (dept)
What is the Hazard? (anything that might cause harm)	How might the hazard cause harm?	Who is at risk? Pupil Staff Visitor Public	Risk Level? Low, Medium, High	What measures are already in place to prevent harm being caused?		

Slips, Trips and Falls						
Slips and Trips	Minor sprain or bruise to major breaks or injuries	Pupils Staff	Medium	• Clear gangways • Pupils instructed not to run in the classrooms • Staff ensure that pupils wear suitable footwear • There should be no trailing cables • Floors maintained in good condition without missing tiles, rips in linoleum or carpet, etc. • Clear up any spillage's immediately • Ensure there is adequate space around desks • Classroom kept clean and tidy • School bags kept tucked under desks or in lockers • Supervision of pupils • Safe stowage of bags especially games bags • Children place chairs under desks when leaving		
Kit bags stacked on floor	Trip hazard	Pupils Staff	Medium	• Ensure bags are closed, stacked tidily away from doors at the back of the room or in lockers		
Falls from height	Impact injuries from falls	Pupils Staff	Medium	• Step ladders or other suitable access equipment to be used. • Must not use desks or chairs to access heights • Do not over reach. • Step ladders to be fit for purpose		
Stairs - Trips, slips and falls	Minor sprain or bruise to major breaks or injuries	Pupils Staff Visitors	Medium	• Children are warned to walk on the stairs and hold onto the banister. • Problems with the flooring reported to Estates • Stairs kept clear of trip hazards		

other electronic work equipment	or burns. Headaches, sore eyes.	Staff Visitors		use of computers; • Computer time is limited for pupils • Staff are instructed not to attempt self-repair on electrical equipment • Staff are encouraged to spot and report any defective plugs, discoloured sockets or damaged cables/equipment • Staff and pupils are reminded not to look into projector • Pupils are taught about the safe handling of electrical equipment • Fire extinguisher present in classroom • Fire door in classroom • Check screens for damage regularly • Train pupils to store iPads to ensure leads do not get damaged and reveal metal wires. • No drinks to be had when using the equipment	
Classroom Hazards					
Manual handling	Musculoskeletal injuries	Pupil Staff	Low	• Pupils must only be asked to assist in the movement of equipment when supervised by a member of staff • Weight of the item to be lifted must be suitable for the ability of the pupils • Staff should be trained in safe manual handling techniques where required or use porters if necessary	
Scissors, compasses, and other sharp implements	Cuts and puncture wounds	Pupil Staff	Medium	• Instruction to be given to pupils regarding the sharps hazards present within the classroom • Compasses and craft knives should be kept out of reach of pupils when not used and should be accounted for after use • Round ended scissors used and stored appropriately • Carry scissors by blade if needed to move	

					around the room • Pupil to be given suitable working space • Scissors should not be available during wet play • Display boards are secured to walls and checked by class tutor. Any problems reported to Estates. • Materials stored on shelves and cupboards are secure
Fixtures, Fittings and Furniture					
Doors	Fingers being pinched in doors	Pupils Staff Visitors	Medium		• Finger protectors on doors are fitted when required. Children will be involved in discussions to ensure they are aware of the risks
External Doors Security	Kidnapping, pupil wandering away	Pupils Staff	Low		• Kept shut and code required get in • Code not given out to visitors or parents
Window safety	Falls and finger trap injuries	Pupil Staff	Low		• Staff to use safe means of access to open and close windows • Windows not to be able to be open more than 150mm (6 inches) • Any problems report to Estates
Large windows - in hot weather leading to overheating in classroom	Dehydration and heat stress	Pupils Staff	Medium		• Windows openable, blinds used, children encouraged to have water bottles.
Temperature in classrooms	Hot and cold extremes	Pupil Staff	Low		• Comfortable working temperature maintained in classrooms
Furniture broken, not fit for purpose	Cuts, bruises, strains	Pupils Staff	Low		• Check for sharp edges or other protruding areas • Avoid play close to 'hard' furniture • Report via Estates requisition for repair or replaced
Desks – flip top	Finger traps	Pupils Staff	Low		• Ensure children know to be careful when desk lids are open and not let them slam shut. • Especially when sat opposite one another, not

[illegible]

					to knock the opposite lid. ● Wood to be checked for splinters
Pupil Health					
Pupil injury	Range of injuries that pupil could sustain during the day – from cuts and bruises to major injuries	Pupils Staff	Medium	● First aid kits located in key locations in Prep ● First aid trained staff on hand ● Defibrillator located in main building ● Health centre staff available during school hours	
Illness	Potential spread of illnesses	Pupils Staff Visitors	Medium	● Staff and pupils who are obviously not well enough to be in school should be sent home ● Follow Health Centre guidelines for return ● Pupils reminded of good hygiene practice ● Hands washed before lunch and throughout day	
Food brought in by pupils including Birthday Cakes	Illness Allergic reactions	Pupils Staff	Medium	● Allergies of class pupils checked before eating ● If unsure, food taken home and eaten with parents supervision	
Road Safety					
Collision with moving vehicle	Impact injuries	Pupils Staff	Medium	● Traffic light crossings and zebra crossings used when available ● Pupils when crossing are supervised by staff	