



EDINBURGH
STEINER
SCHOOL

RISK ASSESSMENT

TASK/AREA/ISSUE BEING ASSESSED	General School /Administration								
LOCATION	Edinburgh Steiner School, 60 Spylaw Rd, Edinburgh EH10 5BR								
ASSESSOR	Matthew Ramsey CMIOSH								
DATE	03/05/2023								
REVIEW DATE	03/05/2024								
APPLICABLE LEGISLATION	Management of Health and Safety at Work Regulations 1999 as amended								
PEOPLE AFFECTED	<input checked="" type="checkbox"/> EMPLOYEES <input checked="" type="checkbox"/> MEMBERS OF THE PUBLIC <input type="checkbox"/> ADJACENT WORKERS <input checked="" type="checkbox"/> CHILDREN/YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/> VISITORS <input checked="" type="checkbox"/> NEW/EXPECTANT MOTHERS								
ACTIVITY	HAZARD(S)	RISK RATING L X C = R			EXISTING CONTROLS	RISK RATING L X C = R			SUITABLY CONTROLLED Y / N <small>(IF NO - GO TO ADDITIONAL CONTROLS)</small>
		L	C	R		L	C	R	
Use of electrical equipment	Electricity – electric shock from faulty/damaged electrical equipment	2	3	M	Electrical equipment subject to visual inspection and/or testing in line with recommendations. Damaged or defective electrical equipment will be withdrawn from use. Electrical sockets/extension bars will not be overloaded or daisy chained and equipment will be unplugged when not in use. Any damaged or defective sockets will be reported to building management.	1	3	L	Y
Moving furniture, paper, office supplies	Manual Handling (General) – sprains and strains from moving and	2	3	M	Large/heavy loads should be split into manageable loads where possible. Employees should only handle loads that are within their physical capability. Loads should be carried	1	3	L	Y

	handling				close to the body and at waist height. Where load exceeds physical capability employees should seek assistance. Heavy loads should not be stored/handled above head height. Manual handling equipment (trolleys etc.) available/can be provided for transporting loads.				
Moving around the office	Slips and Trips	2	3	M	Materials/equipment to be stored safely when not in use. Spillages/wet floors to be cleaned and left in a dry and safe condition or wet floor sign or other suitable hazard warning provided. Cables will be routed safely to prevent trip hazards.	1	3	L	Y
Using computer equipment	Display Screen Equipment – repetitive strain injury/eye strain	2	3	M	Workstations will be set up to ensure good posture and avoid glare and reflections on screens. Employees required to partake in a complete DSE assessment. Eye tests and contribution to cost of spectacles is in place for employees. Laptops should be used in line with the general guidance for workstations. DSE assessments subject to periodic review and/or in the event of any significant change.	1	3	L	Y
Failure to observe fire precautions and preventative measures	Fire – loss of life/injury arising from a smoke and fire in the building	2	4	M	The school management maintain and test fire detection and alarm systems, emergency lighting and carry out fire evacuation drills. Regular fire safety checks carried out and recorded (fire extinguisher, fire exit routes and doors etc.). All employees instructed in the actions to take in the event of a fire at induction. Fire wardens identified and are due to be trained accordingly. Fire Risk Assessment completed for area occupied.	1	4	L	y
Application of first aid to injured employees, visitors, contractors	First Aid – insufficient first aid	2	2	M	2-3 employees in low risk office environment. First Aiders trained in emergency first aid, first	1	2	L	Y

	knowledge / supplies to provide treatment for injury				aid box provided. First Aid training refreshed every three years. First aid supplies checked quarterly and any used/expired items replaced.				
Site security/child safeguarding	Violence/injury/abduction/property damage	2	3	M	<p>During teaching hours, the school gates are secured (main gate and back gate).</p> <p>Staff are present at main gate during drop off and pick up of pupils.</p> <p>Visitors by appointment only. Intercom at main gate to be used and then visitors must proceed to school office to sign in.</p> <p>Visitor passes to be issued and displayed/or visitors are to be escorted at all times by a staff member.</p> <p>Unescorted visitors without a pass should be challenged (can I help you/who are you here to see etc?)</p>	1	3	L	
Covid Precautions	Pupil and staff illness due to COVID 19 Virus	4	4	H	<p>All who enter the school will be encouraged and supported where required to maintain COVID-secure personal hygiene throughout the day, e.g.</p> <ul style="list-style-type: none"> • hand washing / sanitisation: - <ul style="list-style-type: none"> ○ Always when entering / leaving school buildings ○ Before and after eating ○ After using the toilet • Avoid touching their face (eyes, nose and mouth) 	3	4	M	

				<ul style="list-style-type: none"> Using a tissue or elbow to cough/sneeze and use bins that are emptied regularly for tissue waste <p>Adequate facilities for hand washing and alcohol-based hand sanitisers are available at class assembly meeting points, in classrooms and also at entry and exit points.</p> <p>We will continue to maximise ventilation and the use of outside space.</p> <p>The school will comply with the Scottish Government Guidance for safer workplaces and will implement environmental cleaning as follows:-</p> <ul style="list-style-type: none"> Regular detergent cleaning schedules and procedures using products active against bacteria and viruses (Disinfection products should meet the standards BS EN 14476) Regular (at least twice daily) sanitising of commonly touched objects and surfaces (e.g. desks, handles, equipment etc.) ensuring where possible movement of individuals between work stations is minimised. Where work spaces are shared, cleaning will take place between use eg; woodwork, metalwork, crafts, handwork, eurytmy , PE materials, gardening etc adequate disposal facilities such as lidded bins will be provided 			
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					<ul style="list-style-type: none"> • wedging doors (other than fire doors) open to reduce touch points. • setting clear use and cleaning guidance for toilets and ensure physical distancing is achieved as much as possible • movement between classrooms will be minimised, where this cannot be avoided, provision of appropriate sanitising products will be provided to enable sanitising of desks, chairs, surfaces before leaving and on entering classes. • careful consideration of cleaning regime for specialist equipment eg; woodwork, metalwork, crafts, handwork, eurytmy , PE materials, gardening ect.. • Staff will be required to use their own crockery and cutlery in staff areas and returned in their personal spaces or taken home. • Toys and equipment that are easy to clean will be prioritised in classrooms and play areas with appropriate cleaning regime in place. • Sand, water, etc. only used by consistent groupings of children. • Children and young people will not be permitted to bring toys from home into school • School bags will be kept on the the classroom's pegs and not permitted in classrooms. 			
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				<ul style="list-style-type: none"> Sharing of text books should be avoided <p>The school will continue to manage the use of congested areas such as narrow corridors, staircases, doorways, communal areas and storage areas and reviewing use of shared areas such as changing rooms to reduce the numbers of people using them at the same time.</p> <p>Staff or pupils that feel too unwell to attend school should follow the normal school sickness absence procedures.</p>			
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ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK <i>(Guards; signage; design change; additional procedure; supervision; PPE; training etc.)</i>	DATE IMPLEMENTED	FINAL RISK RATING L X C = R		
		L	C	R
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RISK MATRIX		
HAZARD CONSEQUENCE (C)		
Multiple fatality/major disaster	5	
Death/major fire/explosion	4	
Serious Injury/disablement	3	

Injury/Illness leading to time off work	2	
Minor Injury	1	
HAZARD LIKELIHOOD (L)		
Certainty – likely to happen at any moment	5	
Highly Probable – could occur 2 to 3 times per year	4	
Likely – would expect to happen once per year	3	
Improbable – would not expect to happen in 2-3 years	2	
Unlikely – would not expect to happen within 5 years	1	