

GENERAL SCHOOLS RISK ASSESSMENT

PART A. ASSESSMENT DETAILS:			
Area/task/activity: Exposure to Sharp objects			
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
Head Teacher (Name):	Laura Roberts	Signature(s):	
Signature:		Date of Assessment:	6 May 2016
		Planned Review Date: (Minimum 12 months)	5 May 2017
How communicated to staff:	Email Distribution: All staff	Date communicated to 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. Exposure to sharps e.g. glass	Staff, pupils, visitors , contractors	Puncture injuries, cuts, infection	◆ Inset day training,staff handbook,email reminders ◆ Items to be appropriately bagged and labelled and left in outside bin area in a safe place and recorded in logbook in School office ◆ Pre-cleaning general inspection to identify areas of risk e.g. broken glass ◆ Personal protective equipment e.g. gloves when retrieving items or collecting rubbish

Risk Rating Sharp Objects

Please mark appropriate number (1 = very low, 5 = high) and Risk Priority Rating		
Likelihood 1 2 3 4 5	Severity 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	Educate staff to ensure caretaker notified of sharp, broken items, update house general housekeeping	SBM	5	3 months		