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<b>Activity: Classroom Risk Assessment</b>			
<b>Risk Assessment Completed By: Michael Gould and Louise Harding</b>			<b>Date: January 2020 Review: January 2021</b>
<b>1</b>	<b>Pupils alone in classrooms</b>	Falling, tripping, slipping, or otherwise injuring themselves	<ul style="list-style-type: none"> <li>▪ Pupils should not be left alone in the classrooms – and adult must supervise at all times</li> </ul>
<b>2</b>	<b>Chairs on tables</b>	Chairs falling off and hitting someone	<ul style="list-style-type: none"> <li>▪ Ensure chairs are secure on the table when putting them up.</li> <li>▪ Where possible, chairs should be taken down before pupils come into room.</li> <li>▪ If chairs are up, all chairs should be taken down before anyone sits down – this should be done with adult supervision</li> </ul>
<b>3</b>	<b>Scissors</b>	Cutting or stabbing injuries	<ul style="list-style-type: none"> <li>▪ Scissors should be used with adult supervision</li> </ul>
<b>4</b>	<b>Hot water</b>	Burns	<ul style="list-style-type: none"> <li>▪ Temperature is set such that water will not get hot enough to burn</li> <li>▪ Pupils should be supervised when using hot water</li> </ul>
<b>5</b>	<b>Wet floors</b>	Slipping over	<ul style="list-style-type: none"> <li>▪ Where possible, floors will be mopped in time for them to dry before pupils use classrooms</li> <li>▪ If floors are wet, pupils will be briefed and supervised</li> <li>▪ Any spillages will be mopped up immediately</li> </ul>
<b>6</b>	<b>Chemicals (Lab)</b>	Burns, eye injuries	<ul style="list-style-type: none"> <li>▪ All chemicals will be kept in locked metal cupboard in Lab cupboard.</li> <li>▪ Pupils using chemicals, will be properly briefed and supervised by an adult</li> </ul>
<b>7</b>	<b>Electrical equipment</b>	Electric shock	<ul style="list-style-type: none"> <li>▪ All equipment PAT tested.</li> <li>▪ Pupils supervised if using any equipment</li> </ul>
<b>8</b>	<b>Internet Access</b>	Inappropriate material	<ul style="list-style-type: none"> <li>▪ All computers in the classrooms have access to the Internet via SWGFL.</li> <li>▪ All necessary security protocols are in place to safeguard pupils using the Internet</li> </ul>

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<b>9</b>	<b>Heavy Fossils and Rocks (Classroom 1)</b>	Crushed fingers and feet	<ul style="list-style-type: none"> <li>▪ Pupils should not move rocks and fossils</li> <li>▪ All rocks and fossils must be firmly and securely placed on appropriate surfaces</li> </ul>
<b>10</b>	<b>Soil Ovens (Lab)</b>	Burns	<ul style="list-style-type: none"> <li>▪ Pupils must only use the soil ovens with adult supervision</li> <li>▪ Staff must remove items from the oven using appropriate equipment</li> </ul>
<b>11</b>	<b>Moveable large equipment – flipcharts</b>	Equipment falling over, blocking exits, causing trip hazard	<ul style="list-style-type: none"> <li>▪ When equipment is put out, it must not block fire exits or access in and around the room</li> <li>▪ Equipment must be stored safely.</li> <li>▪ Flipcharts – in resources room or lab/classroom2 cupboard</li> </ul>
<b>12</b>	<b>Taxidermy (in Classroom 2 cupboard and on display in Library)</b>	Allergies to fur and feathers	<ul style="list-style-type: none"> <li>▪ All animals are stored in classroom cupboard or placed on top of shelving in library to prevent pupils from easy access to touch them.</li> <li>▪ See Animal Trackers Risk Assessment</li> </ul>
<b>13</b>	<b>Doors and Windows</b>	Crushed fingers/hands Doors swinging open/shut	<ul style="list-style-type: none"> <li>▪ Classroom 2 and Lab cupboard doors must be kept shut</li> <li>▪ Adults should open and close windows</li> </ul>
<b>14</b>	<b>Hygiene</b>	Disease from pond water or soil organisms	<ul style="list-style-type: none"> <li>▪ If ponds or minibeast work has been carried out in the classrooms, the tables <b>MUST</b> be washed down before pupils can eat lunch</li> </ul>
<b>15</b>	<b>Library</b>	Books falling from high shelving	<ul style="list-style-type: none"> <li>▪ All shelving is securely fitted</li> <li>▪ Books are placed properly onto high shelves</li> </ul>
<b>16</b>	<b>Art/Craft Equipment</b>	Cuts from craft knives, burns from glue guns, other minor injuries from equipment	<ul style="list-style-type: none"> <li>▪ All art and craft equipment are stored in the Resource Room which is kept locked</li> </ul>
<b>Emergency</b>	<p><b>Nearest first aid kit, torch and phone are located in the classroom block, in the corridor between classroom and library.</b>  <b>Assistance available for the office (internal phone number 221 or 222) or overnight supervisor (233)</b></p>		