

GENERAL SCHOOLS RISK ASSESSMENT

PART A. ASSESSMENT DETAILS:				
Area/task/activity: Use/Storage of cleaning materials				
Location of activity: Whole school site				
School name: Address & Contact details:	St Peter's C of E Primary School Fabians Way Henfield BN5 9PU	Name of Person(s) undertaking Assessment:		Cheryl Marrs
		Signature(s):		
		Date of Assessment:		6 May 2016
		Planned Review Date: (Minimum 12 months)		5 May 2017
Head Teacher (Name):	Laura Roberts	Date communicated to staff:		18 Aug 2016
Signature:				
How communicated to staff:	Email Distribution: All staff			

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm) (1)	Who might be harmed? (2)	Type of harm (3)	Existing controls (4) (Actions already taken to control the risk)

1. Using cleaning materials, i.e to clean up vomit	Staff, pupils, visitors, contractors	Irritation / harm to eyes, nose and upper respiratory tract Skin disorders Poisoning Burns	◆ Inset day training, staff handbook, email reminders ◆ Inventory of chemicals is in place and up to date and includes cleaning and maintenance products, in school office ◆ Only SBM authorised to purchase COSHH, chemicals, cleaning materials or other similar items ◆ Cleaning materials should not be brought in from home ◆ Cleaning materials/substances stored in the locked cleaning cupboards (Rooms 30 or 95) . For cleaning vomit/dishwasher see below ◆ Cleaning products/PPE available in staff room, cleaning products including dishwasher tablets to be kept in high cupboard (children can not reach), bucket and cloth in base cupboard ◆ Less hazardous chemicals used wherever possible. ◆ Products not to be purchased that are a danger to aquatic life ◆ Products not to be purchased that are an irritant or hazardous, if an alternative is available ◆ Safety Data Sheet for substances obtained from supplier and guidance followed. SDS file updated and available in school office ◆ PPE to be worn as per COSHH assessment or SDS ◆ Gloves to be worn when clearing vomit ◆ Waste to be double bagged and put in outside general waste bin/given to caretaker for disposal. ◆ Notify caretaker via report book in office reception, of incident, to enable a 2nd phase clean after school to prevent contamination/spread of germs/disease.

Risk Rating: Use of cleaning materials

Please mark appropriate number (1 = very low, 5 = high) and Risk Priority Rating			
Likelihood	1	2	3 4 5
Risk (Likelihood x Severity)			
Risk Rating	High (16-25)	Medium (9 – 15)	Low (1 – 8)

I have read and understood the Risk Assessment and agree to adhere to the measures as detailed in this assessment.

Signed:

Name:

PART C: ACTION PLAN

No.	Action required	Person(s) to undertake action?	Priority(1-5)	Projected time scale	Notes / comments	Date completed
1	Staff to advise if PPE worn/requires replacing	Staff	4	On going	SBM to arrange after staff notification	
2	Caretaker to review SDS and advise of any additional item not recorded. Caretaker to regularly check SDS sheet	Caretaker	5	On going	SBM to update/dispose as required	