

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP (www.oeapng.info) and the SAGE framework to determine ratios and effective supervision. Ratios and effective supervision must be discussed during the planning stage with reference to the specific location and activity risk assessments.

Activity: Classroom Risk Assessment			
Risk Assessment Completed By: Michael Gould			Date: January 2024 Review: January 2025
1	Pupils alone in classrooms	Falling, tripping, slipping, or otherwise injuring themselves	<ul style="list-style-type: none"> Pupils should not be left alone in the classrooms – and adult must supervise at all times
2	Chairs on tables	Chairs falling off and hitting someone	<ul style="list-style-type: none"> Ensure chairs are secure on the table when putting them up. Where possible, chairs should be taken down before pupils come into room. If chairs are up, all chairs should be taken down before anyone sits down – this should be done with adult supervision
3	Scissors	Cutting or stabbing injuries	<ul style="list-style-type: none"> Scissors should be used with adult supervision
4	Hot water	Burns	<ul style="list-style-type: none"> Temperature is set such that water will not get hot enough to burn Pupils should be supervised when using hot water
5	Wet floors	Slipping over	<ul style="list-style-type: none"> Where possible, floors will be mopped in time for them to dry before pupils use classrooms If floors are wet, pupils will be briefed and supervised Any spillages will be mopped up immediately
6	Chemicals (Lab)	Burns, eye injuries	<ul style="list-style-type: none"> All chemicals will be kept in locked metal cupboard in Lab cupboard. Pupils using chemicals, will be properly briefed and supervised by an adult
7	Electrical equipment	Electric shock	<ul style="list-style-type: none"> All equipment PAT tested. Pupils supervised if using any equipment
8	Internet Access	Inappropriate material	<ul style="list-style-type: none"> All computers in the classrooms have access to the Internet via SWGFL. All necessary security protocols are in place to safeguard pupils using the Internet

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9	Heavy Fossils and Rocks (Classroom 1)	Crushed fingers and feet	<ul style="list-style-type: none"> ▪ Pupils should not move rocks and fossils ▪ All rocks and fossils must be firmly and securely placed on appropriate surfaces
10	Soil Ovens (Lab)	Burns	<ul style="list-style-type: none"> ▪ Pupils must only use the soil ovens with adult supervision ▪ Staff must remove items from the oven using appropriate equipment
11	Moveable large equipment – flipcharts	Equipment falling over, blocking exits, causing trip hazard	<ul style="list-style-type: none"> ▪ When equipment is put out, it must not block fire exits or access in and around the room ▪ Equipment must be stored safely. ▪ Flipcharts – in resources room or lab/classroom2 cupboard
12	Taxidermy (in Classroom 2 cupboard and on display in Library)	Allergies to fur and feathers	<ul style="list-style-type: none"> ▪ All animals are stored in classroom cupboard or placed on top of shelving in library to prevent pupils from easy access to touch them. ▪ See Animal Trackers Risk Assessment
13	Doors and Windows	Crushed fingers/hands Doors swinging open/shut	<ul style="list-style-type: none"> ▪ Classroom 2 and Lab cupboard doors must be kept shut ▪ Adults should open and close windows
14	Hygiene	Disease from pond water or soil organisms	<ul style="list-style-type: none"> ▪ If ponds or minibeast work has been carried out in the classrooms, the tables MUST be washed down before pupils can eat lunch
15	Library	Books falling from high shelving	<ul style="list-style-type: none"> ▪ All shelving is securely fitted ▪ Books are placed properly onto high shelves
16	Art/Craft Equipment	Cuts from craft knives, burns from glue guns, other minor injuries from equipment	<ul style="list-style-type: none"> ▪ All art and craft equipment are stored in the Resource Room which is kept locked ▪ Use of equipment to be closely supervised by an adult.
Emergency	<p>Nearest first aid kits are located by the sinks in the classrooms, torches are in the classroom 2 cupboard. Phones are in the corridor between classroom 1 and library and between classroom 2 and lab.</p> <p>Assistance available for the office (internal phone number 221 or 222) or overnight supervisor (233) Emergency Services – Dial 9 first if using Leeson phone then 999 or 112.</p>		