

Griffithstown Primary School
Risk Assessments
2025 – 2026



CONTENTS

• Changing light tubes and bulbs for Caretakers	• Waste Management
• Dealing with chemicals - Caretaker	• Wearing of Jewellery in school
• Display	• Working at Height
• Disposing of needles and glass on the yard	• Pond and Canal Jetty
• Non – School Dogs on site	• Nurture Dogs (Madyn and Dash)
• Drawing	• Asbestos
• First Aid	• Arson
• Handling and keeping animals	• Drivers
• Holding hot drinks whilst supervising play times	• Toilet Training Issues
• Manual handling	• Secure Areas (Padlocks)
• Painting	• Automated External Defibrillators (AED)
• Preventing finger trapping accidents	• Storage and Transport of IT Resources
• Swimming lessons (Changing rooms)	• Entry to School and Identification
• Provision of PPE for Caretakers	• Vehicle Access to School / Cones
• Safe working with electricity	• Lone Working: Caretaker and Club Leaders
• Call outs	• Giwern Residential Visits + LA Policy
• West Mon Comprehensive Visits	• Walking in the Community
• Congress Theatre Visits	• Pedestrian Gates
• Nursery Drop Off	• Forest School
• Breakfast Club	• Extra-Curricular Club
• Lunchtime	• Concerts
• Pregnancy	

Risk Assessment Form

RISK ASSESSMENT FOR: Caretakers - Changing of light tubes/bulbs	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
The fluorescent light fittings in some areas of the school are positioned at a very high level, eg.in the hall. The caretaker could injure himself if he attempted to climb up to change the fluorescent tubes.	Caretaker.	The caretaker is only able to change light bulbs/tubes in areas where the ceiling is below 12 ft. Contractors are engaged to change tubes/bulbs above this height. The caretaker will only use a step ladder with safety rails to change low tubes/bulbs when another member of staff is on site.	The caretaker needs to receive training on the safe use of ladders. If the school is going to hire or borrow a mobile stacking scaffold then the caretaker needs to be trained on the use of a scaffold tower.	Issues light tubes and bulbs discussed with head or deputy	As required	As required

Risk Assessment Form

RISK ASSESSMENT FOR: Caretaker - Dealing with chemicals	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Through the course of his duties, the caretaker will be required to use chemicals, eg. cleaning solutions.	Caretaker. Pupils. Staff. If the chemicals are misused, it could harm the caretaker, pupils and staff.	COSHH assessments (in line with the Control of Substances Hazardous to Health Regulations) have been carried out. The caretaker has been provided with assessments and training. The caretakers chemicals are stored and locked in a cupboard.	Some of the cleaning chemicals are stored at low levels that could be accessible to children. Arrangements need to be made to ensure substances are stored in lockable cupboards.	Head to ensure that Caretaker has completed course. Head and Caretaker must ensure that cleaner cupboard is always locked.	Annually Daily	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Art, Craft and Design: Aspect - DISPLAY	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Falls	Person erecting / mounting the display	Reminding people of safe practice. Ensuring that people have the correct training. Ensuring that equipment and tools are checked regularly and are safe to use.	Reminding staff of good safe practice and training new staff.	All staff must familiarize with the measures and contact head or deputy if further clarity required.	Daily	On going
Cuts/self damage	Person erecting / mounting the display Persons walking past / touching /items piercing/ cutting them / etc. Dropped pins / staples/ etc piercing people.	Raising awareness of dangers with all staff. Safe handling of tools and equipment. Appropriate training in the use of tools, etc. Raising awareness of pupils, etc. Checking displays around the establishment. Ensuring staff clear up completely after displaying work	Continue with previous, instruct new staff	As above	As above	As above
Fire	Pupils; Staff; Visitors. Displays covering heaters, too close to points of ignition, etc – whole school.	Ensure all staff are aware and adhering to Chief Fire Officers Recommendations (notice boards should be limited to lengths of 3 metres with gaps of at least 1 metre between the boards). Ensure displays are erected in safe contained areas avoiding overhanging and trailing materials. Ensure that entrances and exits are not blocked. Ensure that suitable fire extinguishers are strategically placed.	None apart from vigilance	As above	As above	As above
Falling Items	Unsecured items falling on people passing by.	Ensuring all staff are aware and secure items adequately.	As above	As above	As above	As above
Dangerous items brought in from outside and used in display.	People looking at / handling / etc display – dangerous plants / machinery / etc.	Raising staff awareness. Reminders throughout the school year. Hand washing after handling/ touching.	Reminding staff	As above	As above	As above

Risk Assessment Form

RISK ASSESSMENT FOR: Disposing of needles and glass on the yard	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Harm: infection or injury to caretaker, pupils, staff and visitors	The Caretaker could sustain needle stick injuries or cuts from broken glass. Harm to pupils, staff and visitors if hazardous items not removed promptly.	The Caretaker must wear gloves before removing of syringes, needles or broken glass. Caretaker has a litter picker to remove the objects from the site. Syringes and needles should be disposed of using sharps boxes. Broken glass should be carefully doubled wrapped and labelled appropriately.		Head Caretaker	Weekly	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Non – School Dogs on site	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Non-School Dogs on school site. Non-School Dogs fouling on the site.	Pupils; Visitors including children in pushchairs; Members of staff; Contractors attending the site. Bitten or scratched by non-school dog. Dog faeces can cause blindness in children.	Signs are displayed at the entrances to premises to indicate that dogs (non-school) are not allowed on site (the only exception to this is guide dogs); Staff approach anyone that bring non-school dogs onto site.		All staff	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Art, Craft and Design: Aspect - Drawing

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
SHARP POINTS - pencils, coloured pencils, dip pens, etc.	Pupils may 'stab', impress into skin, etc	Teaching safe use and control of such tools as part of the Art curriculum. Providing tasks suitable for the age and ability of the pupils.	Ensure that all staff teach safe use of these materials as they use them. Ensure pupils understand how to use the media (include in evaluations).	All staff	Daily	On going
DUST - chalk, charcoal, dry pastels, etc	Pupils blow, shake media dust into the air as they work or when they finish.	Teaching safe use and control of such media as part of the Art curriculum. Teaching respect for the media being used.	Ensure that all staff teach safe use of these materials as they use them. Ensure pupils understand how to use the media (include in evaluations).	All staff	Daily	On going
FIXATIVES - spray	Staff inhale spray, are affected by vapour given off or the spray makes contact with their eyes	Spraying should take place away from others in well ventilated areas with no wind or drafts. Masks and goggles should be available if required. Staff are trained / shown how to spray. A C.O.S.H.H assessment has been carried out on the fixative	Log use of spray fixatives. Find and purchase safer alternatives.	All staff	Daily	On going
STAINING - drawing inks, felt tips, etc	Pupils, spill / splash media onto their clothes / skin.	Pupils are taught the safe use and control of these media as part of the Art curriculum. Pupils handle media with respect and care. Pupils are taught the safe use and control of these media as part of the Art curriculum.	Ensure that all staff teach safe use of these materials as they use them. Ensure pupils understand how to use the media (include in evaluations). If necessary, overalls are provided.	All staff	Daily	On going
CUTS AND OR BURNS - Paper, pencil	Pupils cut or burn their fingers when working with paper or	Pupils handle media with respect and care. Activities undertaken consider	Ensure that all staff teach safe use of these materials as they use them.			

sharpeners such as knives, etc	tools.	these hazards.	Ensure pupils understand how to use the media (include in evaluations).			
FIRE - storage of inflammable items such as oil pastels, wax crayons, spray fixatives / glues, etc.	Everyone, storage of inflammable media.	Such items are stored appropriately with the correct labeling. School staff are aware of the H & S issues.	Ensure these media are stored appropriately after use. Site manager aware of storage arrangements.	All staff	Daily	On going

Risk Assessment Form

RISK ASSESSMENT FOR: First Aid Arrangements

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

From time to time pupils, staff and visitors to site will have accidents that result in injuries that warrants first aid to be administered.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<u>Location of school</u> Griffithstown is accessed for emergency vehicles via East View. Medi helicopter access the field. <u>Specific Hazards/Risk on site</u> Specific hazards include canal jetty and pond. See additional risk assessments. <u>Size of School Site</u> We have sufficient first aiders to meet the needs of our adults and pupils <u>Specific Needs</u> Identified staff are trained to meet the specific medical needs of identified pupils	Pupils Staff Visitors	It is anticipated that a paramedic/ambulance could, under normal traffic conditions attend to the scene of the accident within 15 minutes. Measures are identified in additional risk assessment. Parents and pupils are informed of cordoned off areas. <u>First Aid Provision</u> 6 (one day) first aiders (for children) 2 (one day) first aiders for adults 2 (three day) first aiders Teachers and TAs specific to classes		All staff are responsible for contacting emergency services as required	As required	On going
<u>Serious Accident Documentation</u> All serious accidents are recorded by the witness, QAd by the head/deputy and shared with the LA	Pupils Staff Visitors	Proformas are stored in the office and must be completed in detail by the witness promptly and shared with the head / deputy immediately.	1:1 TAs monitor / support identified pupils during playtime	Head	As required	On going
<u>Accidents that Occur During Lunch Times</u> Designated first aiders are available during lunchtime. Grazes and bruises to the body and assessed and simple first aid provided by the adult. If the injury is more serious or there is any bump to the head, the parents must be contacted. If the injury is significant but a parent cannot be contacted a member of	Pupils Staff Visitors	MDS know the first aiders MDS know the protocols for dealing with accidents and injuries – annual updates with the head to ensure consistency of approach.	1:1 TAs monitor / support identified pupils during playtime	All staff	As required	On going

the SLT and one other adult will take the child to A&E. Such injuries must be recorded as a 'Serious Accident' All other injuries will be recorded on an accident slip. Stubs must be kept in school. All notes on the accident slips must correlate with any other documentation that is made.						
<u>Accidents that Occur During Teaching Time – including morning play</u> Simple first aid administered for minor accidents. Accident slips completed for all injuries, parents informed by telephone or at the end of the day – depending on the nature of the injury.	Pupils Staff Visitors	Teachers and TAs know the first aiders Teachers and TAs know the protocols for dealing with accidents and injuries.	1:1 TAs monitor / support identified pupils during playtime	All staff	As required	On going
<u>Away Sports Matches</u> First aider must be available for the home team and visitors. If going away, the supervising teacher must ensure the destination has a qualified first aider on hand.	Pupils Staff Visitors	Effective lines of communication between coaches and teachers	Contact details for parents, emergency services, school, head mobile must be taken on trips and visits.	Head	As required	On going
<u>Trips and visits</u> At least one first aider must accompany the trip, and the adults must take appropriate provision for injuries or unwell pupils during the transport to the destination. The supervising teacher must ensure the destination has first aid support/facilities.	Pupils Staff Visitors	EVOLVE completed and relevant documentation taken with teachers e.g., attendees and parent contact numbers	Contact details for parents, emergency services, school, head mobile must be taken on trips and visits.	Head	As required	On going
<u>Breakfast and After School Clubs</u> A first aider must be on site and available for Breakfast and After School Clubs	Pupils Staff Visitors	Appropriate staff are trained and complete updates.	SLT members are on site	Head	As required	On going

<u>Coverage for Staff Absences</u> Staff that are qualified to deliver first aid may be off work through illness, attendance at meetings, training, etc. We must ensure that there is a replacement first aider on site	Pupils Staff Visitors			Head	As required	On going
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Risk Assessment Form

RISK ASSESSMENT FOR: Handling and Keeping Animals in Schools	ASSESSMENT UNDERTAKEN BY: Mr G Price – Review by N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<u>Handling animals</u> When introducing a new animal to a class, it could be nervous as it is in a strange environment and not familiar with being with so many people/children. Similarly, some children may be apprehensive around the animal if they haven't had any previous experience of animals. If handled inappropriately, the animals/pets could bite/nip the pupils.	The animal may bite/nip the person that is handling it due to it being in an unfamiliar environment and not sure what is going to happen. Pupils If children point their fingers towards the mouths of normally non-aggressive animals, the animal may interpret this as being offered food and may bite/nip the finger.	Any animals that are brought into school as a school pet need to be purchased from a reputable supplier. In order for there to be minimal risk to humans of diseases being transmitted from animals kept in schools, it is important that the animals are sourced from accredited or high-quality sources. Pupils will be shown how to handle the animals correctly and carefully. The animals should be restrained sufficiently so that they cannot damage themselves or the handler. Any open cuts or abrasions on the exposed skin of hands and arms of the children will be covered with waterproof adhesive dressings. The children will be taught to handle the animals correctly, keeping them away from their faces. The children will be taught about good hygiene practice – eg hand washing procedures; not to eat and drink when handling the animals, etc Handling small animals should always be carried out over a table or trough filled with soft material such as sand/sawdust. Gloves don't necessarily have to be worn when handling the animals as they can reduce dexterity and there is more chance of dropping the animal. In cases, where it is known that the animal is likely to bite or scratch, then rubber (non-latex) gloves will be worn as a sensible precaution.		All staff	As required	On going
<u>Allergic Reactions</u> Some pupils may have allergic reactions to mammals, birds.	Some pupils Through either handling the animals, or through just from	Pupils must wash their hands before and after handling the animals. Staff in the classrooms will be vigilant in watching the children that have handled animals for any signs of an	Medical advice will be sort in cases of	All staff	As required	On going

	being near them. It is detected by the development of skin rashes, irritation to the eyes and nose or breathing difficulties.	allergic reaction. Children that are known to have an allergic reaction to animals will not be involved in handling the animals.	severe allergic reactions.			
<u>Salmonella</u> Some animals such as reptiles may be carriers of Salmonella.	Pupils and staff could develop Salmonella.	Staff will ensure good hygiene arrangements are in place – ie they will ensure pupils (and staff) wash their hands before and after handling the animals; that they do not consume food and drink when they are handling the animals, etc Children under 5 should not have contact with reptiles or the environment in which the reptiles live or exercise.		All staff	As required	On going
<u>Animal Health</u> If animals are not kept in clean conditions, or if they come into contact with other animals from dubious sources, it will not be possible to guarantee that the animals will remain in a disease free condition.	Animals	Arrangements will be made to ensure the animals are cleaned out on a regular basis – eg at least one a week. Animals will only be purchased from reputable sources. Arrangements will be made to make sure the animals are looked after during holiday periods. (Ideally, it would be preferable if the animals remain at school and suitable arrangements made for their normal feeding, watering and cleaning). If this is not possible other arrangements will be made to look after the animals. If, however the animals have to be sent home with pupils or other people, this will only be done once the following conditions can be satisfied:- • It can be guaranteed that the animals will be looked after as well as usual. • Whoever is caring for the animals will be provided with all the necessary information they need to care for the animals - eg equipment, food, skills, etc. • Parents will be asked for their consent before the animal is sent home with a child. As far as reasonably practicable, the school will ensure that the school's animals do not come into contact with the home owners pets or any wild rodents.		All staff	As required	On going
<u>Soiled Litter Disposal</u> There is a possible risk of cross contamination if soiled litter is not disposed properly – eg it could cause infections if it came into contact with any open wounds that people handling the soiled litter	Other animals or possibly pupils and staff if good hygiene practices are not observed.	Arrangements will be made for soiled litter to be sealed in strong plastic bags and disposed of as part of the normal refuse collection.		All staff	As required	On going

may have.						
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Risk Assessment Form

RISK ASSESSMENT FOR: Hot Drinks

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Scolding / harm to pupils, staff or visitors	Pupils and staff In the event of a collision pupils and staff could be scalded.	Staff who need to drink hot beverages must ensure the liquid is in an insulated mug with a screw on lid, with suitable mouthpiece.	N/A	All staff	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Manual Handling, and Movement of People	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Employees or pupils may be injured unless properly trained.	Caretaker Required to lift, carry, move inanimate items e.g., delivery of goods, stationery, equipment or move furniture around different classrooms. Teachers / Teaching Assistants Could be required to lift pupils, if a pupil requires changing	Caretaker The Caretaker must attend and refresh manual handling training course. The Caretaker has been provided with a trolley to assist him moving items to various rooms. Teachers / Teaching Assistants TAs required to change pupils must have manual handling (movement of people) training if unable to access the height adjustable changing bed.	Musculoskeletal Disorder Policy All activities (as detailed in the Musculoskeletal Disorder Policy) which could cause a manual handling risk have been identified by risk assessment.	Head	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Art, Craft and Design: Aspect - PAINTING

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
SPLASH BACK - all types of paint	Pupils wash / cleaning equipment get paint splashed into their eyes.	Safety issues are taught as part of the Art Curriculum. Cleaning equipment is undertaken under supervision. Individuals clean their own items.	Staff are reminded of the issues of splash back	Subject Leader Staff	From now on	On going
STAINING	Pupils / adults using different types of paint spill media on themselves or their clothing.	Safety issues are taught as part of the Art Curriculum. Care taken when working with paint media. Pupils offered overalls to protect clothing and skin.	Staff are reminded of the issues.	Subject Leader Staff	From now on	On going
FUMES - emitted by some paints	Pupils / adults using some types of paint may encounter fumes emitted from some paints.	Safety issues are taught as part of the Art Curriculum. Care taken when working with paint media. Ventilation in work area to be a priority.	Staff are reminded of the issues when using some types of paints. These types of paints to be clearly labeled.	Subject Leader Staff	From now on	On going
SOLVENTS - cleaners, thinners, etc.	Pupils / adults using some types of paint may need these for diluting paint media. The fumes could pose a risk.	Safety issues are taught as part of the Art Curriculum. Care taken when working with paint media. Such media should not be used in primary schools.	Staff are reminded of the issues when using some types of paints. These types of paints to be clearly labeled. Look for safer media and / or consider the place of such media in curriculum.	Subject Leader Staff	From now on	On going
FIRE - paints / solvents that contain inflammable substances	Pupils / adults using some types of paint and solvents, and the storage of these could present a risk.	Safety issues are taught as part of the Art Curriculum. Care taken when working with paint media.	Staff are reminded of the issues when using some types of paints. These types of paints to be clearly labeled.	Subject Leader Staff	From now on	On going

			Look for safer media and / or consider the place of such media in curriculum.			
CUTS - handling and folding papers, etc	Pupils and adults handling papers	Safety issues are taught as part of the Art Curriculum. Care taken when handling all media.	Staff are reminded of risk.	Subject Leader	From now on	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Preventing Finger Trapping Accidents

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 – 2026

REVIEW DATE: Annually

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HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<u>Finger trapping injuries from hingeside of doors</u> <u>Entrapment</u> Young children are prone to receiving injuries as a result of trapping their fingers in the hinged side of doors	Young children Catching their fingers in the hinged part of the door (usually as a result of someone else shutting the door)	All doors assessed. Finger safety devices (finger guards) have been fitted to the hinged side of the doors identified as a possible risk. The doors in the following areas have also been assessed, and where the risk of a finger trapping accident was deemed high, finger safety devices have been fitted to the hinged side of:- - Doors next to areas where pupils congregate/queue (eg dining halls) - Doors near entrances - Doors that are susceptible to slamming from strong gusts of winds - Heavy doors (with or without dampening mechanisms) Regular checks are carried out to ensure that essential equipment has not been positioned adjacent to or immediately behind doors – e.g., paper towel dispensers.	In the case of doors slamming in strong wind, or heavy doors – these have the provision of self closures – to slow the speed of the door down as it closes. When doors are replaced or refurbished then the risk of finger trapping will, as far as reasonably practicable, be designed out. Where it is not possible to design out the finger trapping finger guarding devices will be provided.	Caretaker Head	On going	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Swimming – Changing rooms

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 – 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
The primary school swimming teachers are responsible for the children once they are on the poolside. Staff from the school that the children attend act in loco parentis and are responsible for the pupils when they are in the changing rooms, when the pupils are changing to get into the pool and are getting ready to leave the leisure centre. The reasons the pupils need to be supervised are:- i) an accident could occur to a pupil whilst he/she was changing – he/she could slip on the wet floor. ii) Horseplay could develop between pupils – from the same primary group or between pupils from the high school and primary school.	Primary school pupils participating in swimming lesson. Other primary aged pupils using the facilities.	Griffithstown staff supervise the changing room. Male staff do not enter female changing areas. Female staff do not enter male changing areas. Changing room doors are opened for children to hear instructions. If behaviour or H&S issues arise in the changing room, then pupils are informed that a teacher is entering the area prior to entry.	All staff are DBS checked Pupils know that if there is any problem they must alert the member of staff immediately. The member of staff needs to be patrolling the area outside the changing rooms, listening for any signs of unruly behaviour etc. He/she needs to be able to at least open the door of the changing rooms chasing up the pupils to get ready.	Staff accompanying the swimmers Head	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Caretaker – <u>Provision of PPE (Personal Protective Equipment)</u>	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 – 2026	REVIEW DATE: Annually

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HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Harm to caretaker	Caretaker	The caretaker is provided with:- - Overalls, Footwear, Gloves, Masks, Eye protection - Other resources as identified by the caretaker or head	N/A	Caretaker Head	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Safe Working with Electricity

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 – 2026

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HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Electrocution Fire hazard	Pupils Staff Visitors and contractors to the school	Arrangements are made for the electrical ring mains in the school to be tested every 5 years through the Duty of care programme with Property Services. (The main electrical installation serving licensed areas, swimming pools and lightning protection systems are tested annually) <u>Acquisition of new Equipment</u> Before purchasing new equipment checks are made to ensure it is marked with appropriate British Standard or European equivalent. Where the school uses second hand acquisitions or electrical equipment lent to, or borrowed by the school (including personal items brought into school by members of staff), the items of equipment will only be used once it has been tested by a competent person –either as part of the LA's Duty of care arrangements for the testing of portable electrical equipment – or in some cases by staff in the school who have undertaken the necessary competency training. If there is any doubt that a piece of electrical equipment may be unsafe, then it will be withdrawn and labelled out of use until it has been tested and declared fit for use by a qualified person Staff must visually check all pieces of		Responsibility of all staff to ensure equipment is used in accordance with the identified 'measures' Head	As required or specified in the SLA	On going

		equipment with a plug every time before it is used. Their checks include:- Whether the plug is cracked, showing any signs of scorching, or any signs of rattling? Whether the cable is worn or split? Whether the apparatus itself is cracked/scorched or rattling Whether extension leads are earthed.				
		Extension leads are only used once staff can answer the following questions satisfactorily:- • Does the location of the lead present a tripping hazard? • Is the maximum load marked on the extension lead? • Will the maximum load be within the safe rating? • Has the extension lead been included in the annual "portable appliance testing" regime • Is the lead twisted or knotted? • Is there any strain on the cable? • Has the lead been unwound from any drum? Extension leads are never run under carpets or through doorways.	The use of extension cables is reviewed on an annual basis. If extension cables have been in use for a significant period arrangements may be made to install additional electrical sockets	Caretaker	As required	On going
		Any defects with any electrical appliance or the electrical ring mains is reported to Property Services via the helpdesk	Further reference to safe working with electricity can be obtained from:- • The LA's policy on electrical safety • The Electricity at Work Regulations 1989	Caretaker	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Call outs

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 – 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Risk of assault or injury	Caretakers/key holders are required to attend to call outs if the alarm is activated outside of normal working hours. The caretaker/key holder could encounter the intruder as he/she enters the building. The intruder could act violently towards the caretaker/key holder.	The caretaker/key holder should assess the building before entering. 1st Respondent: Steve Carter (Caretaker) 2nd Respondent: Joseph Blackmore (Class Teacher - SLT) 3rd Respondent: Nick Blackburn (Head) If it seems the building has been 'broken into' the caretaker must contact the local police station and wait for police accompaniment before entering the premises.	The caretaker/key holder should not enter the premises alone if concerned and should wait for the police to arrive.	Caretaker	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Waste Management	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 – 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Waste storage	Pupils, staff, visitors, contractors.	- Staff must be suitably trained to ensure waste is disposed of in the correct recycling/ non – recyclable bins, in classrooms and the school's refuse storage area. - COSHH assessments must be undertaken for all chemicals with correct storage and disposal procedures being adhered to. - Regular housekeeping to ensure waste does not become a slip, trip or fall hazard. - Waste to be stored in suitable containers to prevent access by pests. - Suitable personal protective equipment must be available. - Any large items of rubbish awaiting disposal should be stored inside a building.		Head Caretaker	Daily	On going
Accumulation of waste on site	Pupils, staff, visitors, contractors.	- Combustible materials on site kept to a minimum. - Combustibles stored in secure compounds or bins and emptied regularly. - No combustible waste to be stored near mobile classrooms, storage tanks or boiler rooms. - Sufficient storage to accommodate waste between collections. - If not stored in a locked compound, waste bins to be secured away from the buildings. Recommended distance is 10 metres where possible.		Head Caretaker	Daily	On going

		Waste bins secured in a purpose-built compound.				
Disposal of Waste Electrical and Electronic Equipment (WEEE)	Pupils, staff, visitors, contractors.	Electrical waste must be disposed of in consultation with SRS.		Head Caretaker	Daily	On going
Disposal of hazardous waste	Pupils, staff, visitors, contractors.	- Special containers for hazardous waste must be available if needed. - A special collection for hazardous waste can be arrange via the LA		Head Caretaker	Daily	On going
General Littering	Pupils, staff, visitors, contractors.	- Regular litter collections are undertaken by the caretaker, along with designated pupils. - Hygiene rules must be understood and followed when collecting litter. - Pupils and parents are reminded to dispose of litter in the appropriate manner.		Caretaker All staff to regularly remind pupils and parents of litter issues	Daily	On going
Manual handling of waste bags	Pupils, staff, visitors, contractors.	- Caretaker to be suitably trained in manual handling. - Suitable gloves supplied.	PPE will be provided if necessary.	Caretaker	Daily	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Wearing of jewellery by pupils

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 – 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Injury to pupils – self or others	Pupils	Jewellery may be worn on religious grounds, following discussion with the head. Earrings in the form of small plain studs are allowed. Watches are also permitted. Please note all jewellery must be removed for P.E. lessons. Children must not wear earrings on P.E. days. Pupils will be asked to take the jewellery out and make own arrangements for storage	If jewellery is worn for religious reasons, it may be necessary to place a bandage around the jewellery so there is less chance of it being caught in the PE equipment.	Head All staff	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Working at Heights

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 – 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Poor maintenance of access equipment (e.g. ladders, steps, scaffolds).	Only the caretaker or contractors can work above 3 steps.	- Regular inspections of equipment before every use and records kept. - Defective equipment to be reported to manager. - Immediate removal and disposal of access equipment found to be defective prior to use. - Suitable personal protective equipment must be available.	- Three-monthly inspections of access equipment by a competent person and records kept.	Caretaker	As required	On going
Inappropriate use of ladders/stepladders.	Pupils, staff, visitors, caretaker, site manager, contractor	- Ladders only to be used for low-risk work and a short duration of time (maximum of 30 minutes). - All equipment to be visually inspected before use and records kept. - Ladders to be made secure by tying at the top and bottom or footed by a person at the base of the ladder. - Equipment to be placed on a suitable firm and level base. - Safe procedures e.g. three points of contact to be maintained at all times when working to avoid overreaching. - Equipment used to be class 1 'Industrial' or EN131 types. - Appropriate footwear to be worn. - Equipment should be suitably stored after use. - Work at height training to be undertaken.	- All ladders to be inspected by a competent person every three months.	Caretaker	As required	On going
Working on Fragile surfaces; carrying out roof work.		- No access to fragile surface allowed except by authorized persons or specialist contractors using appropriate equipment. - Fragile surface identified with suitable and prominent signage.		Caretaker	As required	On going
Falls from height.		- Specific risk assessment to be undertaken prior to all work at height activities. - Use of long handled tools where appropriate. - Suitable equipment used for specific jobs. - Staff not to use furniture or other inappropriate fixed/mobile structures for working at height. - Adequate and appropriate signs in place to warn of hazards below work area. - Work scheduled to take place when pupils/persons are not in the immediate area.	- Consider use of fall arrest systems depending on nature of task, equipment and duration, eg. Provision of padded mats, harnesses, etc.	Caretaker	As required	On going

		• Ensure members of staff are trained to work at height.				
Carrying of materials.		• On a ladder or stepladder do not overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder. • On a ladder where you must carry something you must have one free hand to grip the ladder. • If a task involves a worker carrying more than 10 kg (a bucket of something) up the ladder or steps there will be a need to carry out a detailed manual handling assessment.		Caretaker	As required	On going
Poor conditions causing slips.		• No work at height to be done outside in poor weather. •		Caretaker	As required	On going
Risk of electrocution.		• Avoid contact with overhead and hidden cables. • All portable equipment must be PAT tested every year. • Regular inspections of equipment before and after use.	Use hand tools or battery operated tools when possible.	Caretaker	As required	On going
Lack of training.		• All staff who are involved with working at height need to be trained and be competent. This includes involvement in organisation, planning, supervision and the supply and maintenance of equipment.		Head Caretaker	As required	On going
Being hit by falling objects.		• Good housekeeping in place to ensure nothing is stored in such a way that it will fall from height. • Materials, tools or debris must not be thrown down from height. • Areas where there is a risk of a falling object needs to be clearly indicated and unauthorized people need to be kept from it. • Tool belts to be used to prevent fall of tools/materials from pockets etc.	- PPE may be required, eg. Safety boots, gloves.	Head Caretaker	As required	On going
Poor flooring or area where work at height is to be carried out.		• Each individual area where work at height is to be carried out needs to be inspected before use e.g. floors surfaces, guard rails etc. and records kept.		Caretaker	As required	On going

Risk Assessment Form

RISK ASSESSMENT FOR: Pond and Canal Jetty

ASSESSMENT UNDERTAKEN BY: C Pugh

DATE OF ASSESSMENT: 2025 – 2026

REVIEW DATE: Annually

Location & Grid Ref: Pond ST 29267 98630 & Canal ST 29326 98665 Griffithstown Primary School, East View, Griffithstown, Torfaen, NP4 5DN

Nearest A&E- Postcode & ☎: Royal Gwent Hospital, Cardiff Road, Newport. NP20 2UB. 01633 234234

Ambulance access along East View only.

Mobile Coverage: Yes

Hazards Identified	Severity (S)	Control Measures Currently in Place	Likelihood (L)	Score (S x L)	Rating
Open water – risk of drowning	5	Safety talk highlighting the dangers of open water. CANAL JETTY Children should be always supervised on the dipping platform. Access is locked. A ratio of 1 to 4 pupils in PS1 and PS2 A ratio of 1 to 6 pupils in PS3 whilst at the dipping platform should be adhered to. Samples in white trays should be taken up to the atrium (level ground) behind the gate to be examined safely. Here the ratio of 1 to 10 pupils in PS1 and PS2 and 1 to 15 in PS3 should be adhered to. There is to be constant monitoring of participants working near to the water. A throw line and a life-ring is at the jetty and staff are to be made aware of how to access them. POND The pond isn't very deep, but pupils should be cautious especially with trip hazards. The willow fence is an aesthetic feature but is to be used to manage the movement of pupils whilst at the pond. A ratio of 1 to 4 pupils in PS1 and PS2 A ratio of 1 to 6 pupils in PS3 whilst at the pond edge should be adhered to. Sample trays are to be taken away from the pond edge to be examined. Here the ratio of 1 to 10 pupils in PS1 and PS2 and 1 to 15 in PS3 should be adhered to. Again, there is to be constant monitoring of participants working near to the pond edge.	1	5	Medium
Poor behaviour by pupil(s) compromises the safety of others	4	Pupils are to be supervised at all times. The ratio of 1 to 10 pupils in PS1 and PS2 and 1 to 15 in PS3 should be adhered to. There is to be constant monitoring of participants working near to the water and the pupil/teacher ratio is to change to 1 to 4 pupils in PS1 and PS2 and 1 to 6 pupils in PS3. Appropriate staffing levels are to be maintained. If behaviour or staffing levels fall below what is required, staff should stop the activity.	2	8	Medium
Adverse weather conditions affecting health of volunteers, either heat or cold	3	Pre visit information instructing participants on clothing/footwear requirements. Staff should give specific guidance to those who come without the correct clothing or footwear to ensure their safety. Participants to be dressed appropriately for weather, including hats and sun cream or warm clothes and waterproofs. Very close to a shelter and classrooms.	2	6	Medium
Dirty hands, cuts, splinters, foreign bodies	3	Staff to check site for dog fouling before activity and remove faeces safely. Warn	2	6	Medium

in eye: risk of infection, including toxocariasis from dog fouling and Weil's disease		participants about risks associated with dog faeces. Participants to avoid touching eyes and faces during activities. Hands to be washed with soap and water after each activity and before eating or drinking. Existing cuts to be covered with waterproof dressings (especially before working in ponds, streams etc) New cuts and splinters (especially from blackthorn) to be treated promptly to avoid infection. Hand cleansing gel, First Aid kit plus sterile water and eyebath to be available.			
Allergic reaction to plants or ingestion of harmful plant material	3	Pre-visit trip to highlight hazardous plants and plan the use of the site accordingly – may be nettles (stings) and brambles (thorns and trip hazards). Japanese knotweed is not harmful, but must be left alone. Safety talk- warning participants against eating any plants or berries they see. Explain which plants should not be touched and why. Make sure participants wash hands after the session. Provide wet wipes if required.	2	6	Medium
Hidden hazards (broken glass, needles etc)	3	Staff to do visual check of the site before the activity starts and deal with the hazard appropriately.	2	6	Medium
Illness from pre-existing medical condition	5	Staff will check that pupils have epipens/ inhalers/ other medication where needed.	1	5	Medium
Risk of abuse or accusations of abuse	4	Teachers and school staff are responsible for pupils at all times. They must ensure an appropriate child to adult ratio.	1	4	Low
Animals (bites/stings/attacks)	3	Safety talk to highlight issues of unaccompanied dogs. Raise awareness of hazardous creatures eg ants/bees/wasps. Any participant who reacts adversely should carry appropriate medication.	1	3	Low
Spread of biohazards and non-native invasives on equipment	2	Participants should be told about the risk of spreading invasive non-native species in their clothes and equipment. It is best to keep pond and canal dipping equipment separate. Wash equipment thoroughly in hot water (above 43°C) after use, leaving items to soak at this temperature for at least 15 minutes. Equipment should then be left to dry. This is vital when using equipment in more than one water catchment.	3	6	Medium

RISK ASSESSMENT FOR: SCHOOL DOGS – DASH (Cocker) and MADYN (Fox Red Labrador)
Persons consulted/involved in risk assessment: Greg Price / Samuel Anstee (Torfaen Insurance)
DATE OF ASSESSMENT: Developed September 2024

ASSESSMENT UNDERTAKEN BY: N Blackburn / C Pugh

REVIEWED: 2025 – 2026

Annual Letter to Parents/Carers



Madyn and Dash
Letter September 202

Dash is a working cocker spaniel. He is a school dog and is 7 years old (born 23.05.18).

Madyn is a fox red labrador. She is a school dog and is 2 years old (born on 1.11.22)

Dash and Madyn are calm around all people and welcome attention. Dash and Madyn put pupils and adults at ease. Dash and Madyn help with pupils' anxieties and confidence. Their temperament is ideal for their role as school dogs. Dash and Madyn come into school regularly, supported by owners the Headteacher and the Deputy.

There are many benefits of having a dog in school. Dogs are fun, they increase pupils' understanding of responsibility and support pupils with managing their feelings and behaviour. By interacting with a dog pupils learn how to better socialise with other pupils. Research shows that interactions with a dog can have benefits for staff too. Research shows that interacting with a dog can moderate stress by reducing the heart rate, lowering blood pressure, and other observable supportive signs of anxiety.

An annual letter will be sent home to parents explaining that Dash and Madyn will be in the school and for them to respond if they have any concerns and to give permission for the pupils to interact with the dogs. Madyn and Dash are covered by the Authority's Liability Insurance while they are on the school premises.

What are the hazards	Who might be harmed	Current controls	Further action required	Who's responsible	Completed
Dog Interaction	Staff, Pupils, Visitors	- The dogs' interactions with pupils and adults are covered by Torfaen Liability Insurance. However, medical injury to Dash or Madyn is covered by the owner's pet medical insurance. - Interaction with the dogs is only allowed when authorised and supervised. - Pupils know how to approach the dogs. - Current interaction involves pupils or staff visiting the dogs in the Head's / Deputy's office for stroking and playing. Madyn visits classrooms and is regularly on the yard. - The dogs must not enter any food	- The dogs have been trained to respond to simple instructions and remain calm around strangers - All interaction stops if the dogs misbehaves or becomes tired. - Everyone interacting, with the dogs must wash their hands before and after the interaction.	Headteacher	Ongoing

		preparation or serving areas and can only enter classrooms under strict supervision and control. - Any pupil or staff interacting inappropriately with the dogs will be stopped immediately. - The dogs have a selection of toys to play with and he is trained not to chew wires or furniture.	- The school will investigate educational resources from the Dogs Trust, Key Stage to be 'Dog Smart' and the Kennel Club Safe and Sound Resources to continue promoting 'Dog Smart'. - Any accident/incident or near miss will be recorded on the IANM form and forwarded to LA (John Langley)		
Animal housing	Staff, Pupils, Visitors	- The dogs reside in the Headteacher's / Deputy's Offices during the day where dog beds, water and food are all held. - Pupils/staff do not interact with the dogs without supervision. - Pupils are instructed to only touch the dog's bed when staff members are present.	If the dogs are tired and sleeping no one is allowed to disturb/interact with them.	Headteacher	Ongoing
Dog biting	Staff, Pupils, Visitors	- The dogs have been trained to never bite and all controls are in place to prevent this happening -see above. - If a bite does occur, which results in a minor wound, the wound will be washed thoroughly with soap and water. Parents will be informed. - If the bite results in broken skin a qualified first aider will provide first aid. Parents will be informed and urged to seek medical attention. - All pupils, staff and visitors do not	- All interaction with the dogs is agreed prior to starting. - This will be monitored and occurrences logged.	Headteacher	Ongoing

		interact with the dogs without initial supervision.			
Jumping up/Scratches/Handling	Staff, Pupils, Visitors	• If the dogs become excited there is a danger that he/she could jump up and scratch someone. • The dogs are well walked their nails are kept short.	• The dogs were chosen as the breeds are renowned for their good temperament. • This will be monitored and occurrences logged. • Any person subjected to a scratch must wash the area immediately.	Staff	Ongoing
Running loose.	Staff, Pupils, Visitors	• The dogs must be on a lead when walking around the site.	• Dogs may be set loose if a pupil wants to play fetch with the dogs. • The dogs are never walked at the same time.	Headteacher	Ongoing
Phobias, fears and anxiety	Staff, Pupils, Visitors	• Any person with a phobia should not be forced to participate in any interaction with the dogs. • Parents are requested to contact school if they do not want their child to interact with the dogs.	• An annual letter is sent home to parents explaining that Dash and Madyn will be in school and for them to respond if they have any concerns and to give permission for interaction.	Headteacher	
The dogs' upkeep.	School	• The Authority's Liability Insurance covers the dogs while they are on the school's premises.	• Medical injury to Dash or Madyn is covered by the owner's pet medical insurance.		
Hygiene and infection	Staff, Pupils, Visitors	• Suitable hand washing arrangements are in place. • Pupils are instructed not to eat/drink or touch their face before they have washed their hands.	• Ongoing checks to ensure this is adhered to at all times.	Headteacher	Ongoing

		- Any open wounds (scratches and abrasions) are covered using suitable dressings. - Soiled materials bedding/litter etc. is double bagged and disposed of. - No food or drink to be consumed when interacting with the dogs			
Animal health, diseases and parasites.	Staff, Pupils, Visitors	- The dogs were purchased from a Kennel Club registered breeder. The dogs are fully vaccinated, and booster vaccines are up to date. - If a dog is unwell he / she will not attend school.	Staff to be vigilant as to changes in the dogs' behaviour.	Headteacher	Ongoing
Allergies	Staff, Pupils, Visitors	- Appropriate control measures are implemented for pupils or staff with known allergies. Pupils or staff with allergies to animals will not come in contact with the dogs. - Staff are familiar with the symptoms of an allergic reaction. - People believed to be suffering an allergic reaction are removed from the vicinity of the dogs. - If a person is believed to be suffering breathing difficulties due to an allergic reaction, person to be escorted to another area away from the allergen and regular first aid procedures to be implemented - In the case of milder allergic reactions it is recommended that the affected area is washed and parents notified as per normal arrangements.	Parents will raise any concerns with HT.	Headteacher	Ongoing
Faeces, transferral of germs	Staff, Pupils, Visitors, Gardeners.	- Head / Deputy are responsible for picking up any faeces left by the dogs. - The dogs will be toileted in an area outside the playing area. - In the unlikely event that a pupil finds faeces on the school grounds they are	This will be monitored.	Headteacher	Ongoing

		to report it to a member of staff.			
Worms/fleas transferred to humans	Staff, Pupils, Visitors	The dogs are treated for worms and fleas at the appointed time recommended by a vet.		Headteacher	
School events	Staff, Pupils, Visitors	The dogs will attend appropriate school events.	The dogs will be removed from the event if they get over excited or tired.	Headteacher	Ongoing

Assessment completed by: Nick Blackburn

Position: Headteacher

Assessment review date: July 2025

Head Teacher: Nick Blackburn

Signature: *N Blackburn*

Risk Assessment Form

RISK ASSESSMENT FOR: Toilet Training Issues

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

School must provide changing provision for all pupils. However, school encourages parents of non ALN to access health visitors or school nurse services to support toilet training prior to starting Nursery. It is strongly recommended that pupils are toilet trained prior to starting school. If pupils have an accident during the day, staff must support pupils to change; no child must be left in soiled clothes.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)

Harm to pupils Harm to adults Risk of prosecution  Intimate care record.docx Infection Physical Actions of Pupils  Accident-Near-Miss-Report-Form-Electron	Staff Pupils	Intimate Care Plan For pupils with regular changing needs, an Intimate Care Plan must be in place and signed by families. ALNCo must have a copy for pupil file. Ratio of Staff to Pupils Most pupils can be changed 1:1 (all staff have up to date DBS certificates). Specific ALN pupils may require a higher ratio, to be informed by ALN documentation, in consultation with ALNCo Communication Parents must be informed, at the end of the session/day if a child has had an accident. Documentation All incidents must be recorded clearly stating date, time, pupil name, staff involved. The Recording Sheets must be passed onto Mrs Pugh for scanning, at the end of each half term. Hygienic Spaces Changing area must be clean and hygienic. Areas must be cleaned after changing. Personal Hygiene Staff must ensure they access hand washing facilities and /or anti bac solution, after changing. IANM Forms e.g., hitting, kicking, spitting. Staff must ensure that Incident, Accident and Near Miss (IANM) form is completed. Send IANM forms to John Langley (LA), Sam Hawksworth (ALNCO) and Nick Blackburn (Head). John.Langley@torfaen.gov.uk HawksworthS2@Hwb.cymru.net head.GriffithstownPrimary@torfaen.gov.uk	Communication at New Starter Meetings and information in the prospectus regarding the school's approach and expectations regarding nappies Changing table, Wipes, Gloves Pupils requiring changes must have spare clothing on site. Soiled clothes must be double bagged and stored in the child's bag until home-time. The parent must wash the soiled clothes and ensure replacement spare clothes are sent to school following an incident	Head Identified staff (all staff in PS1 may be required to change a nappy)	As required	On going
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Injury to staff from Manual Handling		Training Staff must have manual handling (Crownbridge School) training if required to lift a pupil in the process of changing. Changing beds (adjustable height) enable pupils to be changed without a requirement to be lifted.				
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Risk Assessment Form

RISK ASSESSMENT FOR: Asbestos	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Location

Asbestos is in three locations

- The original ceiling over stairs leading from Hall to Staffroom. The asbestos is not visible because there is a lower-level ceiling.
- The original ceiling over stairs next to PS1 toilets. The asbestos is not visible because there is a lower-level ceiling.
- External ceiling over the main entrance doors

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Safety of Work People	Staff Pupils	Documentation All work people must complete/sign the	Staff in the front office must ensure that all contractors must read the Asbestos Files and	Head	As required	On going

		monthly on RAMIS.				
		Safety If an area is compromised, staff must calmly evacuate the area of all pupils and adults, close doors and windows and move to a safe space. Teachers must inform the Office/Head, who will contact appropriate services.				

Risk Assessment Form

RISK ASSESSMENT FOR: Drivers	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

EVOLVE MUST BE COMPLETED WELL IN ADVANCE OF THE TRIP.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Un-insured staff vehicles	Staff Pupils Parents	Business Insurance re: staff travel during working day School reminds all staff they must not go to or from venues (other than home/work) during the working day, without business insurance. Business Insurance re: pupils Staff must not transport pupils or colleagues during the working day without business insurance.	Staff must inform the office of changes to their insurance or MOT, and insure the Driver Register is up-to-date. Where possible/appropriate teachers should book LA Transport	Head All staff	As required	On going

Harm to pupils, staff and parents		EVOLVE Staff must complete an 'Evolve' if pupils need to be transported in a car. Evolve must be completed if parents are transporting pupils to an event. Parents must only transport pupils along with their own. Parents of the other pupils must know the driver and give written consent. The Evolve must include: • Parent consent to ride in the specific car • Uploaded evidence of the driver's car insurance and in-date MOT • The driver's name and the names of the pupils to be taken in the car. • Contact numbers for all pupils in the car.	(people carriers). This transport is insured by the LA, and the teacher-driver must have business insurance.			
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Risk Assessment Form

RISK ASSESSMENT FOR: Secure Areas

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)		
Harm to pupils, staff and visitors	Pupils accessing unsafe areas. Unwanted adults/intruders on site.	Padlocks Gates must be closed and padlocks must not be left open and unattended. Coded padlocks must be 'rotated' to ensure pupils can not press and open the padlock mechanism. Awareness of Codes All staff must have access to the codes for all padlocks e.g., a list in their diary, or photograph on their phone. It is the responsibility of staff to ensure that they can move freely around the school, particularly in the event of an incident e.g., fire. Padlock Codes 2025 - 2026 <table><tr><td>Polytunnel</td><td>2002</td></tr></table>	Polytunnel	2002	N/A	Head All staff	As required	On going
Polytunnel	2002							

		<table><tr><td>Florence Gates</td><td>2107</td></tr><tr><td>Year 2: JB / EE</td><td>2891</td></tr><tr><td>Year 1: SH</td><td>2891</td></tr><tr><td>Year 3: RM / CR</td><td>0210 and 0422</td></tr><tr><td>Canal Jetty</td><td>2019</td></tr><tr><td>Kitchen Bin Compound</td><td>2007</td></tr><tr><td>Main Bin Compound</td><td>0422</td></tr><tr><td>Pond</td><td>Key in Office</td></tr></table>	Florence Gates	2107	Year 2: JB / EE	2891	Year 1: SH	2891	Year 3: RM / CR	0210 and 0422	Canal Jetty	2019	Kitchen Bin Compound	2007	Main Bin Compound	0422	Pond	Key in Office				
Florence Gates	2107																					
Year 2: JB / EE	2891																					
Year 1: SH	2891																					
Year 3: RM / CR	0210 and 0422																					
Canal Jetty	2019																					
Kitchen Bin Compound	2007																					
Main Bin Compound	0422																					
Pond	Key in Office																					

Risk Assessment Form

RISK ASSESSMENT FOR: Storage and Transport of IT Resources

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

S&T and C4W Leaders are responsible for ensuring all classes have appropriate access to IT.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Injury to pupils, staff or visitor	Staff Pupils Visitors	Safe Storage IT resources must be stored in specific classroom locations around the school. IT resources must be used and stored appropriately by pupils and staff. Teachers must inform the S&T / C4W Leaders if devices are not returned to the specific storage location. Teachers must inform SRS via online form of any faults to the IT software / hardware. Transport of IT resources Teachers may require additional IT resources for specific high-quality activities. It is appropriate for staff to borrow resources only if, the resources are collected and returned by an adult. Staff must collect and return IT equipment. Pupils carrying	Pupils must not be put at risk, collecting, transporting or returning equipment	Head S&T Lead C4W Lead All staff	As required	On going

		IT equipment are at risk of injury to themselves and others. Possible damage to the device and the charging unit, poses additional risk to pupils and staff. Photocopier and access to the staffroom Pupils must not collect printing from the photocopier (located in the staff room). All documents sent to the photocopier must only be collected by an adult.				
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Risk Assessment Form

RISK ASSESSMENT FOR: Automated External Defibrillator (AED)

ASSESSMENT UNDERTAKEN BY: N Blackburn

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

In the event of a heart attack, staff must contact 999 immediately.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Injury or death related to heart attack.	Staff Pupils Visitors	Is the AED in full working order? Monitoring The AED must be monitored weekly e.g., battery power and in-date pads. Code: C159X The code to open the cabinet is visible in the main entrance. Training Annual refresher training must be completed by all staff regarding how to use the de-fib. Certificates stored in personal files, (St Johns) When using the de-fib follow the audio instructions provided by the device e.g., when to place the pads, give compressions, stand clear for the de-fib 'shock'.	N/A	Head All staff	As required	On going

Arson Risk Assessment

Introduction

Premises managers have many issues to consider, but the threat of arson rarely features as a major concern. Arson has, however, become the single most frequent cause of fire in buildings of all kinds.

Every fire incident on Torfaen premises must be reported on an incident report form and be investigated.

Arson Risk Assessment

Torfaen CBC has developed an Arson Risk Assessment, which rates a building's level of vulnerability to arson. This is done by comparing the building against statements which describe measures for effective arson risk management. The statements cover the main opportunities for arson to take place, such as poor security, rubbish accumulating, bins stored next to the building and the measures in place to combat them such as good industrial relations, fire detection and staff training.

Generally the assessment will be for the site, but sites which are made up of a number of buildings may need separate assessments for any isolated buildings or a building which differs in the level of protection ie no fire alarm in the block, in usage ie a youth club or in style of building ie low flat roofs.

Action required following the Assessment

If a mark of four or less is scored for any item, consideration should be given to the effect that this will have in increasing the risk of arson. Measures may need to be taken to increase the score such as chaining the bins away from the building. Requests for such work should be directed to property@torfaen.gov.uk, where they will be assessed for routine maintenance or for inclusion on capital programmes as appropriate.

The total of all ratings out of a maximum of 90 will give an indication of the overall arson risk – the lower the figure; the lower the level of protective measures in place and the greater the risk of arson. Even if there are no scores of four or less a total of 45 to 55 will probably need action. Advice is available from Corporate H&S Advisers and from property@torfaen.gov.uk. Arson has major implications from an insurance perspective and advice is also available from the Insurance Manager, Samuel Anstee.

The completed Arson Risk Assessment should be filed in the Fire Risk Assessment folder.

Review

The assessment should be reviewed whenever there has been a material change in circumstances, this could include a new waste collection schedule so more rubbish is stored on site, a youth club opening next door, building work on or near the premises, or a change in client group using the building. It should also be reviewed after upgrading work such as a new intruder alarm, which will have a beneficial effect. An assessment should also be reviewed if there is an outbreak of small fires in or around the building or nearby buildings as these are known to precede a major incident.

If there are no changes the assessment should be reviewed following the main Fire Risk Assessment review.

Arson Risk Assessment

Premises GRIFFITHSTOWN PRIMARY

Completed by NICHOLAS BLACKBURN Date 06.07.25

Nine statements describing measures for effective arson risk management are set out below. The **premises manager** should rate each statement on a scale of zero to ten, where ten indicates strong agreement with the statement and zero indicates strong disagreement.

	Method of control	Score	Action Required	Comp.
1	Fire Risk Assessment: A fire RA has been carried out on the premises and there is an action plan to address any short comings. New Server installed in the Server Room and cables replaced. The ceiling is now able to be repaired. The asbestos tiles have been removed from the Electrical cupboard and the ceiling is able to be repaired.	7	Action Required • Ceiling work around tile in Server Room. • Ceiling work around tile in Electric Cupboard.	
2	Awareness of vulnerability to arson attack: Management are alert to the possibility of arson attacks from employees and from outsiders. Employees are selected carefully and good labour relations are maintained, so that no employees have an incentive to commit arson.	10	No Action Required References are sort prior to employment. Shortlisting and interviews are completed with the head and at least one other member of SLT, and at least two governors. DBS and other employment documents, ensure criminality is identified and school does not employ arsonists. Well being checks with existing staff, supports team work and dedication to the school and ensures that staff do not have an incentive to commit arson.	
3	Security measures to prevent intruders entering the building: Intruders are deterred by boundary fences, or challenged before reaching the building. The building itself is secure.	10	No Action Required Fences are erected by LA and monitored by the caretaker and head. Issues of breaches in the fence are reported to the LA and repaired. Florence Place gate is open, and visitors can walk to the main reception area. A locked gate and fence stop visitors walking down the side of the building. The gates on East View are locked and open on timers for the start and end of days for Nursery and Main School. All visitors must sign-in at the electronic entry pad. The main reception door is only opened by a security code and a buzzer in the main office. The site is secure.	
4	Detection of intruders: If security measures are breached, an intruder will be detected.	10	No Action Required Staff report adults not wearing lanyards	

			to the front office. If an adult is identified on the site or in the building the school commences lockdown process. The Lockdown process is known by all staff and drills are completed annually.	
5	Control of inherent ignition sources other than arson: Inherent ignition sources are kept to a minimum, to avoid staff and visitors causing fires. (includes electrical equipment, smokers materials, candles etc)	10	No Action Required Smoking and vaping is banned from the site. No ignition materials are allowed in classrooms. Staffroom equipment and other electrical equipment are PAT tested in accordance with LA / Health and Safety requirements.	
6	Control of easily ignitable materials: Procedures ensure that quantities of easily combustible materials do not accumulate inside or outside the building, especially in areas where ignition could occur.	10	No Action Required All outside areas are free of flammable materials. The caretaker and staff ensure that combustible materials do not accumulate.	
7	Detection of fire at an early stage: A suitable fire warning system has been installed and there is no reason to suppose that the fire service may not attend promptly in the event of a fire occurring.	10	No Action Required All fire call points are checked on a rotation by the caretaker. All call points are checked on a testing timetable. Fire alarm activation links to SRS and emergency services. <u>Prior to test call SRS Fire Alarms</u> <u>Tel: 01495 742002</u> This ensures the call points are linking through to the call Centre / Emergency Services.	
8	Rubbish is stored appropriately on this site: External bins are at least 6m away from the building and are chained or kept in a secure compound. Open skips are located 10m from buildings.	10	Action Required – All free-standing bins that are external to the secure compound must be chained. External bins are over 6m from the premises. Bins are in a secure compound. Open skips are only occasionally on site and are always at least 10m from the building.	
9	General competence and reliability of staff: Staff are trained in and operate good fire safety management practices and react correctly to any untoward occurrences.	10	No Action Required All staff understand what to do in the event of a fire alarm activation. Fire Wardens are trained in ensuring the school is appropriately 'swept'.	

			New staff identified for immediate training in September.	
		Total	87	

If a mark of four or less is given for any item, consideration should be given to the effect that this will have in increasing the risk of arson. The total of all ratings out of a maximum of 90 will give an indication of the overall arson risk – the lower the figure; the lower the level of protective measures in place and the greater the risk of arson.

Risk Assessment Form

RISK ASSESSMENT FOR: Vehicle Access to School / Cones	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
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Moving vehicles	Pupils Parents Visitors	Cones positioned across the entrance to the school (via Florence Place) every morning and afternoon, in time for the start and end of the school day.	All staff must ensure the main gates are closed if they leave the car park. Parents must not have access to the main car park. The main gates must be closed until 5.00pm	Caretaker responsible for putting cones out and bringing in.	As required	On going						
		<table><tr><td>Cones out</td><td>Cones in</td></tr><tr><td>08.40</td><td>09.10</td></tr><tr><td>3.00</td><td>15.40</td></tr></table>	Cones out	Cones in	08.40	09.10	3.00	15.40		All staff are responsible for moving and replacing cones when driving in or out of school after 8.10 or 14.40.		
		Cones out	Cones in									
		08.40	09.10									
3.00	15.40											
The cones are not manned.	Consider that many clubs finish at 4.30pm on Monday, Tuesday, Thursday, so try to avoid leaving around this time, to avoid parent vehicles accessing the site.											
If staff arrive at school between 8.10 and 8.45, or 14.40 and 15.00, they must move the cones to enter the car park. Staff must ensure that they position the cones back in place.												
If a member of staff is close by the cones and a driver is verbally or physically aggressive, the staff member:												
• must not respond • must report the incident to the head immediately.												

Risk Assessment Form

RISK ASSESSMENT FOR: Lone Working: Caretaker and Club Leaders	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	MEASURES THAT SHOULD BE IN PLACE	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Injury at work	Staff	Lone workers must carry a walkie talkie (channel 10) during school	Lone workers must ensure they have full	Head All staff	Annually	On going

		hours. Hold down the side button, speak into the mouth piece and provide information about the risk. Repeat, until acknowledged. All lone workers (including caretaker) must carry a mobile. If a risk is identified, lone workers must contact the main office, head or deputy as required. Main office: 01495 759679 Head: 07950781486 Deputy: 07715621405	knowledge and resources to meet the requirements of pupils in their care, with specific needs e.g., epilepsy medicine. Lone workers must know the name, location and contact details for the first aiders on site.  First Aiders 2025 - 2026.docx Rebecca Cooke available 8.40am – 9.00am Mobile: 07970850419 Angela Instone available 3.30pm – 5.30pm Mobile: 07940454060			
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Risk Assessment Form

RISK ASSESSMENT FOR: West Mon Comprehensive

ASSESSMENT UNDERTAKEN BY: I Pembrey

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Hazard / Risk	Persons affected	Existing control method	Likelihood 1-5 5 high 1 low	Severity 1-5 5 high 1 low
Moving vehicles	Staff and pupils	Staff and pupils will walk in twos along footpaths, and single file where paths are narrow. A member of staff must be positioned at the front and back of the group. If the staffing ratio allows, adults will be distributed evenly amongst the group. Staff will utilise pedestrian crossings wherever possible. Where there is not a pedestrian crossing available a safe place to cross will be identified: away from parked cars	5	5

		- on straight stretches of road - visibility must be at an optimum. When crossing a road, a member of staff must stand in the middle of the road and pupils will walk in front in a straight line. This member of staff will remain in the road until the last walker has stepped on to the footpath.		
Adverse weather	Staff and pupils	Staff and pupils will be dressed appropriately for the weather i.e.: coats, hats, gloves in cold weather and sunhats in extreme heat.	3	4
Trips and falls	Staff and pupils	Staff and pupils will wear appropriate footwear. Pupils will be encouraged to watch out for uneven surfaces and slippery surfaces. A first aid kit must be taken by a member of staff.	4	4
Asthma attack	Staff and pupils	Staff and pupils diagnosed with asthma must always have their pumps available.	3	5
Transport to and from venues	Pupils/staff	Ensure Health and Safety guidelines are shared with pupils before leaving school. Children are to walk in pairs on pathways and one behind the other.	2	5
Inside the Venue (Getting lost)	Pupils	West Mon is a building not open to the public. Pupils will be instructed to ask passing staff/ pupils for directions back to their classroom should they get lost.	2	5
Stranger danger	Pupils	Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader Regular head counts Supervised at all times, including appropriate supervision when toileting	2	5
Accident/emergency	Staff/pupils	Follow emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure Brief children of what to do in an emergency and how to summon help	3	5
Fire and Evacuation	Staff/pupils	Supervising adults should familiarise themselves with the locations of all the fire exits. They should brief their pupils and accompanying adults about the evacuation procedures displayed on posters within the school.	2	5
Specific Pupil Information				

Risk Assessment Form

RISK ASSESSMENT FOR: Congress Theatre

ASSESSMENT UNDERTAKEN BY: C Pugh

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
General accidents and emergencies	Staff/pupils	At least one member of staff is first aid trained and carries a first aid kit and mobile phone Visit leader is aware of medical conditions of group and is able to make contact with parent/carer in an emergency
Medical Conditions	Pupils	Medical conditions are disclosed prior to visit Medicines, epi pens, inhalers, etc are carried by visit leaders Consent is given for staff member to administer medicine if required At least one staff member/adult volunteer knows how to administer medicine

Road traffic accident whilst travelling	Pupils/staff	Coach – coach company assurances received Seatbelts are worn at all times, checked by visit leader/teachers before the commencement of a journey Pupils briefed on appropriate behaviour whilst travelling. TAs to support ALN vulnerable pupils. First aid kit is carried on bus/coach
Injury whilst walking on or crossing roads	Pupils	Brief pupils on conduct expected of them when walking/crossing roads Staff placed at front, middle and rear of pupils Pupils to walk in pairs TAs to support ALN vulnerable pupils. Members of staff to choose safe place to cross roads 2 members of staff to stand in road with pupils walking between
Child protection issues	Pupils	Pupils made aware not to walk off with an unknown adult unless given specific instruction by visit leader Regular head counts Pupils supervised at all times, including appropriate supervision when toileting
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Instruction given for specific hazards i.e. rocky, steep, slippery terrain
Getting lost/separated from group	Pupils	Regular headcounts Pupils stay in small groups Staff accompany pupils at all times If in indoor venue, pupils briefed not to leave premises and make their way to reception or meeting point TAs to support ALN vulnerable pupils. Ensure all pupils know name of visit leader, staff and school/establishment name

Risk Assessment Form

RISK ASSESSMENT FOR: Gilwern Residential

ASSESSMENT UNDERTAKEN BY: C Pugh

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
General accidents and emergencies	Staff/pupils	At least one member of staff is first aid trained and carries a first aid kit and mobile phone Visit leader is aware of medical conditions of group and is able to make contact with parent/carer in an emergency
Medical Conditions	Pupils	Medical conditions are disclosed prior to visit Medicines, epi pens, inhalers, etc are carried by visit leaders Consent is given for staff member to administer medicine if required At least one staff member/adult volunteer knows how to administer medicine

Road traffic accident whilst travelling	Pupils/staff	Coach – coach company assurances received Establishment minibus – driver holds MIDAS qualification and minibus checked over prior to driving in line with LA hire/use of vehicles policy Seatbelts are worn at all times, checked by visit leader/teachers before the commencement of a journey Pupils briefed on appropriate behaviour whilst travelling. KL to support ALN child RB First aid kit is carried on bus/coach
Injury whilst walking on or crossing roads	Pupils	Brief pupils on conduct expected of them when walking/crossing roads Staff placed at front, middle and rear of pupils Pupils to walk in pairs AC & CL to support ALN children EW & OL Members of staff to choose safe place to cross roads 2 members of staff to stand in road with pupils walking between
Child protection issues	Pupils	Pupils made aware not to walk off with an unknown adult unless given specific instruction by visit leader Regular head counts Pupils supervised at all times, including appropriate supervision when toileting
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Instruction given for specific hazards i.e. rocky, steep, slippery terrain
Getting lost/separated from group	Pupils	Regular headcounts Pupils stay in small groups Staff accompany pupils at all times If in indoor venue, pupils briefed not to leave premises and make their way to reception or meeting point AC & CL to support ALN children EW & OL Ensure all pupils know name of visit leader, staff and school/establishment name

Risk Assessment Form

RISK ASSESSMENT FOR: Walking in the community

ASSESSMENT UNDERTAKEN BY: C Pugh

DATE OF ASSESSMENT: 2025 - 2026

REVIEW DATE: Annually

GUIDANCE

Staff will plan a safe route prior to leaving school.

This route must be shared via email one week prior to the off-site trip.

Print off the attached PDF map of the local area. Plot your route on the PDF, scan and email to the SLT and Office:

head.GriffithstownPrimary@torfaen.gov.uk

Cerian.Pugh@torfaen.gov.uk

HawksworthS2@Hwbcmru.net

WitherallK1@Hwbcmru.net

PhillipsR225@Hwbcmru.net

HalID35@Hwbcmru.net

pembreyi1@hwbmail.net

Clerk.GriffithstownPrimary@torfaen.gov.uk

Liane.Badham@torfaen.gov.uk

The correct ratio of staff to pupils will be followed:

- PS3: 1:15
- PS2: 1:10
- PS1: 1:5
- Seek guidance from the venue about their expectations prior to the visit. They may expect a higher pupil/teacher ratio.

Extra adults will be required for pupils with 'challenging' additional needs to ensure all are included. Some pupils may require 2:1 adult ratio.

Teachers must ensure that ratios are secured/arranged at least one week prior to the trip.

Hazard / Risk	Persons affected	Existing control method	Likelihood 1-5 5 high 1 low	Severity 1-5 5 high 1 low
Moving vehicles	Staff and pupils	Staff and pupils will walk in twos along footpaths, and single file where paths are narrow. A member of staff must be positioned at the front and back of the group. If the staffing ratio allows, adults will be distributed evenly amongst the group. Staff will utilise pedestrian crossings wherever possible. Where there is not a pedestrian crossing available a safe place to cross will be identified: • away from parked cars • on straight stretches of road • visibility must be at an optimum. When crossing a road, a member of staff must stand in the middle of the road and pupils will walk in front in a straight line. This member of staff will remain in the road until the last walker has stepped on to the footpath.	5	5
Cyclists	Staff and pupils	Staff must be observant and inform the group of an approaching cyclist. When on the cycle path, ensure the pupils move to the left to allow the cyclist to pass.	3	5
Canal	Staff and pupils	Staff and pupils will walk in twos along the towpath, and single file where the towpath narrows, away from the edge of the water. A member of staff must be positioned at the front and back of the group. If the staffing ratio allows, adults will be distributed evenly amongst the group.	5	5
Adverse weather	Staff and pupils	Staff and pupils will be dressed appropriately for the weather i.e.: coats, hats, gloves in cold weather and sunhats in extreme heat.	3	4
Trips and falls	Staff and pupils	Staff and pupils will wear appropriate footwear. Pupils will be encouraged to watch out for uneven surfaces, potholes and recycling boxes. When on the towpath, pupils will be encouraged to look out for and avoid large branches, wet leaves, and litter. A first aid kit must be taken by a member of staff.	4	4
Dogs	Staff and pupils	Staff and pupils are: • instructed not to interact with dogs on leads. • warned about the possibility of stray dogs and to avoid contact with them. • encouraged to look out for and avoid dog mess.	3	4
Asthma attack	Staff and pupils	Staff and pupils diagnosed with asthma must always have their pumps available.	3	5
Insect bite and sting	Staff and pupils	Staff and pupils diagnosed with allergies must always have their EpiPens available. For non-allergic pupils, treat with the resources in the first aid kit.	3	5

Risk Assessment Form

RISK ASSESSMENT FOR: School Pedestrian Gates	ASSESSMENT UNDERTAKEN BY: N Blackburn
DATE OF ASSESSMENT: 2025 - 2026	REVIEW DATE: Annually

HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES	RISK RATING RED/ AMBER/ GREEN	ADDITIONAL CONTROL MEASURES REQUIRED
Pupils exiting the gate and walking up on to Florence Place.	All pupils	This gate is open at set times during the day to enable pupils and parents' access to the school site. The timings are set via the central computer: 8:50 to 9:20 11:30 to 11:55 12:50 to 13:10 15:15 to 15:45 Contractors, staff and parents using this gate outside of these times must ensure the maglock is engaged and the gate is locked behind them.		A sign will be attached to both sides of the gate reminding individuals that they must shut the gate behind them.

Risk Assessment Form

RISK ASSESSMENT FOR: Nursery Drop Off			ASSESSMENT UNDERTAKEN BY: N Blackburn	
DATE OF ASSESSMENT: 2025 - 2026			REVIEW DATE: Annually	
HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES	RISK RATING RED/ AMBER/ GREEN	ADDITIONAL CONTROL MEASURES REQUIRED
Pupils leaving the Nursery unattended.	Nursery pupils	Parents must queue on the ramp, and wait for the member of staff to admit one pupil at a time.		Member of staff must insist that parents do not enter the Nursery area. Parent must record messages in a notebook for dissemination with the class teacher. Alternatively, parents leave a message on Teams or make an appointment, via email or the notebook. Parents must place 'snack' in a lidded box, at the top of the ramp and a member of staff will bring into the nursery area, once all pupils are admitted.
		A member of staff must be at the Nursery Classroom door.		The member of staff must never be called away from their station.
		Handover of pupils from gate to classroom door.		- Member of staff at the gate must close the gate, and ensure the pupil is handed over to the member of staff at the Nursery door. - Only admit one pupil at a time and no parents must be allowed through the gate. - Member of staff must register the child once inside the gated area.

		A member of staff must be in the Nursery cloakroom.		The member of staff in the cloakroom must ensure pupils go directly into the main Nursery area, and not leave via an external door, to be greeted by another member of staff.
		Staff (including 'supply' staff) must have comprehensive understanding of all pupils within the Nursery Setting.		Ensure information in the Safeguarding and Emergency Procedures folder, regarding vulnerable pupils, is shared with all staff, including supply staff. Complete this reminder/review activity prior to the start of the Nursery session.
		Once the gate is shut and classroom door locked, the SIMS register must be taken, and numbers must match with the Nursery gate tick list.		Daily parental communication must be shared with all Nursery staff during the registration period.
		The member of staff on the gate must ensure the outside gate, and the classroom door are locked.		A weekly timetable must identify the named members of staff at each point: Gate: Classroom door: Classroom: Cloakroom:

RISK ASSESSMENT FOR: Forest School		DESCRIPTION OF WORK AREA OR ACTIVITY: A wooded area within the school grounds.		
DATE OF ASSESSMENT: 2025 - 2026		ASSESSMENT TAKEN BY: C Pugh/ N Blackburn		
Name		Role/Relationship	Signed	Date
N Blackburn		Head	N Blackburn	2025 - 2026
C Pugh		Deputy Head	C Pugh	2025 - 2026
HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES	RISK RATING 	ADDITIONAL CONTROL MEASURES REQUIRED
Access to site: - muddy/slippery ground when wet - trip hazard – man-made edging to path	Pupils & staff	Pupils to be made aware of hazards rain causes and reminded to walk to site sensibly when necessary.		Pupils to be made aware of and regularly reminded, especially younger and vulnerable pupils. Ensure pupils with Personal Emergency Evacuation Plans (PEEPs) have the adult support ratio stated in their PEEP.
Boundaries around site: canal gate	Pupils & staff	Check gate is locked if not in use. If it is open due to being used teach pupils never to go out of the gate without a member of staff's permission.		Adult to check prior to session to ensure gate is closed and bar across if in use.
Other people using the site: - Contractors - Other pupils	Pupils & staff	Adult responsible for session must check if there are any contractors likely to be on site by speaking to office staff prior to session. No vehicles allowed in the area during school hours.		Pupils walk to and from site in single file or pairs. Inform contractors that pupils are in the area and equipment must be stored safely.

Canopy Layer: possible fallen trees or dead wood over head in trees.	Pupils & staff	Adult responsible for session will complete a pre-session check. Close site until risk mitigated.		If site needs to be closed, inform staff timetabled to use area.
Shrub layer: - Sticking out branches at eye level. - Branches at head height.	Pupils & staff	Adult responsible for session must complete a pre-session check. Remove danger.		Tape off area to prevent access if unable to remove danger.
Field layer: - Poisonous plants - Brambles, stinging nettles and thorns. - Holly - Splinters	Pupils & staff	Adult responsible for session must complete a pre-session check. Holly trees to be cut right back and take out branches up to head height. Hawthorn branches to be pruned back from pathways.		Pupils to be regularly reminded and taught to identify holly and hawthorn plants if not known to them. Regularly remind pupils about possible splinters and how to try to avoid by not running hands and fingers along surfaces.
Ground Layer: - Trip or slip: manmade path too high and not fully filled with bark; muddy ground, wet moss; slopes, embankments - Logs, vines, roots and tree stumps: possible sharp edges - Rocks or stones. - Fungi - Rubbish	Pupils & staff	Teach pupils how to look for hidden dangers such as slip and trip hazards. Teach pupils how to identify fungi and about not touching the plant. Remind pupils to keep hands/fingers away from face/mouth during sessions. Staff must check site prior to session and remove harmful rubbish.		Ensure pupils wash hands before consuming food or drink. Warn pupils of the risk of rubbing eyes, ears and nose. Ensure pupils wash hands after their time in the forest. General rubbish must be cleared on a regular basis.
Animals on site: - Infection from rat urine (Weils Disease) - Infection from dog/cat faeces (toxacara canis)	Pupils & staff	Adult responsible for session must complete a pre-session check and remove dog or cat faeces.		Make pupils aware of possible dangers and ensure they complete hand washing after each session.

Weather: - High winds – trees blow down - Rain – causing slip hazard - Prolonged rain - making area extremely boggy resulting in slipping or twisting ankles	Pupils & staff	Check weather forecast and do not use if force 5 or above. Adult responsible for session must complete a pre-session check and cancel session if conditions under foot are unsafe. Suitable clothing and footwear to be worn.		Make pupils aware of possible slip hazards due to rainfall. Bark laid down if ground does not drain or dry out. Stay off embanked area during heavy rain or if ground is very wet and slippery.
Access to emergency support	Pupils & staff	Staff must have a walkie talkie with them at all times and ensure a colleague has their walkie talkie tuned into the same channel.		

RISK ASSESSMENT FOR: Breakfast Club		DESCRIPTION OF WORK AREA OR ACTIVITY: Breakfast Club is held every week day 8:30am to 9:00am.		
DATE OF ASSESSMENT: 2025 - 2026		ASSESSMENT TAKEN BY: C Pugh/ N Blackburn		
Name	Role/Relationship	Signed	Date	
N Blackburn	Head	N Blackburn	11.02.25	
C Pugh	Deputy Head	C Pugh	11.02.25	
HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES	RISK RATING 	ADDITIONAL CONTROL MEASURES REQUIRED
Pupils not accounted for.	All pupils	Accurate and up-to-date registers must be kept to ensure all Breakfast Club staff are able to locate pupils at all times.		- Registers must be taken at the start of BC and absences noted - Pupils with a Personal Emergency Evacuation Plan must be identified on the register - BC staff must ensure pupils use the allocated toilet closest to the hall and in the event of a fire they are to report to BC staff at the set muster point - At the start of each half term ensure all pupils know their muster point during BC - In the case of an emergency evacuation the Fire Warden must ensure the safe evacuation of all individuals on the BC register and ensure it is safe before returning to the building.
Injury / illness	Identified pupils	All BC staff must know the pupils with specific medical needs and know where to locate individuals' medication.		- Pupils with specific medical needs must be identified on the BC register - Pupils with Personal Emergency Evacuation Plans (PEEPs) are known to club leaders and details of their PEEP understood - Staff must understand the medical needs of all pupils attending BC.

RISK ASSESSMENT FOR: Extra-Curricular Clubs & After School Club			DESCRIPTION OF WORK AREA OR ACTIVITY: Extra-Curricular Clubs are held every Mon to Thurs 3:30 to 4:30. After School Club runs every day 3:30 – 5:30 (Fri 4:30)	
DATE OF ASSESSMENT: 2025 - 2026			ASSESSMENT TAKEN BY: C Pugh/ N Blackburn	
Name		Role/Relationship	Signed	Date
N Blackburn		Head	N Blackburn	11.02.25
C Pugh		Deputy Head	C Pugh	11.02.25
HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES	RISK RATING 	ADDITIONAL CONTROL MEASURES REQUIRED
Pupils not accounted for.	All pupils	Accurate and up-to-date registers must be kept for all Extra-Curricular Clubs and After School Club (ASC) to ensure all staff are able to locate pupils at all times.		- Registers must be taken at the start of each club and absences noted - Pupils with a Personal Emergency Evacuation Plan must be identified on the register - All staff must ensure pupils use the allocated toilet closest to their club and in the event of a fire they are to report to the cub leader at the set muster point - Ensure all pupils know their muster point during their Extra-Curricular Club & ASC - All staff must carry a walkie talkie and have it switched on to Channel 10 - In the case of an emergency evacuation the Fire Warden must ensure all staff report the safe evacuation of all individuals on their register, via walkie talkies, and ensure it is safe before returning to the building.
Injury / illness	Identified pupils	All staff must know the pupils with specific medical needs and know where to locate individuals' medication.		- Pupils with specific medical needs must be identified on individual club registers - Pupils with Personal Emergency Evacuation Plans (PEEPs) are known to club leaders and details of their PEEP understood - Staff must understand the medical needs of all pupils attending their Extra-Curricular Club.

Injury to staff	Staff	Teachers must inform pupils how to get support if the teacher becomes unwell.		Teachers lone working must have phone and walkie talkie.
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RISK ASSESSMENT FOR: Lunch Time		DESCRIPTION OF WORK AREA OR ACTIVITY: Rec – Y3: 12:00 to 1:00 Y4 – Y6: 12:30 to 1:30		
DATE OF ASSESSMENT: 2025 - 2026		ASSESSMENT TAKEN BY: C Pugh/ N Blackburn		
Name	Role/Relationship	Signed	Date	
N Blackburn	Head	N Blackburn	12.02.25	
C Pugh	Deputy Head	C Pugh	12.02.25	
HAZARDS IDENTIFIED	PERSONS AFFECTED	CONTROL MEASURES	RISK RATING 	ADDITIONAL CONTROL MEASURES REQUIRED
Pupils not accounted for.	All pupils	Accurate and up-to-date fire registers must be kept to ensure all Midday Supervisors (MS) are able to locate pupils at all times.		- Laminated fire registers must be taken at the start of each day by the class teacher and absences noted - Pupils with a Personal Emergency Evacuation Plan must be identified on this register - Fire registers must be made available in each classroom for MSs to collect at the start of each lunch hour - MSs must carry walkie talkies and use channel 10 when the fire alarm is sounded - Pupils must be reminded, by class teachers, of the muster point whilst in the hall in case of an emergency evacuation - MSs must ensure pupils use the allocated toilet closest to the hall and in the event of a fire they are to report to MSs at the set muster point - In the case of an emergency evacuation each MS must use the fire register to account for all pupils in their class - In the case of an emergency evacuation the Fire Warden must ensure the safe evacuation of all individuals and ensure it is safe before returning to the building.

Injury / illness	Identified pupils	All 'vulnerable' pupils must be allocated a member of staff to meet their individual needs during the lunch hour. All staff must know where to locate individuals' medication.		- Pupils with specific medical needs must be identified on the fire register - Pupils with Personal Emergency Evacuation Plans (PEEPs) are known to staff and details of their PEEP understood - Staff must understand the medical needs of all pupils allocated to them - In case of staff absence all identified pupils must be allocated an alternative member of staff.
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Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM		
RISK ASSESSMENT FOR: Concerts at school		ASSESSMENT UNDERTAKEN BY: Deputy Headteacher – C Pugh
DATE OF ASSESSMENT: 2025 - 2026		REVIEW DATE: July 2026

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Capacity of hall	Adults Children	Communication to parents about number who can attend. If the stage is assembled the number of seats must be limited to 120. Number clicker used to monitor number of adults attending to help with monitoring.	Give tickets to families and collect tickets on the day.	Headteacher Office staff All teaching staff	On going	Yearly updates
Fire	Adults Children	Information sharing of fire exits and procedures: The doors that must be used to	Conduct half termly fire drills to ensure staff and children understand procedures.	Headteacher/deputy headteacher All staff and children	On going	Yearly updates

		exit the hall are the doors either side of the stage. - The doors to the left lead out to the main school entrance and the fire assembly point is the grassed area alongside the staff car park. - The doors to the right of the stage lead to the Nursery area Parents must exit the building through Nursery's double doors, press the release button to the gate at the top of the ramp to Nursery and assemble on the grass at the bottom of the ramp.				
Electrical lighting	Adults Children	PAT testing has been completed Visual checks		LA Staff	On going	Yearly updates
PA systems	Adults Children	PAT testing has been completed Visual checks Visual wires taped to floor to stop trips and falls		LA Staff	On going	Yearly updates
Chairs Setting up/putting away	Staff Children	Competent people putting chairs out and putting them away	1 metre between each row – to stop the closing of the row behind if adults stand and move chairs back	Staff	On going	Yearly updates
Costumes	Children	Training children to lift long costumes when walking Staff helping children on and off the stage		Children Staff	On going	Yearly updates
Stage Setting up/putting away Use of stage during concert	Staff Children	Competent people putting stage up and taking down – manual handling training and RA in place Visual checks – stage is linked correctly Staff helping children on and off the stage		Staff	On going	Yearly updates
Safeguarding	Children	Information to parents regarding photos, videos, social media	Families not to have access to main part of school building (where children are) – temp barriers and signs to be used.	Headteacher/deputy headteacher Office staff	On going	Yearly updates
Hot drinks	Adults	All hot drinks must be served from the	Empty cups and other	Adults	On going	Yearly

	Children	hatch in the canteen. Heat resistant cups with lids must be used when serving all hot drinks.	rubbish must be safely disposed of in bins provided.	Children		updates
Traffic management	Families Children Residents	Communication with parents re: parking and blocking roads – advise of walking to school or parking in public car parks and walking the rest of the journey	Communication with residents to inform them of the event and the potential business of the roads	Headteacher Office staff	On going	Yearly updates

Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM			
RISK ASSESSMENT FOR: Pregnancy	Signed:	ASSESSMENT UNDERTAKEN BY:	Signed:
DATE OF ASSESSMENT: 2025 - 2026		REVIEW DATE: 2026	

This risk assessment is to be read in conjunction with COVID 19 School risk assessment

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
During a fire drill there is a possibility that the pregnant member of staff could be jostled in corridors by other employees/pupils evacuating the premises. The jostling could cause the pregnant member of staff to fall down the stairs, endangering her and her unborn child.	Pregnant member of staff Unborn child	The Headteacher advises the pregnant member of staff in advance of any fire drills. If possible, another member of staff stands in for the pregnant member of staff, allowing her to vacate the premises 5 minutes before everyone else, to avoid her being jostled. If not, the member of staff and pupils in the class are allowed to	None			

		evacuate 5 minutes before everyone else.				
Stress and anxiety in pregnancy can cause the pregnant member of staff to suffer high blood pressure, which can endanger the unborn child's life. It is important that the pregnant member of staff is not placed under any undue pressure. Note: If the pregnant member of staff has suffered preclampsia in a previous pregnancy then they will need extra care and attention to ensure they don't suffer a re-occurrence.	Pregnant member of staff Unborn child	None	The Headteacher/Deputy Headteacher should be made aware of any potential issues which could cause stress to the pregnant member of staff and offer extra assistance at this time, eg Estyn inspections, meetings with aggressive parents etc.			
In schools, children are prone to contract infectious diseases, eg Chicken Pox, Rubella, Measles, Meningitis. The pregnant member of staff could contract the disease, which could endanger the unborn child.	Pregnant member of staff Unborn child	The pregnant member of staff should be aware if they are immune to Rubella.	If a child at the school has an infectious disease, the pregnant member of staff would be advised to consult with her midwife / GP for advice (particularly during the early stages of the pregnancy).			
Continual lifting/carrying of heavy objects could cause a pregnant member of staff to miscarry. Overstretching to reach to open windows, or lifting objects stored at a height could cause manual handling injuries to the pregnant member of staff and unborn child. Displaying children's work on walls could run the risk of falling from a step ladder / step up and endangering herself and the unborn child.	Pregnant member of staff Unborn child	If the pregnant member of staff needs something heavy moved, they should ask another member of staff to move the item. If the pregnant member of staff needs a window opened or an object lifted, another member of staff in the school should perform the activity. During the time that she is pregnant the member of staff should not attempt to display children's work. Other staff in the school will display the	None			

		children's work.				
Working with chemicals could cause problems for the pregnant member of staff and unborn child.	Pregnant member of staff Unborn child	The pregnant member of staff is not required to work with any chemicals.	None			