

## GENERAL SCHOOLS RISK ASSESSMENT



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Unblocking Toilets, Urinals

**Location of activity:** School premises

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| <b>School name:<br/>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)<br>(1) | Who might be harmed? (2)                    | Type of harm (3)                              | Existing controls (4)<br>(Actions already taken to control the risk)   |  |
| Slips, trips and falls  | Site Supervisor, staff, pupils and visitors | Musculoskeletal injuries, bruising, fractures | <ul style="list-style-type: none"> <li>Cautionary signs are put in place before commencement of job and left in position until the floor is dry;</li> <li>Any spillages or overflows cleaned and dried immediately;</li> <li>A high standard of housekeeping is maintained and the area is kept free from additional obstructions for the duration of the task;</li> </ul> |  |

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| Slips, trips and falls<br>(continued)  |   |  | <ul style="list-style-type: none"> <li>• Floor areas are maintained and staff report defects;</li> <li>• Regular inspections are undertaken.</li> </ul>  |
| Infection/Spread of infection          | Site Supervisor   | Ill health as a result of contact with contaminated water or bacteria from toilet/drain contents | <ul style="list-style-type: none"> <li>• Site Supervisor is instructed to cover open wounds with waterproof dressings;</li> <li>• Personal protective equipment (PPE) such as gloves, aprons are worn as appropriate to the task;</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>• Strict personal hygiene is observed by the site supervisor and hands are washed thoroughly after task.</li> </ul>   |
| Use of chemicals and cleaning products | Site Supervisor<br>Teaching Staff<br>Pupils<br>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>• The area is kept well ventilated;</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> </ul> |

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|---|-----------------|--|--|
| Use of chemicals and cleaning products<br>(continued)           |                 |  | <ul style="list-style-type: none"> <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> |
| Infection and Foreign bodies – needles, glass, soiled dressings | Site Supervisor | Cuts, Needle stick injuries, infection | <ul style="list-style-type: none"> <li>• Site Supervisor is instructed to cover open wounds with waterproof dressings;</li> <li>• Personal protective equipment (PPE) such as gloves, aprons are worn as appropriate to the task;</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>• Strict personal hygiene is observed by the site supervisor and hands are washed thoroughly after task.</li> </ul>   |
| Rodents   | Site Supervisor | Bites, infestations and Weils disease  | <ul style="list-style-type: none"> <li>• Site Supervisor contacts environmental services to eradicate any pests if finds evidence of rodents before commencing the task;</li> <li>• Site Supervisor takes precautions as in Infection &amp; Foreign Bodies above.</li> </ul>   |

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| Manual Handling                        | Site Supervisor | Musculoskeletal injuries, bruising, fractures | <ul style="list-style-type: none"> <li>• Site supervisor trained in safe lifting techniques;</li> <li>• Site Supervisor removes any debris into a suitable container to enable safe handling and avoid spillages.</li> </ul>   |
| Electrical equipment e.g. power washer | Site Supervisor | Electric shock, burn, smoke inhalation        | <ul style="list-style-type: none"> <li>• Site supervisor is competent to use the equipment in safe and correct manner (Refers to Use of Power Washers Risk Assessment);</li> <li>• Site supervisor carries out visual inspection before use;</li> <li>• Site supervisor reports all defects and the equipment taken out of use if faulty.</li> <li>• All equipment is PAT tested annually in accordance with Lancashire County Council requirements;</li> <li>• Site Supervisor, Staff and pupils are aware of dangers of electricity;</li> <li>• Residual Circuit Devices are fitted;</li> <li>• All equipment is switched off when not in use;</li> <li>• Fire extinguishers and other standard fire precautions in place;</li> <li>• Site supervisor is aware of suitable cable management i.e. avoid trailing the cable across pedestrian routes.</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><br>(Actions already taken to control the risk) | <b>Further action / controls required</b><br>(transfer to action plan at Part C below) <b>(5)</b> |
|   |                                 |                         |   |   |
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|   |                                 |                         |   |   |

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 |
|                     |                 |                                |          |                      |                  |                |
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