



Wychwood School

WYCHWOOD SCHOOL

Activity/Area Risk Assessment

Date of Assessment: June 2019

Date of Review: June 2020

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 | |

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| 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 | |

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|---|---------------------------|---|---|--------------------|---------------------------------------|--|
| 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 | | | | |

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| 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 and Dale | Further Quotes requested June 2018 | |
| 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 | | |

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| <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> | | |