

# Health & Safety Risk Assessment Record

|                          |  |  |                     |  |
|--------------------------|--|--|---------------------|--|
| <b>Risk Assessment</b>   | <b>Use and Storage of Chemicals (CoSHH)</b>  | <b>Assessment Date</b>                         | <b>January 2021</b> |  |
| <b>Lead Assessor</b>     | <b>Anne Benson</b>   | <b>Review Date</b>                             | <b>January 2022</b> |  |
| <b>Persons Consulted</b> | <b>Jo Johnson &amp; Aleks Yordanov. Solo Cleaning Company. Babcock 4S (cleaning contractor managers). Aspens (Caterers).</b> | <b>Further Action Required (please circle)</b> | <b>YES</b>          |  |

|                     |                             |                           |                     |
|---------------------|-----------------------------|---------------------------|---------------------|
| <b>Outcome:</b>     |                             |                           |                     |
| <b>Risk Rating:</b> | <b>Insignificant Injury</b> | <b>Significant Injury</b> | <b>Major Injury</b> |
| <b>Unlikely</b>     | Trivial Risk                | Low Risk                  | Medium Risk         |
| <b>Possible</b>     | Low Risk                    | Medium Risk               | High Risk           |
| <b>Probable</b>     | Medium Risk                 | High Risk                 | <b>STOP</b>         |

|                   |                |   |
|-------------------|----------------|---|
| <b>Risk Level</b> |                | <b>Action and Timescales</b>  |
| <b>1</b>          | <b>Trivial</b> | No action required and no documentary records are required  |
| <b>2</b>          | <b>Low</b>     | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. |
| <b>3</b>          | <b>Medium</b>  | Risk reduction measures should be implemented within a defined period.  |
| <b>4</b>          | <b>High</b>    | Give priority to removing or reducing the risk urgent action should be taken.                                   |
| <b>5</b>          | <b>STOP</b>    | <b>'Work' activity should not be started or continued until the risk has been removed or at least reduced.</b>  |

| <b>Process/Activity *</b> | <b>Hazards Identified*</b>       | <b>Persons at Significant Risk</b>                    | <b>Existing Controls *</b>  | <b>Are existing controls adequate? Y/N</b> | <b>Risk Rating</b> | <b>What additional controls are required? (See Actions attached)</b> |
|---------------------------|----------------------------------|---|---|--|--------------------|--|
| <b>New staff</b>          | Using various cleaning chemicals | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>All staff are required to undertake H&amp;S training as part of their induction including safe use and storage of cleaning materials and other chemicals – certificates on file</li> <li>All staff to sign that they have read the CoSHH policy</li> </ul> | Y  | 2                  | <b>CoSHH policy to be written</b>                                    |

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|  |  |   |   |             |             |                                  |
|--|--|---|---|-------------|-------------|----------------------------------|
|  |  |   | <ul style="list-style-type: none"> <li>No cleaning, chemicals or other liquids to be brought on site by staff</li> </ul>  |             |             |                                  |
| <b>COVID19 Pandemic</b>                  | Anti Bac Spray and Hand Sanitiser kept in classrooms | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>All staff to keep chemicals out of reach of children</li> <li>Children are not allowed to use spray to clean with</li> <li>Hand sanitiser if needed to be administered to children by the teacher.</li> </ul>  | Y           |             | <b>See separate CoSHH Sheets</b> |
| <b>Chemical splash to the eyes</b>       | Blindness or other corrosive injury to the eyes      | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>All staff are to wear eye protection if eye protection is required by the risk assessment, or if they consider that a splash is likely when using any product</li> <li>Chemicals and cleaning materials are stored appropriately and securely</li> </ul> | Y           | 2           | <b>See separate CoSHH Sheets</b> |
| <b>Mixing chemicals<br/>Chlorine gas</b> | Asphyxiation   | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>Chemicals are not to be mixed under any circumstances</li> <li>The use of bleach is prohibited</li> </ul>  | Y<br>Y      | 2<br>2      | <b>See separate CoSHH Sheets</b> |
| <b>Incorrect hand protection</b>         | Chemical injury                                      | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>Appropriate gloves are to be worn when handling or using chemicals</li> <li>Staff are to inspect gloves regularly, and replace as necessary.</li> <li>Staff are to report any problems or concerns with regards to PPE or skin complaints.</li> </ul>    | Y<br>Y<br>Y | 2<br>2<br>2 | <b>See separate CoSHH Sheets</b> |
| <b>Inhalation</b>                        | Choking<br>Respiratory sensitisation<br>Lung damage  | Staff<br>Pupils<br>Parents<br>Contractors             | <ul style="list-style-type: none"> <li>Appropriate respiratory protection to be used as required by the risk assessments</li> </ul>   | Y           | 2           | <b>See separate CoSHH Sheets</b> |

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|  |  | Visitors  |   |   |   |                                  |
|--|--|---|---|---|---|----------------------------------|
| <b>Flammable products</b>                        | Fire Burns   | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>All flammable products are to be stored in metal cabinets and only accessed by members of staff who have undertaken sufficient training i.e. petrol for lawnmower</li> <li>Loseley Fields Primary School operates a no smoking policy</li> </ul> | Y | 2 | <b>See separate CoSHH Sheets</b> |
|  |  |   |   | Y | 2 |                                  |
| <b>Spillage</b>                                  | Slips, trips and falls                             | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>Warning signs are to be placed in the appropriate areas.</li> <li>Staff are to wear appropriate footwear</li> </ul>  | Y | 1 |                                  |
|  |  |   |   | Y | 2 |                                  |
| <b>Unauthorised access to cleaning chemicals</b> | Various injuries from contact                      | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>Storage cupboards are to be locked at all times. Access only by appropriate persons</li> </ul>   | Y | 2 |                                  |
|  |  |   |   | Y | 2 |                                  |
| <b>Storage on racks and shelves</b>              | Injury from dislodged items or collapse of shelves | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>Heavier items to be stored at waist height or on lower shelves</li> <li>Access equipment provided to reach higher materials.</li> </ul>  | Y | 2 |                                  |
|  |  |   |   | Y | 2 |                                  |
| <b>Restricted storage space</b>                  | Injury from falling items or equipment             | Staff<br>Pupils<br>Parents<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>House- keeping to be monitored by the Caretaker</li> </ul>   | Y | 2 |                                  |

\* Please see overleaf for guidance on completion

# Health & Safety Risk Assessment Record

## ACTION PLAN

| Action Required   | By Whom                     | Planned Completion Date | Date Completed |
|---|-----------------------------|-------------------------|----------------|
| Review and update CoSHH Policy  | AB/JJ                       | May 2019                |                |
| Staff to sign agreement to Risk Assessment/instructions and CoSHH policy  | All staff – monitored by JJ | May 2019                |                |
| CoSHH policy and risk assessment to be shared with Solo Cleaning company, Babcock and Aspens. Agreement in writing sought by Solo & Aspens. | JJ                          | May 2019                |                |
| Updated to incorporate COVID pandemic.  |                             | May 2020                |                |
|   |                             |                         |                |
|   |                             |                         |                |
|   |                             |                         |                |
|   |                             |                         |                |

# Health & Safety Risk Assessment Record

## **GUIDANCE FOR COMPLETING THE RISK ASSESSMENT DOCUMENT**

**Process/Activity:** The specific item/issue being assessed e.g. working with machinery, lone working, and use of specific swimming pools.

**Hazards Identified:** A brief description of how the process/activity may cause harm or loss e.g. entanglement with moving parts; assault: contact with electricity.

**Persons at Significant Risk:** e.g. Employees; Contractors; visitors; Pupils; Pregnant women; Disabled persons.  
The type and numbers of persons at risk may dictate the necessary control measures.

**Existing Controls:** Explain the existing arrangements in place to protect persons at significant risk.

**Are Existing Controls Adequate? Yes/No:** Existing controls will be considered adequate should everything reasonable and appropriate have been done to protect persons “at risk”. If the answer is no, and everything reasonable and appropriate has not been done, then the actions necessary to achieve them should be included in the “Action Plan”.