

GENERAL SCHOOL RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: Dealing with broken glazing and glass

Location of activity: School

School name: Address & Contact details:		Name of Person(s) undertaking Assessment:	
		Signature(s):	
Head Teacher (Name & Title):		Date of Assessment:	
Signature:		Step 5 Planned Review Date:	
How communicated to staff:		Date communicated to staff:	

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)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Contact with broken glass panels, shards of broken glass	Site Supervisor, staff, pupils and visitors	Lacerations, Fractures & Impact - injuries	<ul style="list-style-type: none"> The Site Supervisor cordons off the site of the damaged, broken or smashed glazing or other broken glass from pedestrians immediately upon notification; The Site Supervisor wears appropriate PPE such as goggles, apron, heavy duty gloves; The Site Supervisor uses a shovel and brush without handling broken glass / glazing as far as is practicable;

Contact with glass panels, shards of broken glass (continued)			<ul style="list-style-type: none"> The Site Supervisor places all broken glass / glazing in a robust container i.e. a firm cardboard box and never places broken glass in any form of plastic bag; The Site Supervisor vacuums the area to remove the fine shards of glass that brushing alone may not remove.
Infection and Foreign bodies glass,	Site Supervisor	Cuts, infection	<ul style="list-style-type: none"> The Site Supervisor wears appropriate PPE such as goggles, apron, heavy duty gloves; The Site Supervisor uses appropriate equipment e.g. tongs if there is a likelihood of infection from a broken glass container; The Site Supervisor observes strict personal hygiene and hands are washed thoroughly after task.
Pedestrian/vehicular traffic	Site Supervisor, any person/vehicle in direct vicinity	serious injury	<ul style="list-style-type: none"> Access to the work area is restricted/monitored; Designated pedestrian routes are put in place to restrict unauthorised access; Work is planned for quieter times of the day when reduced/restricted pedestrian access is required to the area; Safe working area is cordoned off around the area and signage is used as appropriate; High visibility clothing worn by Site Supervisor if working on traffic route.

Working at height	Site supervisor and others in vicinity (falling objects)	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> • Site Supervisor selects the correct working at height equipment for the task e.g. ladder, step ladder; • Site Supervisor reads this assessment in conjunction with the establishment's risk assessment(s) for the working at height equipment used; • Working at height equipment e.g. step ladders is subject to routine inspection; • Site Supervisor is competent to use the equipment e.g. has undertaken the Lancashire County Council Health and Safety E-learning module for <u>Working at Height Ladder Safety</u> or equivalent; • Site Supervisor does not undertake working at height when alone in school; • Warning signs are used to ensure everybody is aware that working at heights is underway before they enter work area. Cordon off area if possible, if required alternative routes should be sign posted.
Replacement of windows, glazing	Site Supervisor, staff, pupils and visitors	Lacerations, manual handling	<ul style="list-style-type: none"> • Repairs are undertaken immediately or as soon as practicable. • If window / glazing cannot be immediately replaced the site supervisor boarding up/ providing barrier to area until it can be re-glazed • Only approved safety glass / glazing is to be installed to replace the broken glass • All repaired windows / glazing should have the specification that the replacement is a safe for use approved material. • Safety Film applied to glass / glazing, polycarbonate or glass blocks that break safely and does not leave sharp or serrated pieces
Falling objects, debris	Any person in direct vicinity of ladder	Head injuries/concussion	<ul style="list-style-type: none"> • A safe working area is cordoned off around the working at height equipment and signage is used as appropriate; • A belt holster or belt hooks are used for carrying tools up/down ladder; • Any person footing the ladder is advised to wear head protection.

Weather conditions; high winds, heavy rain, hot weather etc	Site Supervisor	Fall injuries, sun burn, heat exhaustion	<ul style="list-style-type: none"> • Site Supervisor assesses the weather conditions before undertaking external work and does not undertake the task if conditions unsuitable; • Site Supervisor wears clothing appropriate to the weather conditions; • Site Supervisor wears clothing to cover skin and wears sunscreen in hot sunshine; • Site Supervisor keeps well hydrated and takes regular breaks in hot weather.
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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.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

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

Signed:

Name:

(Head Teacher).

PART C: ACTION PLAN Step 4 Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed