

## GENERAL SCHOOLS RISK ASSESSMENT



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Clearing drain blockages and cleaning drains

**Location of activity:** School Premises

<b>School name:</b> <b>Address &amp; Contact details:</b>		<b>Name of Person(s) undertaking Assessment:</b>	
		<b>Signature(s):</b>	
<b>Head Teacher (Name):</b>		<b>Date of Assessment:</b>	
<b>Signature:</b>		<b>Planned Review Date:</b>	
<b>How communicated to staff:</b>		<b>Date communicated to staff:</b>	

### PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm) (1)	Who might be harmed? (2)	Type of harm (3)	Existing controls (4) (Actions already taken to control the risk)
Infection and Foreign bodies – faeces, contaminated water, needles, glass, soiled dressings	Site Supervisor,	Infection, Cuts, Needle stick injuries, skin infections	<ul style="list-style-type: none"> <li>Work involving sewage is avoided where possible and contractors are called in to clear drain blockages etc;</li> <li>Site Supervisor is instructed to cover open wounds with waterproof dressings;</li> <li>Appropriate PPE e.g. Safety goggles, impervious gloves and overalls are provided to reduce risk of contact with eyes/skin;</li> </ul>

<p>Infection and Foreign bodies – faeces, contaminated water, needles, glass, soiled dressings, dead animals (continued)</p>			<ul style="list-style-type: none"> <li>• Eating, drinking and smoking are prohibited during the course of the task;</li> <li>• Site Supervisor has had any required inoculations e.g. tetanus;</li> <li>• Appropriate equipment is used e.g. litter picker, tongs, plunger or drain rods to remove an object;</li> <li>• Hands are not used to free blockages;</li> <li>• Breathing in of sewage dust or spray is avoided;</li> <li>• Strict personal hygiene is observed by the site supervisor and hands are washed thoroughly after task using soap, hot water and nail brush;</li> <li>• Contaminated equipment e.g. drain rod is cleaned on site before storing;</li> <li>• Site supervisor is advised to follow the guidance on dealing with Sharps and Needle-stick Injuries on Health &amp; Safety site on Schools portal;</li> <li>• Adequate first aid equipment is provided, including clean water or sterile wipes for cleansing wounds, and a supply of sterile waterproof, adhesive dressings is provided.</li> <li>• Site Supervisor is advised to consult GP in the event of flu-like illness or fever, particularly where associated with severe headache and skin infections.</li> </ul>
<p>Slips, trips, falls</p>	<p>Site Supervisor, staff, pupils and visitors</p>	<p>Musculoskeletal injuries, bruising, fractures</p>	<ul style="list-style-type: none"> <li>• Cautionary signs are put in place before commencement of job and left in position until the area is clean and dry;</li> <li>• Any spillages or overflows are cleaned up as soon as possible;</li> <li>• The area is kept free from additional obstructions for the duration of the task.</li> </ul>

Chemicals / Cleaning products (COSHH)	Site Supervisor, staff, pupils and visitors	Skin irritation, respiratory disorder	<ul style="list-style-type: none"> <li>• Site Supervisor is competent in safe and correct handling, storage, use and disposal of chemicals and cleaning products;</li> <li>• Products used are specifically for purpose;</li> <li>• The Site Supervisor covers all cuts and abrasions with suitable dressing;</li> <li>• All products used are kept out of reach of children;</li> <li>• COSHH risk assessments are completed for product(s) being used and explained to employee;</li> <li>• COSHH Manufacturer's Safety Data Sheets are available for products used;</li> <li>• The manufacturer's instructions and COSHH risk assessments for use of specific products are used. The product is properly measured for recommended dilution and added to water. The container cap is replaced;</li> <li>• Appropriate PPE e.g. Safety goggles, impervious gloves and overalls are provided to reduce risk of contact with eyes/skin as identified by COSHH risk assessment;</li> <li>• Eating, drinking and smoking are prohibited during the course of the task;</li> <li>• Strict personal hygiene is observed by the site supervisor and hands are washed thoroughly after the task;</li> <li>• All equipment used with chemicals / cleaning products is cleaned and checked before returning to store;</li> <li>• The Site Supervisor is aware of where and how to obtain First Aid treatment.</li> </ul>
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Pedestrian/vehicular traffic	Site Supervisor, any person/vehicle in direct vicinity	Serious injury	<ul style="list-style-type: none"> <li>Access to the work area is restricted/monitored;</li> <li>Designated pedestrian routes are put in place to restrict unauthorised access;</li> <li>Work is planned for quieter times of the day when reduced/restricted pedestrian access is required to the area;</li> <li>Safe working area is cordoned off around the area and signage is used as appropriate;</li> <li>High visibility clothing worn by Site Supervisor if working on traffic route.</li> </ul>
Weather conditions; high winds, heavy rain, hot weather etc	Site Supervisor	Fall injuries, sun burn, heat exhaustion	<ul style="list-style-type: none"> <li>Site Supervisor assesses the weather conditions before undertaking external work and does not undertake the task if conditions unsuitable;</li> <li>Site Supervisor wears clothing appropriate to the weather conditions;</li> <li>Site Supervisor wears clothing to cover skin and wears sunscreen in hot sunshine;</li> <li>Site Supervisor keeps well hydrated and takes regular breaks in hot weather.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in .....  
(Name of school)

Signed:

Name:

Risk Assessor.

**If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.**

<b>PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>				
<b>Further Significant hazards</b>	<b>Who might be harmed? (2)</b>	<b>Type of harm (3)</b>	<b>Existing controls (4)</b> (Actions already taken to control the risk)	<b>Further action / controls required</b> (transfer to action plan at Part C below) <b>(5)</b>

I certify that the assessment for the task/activity above covers all the significant hazards applicable .....(name of school).

Signed:

Name:

Risk Assessor.

PART C: ACTION PLAN						
No.	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed