

RISK ASSESSMENT

Prep Science Labs



CHELTEMHAM
COLLEGE HEALTH & SAFETY

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Part 1 Prep Science 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?
Harmful gases	Inhalation	Staff	Low	• Hazcards always referred to CLEAPSS checked., • Fume cupboard available in Fossey
Using chemicals in labs	Burns and skin irritation injuries if in contact with skin or eyes	Pupils Staff	Low	• Pupil briefings before lesson • Use of chemicals is supervised in labs • Only suitable strength of chemicals used according to CLEAPSS • Eye protection, gloves and labcoats are available
Bunsen burners	Burns	Pupils Staff	Low	• Pupil safety briefing • Teacher supervision
What further action may be necessary to prevent harm (as far as is reasonably practical)			Action Reqd by (dept)	

Broken glass	Cuts	Pupils Staff	Low	Separate glass bin with dustpan and brush
Lifting heavy objects	Strains and sprains	Staff	Low	Trolleys for moving objects

Part 2 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?
Slips, Trips and Falls				
Slips and Trips	Minor sprain or bruise to major breaks or injuries	Pupils Staff	Medium	• Ensure that gangways are clear • 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 left outside room • Supervision of pupils • Children place stools under desks when leaving
Kit bags stacked on floor	Trip hazard	Pupils Staff	Medium	• Ensure bags are left on hooks outside room
Poor lighting - Trips, slips, falls	Impact injuries from falls	Pupils Staff	Low	• Lighting should be adequate for activities

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

Fire Safety				
Fire	Smoke Inhalation Burns Death	Pupils Staff	Medium	• No overloading of sockets • Prep School fire risk assessment • Emergency exits and firefighting equipment are unobstructed and checked weekly • Fire Marshal assigned to the department • Fire break glass points and emergency lighting are checked as per the fire risk assessment • Items are not being stored on radiators • Fire extinguishers available and fire marshals trained in use • Fire blanket at the back of each room. • Fire evacuation drills • Fire doors are shut when vacating rooms
Hazardous Materials				
Contact with Adhesives	Reactions	Pupil Staff	Low	• Avoid contact with the skin • Wash adhesives from skin • No solvent based glues should be used
Other Dangerous Substances	Inhalation risk and allergic reactions	Pupils Staff	Low	• Hazardous substances kept locked away out of the reach of children • Hazardous substances assessed for risk • CLEAPSS hazcards referred to.
Electrical Equipment and ICT				
Electricity and electrical equipment	Electrocution	Pupil Staff	Medium	• Visual check of condition of portable electrical equipment, leads and extension leads before use • Unplugged sockets switched off • Plug socket covers where required • Portable electrical appliances to be PAT tested • Other electrical appliances checked visually by staff and issues raised with Estates or the Health, Safety and Risk Manager
Computers, iPad and	Electrical shocks	Pupils	Low	Pupils are advised about good practice in their

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	

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 buildings • Health centre staff available during school hours	
Illness	Potential spread of illnesses	Pupils Staff	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	
Road Safety					
Collision with moving vehicle	Impact injuries	Pupils Staff	Medium	• Pedestrian crossing used to walk to science department.	
