



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Health & Safety Risk Assessment Record – Creative Play Trim Trail Installation

Date of latest Assessment Review: January 2023	Date of Next review: March 2023	Assessed by: Imogen Woods and Daniel Walker-Cheetham	Persons consulted: Fred Kolndreu and Craig Marsden (PM at Creative Play)
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Potential Hazards Identified	Persons at Significant Risk	Existing Controls	Are existing controls adequate?	What additional controls are required?
Safeguarding	Pupils Contractors	- All visitors/contractors to report to the School Office. - School Office staff will ask visitors/contractors to identify themselves and ask to see ID. - Visitors/contractors must sign in every morning and sign out when they leave. - All visitors/contractors must wear a 'Visitor' badge whilst onsite.	N	- Names of visitors/contractors along with their DBS details will be sent to DWC prior to the installation date. - Visitors/contractors may use the school visitor toilet. The toilet and the route to the toilet will be shown to the visitors/contractors as part of their induction. - The route to the visitor toilet involves walking through the school hall. The hall will close for Collective Worship, which takes place each morning, from 9:25am to 10:15am. - Fred, Premises Manager, will have daily check-ins with the visitors/contractors and monitor the site frequently.
Unauthorised access	Staff Pupils Visitors	- As above - Visitors/contractors will not be given keys to the school, the door code, or the alarm code.	Y	- The lead member of the Creative Play installation team will be given a key to the vehicle gate upon signing a key holder agreement.
Vehicle movement on site during school opening hours.	Staff Pupils Visitors	- Ensure all deliveries are reported to the School Office prior to loading or unloading. - Any work vehicles onsite must be parked on the field within the cordoned off area.	N	- Stop deliveries being made during school drop-off (8:15-9am) and pick-up times (2:45-3:30pm). Creative Play have been informed. - Hi-visibility clothing to be worn.

Deliveries during parent/child pick-ups and drop offs.	Staff Pupils Visitors	- Ensure all deliveries are reported to the School Office prior to loading or unloading.	N	- Prevent deliveries being made during school drop-off (8:15-9am) and pick-up times (2:45-3:30pm). - Deliveries to be made during the half term if possible or on Monday 20 th February prior to installation on the 21 st .
Pedestrians and vehicles using the same access route.	Staff Pupils Visitors	- Ensure walkways are clear. - TAs/MDMS to supervise children at (10:45-11am) and lunchtimes (11:45am-1pm).	N	- Do not move vehicles onsite during break (10:45-11am) and lunchtimes (11:45am-1pm) or whilst children/staff/visitors are on the playground. - Workmen to use the outer perimeter when moving onsite with wheelbarrows.
Poor housekeeping: Waste materials left loose on the ground.	Staff Pupils Visitors	- Ensure all areas are clear of any slip or tipping hazards. - Ensure all play equipment is put away at break and lunchtimes to prevent any tipping hazards.	N	- No tools or materials will be left out overnight and the site will be kept in a good order by the Creative Play installation team.
Corners/blind spots.	Staff Pupils Visitors	- Ensure good visibility for drivers and pedestrians.	Y	- Where blind spots cannot be avoided, use mirrors or other Creative Play staff for guidance.
Loading and unloading of vehicles: Risk of falling objects.	Staff Pupils Visitors	- Unloading to be completed by trained and skilled staff. - Consider using cones to direct pedestrians.	N	- Ensure no-one can access the area during loading and unloading activity. - Items that can't be taken to the trim trail area of the field will be unloaded into the two car park spaces next to the vehicle gate and coned off.
Reversing vehicles on site.	Staff Pupils Visitors	- Do not move vehicles onsite during break (10:45-11am) and lunchtimes (11:45am-1pm) or whilst children/staff/visitors are on the playground. - No movement made during school drop-off (8:15-9am) and pick-up times (2:45-3:30pm). Creative Play have been informed.	Y	

Unauthorised access to the school site.	Staff Pupils Visitors	- Ensure that all contractors/visitors report to the School Office and sign in. - Wear the school visitor badge whilst on site at all times. - All staff must have a current and valid DBS check or a bridging letter must be provided. - Ensure that the gate is closed and locked at all times when not in use. - Ensure that when going in and out of the gate that it is closed behind you and locked.	N	- The lead member of the Creative Play installation team will be given a key to the vehicle gate upon signing a key holder agreement.
Children leaving the site via the vehicle gate	Pupils	- Ensure that the gate is closed and locked at all times when not in use. - Ensure that when going in and out of the gate that it is closed behind you and locked. - TAs/MDMS to supervise children at (10:45-11am) and lunchtimes (11:45am-1pm).	N	- If a break or lunchtime try and minimise going in and out of the gate and ensure a member of staff is standing at the gate to ensure no children leave.
Trim Trail area unsafe during installation.	Staff Pupils Visitors	None	N	- Area to be left in a tidy manor and all tools to be cleared away. - Area to be fenced off to restrict access and to remain fenced off until works complete.
Skip on the playing field	Staff Pupils Visitors	None	N	- The skip is to be in the fenced off area and to remain fenced off until works complete. - Only workmen will put items into the skip.

Additional information:

Daily liaison with Contractors working to organise logistics necessary to protect building users from building works, including dust, fumes and noise. It is essential that there is a named supervisory contact (working on site), who can facilitate daily liaison, and also be contactable (and accountable) should ad-hoc incidents or emergencies arise.

Contractors are segregated from the main school function (according to the degree of risk) by barriers, warning signs or by working outside of normal school hours.

Mains Isolation arrangements are clearly identified (water, gas, electricity) and are readily accessible in an emergency.