

HEMDEAN HOUSE SCHOOL RISK REGISTER

Updated July 2017

Identification of hazard/risk	Possible injury/harm/damage	Group at risk	Management of risk	Likelihood	Impact	Risk rating
Arrival/Departure from school	Negligible injuries-fatalities	Children and adults	Letters to parents with reminders. Gates shut 8.45 - 3.30	Medium	High	6
Entry into school by strangers who could potentially harm and /or steal property	Removal of a child Injury to staff /children	Staff and children	Visitors to report to reception and sign visitors' book Badges to be given to visitors unless they have Reading tags Lunchtime controllers vigilant in the playground Staff at doors to greet children. CRB checks carried out for staff and volunteers. Risk assessments for those who have them from another Reading Source	Low	High	2-3
Children running out of school	Injury through an accident on the road/ Stranger Danger	Children, especially some of those with particular SEN	Keypad on wooden gates and bolts on iron gates. Electronic security gates being investigated. Reminders in class and assembly TA for child with SEN Procedures in place for going home	Med	Med-High	4-6
Lone working	Broken limbs through falling off equipment Attacked by an intruder inside/on the way to car park	Cleaners Staff	Lighting to the carpark Encourage 2 members staff to be on the premises at the same time Doors locked- only entry at the front gate	Low	Med	2

Waste disposal of first aid waste/glass	Cuts from glass Infection from first aid waste	Staff/children	Broken glass to be wrapped in newspaper Gloves to be worn for first aid treatment Separate sink and bin for first aid waste	Low	Med	2
Contagious diseases	Illness	Staff children, parents, unborn babies, families involved with medical treatment	Follow guidelines in Berkshire Contagious Diseases Information Put up notices if there are German Measles viruses in school Notify parents if specific requests have been made or are given on the medical forms	Med	Low-High	2-6
Fire during school hours	Burns, smoke inhalation	Children, staff helpers	Fire drill practice Fire risk assessment carried out annually Fire procedures in place	Low	High	3
Fire out of school hours Arson attack	School building		Bins secured. Locks on gates	Medium	High	6
Allergies	Anaphylactic shock Rashes, breathing difficulties	Children adults	All staff involved with children who have allergies to be informed Training given where needed Epi-pens stored in the office Doctors letters where appropriate Precautions taken at lunchtimes and within class activities	Low	High	3
Asthma attack	Discomfort-fatality	Children staff	Inhalers kept in office When needed and given to a child it is recorded Staff carry own medicine or inhaler	Low-High	High	3-9
Medicines	Medicine given to wrong children Wrong dosage		The bottle or packet of prescribed medicine is given to the office for safe keeping	Low	High	3

	given		Consent form is signed by parent Record of medicines given is signed by two adults No unprescribed drug to be given			
First aid	Appropriate first Aiders who are trained regularly training to administer certain medication Care plans in place	Children Staff	2 Trained First Aiders 2 Paediatric First Aiders Children on visits on who are taking medication must be in a member of staff's group Training given to staff on administering medication that individual children may require. Certain drugs must be recorded when taken out of school on visits Certain medicines have to be double locked	Low	High	3
Bodily fluids	HIV,Hepatitis	Staff	Gloves to be worn for treating injuries with blood or saliva	Low	High	3
PE	Injury through handling equipment/falling Jewellery injuries	Children	Children taught to carry equipment safely Ear rings to be removed or taped Member of staff to be present when children are on apparatus	Med	Med	4
ICT	Injury through faulty equipment Using the display screen	Staff and children	Electircal equipment checked Staff to be correctly positioned if using display screen regularly and for a long period of time.	low	med	3
Science	Materials left out Use of batteries Burns from the flame of candles Reaction to plants	Children Staff	Appropriate storage of equipment Children supervised	low	med	3

Studying Animals	Cross Infection	Children Staff	Basic hygiene rules established – washing hands thoroughly	Med	Low	2
Micro-organisms	Infection	Children Staff	Foods developing moulds to be covered by cling film, plastic bag etc.	Low	Med	2
Food Technology	Burns Shock Choking	Children Staff	Staff to be aware of children’s allergies. Equipment stored appropriately. Children to be supervised in any cooking area. Staff to take charge of oven, hob, microwave.	Low	High	3
Work related violence	An incident in which a person is abused, threatened or assaulted in circumstances related to their work	Adults	No abuse to be tolerated Staff to see parents where a situation could be explosive where there is another member of staff in the area or present	Low	High	3
Sports Day	Heatstroke Falling and breaking a limb	Children	Sports Day to be held in the morning Children to bring a drink Gazebos to be used if it to be a very hot day Children to wear appropriate clothing	Med	Med	4
Use of step ladders	Falling and breaking a limb	staff	Ladders to be checked before use Staff take responsibility if they choose to use a chair/table rather than a stepladder	Low	High	3
Playtimes-Adventure Playground	Broken limb	Children	Risk assessment carried out Equipment regularly maintained and checked daily. Children taught how to use equipment before being allowed on Number of children restricted	High	Med	6

			No child under the age of 3 years to use equipment No child to use equipment before and after school			
Asbestos	Asbestosis	Staff and Children	Asbestos register to be signed by contractors. Asbestos Survey to be viewed by all contractors Hall alcove flooring removed during holiday time b- organised by property Services	Med	High	6
Uneven grass Lining up	Grazes,bumps		Replanting of grass areas Children to walk to their lines	High	Low	3
Electrical equipment	electrocution	Children, staff	PAT testing electrical testing carried out on equipment and report given to school	Low	High	3
Visits out of school	Injury through accident, getting lost, abduction accident	Children Adults	Risk assessments carried out for each visit out of school Correct number of adults to supervise children in small groups	Low	High	3
Use of buses/coaches for visits	Injury as coach arrives Climbing onto the coach Being thrown out of seats	Children and adults	Adequate supervision of children in small groups Children reminded to get on the coach sensibly. Lap belts to be worn by children	Low	High	5
Manual Handling	Injuries to the back, torso and shoulders due to lifting Heavy, bulky items	Adults	Use the trolleys Enlist help from parents during Family Time	Low	Medium	4

	Slips or trips					
Help in school	Harm to children Grooming	Children	Ensure correct procedures are followed for safeguarding Ensure CRB checks are carried out	Low	Medium	4
Computers	Prolonged use of workstation	Bursar/secretary	Regular eye test Breaks are taken Height of chair and DSE screen checked	Low	High	3
	Theft of computers		Blinds in office and ICT suite to be locked at night	Med	Low	2
Money on premises	Theft	Bursar	Money to be stored in locked drawer or safe. Money to be taken regularly for banking so that there is very little on the premises	Low	Low	1
Visit to the bank	Theft /injury	Bursar	Money taken during the day to the bank in Caversham. Mobile phone carried	Low	Med	2
Cheque Book Fraud (Happened to another school)	3 rd Party using our funds	School Budget	Bursar checks bank statement as soon as they arrive.	Low	High	3

Bursar being fraudulent	Funds being taken from the School	School Budget	2 signatures required on our cheques. Reconciliation every month. Imprest Procedures. Governors oversee the budget through financial reports.	Low	High	3
Staff being fraudulent	Funds being taken from the School	School Budget / School Fund	Financial Procedures in place. Signed chitty by Head Teacher. Receipts to be presented. Double Checking	Low	High	3
Financial Procedures e.g. ordering etc.	School Budget being used for personal gain	School Budget	Financial Procedures in place. Ordering double checked. Goods checked by a different person than who ordered them.	Low	High	3

Bomb Alert			Procedures in place for bomb alert	Low	High	3
Preventing radicalisation	Families being radicalised	Staff Children	All staff trained in Prevent Staff to monitor children who may be going on extended leave holidays abroad	Low	High	3
FGM	Girls being taken abroad	Girls	Staff to monitor holiday absence	Low	High	3

Likelihood: 1 = LOW
2 = MEDIUM
3 = HIGH

Impact: 1 = LOW
2 = MEDIUM
3 = HIGH

Risk Rating = Likelihood x Impact

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