



Wychwood School

WYCHWOOD SCHOOL

Activity/Area Risk Assessment

Date of Assessment: 8th June 2018

Date of Review: June 2019

Activity/Area: Common Areas, to include Boarding Areas

By whom: Ian Williams

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risk?	What further action is necessary, if any, to control the risk?	Action by whom	Action by when	Done
Sleeping Areas						
Trips and Falls on Steep and narrow Steps and Stairs	Pupils and all staff	Warning Notices Good Lighting Awareness	Regular checks of flooring, hallways and doorways for trip/blockage hazards	All	Ongoing	
Trapped Hands in Heavy Doors	Pupils	Controlled Closing devices	Door closers	All	Ongoing	
Falling from Windows	Pupils	Windows Restrictors installed to prevent wide opening		All		
Falling Luggage Bags from Locker Tops	Pupils	Heavy luggage bags to be stored in School Baggage Shed	Bags to be stored in luggage store	All		
Structural joist in fire exit between Au Pair and Rafters	Pupils	It is always pointed out to Fire Safety inspectors for their professional judgement. ISI inspection accepted procedures	Termly training of use of fire exit if girls are using those rooms. Also normal boarding fire drills	IW/LH	Fire inspections as required by The Regulatory Reform (Fire Safety) Order 2005. Training of girls – termly if rooms in use. Training by LH September 2017 & 18	

Bathrooms & Toilets						
Wet and Slippery Floors	Pupils	Domestic Staff to ensure signs are in place. Maintenance Staff to ensure areas are free from water leaks.	Awareness of isolation valves locations	All	Ongoing	
Hot Pipes/radiators	Pupils	Correct temperature maintained and checked				
Bacterial Contamination	Pupils and all staff	Temperature testing is in place	TWC Risk Assessment May 2017	Bursar	Ongoing	
Equipment						
Portable Electrical Appliances	Pupils and all staff	PAT Annually or on three yearly cycle for all School Equipment Boarders tested by Facilities Staff		Bursar	Annually & Periodically	
Fixed Electrical Appliances	Pupils and all staff	Regular Inspection and 5 yearly fixed appliance testing	Fixed Wiring Inspection August 2016	Bursar	Action Plan part implemented and will be completed in 2018/19	
Fire						
Evacuation	Pupils and all staff	Risk Assessment Completed Fire Exit Signs Issue of evacuation rules and procedures. Fire practise held every term for all pupils and staff. Out of hours practice for boarders.			All signage reviewed and updated Spring 2018	
Fire Equipment	Pupils and all staff	Regular checks and inspection by competent persons	Monthly Checks Annual Maintenance by Redbox	Facilities Redbox	Ongoing	
Fire Alarms	Pupils and all staff	Regular checks and inspection by competent persons	Weekly Checks Termly Maintenance by Pyrotec	Facilities Pyrotec	Ongoing	

Emergency Lights	Pupils and all staff	Regular checks and inspection by competent persons	Monthly Checks Termly Maintenance by Pyrotec	Facilities Pyrotec	Ongoing	
Escape Signs, Hatches & Doors	Pupils and Resident Staff	Maintenance	Ensure kept in working order and they are not blocked/kept clear	All	Ongoing	
Trips and Falls on Steep and narrow Steps and Stairs particularly the rear stairwell in the main house and boarding areas in 2/4 Bardwell	Pupils	Warning Notices Good Lighting Awareness Controlled use of stairs No running or carrying heavy articles	Regular checks of flooring, hallways and doorways for trip/blockage hazards	All	Ongoing	
Lighting						
Disrepair of lights/replacement bulbs	Pupils and all staff	Good maintenance and reporting systems	All to report	Facilities Staff		
Levels of Lighting	Pupils and all staff	Regular cleaning	All to report	Bursar		
Moving Luggage						
Over Sized and Heavy Bags	Pupils and all staff	Bags should be restricted to 25 kgs and assistance sought from Facilities Staff Check routes and warn others when moving is taking place				
Emergency Service	Pupils and all staff	Be aware of how to call the emergency services, notices are displayed by telephones and other prominent places.				
First Aid	Pupils and all staff	Be aware of first aider staff on duty and location of first aid kits.			First aid procedures well established	
Drainage and Plumbing Faults	Pupils and all staff	Be aware of location of				

Out of date showers in the basement of 2/4 Bardwell	Pupils & PE staff	Showers boarded up and out of use until the area can be reconfigured as PE showers	Regular legionella checks on water outlets	Facilities Staff TWC	Ongoing	
Cleaning Materials/Equipment	Pupils	Keep locked and secured away from pupils				

Try to eliminate the risk completely. If this is not possible then put in control measures to reduce the risk to an acceptable level. The last four columns can be left blank if you are satisfied that no further action need be taken to control risks arising from a hazard other than the usual monitoring.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risk?	What further action is necessary, if any, to control the risk?	Action by whom	Action by when	Done
Brick Path between Main building and 2 Bardwell Road, Main Hall and Art – Textiles.	Pupils, Staff and Visitors	Staff and Pupils are aware of uneven nature of path	Path recommended to be replaced as a high priority. Path to be gritted and salted when temperature overnight falls to below 3 C.	Head and Bursar	ASAP	
Edge lining worn away on path near to entrance to Main Hall	As above	Some edging remaining	Replace edging and keep condition under review.	Richard	ASAP	
Puddles in area between Hall and Main building become slippery when cold conditions and	As above	Nothing at present	Area to be cordoned off if snow on the ground. Consider levelling off area so water will run off onto grass	Richard and Dale Bursar	Further Quotes requested June 2018	

<p>may be covered in snow in Winter</p> <p>Slippy steps when temperature falls below 3 degrees.</p>	<p>Pupils, Staff and Visitors</p>	<p>Salt and Grit being put down when needed.</p>	<p>Order further supplies of Salt and Grit</p>	<p>Richard and Bursar as appropriate</p>	<p>Ongoing</p>	
<p>Climbing Tree</p>	<p>Falling from the tree/swing/branches falling or breaking- bumps/bruises/broken bones Swing/rope breaking – bumps/bruises/broken bones Cuts/grazes from the bark of the tree - cuts/grazes Knocking another child when on the swing– bump/bruise</p>	<p>Tree has been identified as being strong enough to take the weight of tree swing and child or just child if climbing, also that it does not contain rough bark or prickly branches.</p>	<p>Many staff first aid trained Adults helping instructed how to manage the tree climbing Children to be briefed how to climb safely, they will start to risk assess their own safety</p>	<p>All</p>		