

YSGOL GYNRADD CREIGIAU PRIMARY SCHOOL

RISK REGISTER (Peter Evans 07.12.09)

	KEY RISKS	CONTROLS
1.	Playground accidents	<p>Supervision: 08.50 – 09.00...4 x Staff on the yard Break Times...2 x Staff on the yard Lunch Time...4 staff and 7 supervisors Wet Plays.....All classes to be supervised and suitable activities prepared for pupils</p> <p>Rules of play e.g. no chasing games on the yard Pupils reminded of the rules at regular intervals</p> <p>Areas of play e.g. defined areas of the field for F.P. and K.S.2</p> <p>Training / information e.g. during staff meetings</p> <p>Regular checks of yard surface and seating</p> <p>In icy conditions, the caretaker / handyman to spread rock salt on the yard , paths and steps before the children come to school . Areas to be coned off if necessary</p> <p>Record accidents in the `Accident Book`</p> <p>Investigate serious incidents and make any required changes</p>
2.	Fire	<p>Combustible waste cleared daily</p> <p>Flammable substances stored and handled properly</p> <p>The number and position of displays</p>

		<p>No covering of radiators</p> <p>Awareness of fire safety arrangements (See Staff Handbook)</p> <p>Termly fire drills</p> <p>Escape routes and fire doors kept clear and adequately signed</p> <p>Electrical appliances safety tested annually</p> <p>Wiring checked every 5 years by D.S.U.</p> <p>Gas-fired boilers serviced annually</p> <p>Buildings secure and alarmed when unoccupied</p> <p>Boiler house kept tidy and locked at all times</p> <p>Fire extinguishers, fire detection and alarm systems maintained under contract</p>
3. (a)	Speed and number of vehicles : Inside the main gate	<p>Main gate closed at the beginning and end of the school day</p> <p>Caretaker and handyman positioned at the main gate</p> <p>Pupils and parents should enter the school via one of the two pedestrian gates</p> <p>Pedestrians to keep to the paths</p> <p>Contractor vehicles are not allowed to move around the site when there are children around, and only then under close supervision</p>
(b)	Outside the main	Park Safe Walk Safe Policy

	gate	<p>Green Cones Scheme</p> <p>Two traffic patrols manning crossing areas on the main roads</p> <p>Road Safety lessons for pupils</p> <p>Pupils take part in the annual Road Safety Quiz</p> <p>Designated area for the school bus</p> <p>Pupils escorted to and from the bus by a member of staff</p> <p>Visits from the police and traffic wardens during peak times</p> <p>The County's Traffic Management Team to undertake periodic risk assessment</p>
4.	Collisions and slips within the building	<p>Always walk inside the buildings</p> <p>Remove tripping hazards</p> <p>No pushing</p> <p>Always look where you are going</p>
5. (a)	Intruders on site : When occupied	<p>Controlled entry via the front door – C.C.T.V. cameras</p> <p>Caretaker or handyman on site throughout the day</p> <p>Everyone encouraged to be vigilant</p> <p>Challenge strangers</p>
(b)	Intruders on site: When unoccupied	<p>The buildings are always locked and secured</p>

		<p>Intruder alarm always switched on and linked to the police</p> <p>C.C.T.V. cameras</p>
6.	School visits	<p>Carry out a risk assessment prior to visit</p> <p>Adequate supervision</p> <p>Good organization</p> <p>Copy of risk assessment and organization to the Headteacher prior to the visit</p> <p>Children to wear wrist bands with the name and telephone number of the school</p>
7.	Accidents during P.E. and Games	<p>P.E. scheme of work</p> <p>P.E.S.S. training for teachers</p> <p>Good discipline over pupils</p> <p>Annual contract to inspect and maintain P.E. apparatus</p> <p>Clear guidance and rules for pupils</p>
8.	Violence	<p>Good signage</p> <p>Controlled access to the building via front entrance</p> <p>Reception staff have a good view of people entering through the front door</p> <p>Telephone communication, both internal and external</p>

<p>9.</p>	<p>Dysentery, Hand Foot and Mouth, Threadworm, Head Lice , Norovirus, Swine Flu etc</p>	<p>Caretaker and Handyman carry "walkie-talkies"</p> <p>Reception Area is welcoming</p> <p>Aggressive / violent behaviour routinely reported to the Headteacher</p> <p>Deal speedily with all issues relating to discipline / bullying</p> <p>Dogs not allowed on the school site</p> <p>Hand washing to be insisted upon after visits to the toilet and prior to eating</p> <p>Availability of soap ,hand towels and toilet paper(Checks to be made daily by the caretaker and handyman)</p> <p>The school to be cleaned to a high standard (Checks to be made daily by the caretaker)</p> <p>All toilets to be checked during the lunch hour by the caretaker / handyman and cleaned if necessary</p> <p>The interior and exterior drinking fountains to be cleaned daily.</p> <p>Pupils to be kept home if they have a contagious illness/condition until treated or no longer contagious</p> <p>Parents to be informed of an outbreak of a contagious condition following the advice from the : ` The local HEALTH PROTECTION TEAM` Tel no 02920402478</p> <p>All advice to parents must be accurate and given in a way that avoids panic</p>
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