



John Scottus Primary School

Primary School Risk Assessment

(Updated November 22)

Physical Hazards	Who is at risk?	Current Controls	Risk	Additional Controls needed	Action by whom and by when?
Classroom					
Slips, trips and falls	Staff, children, visitors	Clear, unobstructed slip resistant pedestrian routes with adequate lighting Spills are cleaned up immediately Good housekeeping practice in place	Low		Ongoing teachers and pupils
Furniture fall hazard	Pupils, teachers	Use of sturdy furniture that cannot topple. Stack chairs safely.	Low		
Pupils running into glass doors	Pupils	No running allowed in the classrooms	Low		
Toilet Area					
Pupils tripping over bags/coats	Pupils	Bags and coats are hanging on their allocated hooks	Low		Ongoing. Pupils and Teachers need to remind pupils.
Outdoor Play Area					

Accessing the play area	Staff, children, visitors	Everyone uses the steps provided.	Low		Ongoing reminders by supervising staff member
Fall from trees	Pupils	Children are not permitted to climb trees, they can sit in low horizontal logs and trunks <1 meter high			
Fence surrounding the play area	Pupils	Pupils are kept away from the fence	Low	Fence needs to be fixed	BOM - 2 month
Falling on rocks/large stones	Pupils, Teachers	Keep the play area free from rocks or stones that are a trip risk	Medium	Tidy-up required	Ongoing Maintenance required.
Tripping on branches in path area	Pupils, Teachers	Daily risk assessment carried out	Low	Tidy-up required	Ongoing Maintenance required.
Unsafe, unhelpful and unkind behavior occurring during outdoor play, in particular when playing in the forest area due to poor visibility.	Pupils	Children play on grass area unless there is adequate supervision in place.	Medium	Children play on grass area unless there is adequate supervision in place.	Ongoing vigilance required
School Entrance					
Steps into the classroom are trip hazard	Staff, pupils, visitors	Encourage pupils, staff, parents and visitors to mind their step	Low		
Chemical Hazards					
Accessing chemicals (cleaning products)	Pupils	Highly toxic chemicals (e.g. bleach) should not be kept in the classroom or bathroom. Place chemicals out of reach of pupils	Low		
Chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries	Staff, visitors	All chemicals are used, stored and disposed of in accordance with safety usage Employees are trained in the safe use of chemicals. Adequate ventilation is provided. A wash hand basin, soap and disposable towels are available	Low		

		Environmentally friendly products are used where possible			
Human factor Hazards					
Aggression shown by a parent or staff member	Staff	Communication with parents around policies & procedures at the beginning of the school year through the enrollment process and throughout the school year by the teachers and Head Teacher as required. Communication & training with staff around policies & procedures at the beginning of the school year by the Head Teacher and throughout the school year by the Head Teacher as required.	Low		
COVID-19 Related Risks					
Staff, pupils attending school with symptoms resulting in an outbreak	Staff, pupils	Clear and ongoing communication from Management that children or staff must not attend the school if they have any COVID related symptoms COVID-related signage in place	Low		
Visitors entering school with symptoms resulting in an outbreak	Staff, pupils	Parents are not permitted to enter the school at this time. Revised drop-off & collection procedures communicated with parents. Clear and ongoing communication that visitors may not enter the school if they are displaying any COVID related symptoms. COVID-related signage in place	Low		

Visitors attending school with virus but not displaying symptoms resulting in an outbreak	Staff, pupils	Parents are not permitted to enter the school at this time. Revised drop-off & collection procedures communicated with parents. Keep visitors to an absolute minimum. Visitors are asked to use hand sanitiser before entering the school.	Low		
Pupil developing COVID-19 symptoms or other illness while at school resulting in an outbreak	Staff, pupils	If a child becomes ill the parents/guardians are asked to collect the child asap. Excellent hand hygiene will be maintained by all and The areas will be thoroughly disinfected regularly.	Low		
Staff developing COVID-19 symptoms or other illness while at school	Staff, pupils	Staff member leaves without delay. A substitute teacher is assigned to the class.	Low		
Confirmed case of COVID-19 at our school	Staff, pupils	Teachers and children are asked to stay home and self-isolate for 7 full days, including day 7 itself			

Health Related Risks

Food Intolerance & Allergies	Pupils	Request information from parents on any food allergies/intolerances during the registration process. Follow up with requests for further details as required. Individual Care plans are in place as necessary. Ensure all teachers, staff, substitution staff are made aware of allergies/food intolerances.			
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