

GENERAL SCHOOL RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: Roof Gutter cleaning

Location of activity: School premises

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)
Work at height	Site Supervisor and others in vicinity (falling objects)	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> Avoid the need to work from height by the use of appropriate equipment to clean the gutter at ground level i.e. long rake; If to use work at height equipment, Site Supervisor selects the correct work 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 work at height equipment used;

Work at height (continued)			<ul style="list-style-type: none"> • Work 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 Ladder Safety or equivalent; • Site Supervisor does not undertake work at height when alone in school; • Warning signs are used to ensure everybody is aware that work at height is underway before they enter work area. Cordon off area if possible, if required alternative routes should be sign posted.
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 work 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. • Employees are advised to bag any debris into small quantities and lower it slowly to the ground.
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.

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.
Lone working/ Remote working	Site Supervisor	Serious injury	<ul style="list-style-type: none"> Task is not undertaken when school/site is unoccupied, for example, school holidays. A nominated person is informed at school/site if undertaking work at height in an unoccupied area;
Electric shock from overhead or exposed power cables	Site Supervisor	Burns/electric shock/fatality	<ul style="list-style-type: none"> Site Supervisor undertakes an inspection of area to identify any electrical hazards / overhead power cables; No work is carried out within 6 metres of high voltage cables; Live supplies are isolated where necessary; Aluminium ladders are not used where any electrical hazard exists.
Fragile roof; roof/sky lights;	Site Supervisor and others in vicinity (falling objects)	Serious injury/fatality	<ul style="list-style-type: none"> Fragile roofs are clearly signed. Roof/sky lights are protected where appropriate.
Hazardous substances e.g. asbestos roof tiles.	Site Supervisor and others in vicinity (falling objects)	Serious injury	<ul style="list-style-type: none"> Asbestos risk assessment reviewed before commencement of work; Visual inspection for any signs of damage, before work commences.

Foreign bodies within debris (needles, glass etc.)	Site Supervisor	Cuts, Needle stick injuries, infection	<ul style="list-style-type: none"> • Site Supervisor is instructed to cover open wounds with waterproof dressings; • Personal protective equipment (PPE) such as gloves, aprons are worn as appropriate to the task; • Appropriate equipment is used e.g. litter picker, tongs, plunger or drain rods to remove an object; • Hands are not used to free blockages; • Strict personal hygiene is observed by the site supervisor and hands are washed thoroughly after task. • Site Supervisor is advised to follow the guidance on dealing with Sharps and Needle-stick Injuries available on the Health, Safety & Quality web page called 'Infection Control'.
Disposal of debris	Site Supervisor	Cuts, Needle stick injuries, infection	<ul style="list-style-type: none"> • All debris to be deposited in appropriate waste containers for disposal.

This general risk assessment will apply to this area/task/activity in most teams/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 team/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 Team /School).

Signed:

Name:

(Line Manager/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