

Gipsy Hill Federation Task or activity – Risk Assessment

- Guidance on how to complete this form:
- 1 Type in details of potential hazard arising from task or work activity in first column
 - 2 Consider people likely to be at risk of harm i.e. admin, staff / teaching staff / pupils
 - 3 Under Hazard Consequence: type in likely injuries or harm (i.e. struck by falling object / trip / back injury / RSI)
 - 4 Under current controls: list current management guidance / safety instructions / safety precautions / maintenance procedures / training arrangements / procedures
 - 5 Severity of harm:

1 = minor injury	(cuts, bruises etc)
2 = moderate injury	(like to result in 1-3 days absence)
3 = major injury	(like to result in more than 3 days absence and notifiable to HSE)
4 = death	
5 = multiple deaths	
 - 6 Likelihood:

1 = feasible but unlikely	(less than once every five years)
2 = rarely	(once in every 1 – 5 years)
3 = infrequently	(between quarterly and annually)
4 = regularly	(between weekly and once a quarter)
5 = frequently	(daily or weekly)
 - 7 From the table at the top of the form by looking horizontally and vertically you can see whether the risk is “low”, “medium” or “high”
 - 8 if “high” - immediate action is needed to reduce the risk and the resulting additional or revised controls can be outlined in the final column
 if “medium”- Action is needed within 6 months to reduce the risk and the resulting additional or revised controls can be outlined in the final column
 if “low”- Review annually or when circumstances change – you may still take the opportunity to revise controls in order to increase safety.

The box below can be completed if additional resources needed or a change in approach / management guidance needs to be adopted, so that other people can see summary of issues involved

Summary of issues and outlines of any resource implications / Action Plan

I have received, read and understood this risk assessment form: The Manager and employee should sign and date the form below on each review and the employee(s) should have a copy.

Signed: V. Shires
Date: 17.07.22

This box to be completed by senior manager who has delegated authority to authorise, defer or refuse the release of necessary resources, so that chain of decision making is clear

Details of resources authorised / refused / deferred	Signed:	Date:

**Gipsy Hill Federation
Crawford Primary School**

Place visiting / activity	Level 4 heat weather warning
Assessment Date:	17.07.22
Review Date:	
Assessor(s)	Victoria Shires

HAZARD DESCRIPTION	PEOPLE AFFECTED	HAZARD CONSEQUENCE Resulting harm	PRESENT CONTROLS	SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATING L, M, H	REVISED CONTROLS to further reduce risks
Children suffer heat exhaustion or heatstroke	Pupils	Illness death	Children allowed to wear PE kit to school Windows opened early in morning to allow for ventilation Blinds closed No playtime outside Parent / carers of families informed for pupils to bring water bottle and hat to school Water available in classrooms Adults informed to give regular water reminders and water breaks to children No PE or vigorous activities. Ice packs and air-conditioned areas available for children who are suffering symptoms of heat exhaustion / heat stroke School trips cancelled or postponed	5	2	L	
Adults and / or children not aware of signs of heat exhaustion or heat stroke	Pupils and staff	Illness death	Signs and symptoms of heat exhaustion and heat stroke shared with staff through emails / briefings Teachers to share with children signs of heat exhaustion and how they can keep themselves safe Posters put up in communal areas Communication sent to parent / carers and asked to share with children	5	2	L	
Adults suffer heat exhaustion or heat stroke	Staff	Illness death	Relaxed dress code for staff Windows opened early to allow for ventilation Adults shared guidance on how to lessen risk of heat exhaustion and stroke Access to drinking water in classroom and staff room and work areas Regular breaks in the day (morning and lunch break) No PE lessons or vigorous activities No outdoor play or outdoor play duty Staff on duty in lunch hall to be able to sit down if required School trips cancelled or postponed	5	2	L	

Children suffering from heat exhaustion or heat stroke on journey to or from school	Pupils	Illness death	All children, including year 5 and 6 children who are allowed to go home unaccompanied, to be picked up by an appropriate adult Children who have to travel to school by public transport allowed to stay at home Signs and symptoms of heat stroke and exhaustion and guidance on how to prevent it shared with parent and carers and children	5	2	L	
Children not being able to get to or back from school due to transport disruption due to heat wave	Pupils	Distress safeguarding concern	All children, including year 5 and 6 children who are allowed to go home unaccompanied, to be picked up by an appropriate adult Children who have to travel to school by public transport allowed to stay at home Children and / or parent carers can stay on site until organised suitable transport home / weather got cooler if transport disrupted.	3	3	L	
Children not bringing water to school	Pupils	Illness dehydration	Regular messages communicated to parent carers requesting children bring in a named water bottle to school Water available for children in classrooms Jugs of water and cups in classrooms where no sink	4	2	L	
Children and / or adults wearing clothing which could increase risk of heat stroke or heat exhaustion	Staff and pupils	Heat exhaustion Heat stroke	Children permitted to come to school in PE kit – type of kit stipulated to parent / carers Types of clothes not permitted have been stipulated to parents Children wearing inappropriate clothing – parent / carer contacted and alternative clothing made available for child from school	4	2	L	
Classrooms becoming overheated	Staff and pupils	Heat exhaustion heat stroke	Windows opened early in morning to allow for cooler air to circulate Blinds closed All unnecessary electrical equipment turned off ICT suites (air conditioned) and library (cooler room) timetabled for classes Classes which are particularly susceptible to over heating to move classrooms or be given another space to allow for children to spread out so do not become so over heated	3	3	L	

Staff or children getting sunburnt	Staff and Pupils	Illness injury	Children not allowed outside for playtimes / other lessons Staff not outside for playground duty / lessons Staff and class to stay in shaded areas when dismissing children at the end of the day. No school trips allowed	4	2	L	
negative behaviour incidents due to children becoming emotionally dysregulated from heat / lack of movement	Pupils	Injury distress	No vigorous activity allowed Controls put in place to allow for cool environment (see classroom environment) Teachers allowed to plan off timetable for calming / relaxed activities if needed (eg watch a film, calm art activities).	3	2	L	
Children requiring movement breaks becoming dysregulated	Pupils	Injury distress	Movement breaks allowed which do not include vigorous activity Children taken to air-conditioned area after movement break if become over heated and given water Longer cool down planned for as part of movement break	3	2	L	
Children under 4 less able to control body temperature leading to higher risk of heat exhaustion or heat stroke	Pupils	Illness Death	All EYFS staff made aware of signs of heat exhaustion and heat stroke and that risk is higher with younger children All EYFS staff made aware of what to do if child is suffering from heat exhaustion or heat stroke Children to not go outside Children to bring hat and water bottle to school Relaxed uniform	5	2	L	
Premises Officer at higher risk of heat exhaustion and heat stroke	Premises Officer	Illness death	Premises Officer to not carry out any non-emergency strenuous jobs Premises Officer to not carry out any non-emergency jobs outside, especially during heat of the day (11 – 4). Premises Officer informed of signs and symptoms of heat exhaustion and heat stroke and how can keep himself safe Access to water Advised to take regular breaks Dress code relaxed	5	2	L	
Staff with vulnerable health conditions at higher risk of heat exhaustion or heat stroke	Staff	Heat exhaustion Heat stroke	Staff contacted to check the health risk Staff encouraged to speak to Head if any concerns regarding health condition Staff made aware of symptoms and signs of heat exhaustion and heat stroke Individual controls put in place for specific	5	2	L	

			staff				
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Use this section to indicate any specific risk assessment instructions advised by venue.

Likelihood of harm↓						
	5	L	M	H	H	H
	4	L	M	H	H	H
	3	L	M	M	H	H
	2	L	L	M	M	M
	1	L	L	L	L	L
Severity of harm→		1	2	3	4	5

Party leader checklist – please tick the boxes and sign below to confirm that you have carried out the checks.

- Tickets are held
- Train times (including earlier / later departures) are known
- First aid Kit is carried
- All medications are held and are current, dosages known.
- All school adults have fully charged mobile phones
- All school adults have contact numbers for each other and school in their phones
- Area map is carried.
- Alternative route has been considered in case of transport failure.

School adults other than party leader:

Name:----- Mobile Number-----
Name:----- Mobile Number-----
Name:----- Mobile Number-----
Name:----- Mobile Number-----
Name:----- Mobile Number-----
Name:----- Mobile Number-----

Signed----- (Party Leader)

Critical Incident check list

If involved in a critical incident the following guidelines apply. Remember that the nature and circumstances of such an incident is unpredictable. The overriding aim will always be to safeguard children and adults in the group. The number sequence described below may not be appropriate in all circumstances. Please contact the school and use your best judgement.

1. If group is split, contact all adults to ascertain if all members can be accounted for.
2. Inform emergency services and / or staff at venue if a member of the group is missing / injured / seriously ill
3. If possible gather group together in a safe place. This may be within the venue being visited, in an adjacent public building or venue, school, church, hospital etc. In selecting a place of safety consider if it offers shelter, access to toilets, access to water. Additional support may also be available, eg first aid, landline / internet access, responsible adults suitable to work with children.
4. Inform your school as soon as it is practical to do so. Tell the school office your exact location, current situation and contact details if different from that given on Risk Assessment. The Headteacher must be informed.
5. Keep your contact phone line free to receive calls from school.
6. Follow instructions from emergency services.

In school, additional support will be urgently arranged, such as:

- Arrangements for additional transport
- Despatch of additional school adults to support
- Liaison with emergency services
- Liaison with parents.