

## Risk Assessment – Main Hall

Hazard(s)	Preventative action/control measures	Person Responsible	Level
<b>Chairs</b>	Stacked neatly on one side during session(s). Using chair trolley.	Teacher in charge	Medium
<b>Equipment</b>	Stacked neatly and placed securely behind dividers. Used safely e.g. chairs or tables	Teacher in charge	Medium
<b>Tables</b>	In any event in case of using the tables it should be moved to and from with trolley one at a time. Returned with a trolley after using. Secured behind dividers.	Teacher in charge	Medium
<b>Heaters</b>	Managed via school caretaker.	Teacher in charge	Medium
<b>Plug sockets</b>	Plug sockets must be covered and the school (Manor Park School) should be informed immediately if covers are missing or broken. Under no circumstances children must not touch any electric equipment or devices.	Teacher in charge	Medium
<b>Sport's mats</b>	Stacked neatly on one side during session(s). Returned and secured after using.  Children and young people must be supervised during each session or at break time.	Teacher in charge	Medium
<b>Stage</b>	Children are not allowed to go on the stage without any supervision. Children may sit around the stage at their break time with their teacher supervision.	Teacher in charge	Medium

## Risk Assessment – Classroom

Hazard(s)	Preventative action/control measures	Person Responsible	Level
Trips and falls within the classroom	<p>Children reminded how to move within the school and classrooms. All staff to continue educate the children on moving around the school.</p> <p>Any uneven area of the floor must be highlighted to make children and teachers aware of the hazard, thus eliminating the potential for accidents and risks.</p>	Teacher in charge	Low
High shelving and objects falling	Class teachers to check daily as part of their checklist to ensure the safe storage of resources placed on shelves ensuring heavy items are not above adult waist height.	Teacher in charge	Medium
Doors / hinges	Doors in classrooms with open hinges have been fitted with secure door stopper where possible	School Caretaker	3
Classroom furniture	<p>Ensure floor are kept free of loose items and debris to avoid slips, trips, and falls. Children's tables are checked for sharp comered edges.</p> <p>Children walkways through the class should be always kept clear, so layout of tables and chairs must be taken into consideration.</p> <p>Teachers to continue checks on the maintenance of furniture and equipment's within the classroom as part of their routine classroom checks.</p> <p>Faulty equipment can be removed from the classroom to prevent the risk of injury. Poorly positioned items to be moved to a more suitable place so that they</p>	Teacher in charge	Medium

	don't block any exit points or fire escapes.		
<b>Extra Chairs / bookshelf/ wall mounted objects</b>	<p>Stacked neatly on one side during session(s) or moved using chair trolley to another safe area.</p> <p>Children should also be encouraged to keep the classroom neat and tidy, particularly by pushing any chairs under the tables when not in use.</p> <p>Making sure the bookshelf / television/ whiteboard or noticeboard are secured to a wall and need to be checked regularly.</p>	Teacher in charge	Medium
<b>Glue</b>	Making sure that the children only use, and have access to, non-toxic and insoluble glue to reduces the risk of poisoning.	Teacher in charge	Medium
<b>Scissors</b>	<p>Making sure that children can use the scissors correctly (cutting away from the body, not running with, passing scissors handle first etc) and they are supervised when using them all the time.</p> <p>When not in use, the scissors should be stored in a safe place, and only used with adult supervision.</p>	Teacher in charge	Medium
<b>Heaters</b>	Managed via school caretaker.	Teacher in charge	Medium
<b>Plug sockets</b>	Plug sockets must be covered and the school (Manor Park School) should be informed immediately if covers are missing or broken. Under no circumstances children must not touch any electric equipment or devices.	Teacher in charge	Medium