



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Premises Site Safety Risk Assessment

Date of latest review: Spring 2024	Date of Next Review: Spring 2025	Assessed by: Imogen Woods and Daniel Walker-Cheetham	Persons consulted: Fred Kolndreu
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PROCESS/ACTIVITY	HAZARDS IDENTIFIED	PERSONS AT SIGNIFICANT RISK	EXISTING CONTROLS	ARE EXISTING CONTROLS ADEQUATE?	WHAT ADDITIONAL CONTROLS ARE REQUIRED?
Building works – Including repairs and maintenance	Building users compromised by activity/materials etc.	Whole school community, visitors and contractors	– Premises Manager only attempts/carries out tasks within the limitations of his experience and expertise. – Maintenance (beyond the in-house resources of the school) is carried out by SCC approved, Diocesan approved, or recommended contractor. – Works carried out during school holidays or outside normal school hours whenever possible. – Daily liaison with contractors working to organise logistics necessary to protect building users from building works, including dust, fumes and noise. – Contractors are segregated from the main school function (according to the degree of risk) by barriers, warning signs. – ‘Hot work’ is carried out via a work permit arrangement and is ended at least 1 hour prior	Y	

			to the closing of the building. – Mains Isolation arrangements are clearly identified (water, gas, electricity) and are accessible to authorised persons. – The Asbestos Register is consulted and signed by site staff/Contractors prior to any invasive works. – Governors involved and authorise all major works.		
State of school premises and grounds	Slips/trips/falls from uneven surfaces, bad housekeeping, training electrical cables	Whole school community, visitors and contractors	– H&S Working Party (Sam Nicholls, Imogen Woods, Daniel Walker-Cheetham, and Fred Kolndreu). – H&S included in termly governor monitoring, – Premises inspections carried termly by Premises Manager and School Business Manager to identify any hazards. – Schedule of surveys, testing, servicing, inspections and risk assessments in place and regularly reviewed and updated. – Designated storage areas, no items left in corridors. – Any liquid spills dealt with immediately by a member of staff. – Food and hot drinks are banned within internal access ways (excluding admin area). – Fire escapes and access routes are maintained and kept clear at all times.	Y	

Traffic management	Collision between vehicles and persons	Whole school community, visitors and contractors	– Separate pedestrian and vehicle access routes. – Grounds maintenance contractors (SJP Garden Machinery Repairs) carry out grounds maintenance work when school not in session. If necessary to work when pupils on site, contractor must sign in at the School Office and only given authorisation to drive to rear of school when the building users are indoors. – Pupil play areas are segregated from the car park. – Ark parents are not allowed to park in the staff car park for delivery or collection of children from Breakfast/After School Club.	Y	
Heating and hot water	Burns/scalds	Whole school community, visitors	– Low surface temperature radiators and heaters in classrooms and hall. – Water temperatures monitored and recorded by Premises Manager as part of legionella control programme. – TMVs installed in most areas and serviced annually. – “Caution Hot Water” signs in School Kitchen WC and Disabled toilet (only used by adults). – Staff told not to move around the school with open hot drinks when children are in school.	Y	
Asbestos Containing Materials	Asbestos Exposure	Whole school community, visitors and contractors	– Asbestos management system in place. Buy-back to Surrey Services for Schools Asbestos Register and Asbestos Management Plan. – Asbestos Register easily accessible and made available for contractors to read and sign.	Y	

			– Premises Manager attended Asbestos Awareness training.		
Water hygiene and safety	Legionella bacteria in water systems	Whole school community, visitors	– Buy-back to Surrey Services for Schools, The Control of Legionella Bacteria in Water Systems. Biennial review of risk assessment survey. – Hot and cold water temperatures taken and recorded by Premises Manager. – All taps run for several minutes during holiday periods. – Shower spray in school kitchen and shower in bungalow descaled regularly by Premises Manager. – Online Legionella Awareness training completed by Headteacher, Premises Manager and School Business Manager.	Y	