

Annual Risk Assessment for class .....

carried out by ..... (teacher)

on ..... (date)

# Risk Assessment in the classroom

<i>Actual or potential hazard</i>	<i>At risk</i>	<i>Precautions taken to minimise/eliminate hazard</i>	<i>✓ or n/a</i>
<b>doors, windows and steps</b>			
fire-doors	C	chn told regularly not to push bar and open door (where this leads outside building)	
doors	C	chn trained to beware of finger-traps, to use handle to open, to open carefully	
doors	C/T/V	solid doors to be opened with special care in case children on the other side	
windows	property	open windows to be shut before teacher leaves; skylight windows shut when teacher not in class (rain entry)	
steps up to or down from room	C/T/V	chn trained to use with care into or from classroom	
cupboard doors	C	kept shut or locked to avoid swinging open	
<b>electrical and heating</b>			
plugs and adaptors	C	protectors in all unused sockets; plug adaptors not used	
radiators	C	nothing placed on; nothing blu-tacked above; simple warning (hot) sign for infant classrooms	
<b>hard edges and corners</b>			
edges of desks, cupboards	C/T	movement between desks controlled and orderly	
coat pegs	C	check child level, controlled access when in use	
mansard roofs (4K, 6G)	C	chn warned about head level when accessing area beneath slope	
<b>harmful substances</b>			
whiteboard cleaner	C	all potentially harmful liquids and aerosols used either only by teacher, or (table cleaner, hand gels) under teacher supervision all containers, except chn's own, kept out of children's reach teacher to look out for any misuse of glues or correcting fluids sprays used only when windows open and preferably when chn out of the classroom	
fixative spray	C		
corrective fluid	C		
table cleaner	C		
room freshener	C		
<b>slips and trips</b>			
cables and leads	C/T/V	placed out of chn's access areas. High-level installations used wherever possible	
briefcases, lunchboxes	C/T/V	stored carefully, out of access areas where possible. Snap-clasps on cases must not protrude	
chairs	C	chn trained to sit properly (all 4 chairlegs to floor)	
<b>storage</b>			
freestanding furniture	C	tall bookcases permanently fixed to walls; others away from access areas wherever possible	
piles or boxes of books	C	stored away from access areas	
high storage	C	chn's desks placed away from above-eye-level shelves or cupboards	
<b>tools and small equipment</b>			
mathematical instruments	C	'safety' instruments and tools used wherever possible and only under teacher supervision	
craft tools	C	personal belongings stored in containers in desks, used only in lessons	

scissors	C	breakable materials (e.g. glass) kept to minimum use	
science equipment	C	training given in use and carrying of all tools and instruments	
<b>other hazards identified</b>			