

USING DEVON HEALTH, SAFETY & WELLBEING SERVICE'S RISK ASSESSMENTS

The Devon Health, Safety and Wellbeing Service provide a number of pre-populated risk assessments in an attempt to make the risk assessment process more straightforward and relatively simple. Overleaf is a flow chart of the risk assessment process.

This generic risk assessment is designed to ensure that establishments comply with the law on what is required in an assessment but it is **essential** that each individual establishment makes this generic risk assessment their own.

To do this, the establishment's details need to be filled in accurately on the top of the first page – in particular the date of the assessment is significant.

Under these details you will find a table consisting of 4 columns. The column headed 'Control Measures in Place' consists of a list of bullet points under headings. This is where you will amend/delete or add bullet points until you end up with information that reflects the current situation within the establishment:

- delete anything that does not apply to your establishment
- add anything local that you have in place but is not listed
- amend each bullet point if it does not exactly describe your situation

On the last page, the 'Assessor's Recommendations', you should list anything which you need to put into place with the date by which it will be done. These action points will, once completed, become part of the 'Control Measures in Place'.

We are here to help you, so if you do have any queries, please contact us on 01392 382027.



This risk assessment should be completed with reference to any Primary School related HS Guidance Notes

	Establishment/Department Hatherleigh Community Primary School	Primary Whole School Risk Assessment	RA22
	Name and Address of Establishment Hatherleigh Community Primary School, South Street, Hatherleigh, Devon EX20 3JB		
Person(s)/Group at Risk All Employees, Governing Body, Contractors, Visitors and Pupils	Initial Assessment <input type="checkbox"/> Review <input checked="" type="checkbox"/> Following Incident <input type="checkbox"/>		
Activity/Task/Process/Equipment Whole Primary School	Date of Assessment Assessor(s) 4.1.16 C Boother/H Bartle		

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
Administration of Medicines Administration of prescribed medicines by staff Adverse physical reaction, cuts from sharps, misadministration, failure to administer	<ul style="list-style-type: none"> ▪ Supporting Pupils with Medical Conditions Policy in place. ▪ Responsibility for medication remains the parent's responsibility. No medication provided unless written parental consent is provided. All administration is recorded on the reverse of the parental consent form. ▪ Employees have sufficient information about the medical condition of any pupil with long-term medical needs. <i>Information is stored on SIMS, distributed to staff via Staff Meetings, reports from SIMS and displayed on the staff room board for certain medical conditions.</i> ▪ Appropriate arrangements in place for the safe storage of medication e.g. stored in staff room (fridge) to prevent unauthorised access. 	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> ▪ Asthma inhalers stored out of children's reach but close to hand for immediate access. Stored in <i>classroom</i>. <i>On discussion with parents some older children able to take responsibility for own inhalers.</i> ▪ Out of date/redundant medication returned to parents ▪ <i>Epipen training is provided as appropriate.</i> 		
<p>Animals in schools</p> <p>School pets, visiting animals</p> <p>Allergic Reactions, bites and scratches, infestation/disease</p>	<p>Please see appendix for list of animals which should and should not be brought into school.</p> <p>Permission must be sought from the Senior Leadership Team before animals are brought on to school site.</p> <ul style="list-style-type: none"> ▪ Animal(s) purchased from reputable suppliers ▪ Staff and pupils instructed to wash their hands before and after contact ▪ Staff or pupils with known allergic reactions to animals, bedding, feed (such as nuts) to avoid contact ▪ Dogs (except guide and listening dogs) are not allowed on premises. playing fields or play facilities ▪ Appropriate arrangements in place to clean and disinfect cages at regular intervals by employees or pupils under direct supervision ▪ Member of staff responsible for the welfare of the animals including weekend and holiday periods ▪ Appropriate arrangements for the disposal of animal waste/bedding and deceased animals 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hazardous Chemicals</p> <p>e.g. cleaning chemicals, solvents, adhesives, paints</p> <p>Inhalation/respiratory problems, burns, ingestion</p>	<ul style="list-style-type: none"> ▪ All substances kept to a minimum and <u>all</u> containers clearly labelled ▪ Separate COSHH risk assessments based upon Material Safety Data Sheets available for all for all substances classed as hazardous and staff briefed in findings ▪ Hazardous substances whether used by school staff or an on-site contractor locked away 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors on site:</p> <p>Injuries or damage arising from use of contractors who are not competent, uncontrolled access / egress,</p>	<ul style="list-style-type: none"> ▪ Contractors used are from the DCC approved list or subjected to formal Health and Safety vetting if using a non DCC approved contractor. ▪ <i>Contractors asked to sign in using the "Contractors Signing in Book".</i> ▪ Contractors informed of any hazards on site e.g. the presence and location of asbestos 	<input type="checkbox"/>	<input type="checkbox"/>

<p>physical injuries, health issues from exposure to asbestos</p>	<ul style="list-style-type: none"> ▪ Contractors will be shown a copy of the School's Asbestos Register and will sign to acknowledge this. Contractors will also be informed of any other hazards affecting them on the site and of emergency procedures ▪ Contractor to inform the school of any hazardous substances or activities being undertaken on the school site ▪ An agreed plan of work will be adopted to control these risks – this will be documented separately and will include an agreed, reasonable timeframe for completion of the work ▪ Where possible building or hazardous work carried out outside of school hours. Where not practicable work area will be segregated ▪ Where segregation not possible, adequate supervision in the vicinity of the work area if contact with pupils is possible ▪ Appropriate welfare facilities will be provided for contractors on site ▪ For works involving more than one contractor, and where the school is acting as the Client, <i>the Headteacher</i> will ensure that a Principal Designer and Principal Contractor are appointed in writing and will ensure that a Construction Phase H&S Plan has been provided by the Principal Contractor prior to any works commencing on the site. NPS will be contracted for larger projects. ▪ <i>The Headteacher</i> will ensure that large building projects are notified to the HSE as required by the Construction (Design & Management) Regulations 2015. NPS will be contracted for larger projects. ▪ 		
<p>Curriculum Hazards Using heat in science and cookery activities, hand tools in technology work, practical work in the environmental area/pond dipping</p> <p>Cuts, burns, scalds, infection/hygiene issues</p>	<ul style="list-style-type: none"> ▪ There are few significant hazards in the curriculum at <i>Hatherleigh Community Primary School</i>. Areas with significant hazard currently are the kitchen area, garden area and woodland area (which have their own risk assessments) ▪ Precautions from relevant CLEAPSS guidance notes followed ▪ Separate Off-Site visit risk assessments undertaken in line with <i>Devon Outdoor Education, Visits and Off-Site Activities Health and Safety Policy</i> ▪ 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Display Screen Equipment (DSE)</p>	<ul style="list-style-type: none"> ▪ Separate DSE Assessment carried out on identified DSE users and issues identified in these assessments actioned accordingly 	<input type="checkbox"/>	<input type="checkbox"/>

Ergonomic problems arising from inappropriate work station set up, upper limb disorders, temporary eye strain / headaches	<ul style="list-style-type: none"> ▪ The trained DSE Assessor for the school is <i>Heather Bartle</i>. 		
<p>Environment and Welfare</p> <p>Thermal comfort, space, lighting, welfare facilities</p> <p>Health problems, infection</p>	<ul style="list-style-type: none"> ▪ Adequate lighting and comfortable room temperatures can be achieved and maintained ▪ Adequate ventilation available ▪ School no smoking policy in place and correct signage used at entrance to premises ▪ Hand washing facilities available ▪ Toilets for employees and pupils supplied with hot and cold water, soap and drying facilities ▪ Wash-up areas provided with drinking water ▪ Sanitary waste collection and disposal arrangements in place <i>through PHS</i>. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire and other emergencies</p> <p>Fire, bomb threats, major incidents off-site</p> <p>Smoke inhalation, burns and death</p>	<ul style="list-style-type: none"> ▪ Separate Fire Risk Assessment (FRA) and associated documentation in place. FRA carried out on <i>March 2015</i> and is located the <i>Fire Log Book</i>. ▪ Premises Fire Emergency Plan drawn up and shared with all employees. Includes site and building lay-out plan with isolation points for all services indicated. ▪ Separate Schools Emergency Management Plan/Procedures and Business Continuity Plan in place. Staff briefed in its contents and arrangements. Copies provided to relevant staff/Chair of Governors/Caretaker. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>First Aid Arrangements</p> <p>Lack of first aiders or supplies.</p> <p>Physical injuries deteriorating due to lack of attention</p>	<ul style="list-style-type: none"> ▪ First aid boxes marked and available in the following locations in the school: Library (key located in office) Morgan Hall Music Hall Year 5 Classroom ▪ 10 Emergency First Aid at Work trained employees are available. 4 Paediatric First Aid trained employees are available. Training updated every 3 years and refresher training when required. Lists are at key locations. 	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> ▪ Paediatric First Aider on site at all times when children under 5 years of age present as required by law ▪ The nearest Minor Injuries Unit is 8 miles and 15 minutes away. The nearest A&E unit is Exeter miles and 45 minutes away. ▪ Rhiannon Bragg is responsible for checking and filling the boxes ▪ All accidents recorded in the school accident book, located in the school office. ▪ DCC accident reporting procedures followed. Copies of completed accident forms kept in school office and inputted on OSHENS system as required ▪ Notice of current first aiders/emergency first aiders are displayed at in the Library, classrooms and various locations around school. ▪ Parents notified at handover if their child suffers a head bump or via telephone call if deemed appropriate. A note is provided to remind parents of the precautions to take in this instance. ▪ First Aid supplies taken out on every visit off the school premises and adequately trained first aid cover arranged where necessary 		
<p>Lone Working</p> <p>Injury whilst lone working, assault/violence, delayed assistance in emergency</p>	<ul style="list-style-type: none"> ▪ Time spent working alone eliminated or reduced where possible ▪ Communication arrangements in place with line manager / other employees if working alone or when meeting known aggressive parents ▪ Agreed arrangements in place to notify manager at end of lone working activity. Staff are asked to make a member of their family aware of their expected finish time if they are undertaking lone working during holiday periods. Staff are asked to sign in and out. ▪ Only agreed tasks undertaken when working alone. No work at height ▪ Means to summon assistance close to hand (<i>mobile phone to be carried where signal obtainable, outside telephone line available in Music Hall, Chestnuts classroom, Willows classroom, corridor</i>). ▪ Other employees on site notified of location / estimated duration of task if working on site remote from others ▪ Adequate security in place; access to site controlled <i>through coded doors</i>. ▪ Use of visitor badges / signing in book. Access not granted to unknown callers ▪ Key holders strictly controlled and numbers kept to a minimum ▪ <i>Lone Working Policy in place and provided to staff.</i> 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Manual Handling of Objects and People</p> <p>Carrying, lifting, pulling, pushing furniture, PC's, stationery, etc</p> <p>Musculoskeletal strain or injury falls and slips.</p>	<ul style="list-style-type: none"> ▪ Manual handling of items other than normal office type stationery or files avoided where possible ▪ Staff have received briefing in the safe use of any specific moving and handling devices on induction ▪ Where possible, loads are split to reduce weights ▪ Team lifting is used as appropriate ▪ Staff involved in manual handling tasks given briefing in safe lifting techniques as part of manual handling training. ▪ Individual Assessments carried out on any young people requiring physical handling leading to a Handling Plan for the individual concerned. Currently there are no Handling Plans. Staff would be trained in this plan should there be a child with need of a Handling Plan. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Playtime and Breaks</p> <p>Falls from climbing frames, child protection issues, pupils leaving the site Physical injuries, slips, falls</p>	<p>The ratio of staff to pupils is continually monitored in line with accidents trends and behaviour reports. Currently Year 3 and 4 have segregated playtimes. All staff including mealtime assistants are in receipt of a copy of Guidelines for Playtimes at Hatherleigh Community Primary School.</p> <ul style="list-style-type: none"> ▪ Numbers are restricted on apparatus at any one time ▪ Apparatus and safety surfacing below apparatus installed and maintained to meet the BS EN 1176 and 1177 standards <i>and checked annually by Playsafety.</i> ▪ Apparatus not used when wet and slippery ▪ Fixed (e.g. climbing frames) and mobile (e.g. scooters, tricycles etc) play equipment inspected visually each time it is used by supervising employees and employees briefed about faults to look for. Faulty items removed from use and reported to <i>the School Business Manager.</i> ▪ Fixed and play equipment inspected termly by <i>School Business Manager</i> Faulty items removed from use ▪ Annual independent inspection of fixed equipment carried out Playsafety and report issued. Results considered by the Governing Body and action undertaken accordingly ▪ Supervision levels to account for lunch breaks and emergency situations ▪ Points of access onto the site for visitors minimised with clearly signed routes to the reception ▪ Staff briefed in school's anti-bullying policy and promoting positive behaviour policy. 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Premises Related Hazards</p> <p>e.g. asbestos, security, Legionella, gas, electrical equipment, glazing, hazardous chemicals</p> <p>Physical injuries - electric shock, burns, fire, explosion</p> <p>Health Issues – asbestosis, Legionella</p>	<ul style="list-style-type: none"> ▪ All building maintenance / inspection records maintained by <i>School Business Manager</i>. ▪ Regular building and site inspections carried out by <i>NPS</i>. <i>Internal Health and Safety/Security inspections carried out at least annually – see separate Security Risk Assessment</i> ▪ Defects logbook kept in <i>School Business Manager’s office</i> for employees to log problems ▪ Safety glazing or film used in all high risk glazing areas as required by separate Glazing Survey and Risk Assessment document ▪ Finger guards on door hinges for identified high risk doors. These are located in the following areas: <i>Boys and girls toilets in Foundation Stage. Toilets, Classroom and outside door in Year 1 classroom Staff requested to record in premises book/notify School Business Manager if further risk areas identified.</i> ▪ Separate Water Hygiene Risk Assessment & Log Book in place on <i>Hatherleigh Community Primary School</i>. Tests of water temperatures for Legionella carried out regularly by <i>EPlus</i>. 6 and 12 monthly Leg 1 and Leg 2 reports go to <i>School Business Manager</i> for action as appropriate ▪ Electrical maintenance work only carried out by a qualified electrician ▪ Heating plant pressure vessels inspected by Zurich and have a periodic thorough examination according to a written scheme ▪ 5 yearly electrical installation report goes to <i>the Headteacher/School Business Manager</i> for action as appropriate ▪ All portable electrical appliances inspected and where applicable tested by <i>approved contractor annually</i>. ▪ Pre-user checks on hand held electrical equipment. Staff briefed in what to look for. Employees to report defective plugs, leads, wires and cables to <i>School Business Manager</i> or record in defects book ▪ Staff to seek permission from a member of the Senior Leadership team prior to personal electrical equipment being used so that an assessment can be made as to its safety. ▪ Sufficient sockets are available to reduce use of extension cables and to avoid over-current 	<input type="checkbox"/>	<input type="checkbox"/>
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	<ul style="list-style-type: none"> ▪ Boiler room kept free from combustible materials and secured ▪ Separate Asbestos Management Plan in place. <i>Headteacher</i> is responsible for updating Register ▪ Kitchen and other forced extraction equipment are maintained through DMP agreement. ▪ <i>School buys into DMP.</i> 		
<p>Public use / out of school hours use/ organising events on school sites</p> <p>People unfamiliar with the premises or activity. Increased security issues, large numbers of people on site, Physical Injuries, inadequate first aid cover, compromised fire escape</p>	<ul style="list-style-type: none"> ▪ The school is currently hired out to <i>Ellodie Stott (Ballet) and Rev. Ruth Hansford (Big Story Club)</i>. ▪ Before agreeing to a hirer's request, consideration of the activity planned and the likely hazards and risks to the premises and existing users to be carried out ▪ Safety arrangements agreed with and communicated to all hirers ▪ Where premises are being used without an employee present, hirers are given details of a school employee to be contacted in the event of an emergency 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Security</p> <p>e.g. attempted abduction, theft, vandalism, arson</p>	<ul style="list-style-type: none"> ▪ See separate Security Risk Assessment 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Slips, trips and falls</p> <p>Inappropriate storage and layout, poor housekeeping, poor and wet flooring</p> <p>Physical Injuries – cuts, broken limbs,</p>	<ul style="list-style-type: none"> ▪ Reasonable housekeeping standards maintained and work areas kept tidy and clear of obstructions or objects lying around that may cause people to trip ▪ Spills cleaned up immediately with paper towels to leave floor dry <u>or</u> area cordoned off until this can be achieved ▪ Sufficient barrier matting is provided to soak up rain water. ▪ Slip resistant flooring is provided where water contamination is unavoidable such as kitchen areas. In the case of the dining hall, mealtime staff have been instructed of the need to immediately clean any spillages and cordon off the area. ▪ Wet cleaning methods only used in quiet times. Barriers/signs used to segregate area being cleaned from dry floors. ▪ Furniture arranged to avoid trailing wires where possible or cable covers used ▪ Mats are securely fixed and/or do not have curling edges 	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> ▪ Heavy objects stored on lower shelves ▪ Steps are provided for reaching materials on shelves and are kept in safe serviceable condition – employees reminded not to stand on chairs or tables as an alternative. Ladder inspection checklist completed. ▪ Defect reporting system in place and known by employees 		
<p>Transport Issues</p> <p>e.g. Employees driving cars, minibuses, Vehicle movement on centre site</p> <p>Road traffic collisions, physical Injuries from impacts or being trapped between vehicles and buildings, injuries sustained by failure to wear correct seatbelt / restraint</p>	<ul style="list-style-type: none"> ▪ On site: <ul style="list-style-type: none"> • Signage on school gate showing access times, speed limit • Arrangements in place for deliveries to be made out of peak activity times • Where appropriate, shrubs are cut back/reduced in height to improve vision ▪ Off site: <ul style="list-style-type: none"> • Employees who drive pupils in private cars have insurance cover / licence / MOT checked annually • Employees who drive only themselves and colleagues self-declare correct insurance cover / licence / MOT when claiming expenses • Private vehicles checked for suitability for intended purpose / load • Drivers to ensure vehicle is legal and roadworthy • Adequate time allowed for journeys, including breaks and possible delays. Drivers are not pressurised to drive when weather conditions are exceptionally difficult • Staff must not drive if taking medicine that could impair their judgement • Mobiles, including hands-free are not used whilst driving. The driver will park and turn off the engine before using a mobile phone • Pupils being transported are adequately supervised • Drivers ensure that all passengers are secured / wearing seat belts / correct child restraint at all times • When parents/volunteers cars are used, confirmation is sought that insurance cover / licence / MOT is in place via model letter in Transportation of Children Policy. • Parents/volunteers will not be left alone with a pupil unless it is their own child 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Vulnerable Persons</p> <p>e.g. young persons / new and expectant mothers / disabled persons / staff experiencing work related stress</p> <p>Physical and Psychological injury</p>	<ul style="list-style-type: none"> ▪ Separate Risk Assessment (RA18) carried out on all expectant mothers and, where appropriate, alternative tasks arranged ▪ Separate Risk Assessment (RA28) carried out if Work Experience students have a work placement at the school. This form is provided by the secondary school for completion and is returned for parental information ▪ Separate Personal Emergency Evacuation Plans in place for any service user of member of staff whose disability limits their ability to follow the general Premises Fire Emergency Plan. Personal Evacuation Plans for pupils reviewed annually or after an evacuation. ▪ Handling plans in place for any service user requiring moving and handling ▪ School Policy on Stress provided to employees ▪ School managers are aware of indications of stress in others ▪ Stress Risk Assessment carried out where appropriate and support obtained via Devon County Council Occupational Health provision. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Work Equipment</p> <p>Kilns, curriculum use kitchen equipment, guillotines, copiers, shredders, power tools</p> <p>Physical injuries – cuts, electric shock, burns</p>	<ul style="list-style-type: none"> ▪ Work equipment on site will be used for the purpose for which it was designed ▪ Staff receive verbal briefing in safe working method based on manufacturer's instructions ▪ Staff instructed to carry out pre-user checks on hand-held tools and know to report defects to <i>School Business Manager</i> ▪ Work equipment will be maintained so that its condition does not give rise to danger. Specifically: <ul style="list-style-type: none"> ▪ Any guards supplied with machinery will be kept in place and in working order ▪ Formal Inspection and Testing regime for portable appliances ▪ <i>Kitchen extraction system checked under Devon maintenance partnership agreement.</i> Pupils are supervised at all times when using any work equipment and instructed in safe working method ▪ Personal protective equipment provided for use of work equipment as appropriate 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Work at Height</p> <p>Putting up displays, painting, cleaning gutters, adjusting</p>	<ul style="list-style-type: none"> ▪ Work at height is avoided by contracting this work out wherever practicable ▪ The following access equipment has been provided <ul style="list-style-type: none"> ▪ <i>Surveyors ladder</i> ▪ <i>Step ladder</i> 	<input type="checkbox"/>	<input type="checkbox"/>

<p>lighting Physical injuries from falls, impacts of falling objects onto those nearby</p>	<ul style="list-style-type: none"> ▪ <i>Step stool</i> and measures are in place to ensure that they are maintained in a safe working condition. Annual ladder inspection checklist completed. ▪ Staff briefed on safe use of access equipment provided and are instructed not to use desks/tables/chairs as a means of access ▪ Pupils kept from vicinity when working at height 		
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LIST OF SUITABLE AND UNSUITABLE ANIMALS IN SCHOOLS

ANIMALS THAT ARE SUITABLE FOR A PRIMARY SCHOOL	ANIMALS THAT ARE NOT SUITABLE FOR A PRIMARY SCHOOL
<p>Australian Spiny Stick Insects Axolotis (Mexican Reptile) Brine Shrimps Bullfrog Tadpoles Chamfer Beetle Clawed Toads Cold Water Fish Cyrian Hamsters (nocturnal) Earth Worms Garter Snakes Guinea Pigs Indian Stick Insects Laboratory Rats Land Crabs Mill Worm Beetle Mongolian Gerbils Pink Winged Stick Insect Rabbits Slugs and Snails Some butterfly and moth larva Tiger Salamanders Tropical Fish Wood Lice</p>	<p>The following animals are not suitable for primary school due to their ability : to transmit diseases, be venomous, difficult to keep in captivity, are likely to produce allergic reaction or could cause an infestation.</p> <p>Adult British Amphibian & Reptiles African land snails Brown tailed moth caterpillar Cockroaches Exotic mammals Garden tiger moth caterpillar Grass snakes (which feed on frogs) Lizards Locusts Mammals and birds caught in the wild Many birds can produce allergic reactions Many tropical spiders Recently imported foreign birds Some snakes Striped stick insects Terrapins & Tortoise</p>

These will provide a reasonable range. They can be used safely by pupils provided the handling procedures outlined below are adhered to. Other substances can be used but an assessment must be made to ensure they are suitable for use by pupils.

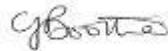
CHEMICALS THAT ARE SUITABLE IN PRIMARY SCHOOLS CURRICULUM	CHEMICALS THAT CAN BE USED, BUT WITH ADDITIONAL CAUTION The following chemicals may be used but are poisonous, flammable, corrosive or irritant and close supervision is essential.	CHEMICALS THAT MUST NOT BE USED
Alum Bath Salts Bicarbonate of soda Borax Carbonated drinks Chalk Charcoal Citric Acid Crystals Cream of Tartar Detergents Epsom Salts Food Colourings Glycerine Health Salts Lemon Juice Milk Salt Slaked lime Soap Sour Milk Steel Wool Sugar Tea (contains tannic acid) Vaseline Vegetable Oil Vinegar Vitamin C Washing Soda Water Glass (Sodium Silicate)	Chrome Alum (Chromium Potassium Sulphate) Cobalt nitrate Copper sulphate Iodine Manganese Sulphate Methylated spirit Paints Paraffin Photography fixers, developer and stop baths Potash Alum (Aluminium Potassium Sulphate) Sodium Chloride (Salt) Spray fixers Surgical spirit Varnish White spirit Zinc sulphate	Caustic Soda De-rusting solutions Dishwasher Detergent Dry Cleaning Fluids Hydrogen Peroxide Insecticides Lavatory & Oven Cleaners Paint Stripper Pesticides Scale Removers Washing machine powders (Biological and Automatic) Weed Killers

SUITABLE PLANTS AND SEEDS IN PRIMARY SCHOOLS	UNSUITABLE PLANTS FOR PRIMARY SCHOOLS
Advocado Begonia Broadbean Bromeliads Busy Lizzy Cacti Cissus Antarctica Coleus Cress Date Dwarf Bean Edible fruit pips Exacum Affine Fuchsia Geranium Grevillea Robusta Lemon Maize Mongbean Mother of Thousands Mustard Oats Orange Pea Peanut Philodendron Rhoicissus Rubber plant Runner Bean Succulents Swiss Cheese Tradescantia Umberella or Nilegrass Wheat	Bryony Black Nightshade Caster Oil Seeds Cuckoo Pint Deadly nightshade Giant Hogweed Hebane Hemlock Holly Laburnum Monkshood Potato (green) Privet Ragwort Red Kidney Bean Rhubarb leaves Spindle Tree Tomato (except fruits)

Assessor's Recommendations - Additional Control Measures or Actions

List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Continue to review following any health and safety walks, inspections, incidents or expressions of concern	as necessary	C Boother H Bartle
Wash up areas need to be rigorously monitored by staff including caretaking and cleaning to ensure sink area remains clear and clean. Washing up liquid to be provided. Class teachers to ensure water bottles are taken home daily,		

Signed: the Headteacher/Head of Department



Date 21st February 2016

The outcome of this assessment should be shared with the relevant employees
 A copy of the completed assessment kept on file and copied to the Health and Safety Co-ordinator