Health and Safety Policy

Full School including EYFS

2026/2027

Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Health and Safety Policy

Full School including EYFS

Scope

This policy applies to all staff at Ibstock Place School (hereinafter ‘Ibstock’ or ‘the School’).

Roles and Responsibilities

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, individual members of the School Executive, as set out below, are delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

1. Introduction

Ibstock Place School is committed to the provision of a safe and healthy environment and working conditions for staff and pupils, as well as to visitors and contractors working on School premises. Day-to-day responsibility for Health and Safety at Ibstock Place School is the domain of the Governing Body and School Executive.

The School wishes it to be known that Health and Safety is at the forefront of its activities. This importance is reflected in the proactive approach adopted and in the planning, organisation, control, monitoring and review arrangements which are being established under Individual Policies and Procedures and Codes of Practice, and those detailed in this *Health and Safety Policy*.

The School confirms that its duties will be conducted in accordance with the requirements of the relevant statutory provisions that will form the minimum safety standards to be achieved. In doing so, it recognises the need to allocate the resources necessary to discharge these obligations. In accepting these responsibilities, the School draws the attention of staff at all levels - and of contractors and visitors - to the need to meet their own legal responsibilities and to co-operate with it in not doing anything which may prejudice the health, safety and welfare of themselves or others, and also to achieving the objectives contained in this and other Policy and Procedure and Code of Practice documents.

In establishing this positive and progressive approach to Health and Safety, the School recognises the need for the support of all and for staff to be consulted and involved, particularly when allocated specific Health and Safety functions. An essential tool in this communication process is the Health and Safety Committee which draws together management and staff in order to achieve a safe and healthy place in which to work and study.

Information, instruction, training and support will be provided to ensure that those charged with responsibilities under Sections 8 and 9 below, together with individual Health and Safety Policies and Procedures, are able to recognise and manage such risks. This provision also extends to those who may be subjected to potential risks to their health or safety. Particular attention is required to be paid to the minimisation of risks arising from the use of chemicals or other harmful materials.

In pursuance of the above objectives, it is accepted that Health and Safety information, instruction and training will be an important feature of each pupil's education, thereby enabling them to understand their individual responsibilities, both within the School and the wider social setting.

2. Organisation and Arrangements for Carrying Out the Health and Safety Policy Statement

In meeting its statutory obligations, the School has vested in the Head, as Chief Executive, responsibility for the management of Health and Safety and he will, through the Bursar, report formally to the Governing Body on a termly basis, and more frequently as may be necessary, on the School's Health and Safety performance. The Head is supported in this task by the School's governors, teaching staff and Bursar. It will, however, be the Deputy Head (Pastoral), Head of Sixth Form, Bursar and Heads of Department who have prime operational day-to-day responsibility for ensuring the health, safety and welfare of personnel and for meeting the specific requirements identified in the School's Strategic Plan for Health and Safety and in individual Health and Safety Policy and Procedure documents, thereby facilitating the proper management of risk.

These organisational arrangements, as they relate to lines of communication and levels of responsibility, are detailed below.

- The Governing Body is responsible for:
    - The setting of the Health and Safety standards and objectives which they wish to see adhered to throughout the School
    - The allocation of appropriate financial resources
    - Keeping under review the Health and Safety Policy
    - Reviewing the School's Health and Safety performance
    - Reviewing the Risk Register annually

- The Head is responsible to the Governors for:
    - Implementing the School's Health and Safety Policy and individual Policies and Procedures
    - Identifying and allocating Health and Safety responsibilities to those senior staff referred to below
    - Monitoring and reviewing the effectiveness of the School's Health and Safety activities and its Health and Safety Policy and individual Polices and Procedures, and ensuring adherence to timescales set

- The Deputy Head (Pastoral), Head of Sixth Form, Bursar and Heads of Department are responsible to the Head for:
    - Ensuring the requirements laid down in the Health and Safety Policy and individual Policies and Procedures, including timescales set, are adhered to at an operational level throughout their areas of responsibility
    - Identifying and allocating Health and Safety responsibilities at Departmental level
    - Ensuring consistency of approach to Health and Safety issues is achieved throughout their areas of responsibility
    - Working with staff where limited resources may present difficulties in meeting the Health and Safety standards set, in order to resolve such difficulties
    - Allocating human and financial resources and identifying, on the basis of risk assessment and with appropriate specialist advice, how priorities are to be determined, usually in the form of an annual programme of work

  - Producing safe systems of work and the procedures for carrying out the School's Health and Safety Policy within their department
  - Organising supervision to control the working environment and to maintain safe standards
  - Investigating accidents with the object of establishing the cause and preventing recurrence
  - Ensuring the comprehensive safety induction of new staff and pupils
  - Identifying the specific Health and Safety responsibilities of staff
  - Identifying successive levels of management having Health and Safety duties and responsibilities, Including the measures which may be necessary to ensure that their roles and responsibilities are met
  - Producing departmental Code(s) of Safe Working Practice and effecting arrangements for their implementation on a day-to-day basis, where identified necessary by risk assessment

- See also Section 10 below.

- The Bursar has specific delegated responsibility for the School's fire prevention and security arrangements.

- The Facilities Managers are responsible to the Bursar for:
  - The maintenance of each place of work in a safe condition using such methods that are safe and appropriate to the task
  - Liaison with, and control of, all building, engineering and other contractors working on or about the fabric of the buildings or grounds and gardens of the School, in order to ensure the safety of their activities
  - Liaison with others to control School activities which may affect contractors and introduce unsafe conditions

- Safety Representatives may, within the department or area they represent:
  - Assist with the promotion of safe working practices, familiarise themselves fully with the Health and Safety Policy and individual Health and Safety Policies and Procedures
  - Liaise with their Head of Department and the School's Health and Safety Adviser in accident investigations and safety audits
  - Where he or she is a member of the Health and Safety Committee, actively take part in proceedings, representing their staff and presenting to them information gathered from meetings
  - Report personally, or endeavour to ensure that other staff report any hazardous or potentially hazardous situations
  - Be familiar with the action required in cases of emergency such as those relating to fire, accident or security

- Individual members of staff will co-operate and adhere at all times to the safety information, instruction and training provided and bring without delay to the attention of their line manager, any hazards identified, or improvements considered necessary. They do, therefore, have a duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work, thereby co-operating with the School to enable it, or any other person, to comply with any duty or requirement imposed by the Health and Safety at Work Act 1974, or any other relevant statutory provisions.

3. Health and Safety Committee

The Health and Safety Committee exists and meets each term for the purpose of keeping under review the measures taken to ensure the health, safety and welfare of the School's employees, pupils and others engaged in legitimate activities on its premises. This involves the promotion of co-operation between management and staff in instigating, developing and carrying out measures to ensure health, safety and welfare at work, as well as in study and recreational activities. Their work is an essential element in the development of a positive and progressive approach to Health and Safety and the evolution of the School's "safety culture".

4. Individual Policy and Procedure Documents and Safe Systems of Work

The detailed arrangements for dealing with specific health, safety and welfare issues are to be identified in the School's Individual Health and Safety Policies and Procedures and Codes of Practice. Each is to be contained within the School's Health and Safety Guidance Manual, a copy of which will be held in each department; examples of such documents will be those relating to:

- First Aid Arrangements
- Accident Reporting, including those reportable under RIDDOR
- Risk Assessment
- Control of Substances Hazardous to Health
- The Safe Use of Electricity at Work
- Manual Handling

These documents, therefore, identify the Health and Safety standards to be attained, who is to do what, when, and the specific results to be achieved. They identify the performance standards set and connect individual responsibilities to required outputs with the achievement of objectives being based on specific tasks, the results of which are measurable.

It is not, however, practicable to set the standards for all activities centrally and the following are examples of where Heads of Department, working with the Health and Safety Adviser, are required to set their own performance standards:

- Procedures for dealing with potential problem areas such as the guarding of machinery, good housekeeping, effective inspection and maintenance of plant and equipment such as fume cupboards and electrical equipment
- Procedures for introducing new machinery, plant and equipment, substances or processes and for examining the Health and Safety aspects before a new project is undertaken
- Procedures for dealing with risks such as ionising radiations, noise, biological hazards, selection, storage and transport of gases and toxic chemicals and disposal of toxic wastes
- Safe systems and methods of work for maintaining the fabric and services of buildings, including the management of asbestos
- Selection, use and provision of suitable protective clothing
- Arrangements for dealing with the use of premises outside of normal working hours
- Accident investigation and reporting procedures
- Arrangements for obtaining and communicating to staff and pupils, information about Health and Safety matters including information about articles and substances used
- Arrangements for identifying training needs and for securing adequate training for new staff and retraining when staff take up new responsibilities or move from a different department

5. Lone Working, Cold Weather Working and Hot Weather Working

5.1 Lone Working

Ibstock Place School recognises that, on occasion, staff, contractors, or authorised visitors may be required to work alone or outside of normal operating hours. Lone working presents particular risks which must be identified, assessed and adequately controlled.

Definition:

Lone working is defined as any work activity undertaken by an individual without close or direct supervision, or without immediate access to assistance in the event of an accident, illness, or other emergency.

Examples include (but are not limited to):

- Site and facilities staff working early mornings, evenings, weekends, or during school holidays.
- Teachers or support staff preparing lessons, marking, or supervising activities when the School is otherwise unoccupied.
- Contractors carrying out maintenance, cleaning, or repair works outside normal school hours.
- Staff engaged in off-site work such as trips, visits, or individual pupil support.

Responsibilities:

- **Managers and Heads of Department** must ensure that suitable and sufficient risk assessments are completed for all activities involving lone working.
- **Lone workers** must:
    - Notify their line manager or an appointed colleague of their working location and expected duration of work.
    - Adhere to established lone working procedures, including any sign-in/out or key control systems.
    - Carry a means of communication (e.g. mobile phone, two-way radio, or internal phone).
    - Report without delay any concerns, incidents, or near-misses.

Control Measures:

- No individual should undertake high-risk activities (e.g. work at height, use of powered machinery, or handling hazardous substances) while working alone.
- Access to specific areas of the School may be restricted outside normal hours.
- Emergency procedures must include arrangements for contacting assistance while working alone (e.g. phone contact with site staff or the School's external security provider).
- Lone working risk assessments shall be reviewed annually, or sooner if significant changes occur.

5.2 Cold Weather Working

The School is committed to ensuring the safety and wellbeing of all persons required to work in cold conditions, whether indoors or outdoors.

Control Measures:

- Activities involving prolonged exposure to cold temperatures, wind chill, or wet conditions must be subject to risk assessment.
- Staff required to work outdoors (e.g. facilities, grounds, or sports staff) should:
    - Be provided with and wear suitable warm, waterproof, and non-slip clothing and footwear.
    - Take regular breaks in a warm environment.
    - Have access to warm drinks and suitable rest areas.

- Work should be postponed or rescheduled where conditions become unsafe (e.g. ice, snow, or high winds).
- The Facilities Team will ensure, so far as reasonably practicable, that pedestrian routes, steps, and access ways are gritted or cleared of snow and ice.

5.3 Hot Weather Working

During periods of elevated temperature or high humidity, the School will implement reasonable measures to safeguard the health and comfort of staff, pupils, and contractors.

Control Measures:

- Risk assessments will be completed for work or activities affected by heat, including outdoor sports, maintenance tasks, and classrooms with limited ventilation.
- Where reasonably practicable, adjustments may include:
    - Rescheduling work to cooler parts of the day.
    - Providing shaded or ventilated rest areas.
    - Encouraging regular hydration and rest breaks.
    - Supplying fans or cooling equipment where appropriate.
- Staff supervising pupils outdoors must remain alert for signs of heat exhaustion, dehydration, or sunburn and take prompt action where necessary.
- Pupils and staff should be reminded to wear hats, use sunscreen, and dress appropriately for warm conditions.

5.4 Monitoring and Review

The Bursar, in conjunction with Heads of Department, shall ensure that risk assessments covering lone working, cold weather working, and hot weather working are reviewed at least annually, or sooner following any incident or material change in working practices.

Findings and recommendations will be reported to the Health and Safety Committee for review and implementation.

6. The Management of Risk at Departmental Level

The proper management of risk at departmental level requires the production of written safe systems of work, rules and procedures, which identify areas of potential risk and clarify the process by which activities shall be conducted safely. This will include activities, curricular or co-curricular and the planning and execution of field trips and expeditions.

Properly conducted risk assessment will be an essential feature of the effective management of risk, while also being requisite supporting documentation to any request for resources associated with meeting the requirements of this Policy. At each management level, therefore, risk assessment will be an invaluable tool in the allocation of resources by ensuring that these are apportioned according to the level of risk identified.

All personnel are required to ensure adherence to the School’s Policies and Procedures and Codes of Practice, as well as to identified departmental rules and safe systems of work, including those which may be applicable to activities which are conducted outside the School. They should bring any instances where this may not be possible, to the attention of the appropriate level of management at the earliest opportunity in order that effective remedial action may be taken.

7. Health and Safety Information

Comprehensive information, including copies of Health and Safety Commission/Executive publications relating to subjects likely to be relevant to the School's activities, is available from the Bursar.

8. Monitoring the Policy

The implementation of this Policy and progress on the School's Strategic Plan for Health and Safety and the requirements of individual Health and Safety Policies and Procedures will be formally monitored on an annual basis at departmental level by the annual safety audit. The audit will be conducted by the Departmental Head using the School's standard safety audit check list. Audits will be submitted to the Head and the Bursar. If the Head or the Bursar feel the audit contains any cause for concern then the audit will be placed on the agenda of the next Health and Safety committee meeting and the manager invited to attend to assist members in consideration of the matter.

Where the particular risks of a department are felt to warrant more regular auditing, an appropriate frequency will be identified.

An annual report containing an analysis of accidents and any recommendations will be produced by the School Nurse and copies circulated to the Head as Chief Executive, Bursar and Health and Safety Committee members. A copy of the report will be made available to the Governors. Such reports will facilitate a critical review of trends and necessary corrective action to be undertaken.

Queries

Queries on this policy should be directed to the Bursar.

Review and Verification

This policy is reviewed regularly, as per Section 7.

NB: The School is in the process of implementing IRIS Every Risk Management platform to help manage risks and risk assessment processes. This is an ongoing project that is being phased in over a number of years.

Appendices

Please see overleaf for examples of Health and Safety Risk Assessments:

1. Science (Senior School). On a daily basis, staff fill in the requisition sheet based on the codes in the second table.

2. Physical Education
    a) Sports Hall Risk Assessment (Prep 2 - Upper Sixth)
    b) Cross Country (Senior School)

3. Design and Technology
    a) COSHH Risk Assessment - Adhesives
    b) S7 Gadget Tidy Risk Assessment
    c) S10 Storage Cabinet Risk Assessment

1. Senior School Science

The LEVEL OF RISK (Index) has **two components**:

1. Severity of Hazard	(A-C)
2. Likelihood	(1-3)

The **Severity** of the hazard **is categorised below:**

Severity of the Hazard	Index
CATASTROPHIC or **CRITICAL** - can result in serious/major injuries or fatalities. Also includes serious damage or loss of personal property.	A
MARGINAL - can cause injury/illness requiring first aid, out-patient treatment, counselling, absence from work. May also include some significant damage or loss of personal property.	B
NEGLIGIBLE - will not result in injury/illness but could lead to a feeling of being at risk or distressed. Some minor damage or loss of personal property possible	C

The **Likelihood is categorised below:**

Likelihood	Index
EXTREMELY LIKELY - likely to occur immediately	1
LIKELY - likely to occur at sometime	2
UNLIKELY - unlikely to occur	3

Levels of risk (indices) are therefore described as A1/A2/A, B1/B2/B3, or C1/C2/C3.

The Level of Risk will indicate the likely Control Procedures and Review Frequency:

Level of Risk (Description)	Level of Risk (Index)	Control Action	Review Frequency (at least)
High	A1	Take immediate action, e.g. withdraw equipment from use, change procedures or personnel, etc.	Termly (3 months)
	B1/A2	Plan to quickly reduce the level of risk, using appropriate control measures. Use judgement to assess priorities. If level of risk cannot be reduced then do not use.	
Medium	A3/B2/C1	Plan to reduce the level of risk even further if this is possible, using appropriate control measures. Monitor standards and procedures regularly.	Annually
Low	B3/C2/C3	Monitor standards and procedures annually to ensure that risk level does not increase.	Annually

Hazard Identification List

Risk Assessment - Hazards List

1) General Equipment (e.g. Bunsen burners, tripods)

2) Glassware (e.g. test-tubes, beakers)

3) Electrical equipment (e.g. power packs, battery packs)

4) Dissection equipment (e.g. scalpels, scissors)

5) Flammable or explosive substances

6) Harmful, corrosive or irritant substances (e.g. acids, alkalis)

7) Very toxic or toxic substance (including noxious gases e.g. Chlorine, Bromine)

8) Radioactive material

9) Allergic or asthmatic reaction (e.g. SO_2 from $Na_2S_2O_3$ + HCl.)

10) Biohazard material (e.g. Micro-organisms, plant or animal samples)

Please highlight or circle the appropriate risks on the practical request sheet.

2. Sports Department

School Journeys and Off-Site Activities Risk Assessment and Evaluation

ACTIVITY:	House X Country		LOCATION/ PURPOSE:	Richmond Park				DATE:	30 April 2026
TEACHER IN CHARGE:	TGR	OTHER STAFF:	All Staff	YEAR GROUP:	All	GROUP SIZE:	400	RATIO:	1:8

Hazard	**Who is affected**	**Risk Level**	**Control Measures**	**Residual Risk Level**	**Additional Controls**	**Residual Risk Level**
Allergic reaction / asthma	Pupils +Staff	High	Instructions to bring inhalers, nurse & 1st aiders present. Pupils to be made aware of tick bites and lyme disease risks	Low	Pupils reminded in daily bulletin and verbally in PE/Games periods School nurse to take spare inhalers to the park All 1st Aiders to be named and designated roles assigned	Low
Road traffic on route to Richmond Park	Pupils +Staff	High	Instructions to staff to walk boys on inside of pathway, no more than 2-a-breast & to use the pathways where possible .	Low	Staff assigned to help with crossing points and all groups walking to the park will have designated leaders who will ensure that pupils are taking care and organise safe crossing of roads.	Low
Accident non-runners	Pupils +Staff	Low	Supervised study & a qualified first-aider to remain on site	Low	Any boys and girls not competing due to injury/illness will be supervised in designated class rooms on-site.	Low
Staff unaware of duties	Pupils +Staff	Low	JPR i/c event; instructions emailed to staff, posted in SCR & on sports notice board	Low	Details of the event will be sent to all staff with role descriptions at least two weeks in advance. All staff will be asked to air anything they are unsure of. Reminders will be given in Daily Bulletin building up to the event.	Low
Course obstruction / congestion	Pupils	High	Richmond Park informed by JPR & agreement given. JPR walks course 2 hours prior to event. River area carefully marshalled	Medium	Confirmation of the event supplied by Richmond Park -Nov 08. Marshalling staff will be asked to walk the course to their Marshall point shortly before the race and clear any obstructions.	Medium
Injury on course	Pupils+ Staff + Public	High	Frequent staff check points, mobile phone link & 1st aiders, course checked at end of race.	Medium	First aiders will be spread throughout course and mobile numbers taken in advance and handed to Marshall staff. All Marshalls will have mobile phone contact with JPR and designated first aiders.	Low
Other users	Public	High	Instructions given by JPR at start to “give way to pedestrians”. Marshalls to wear luminous jackets	Medium	Marshall staff to inform other users that they should expect pathway traffic	Medium
Crammed start / finish	Pupils +Staff	High	Laned & staggered start, lengthy run in / out & funnels	Medium	Races to be divided into 3 groups Yr 7+8, 9+10 and Seniors they will start at different times and be taken off site as soon as possible after the race to avoid overcrowding.	Medium
Injury after race	Pupils	Medium	Staff on duty at school	Low	Designated staff to monitor changing areas before and after races. Pupils told to report injuries prior to the event. Info provided in daily bulletin.	Low

On-Site Activities Risk Assessment and Evaluation

ACTIVITY:	Sports Hall- PE and Games		LOCATION/ PURPOSE:	Sporting Activity				DATE:	2025-2026
TEACHER IN CHARGE:	TGR	OTHER STAFF:	All PE Staff	YEAR GROUP:	All	GROUP SIZE:	20-	RATIO:	1:24

Hazard	**Who is affected**	**Risk Level**	**Control Measures**	**Residual Risk Level**	**Additional Controls**	**Residual Risk Level**
Sporting equipment potentially dangerous if used incorrectly	Pupils +Staff	Medium	Pupils informed of correct use of gym equipment and reminded on a regular basis. Incorrect use is sanctioned. Equipment is only used for purpose it was designed for. Equipment is easy access, storage is organised. No pupil allowed in Sports Hall without PE member of staff present	Low	All gym equipment checked on a yearly basis	Low
Injury whilst performing activity	Pupils +Staff	High	All activities are suitable for age and experience. All classes begin with appropriate warm-up. Progression in all activities. Recognised and approved practices performed. All PE staff have first aid qualifications and have been briefed on accident procedure	Medium	Phone located in PE office- contact emergency service or School Nurse. Portable well stocked first aid kits taken top all lesson and matches. Stock check takes place once a week	Low
Injury/Incident whilst pupils are changing	Pupils +Staff	Low	Pupils supervised whilst changing before and after lesson, changing rooms kept locked until opened by PE staff. All PE staff have first aid qualifications and have been briefed on accident procedure	Low	Changing room procedures highlighted to pupils behavioural expectations outlined at the beginning of each year and reminded throughout	Low
Risk of Fire	Pupils +Staff	Low	Fire exits and escapes clearly marked and outlined to PE staff . Sign outlining fire procedure. Fire extinguishers in view around Sports Hall site	Low	Pupils reminded of fire procedure and involved in frequent fire drills.	Low
Injury to non-participant or spectator	Pupils/visitors	Low	Non-participants and spectators asked to sit in dug-out or be seated on the balcony. If necessary netting should be pulled across balcony to ensure objects cannot be struck or thrown onto area. All PE staff have first aid qualifications and have been briefed on accident procedure	Low	Phone located in PE office- contact emergency service or School Nurse. Portable well stocked first aid kits taken top all lessons and matches	Low
Injury due to inappropriate attire	Pupils	Medium	Students are made aware of appropriate kit for sporting activity. Correct footwear must be worn and if necessary gumshield and shin-pads. No jewellery can be worn and long hair must be tied back. Pupils are disciplined for not bringing correct kit and will not be allowed to participate in lesson.	Low	Pupils provided with kit list in their pupil planners	Low
Asthma/Anaphylactic or Allergic Reaction	Pupils	Medium	Pupils to bring inhalers and epipens to lessons. Teachers asked to make note of pupils with medical needs in planners.	Medium	School Nurse has epipens and asthma pump if pupils forget to bring them to lessons	Low

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COSHH Risk Assessment

Section A Preliminary

Substance	Adhesives
Creator	hot-melt types (got glue guns)
Location(s)	Workshops
Applicable to	glue sticks

Is there an up to date safety data sheet available on site?	**No**	**Location**		See also	1.004
Is an assessment needed? (i.e. is there potential risk for injury)	**YES**	**If yes continue. If 'No' the assessment need go no further**			

Section B Substance hazard ratings

Very Toxic		**Toxic**		**Harmful**		**Irritant**	X
Highly Flammable		**Corrosive**		**Other**	**Burns**		

Section C Routes into body

Inhalation		**Ingestion**		**Absorption**		**Direct Contact**	X

Section D Substance usage

Who is exposed substance	any user
Maximum length of time substance is created	varied from 1-40 minutes during each session

Frequency of use each time a glue-gun is used

Section E Workplace monitoring

Is a work place monitoring programme required to ensure all exposure limits/standards are not exceeded? **No**

Detail Monitoring requirements

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Section F Personal Protective Equipment To Be Worn

										Type
Goggles	☐	**Face shield**	☐	**Chemical resistant Clothing**	☐	**Light Duty Apron**	☐	**Gloves**	☐	
Safety Shoes/Boots	☐	**Gauntlets**	☐	**Waterproof clothing**	☐	**Heavy Duty Apron**	☐	**Respirator**	☐	
Other	☐	**Detail:**								

Section G Vulnerable Groups (Highlight groups which are at greater risk when using substance)

Young Persons	☐	**Breast feeding**	☐	**Pregnant Workers**	☐	**Asthma Suffers**	☐	**No Sense of smell**	☐
Dermatitis suffers	☐	**Other**							

Section H Action And Emergency Procedures

If the glues are overheated (by using a soldering iron or flame to melt them) they can release irritant fumes and vapour.

No specific control measures are required but cool-melt glue is preferable to original (hot-melt) glue providing it is sufficient to complete the task.

Section I Storage

Is substance stored in a designated store?	Yes	Is access to this store only to teachers/technicians	Yes
Is the substance flammable?	No		
If yes, is it stored in a designated flammable chemical store?		Is access to this store only to teachers/technicians	
What is the maximum amount of substance on site at any time?			

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Section J Restrictions, Further Information

No.	Restrictions/Further Information

1	Disposal: unwanted glue can be disposed of as normal refuse.
2	Storage: In a cool dry place to avoid distortion of the stick which might prevent them from moving freely through the glue gun.
3	Low-melt glue sticks should never be used in a hot melt glue gun. The slightest pressure will cause the glue to squirt out.
4	Polyamide glue require a more sophisticated, specific glue gun to ensure the correct temperature.

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Section K Immediate Remedial Measures

No.	Problem	Remedial/Action	Location	Action	**Further comments**

1	hot adhesive is on the skin	As soon as possible, plunge the skin into cold water or hold it under a running tap for at least 5 minutes (10 minutes if the casualty continues to experience discomfort). If extensive seek first aid treatment as for any other burn. Do not apply creams or ointments of any type.	First aid kits located in workshop and 'green toilet'. Water in kitchen or toilet.	if symptoms persist refer to GP, A&E	complete incident form

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Section L Control Measures

Elimination	**Can the use of this substance be avoided altogether?**	**No**	**If yes make arrangements for the removal of substance from the workplace.**
Substitution	**Can the substance be substituted for one less harmful?**	**No**	**If yes, proceed to carry out new COSHH assessment on the substitute.**
Control (Environmental)	**Can the substance be used in a separate area. Can ventilation methods be improved?**	**No**	**If yes seek specialist advice and make necessary structural/equipment alterations.**
Control (Environmental)	**Are additional/special storage facilities required to control access to substance and protect from fire?**	**No**	**If yes seek specialist advice and make necessary structural/equipment alterations.**
Control (Management)	**Limit the access to chemicals to authorised/trained personnel only. For high risk chemicals introduce permit to work system.**	**N/A**	**Review storage location, introduce further controls to limit access to hazardous substances.**
Control (Management)	**Can the individual exposures be reduced through working methods or by reducing the exposure frequency and length. Is further training required?**	**No**	**If yes develop a safe system of work, or document safe working methods and bring to the attention of all staff. Develop staff training programme.**
Control (Management)	**Are controls in place to limit the quantity of flammable substances stored on site or in high risk areas?**	**N/A**	**Plan a maximum stock holding chart, reduce order size. Dispose of unnecessary chemical.**
Authorisation	**Can use of substance be limited to authorised users. Is further training required for high risk groups i.e. pregnant workers?**	**No**	**If yes, prevent unauthorised access to substance and ensure that authorised users are fully trained.**
Health Surveillance	**Is health surveillance mandatory for use of this substance. Will high risk groups require additional health surveillance?**	**No**	**If yes, arrange a health surveillance programme, ensure a reporting structure is in place for possible ill-health effects as they arise.**

Personal Protective Equipment	**Can personal Protective equipment be worn to prevent substance entering the body?**	**No**	**If yes, has PPE been issued, is it of the correct specification, being worn correctly, regularly inspected and maintained?**

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Section M Safe System of Work

TASK	Action Required	Responsible Person	frequency	mandatory	PPE
1	Receive training prior to use.	user	first time/ as needed	yes	
2	Do not leave a glue gun on unattended always switch off.	user	every time	yes	
3	Do not allow the glue gun to run out of glue	user	every time	yes	
4	Only use glue sticks specific for use in a glue gun	user	every time	yes	
6	Do not intentionally squeeze glue on to skin	user	every time	yes	

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Section N Action Plan

Number	Further Action Required	Responsible Person	Target completion date	Actual completion Date	Action completed by	Signature
1	Reading of COSHH assessment by everyone as required.	HOD	on-going			

2	Enforcement of safe system of work part of training and continuous.	HOD	on-going			

Section O Risk Rating

Risk Rating with present controls in place	**Low**		
Risk Rating once further action is complete	**Low**		

Section P Assessment Details

Assessment completed by CTA **Date** 18/01/2024 **Signature**

Reviewed By JOS **Date** 19/01/2024 **Signature**

Reviewed By JOS **Date** 19/01/2024 **Signature**

RISK ASSESSMENT DESIGN & TECHNOLOGY DEPARTMENT

S7 Gadget Tidy

SCHOOL: Ibstock Place School, Clarence Lane, Roehampton, London SW15 5PY

Room No: Workshop 1

Person(s): JOS

Date: Sep-25

1. Assessment Criteria for rating risk

no significant risk	0
low risk, satisfactory	1
moderate risk, some action required	2

2. Guidance for each category when totalled

0 to 4	Little significant risk
5 to 8	some risk, but should be possible to control
9 to 12	

potentially high in certain situations, action to control required	3
high risk, need of control or elimination, urgent action required	4

13 +	Risk is significant and action should be taken to control or eliminate problem. Report to be made
	Immediate action should be taken, report to senior managers. Work should cease until problem(s) is controlled or eliminated. Report made; actions recorded.

Workplace and resources

		Comments
1a space and size	1	**LSR - adequate circulation / storage**
1b layout	1	**LSR - space organised in 'cells'**
1c complexity of equipment	1	**LSR - Training for new equipment programmed**
1d sufficiency and quality of equipment	1	**Electrical items PAT tested yearly safety code includes risk info.**
Total :	**4**	LSR | SCR | RSA | IAR

Nature of the curriculum and organisation

		Comments
2a type and range of activity	0	**Matched to the context of the school**
2b individual and group work	0	**Types & range of activities related to school**
2c length of session	0	**More time improves practical lessons but tailored to meet curriculum**
2d scheme of work	0	**No significant risk**
Total :	**0**	LSR | SCR | RSA | IAR

Management of learning

		Comments
3a staff safety training	1	**Accredited training being programmed**
3b staff experience and competence	1	**See above, new Technician in process of developing experience**
3c staff control and motivation of pupils	0	Pupils motivated and managed well
3d level of additional support	0	
Total :	**2**	LSR | SCR | RSA | IAR

Nature and number of pupils in the group

		Comments
4a pupils ability to self-organise	1	**Variable but mostly good. Training for support staff needed**
4b potential behaviour problems	1	**Clear expectations give to pupils, procedures in place**
4c pupils with disabilities	0	**None**
4d pupils with learning / language difficulties	0	**Planning of tasks**
Total :	**3**	LSR | SCR | RSA | IAR

Grand Total: **8**

Action to be taken

Review existing safety code and procedures annually. Pupils briefed on safe use of machinery and equipment. Safety code in the back of all pupil folders

The risk assessment is not valid if this box is not completed. Use other side if this sheet if needed

3. Overall workplace guidance when categories are totalled

0 to 12	Generally a safe working environment when considering all the elements
13 to 20	Some risk which needs attention and a monitoring programme should be established
21 to 35	Action required, risk assessment should be reported to senior staff and the safety representative. Some control or elimination will be required before further teaching takes place.
36 +	There is a serious Health and Safety risk in this working environment and very urgent inspection is required, before further teaching takes place. Full written report required

RISK ASSESSMENT DESIGN & TECHNOLOGY DEPARTMENT

S8 Mood Light

SCHOOL: Ibstock Place School, Clarence Lane, Roehampton, London SW15 5PY

Room No: Workshop 1

Person(s): JOS

Date: Sep-25

1. Assessment Criteria for rating risk

no significant risk	0
low risk, satisfactory	1
moderate risk, some action required	2
potentially high in certain situations, action to control required	3
high risk, need of control or elimination, urgent action required	4

2. Guidance for each category when totalled

0 to 4	Little significant risk
5 to 8	some risk, but should be possible to control
9 to 12	Risk is significant and action should be taken to control or eliminate problem. Report to be made
13 +	Immediate action should be taken, report to senior managers. Work should cease until problem(s) is controlled or eliminated. Report made; actions recorded.

Workplace and resources

		Comments
1a space and size	1	**LSR - adequate circulation / storage**
1b layout	1	**LSR - space organised in 'cells'**
1c complexity of equipment	1	**LSR - Training for new equipment programmed**
1d sufficiency and quality of equipment	1	**Electrical items PAT tested yearly safety code includes risk info.**
Total :	**4**	

LSR	SCR	RSA	IAR

Nature of the curriculum and organisation

		Comments
2a type and range of activity	0	**Matched to the context of the school**
2b individual and group work	0	**Types & range of activities related to school**
2c length of session	0	**More time improves practical lessons but tailored to meet curriculum**
2d scheme of work	0	**No significant risk**
Total :	**0**	

LSR	SCR	RSA	IAR

Management of learning

		Comments
3a staff safety training	1	**Accredited training being programmed**
3b staff experience and competence	1	**See above, new Technician in process of developing experience**
3c staff control and motivation of pupils	0	Pupils motivated and managed well
3d level of additional support	0	

Total :	**2**	LSR	SCR	RSA	IAR

Nature and number of pupils in the group

		Comments			
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Grand Total: **8**

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RISK ASSESSMENT DESIGN & TECHNOLOGY DEPARTMENT

S9 Phone Holder

SCHOOL: Ibstock Place School, Clarence Lane, Roehampton, London SW15 5PY

Room No: Workshop 1

Person(s): JOS

Date: Sep-25

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2c length of session	0	**More time improves practical lessons but tailored to meet curriculum**			
2d scheme of work	0	**No significant risk**			
Total :	**0**	LSR	SCR	RSA	IAR

Management of learning

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