

Department: <i>ALL</i>	Service: <i>education</i>	Reference: <i>1.1</i>
Activity: <i>Classrooms</i>	Site: <i>ALL</i>	
People at Risk: <i>ALL</i>	Additional Information: <i>refer to DFE hygiene and cleaning guidance. Check government guidelines on measures schools need to put in place</i>	
Name of Person Completing Form: <i>MDA</i>	Job Title: <i>H&S</i>	Date: <i>27/06/20</i> Review Date:

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Movement around the classroom	(slips and trips)	<i>M</i>	<ul style="list-style-type: none"> • Check internal flooring in a good condition • Gangways between desks kept clear • Trailing electrical leads/cables prevented wherever possible • lighting bright enough to allow safe access and exit • Procedures in place to deal with spillages, eg water, blood from cuts? 	<i>L</i>	
Work at height	(falls)	<i>M</i>	<ul style="list-style-type: none"> • RA for working from heights to be followed • Step-stool available for use where necessary • window-opener provided for opening high-level windows • Chairs and desks aren't used while making displays 	<i>L</i>	
Furniture and fixtures	<i>Poor condition causing accidents</i>	<i>M</i>	<ul style="list-style-type: none"> • Permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving • Furniture in good repair and suitable for the size of the user, whether adult or child • Portable equipment stable • Window restrictors are fitted to upper-floor windows, are in good working order • Hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people • Doors, door handles and locks in good working order 	<i>L</i>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Manual handling	Injury to person and others	M	<ul style="list-style-type: none"> Trolleys provided for moving heavy objects 	L	
Computers and similar equipment	Risk of injury	M	<ul style="list-style-type: none"> workstation assessment completed Pupils advised about good practice when using computers 	L	
Electrical equipment and services	electrocution	M	<ul style="list-style-type: none"> Fixed electrical switches and plug sockets in good repair Plugs and cables in good repair Portable electrical equipment visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use 	L	
Asbestos	Serious illness	H	<ul style="list-style-type: none"> Check asbestos risk assessment Details of the location and its condition in the classroom provided and explained to you Provision of guidance on securing pieces of work to walls/ceilings that may contain asbestos 	L	
Fire	Risk of injury/death	H	<ul style="list-style-type: none"> fire exit doors in the classroom are: unobstructed, kept unlocked, easy to open from the inside fire-fighting equipment is in place in the classroom or on corridor near by Fire evacuation procedures clearly displayed Awareness of the evacuation drill, including arrangements for any vulnerable adults or children Smoke detectors checked regularly Regular checks from site manager that emergency exits and firefighting equipment are unobstructed and functioning Staff are trained to follow the evacuation procedure Social distancing should take less priority than exiting of the building 	L	
Workplace (ventilation and heating)	Temperatures unsuitable for working	L	<ul style="list-style-type: none"> The room should have natural ventilation A reasonable room temperature should be maintained during use of the classroom 	L	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> Measures in place, for example blinds, to protect from glare and heat from the sun 		
scissors, paper cutters	Injuries from sharp equipment	M	Equipment is handled in the correct manner	L	
Hazardous substances kept in classrooms	Potential harm	M	All hazardous substances stored in locked cupboards Substances used in line with correct protocol – see individual RA for classrooms housing substances	L	
Medical incidents and emergencies	Treatment delayed or not adequate	H	Staff know the protocols for dealing with incidents in the classroom Adequate first aiders available	L	
Poor hygiene due to low cleanliness	infection	M	Classrooms are cleaned daily using suitable cleaning materials	L	
Pupils sitting closely together in the classroom	Potential covid- 19	H	<ul style="list-style-type: none"> Distance of 2m square between pupils; Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers' desks Open windows and doors, (other than fire doors), to increase air flow and ventilation. Small fans can be used, and air conditioning units are suitable single room use Floor markings, for example, used to define transit routes or no-go spaces in classrooms if necessary. 	L	
Unsafe surfaces and equipment	Potential covid- 19	H	<ul style="list-style-type: none"> Hand sanitiser to be used on entry and exit to classroom Use one way system into classrooms where possible <p>Remove any unnecessary items including soft furnishings and other items that are hard to clean.</p> <ul style="list-style-type: none"> Pupils and staff to avoid touching their face with unwashed hands 	L	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> • Have tissues available • Pupils encouraged to use tissues/ elbows to catch coughs and sneezes if necessary • Table wipes on designated desks for pupils to clean the surface before use • Used wipes to be left on table until end of lesson when pupil puts it in bin on way out • Pupils encouraged not to share equipment of their own 		
Paper and equipment	Potential covid- 19	H	<ul style="list-style-type: none"> • If pupils have exercise books they are to collect them on their first lesson and keep them with them in their bags until further notice • If working on paper pupils collect paper on entry to the room, or the teacher puts paper out before pupils arrive. Pupils keep the paper with them. In some cases you may wish pupils to take a photo of their work • If you want assignments/ tests being handed in, have a tray prepared as pupils exit the room. Do not touch the contents of the tray for a minimum of 72 hours without gloves. 	L	
Shared equipment not cleaned appropriately	Potential covid- 19	H	<ul style="list-style-type: none"> • Use disposable gloves to collect any wipes/ equipment left on desks at the end of the lesson. One pair per day is sufficient. Use for any surface cleaning at the end of the day. • It is better not to use/ lend equipment. If this is necessary, equipment must be wiped with the alcohol wipes before and after use. (Parents to be 	L	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			reminded of the importance of pupils having basic equipment). Separate risk assessments must be provided for using shared equipment in lessons.		
Seeing pupils work up close	Potential covid- 19	H	<ul style="list-style-type: none"> Classrooms can use a visualiser to see the pupils work, they can put the work under it - this can be placed in a safe position in the room. Pupils take a photo and email it to their teacher during the lesson, with permission. Use of white boards and pens may be an option, if sanitising rules are followed 	L	
Computers smartboard visualisers used by more than one person	Potential covid- 19	H	<ul style="list-style-type: none"> Pupils are not to use the interactive smartboard. Pupils are not to touch the teachers computer or visualiser or remote controls Sneeze screens available for teachers on request 	L	
Equipment used in and around the classrooms	Potential covid- 19	H	<ul style="list-style-type: none"> All larger hard surfaces (e.g. desks) should be washed with warm soapy water Any pens, including smartboard pens, computers keyboards, smartboard screens, remote controls door handles, side units, trays, telephones, light switches etc will need to be wiped down All corridors, hand -rails, thumb print machines door handles toilets communal areas etc need to be cleaned thoroughly on a daily basis. All bins emptied at least daily. Bins used by staff and pupils in classrooms preferably to have lids There is no need for stringent cleaning of yourself or clothes following a day in an educational setting, 	L	See DfE guidance on correct cleaning

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			however it is advisable to wash clothes after wearing once. Clothes should be suitable for everyday washing. Smart casual clothing is permitted for staff and pupil until the end of term.		