



New Forest Small School

Risk Assessment Policy

Member of Staff Responsible	Headteacher
Regularity of Review	Annually

PRINCIPLES

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.

The Head Teacher has primary responsibility for risk assessment on site and will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Head Teacher prior to implementation.

Completed risk assessments are listed in the Risk Assessment file and will be reviewed periodically in accordance with each risk assessment's review date as listed.

This policy is to be read in conjunction with the Health and Safety Policy, which provides the rationale and legal context for risk assessment in all aspects of the School's operation.

SPECIFIC CATEGORIES OF RISK ASSESSMENT

Premises Management

Risk assessments relating to premises management will be conducted in accordance with the Premises Management Policy. This includes the Fire Safety risk assessment, which is conducted by an external assessor.

Outdoor Activities

Risk assessments for outdoor play and other categories of outdoor activities will be conducted in accordance with the Play Policy.

External Visits, Field Trips and Offsite Activities

Risk assessments for all external visits, field trips and other educational activities held off-site will be conducted in accordance with the External Visits Policy and, where applicable, the Special Educational Needs and Disabilities Policy (e.g. in the case of visits undertaken as part of an ASDAN Personal Development Award qualification for SEND students).

Practical Science Classes

Standard Science Risk Assessments will be conducted by all science teachers, prior to undertaking any practical classes. The school subscribes to CLEAPSS Science for up-to-date information on hazardous and low-hazard chemicals. Any practical work involving hazardous or potentially hazardous chemicals and materials, including all flammable chemicals and materials and gas burners, will be subject to an extended risk assessment in accordance with the COSHH Policy.

Storage and Use of Non-Flammable Chemicals and Materials

Location: Cell 1 Prep Room.

These chemicals and materials are kept in lockable cupboards in Cell 1, the prep room.

The room is kept locked.

Acids and alkalis are kept in separate lockable cupboards – to avoid spills reacting with an exothermic reaction.

Students are only allowed into cell 1, the prep room under adult supervision.

Only Separate Scientists (14 years +) do any practical work in cell 1, the prep room, with training and under adult supervision.

Disposal of material which is toxic to the environment, or toxic to humans is into a separate container, then to AA Waste, Hampshire.

Disposal of chemicals which are not toxic or harmful to the environment, is by dilution with plenty of water, then down the drain or sink.

Inventories of the chemicals and materials are with this risk assessment in the office, and in the prep room – cell 1. An inventory of the flammable chemicals is kept in the flammables cabinet in the Outside Clean Up Area. These will be updated regularly and if there is a significant change to the amount or range of chemicals stored.

The prep room, cell 1 is very well ventilated – no draught exclusion.

Storage and Use of Flammable Chemicals and Materials

Location: Outside clean up area.

The flammable chemicals and materials are in a locked cabinet in the outside clean up area. The cabinet is clearly marked. An inventory of the flammable materials is in the cabinet.

There is a powder fire extinguisher in the outside clean up area.

The outside clean up area is kept locked when not being used.

The outside clean up area is used under adult supervision, and is kept clear for rapid exit.

The most flammable metals – alkali metals – are under oil, to prevent oxygen access.

The area and the cabinet are regularly checked, eg. for butane/propane gas leakage from the canisters.

Work with flammable substances, including dispensing, is done in a well-ventilated area. At that time the area could be considered Zone 1. Otherwise all areas are maximum Zone 2.

Explanation of Zones with regards to electrical fittings

The requirements for electrical fittings in flammable atmospheres are laid down by British Standard BS 5345 which defines three categories of risk and divides an area into corresponding 'zones'.

- A region where a flammable mixture of vapour and air is normally present is called 'Zone 0'. It is difficult to imagine a situation where this would ever occur in schools.
- A region where a flammable mixture is likely to be present is called 'Zone 1'. This might occur in the immediate vicinity of a petrol-driven lawn mower and a container of fuel in a store.
- A region where a flammable mixture is unlikely to be or is infrequently present is called 'Zone 2'. A Zone 2 region usually surrounds a Zone 1 (or Zone 0) region.

A laboratory where flammable liquids are used might contain a small Zone 2 region, but the whole room is not automatically regarded as Zone 2. Similar conditions are to be expected in a prep room where flammable liquids are occasionally dispensed or used. A store only contains a hazardous region when it is also used for dispensing: an activity that is more likely in an external store than in an internal one. Whether this is Zone 1 or Zone 2 or both depends on the liquids dispensed, the frequency with which this is done and whether or not there is forced ventilation. If conditions are judged to be Zone 2 over the dispensing bench, this does not imply that the whole store reaches that level of hazard, and standard lighting fittings and fans could be acceptable.

Appendix A: Risk Assessment for the Storage of Chemicals

Site: New Forest Small School

Issues to be dealt with	Planned practice and procedures
Managing the stores	Day to day running of chemical storage is done by the science teacher
Staff training	Science teachers and technicians will be shown where chemicals are stored, how they are stored, and how to use them.
Security of the stores	The Prep Room/Cell 1 and the Outside Clean Up area are kept locked when not in use. Keys for both are kept in the office drawer. The science teacher has a key for both stores.
Where chemicals are stored	Non flammable chemicals are kept in cabinets in the Prep Room/Cell 1. Flammable chemicals are kept in a locked cabinet in the Outside Clean Up area.
Inventory	An inventory of the chemicals is kept in the Prep Room/Cell 1, and in the Office. An inventory of the flammable chemicals is in the flammables cabinet in the outside clean up area.
Delivery of chemicals to the school	Orders are timetabled to coincide with term times. If the science teacher is not at school when an order arrives, the box will be put into the Prep Room/Cell 1 and the room locked.
Carrying chemicals	Chemicals are carried in trays. Students know not to run in corridors.
Clear indication of hazardous properties	All bottles are labelled with their name, hazard symbol, and date of purchase/making up.
Location of hazard information	Hazard data sheets are kept in the top right hand part of the cupboard by the door in the Prep Room/Cell 1. <i>Hazcards</i> are kept in the right of the lower cupboard by the window in the Prep Room/Cell 1.
Spills	Equipment to deal with spillage is available in both storage areas.

Quantities stored	The smallest possible quantity of chemicals is ordered and stored. A relevant risk assessment is carried out if a large volume/mass of a chemical is ordered.
Storing gas cylinders	Gas cylinders are kept locked in the flammables cabinet in the Outside Clean Up area.
Ventilation	Both the Prep Room/Cell 1 and the Outside Clean Up area are very well ventilated.
Routine inspection and maintenance	The lids of all bottles are checked for tightness whenever they are returned to the store. The science teacher carries out termly checks regarding the security of all containers for leaks etc, and vents as necessary. Metallic surfaces are checked termly for corrosion.
Fire Precautions	Suitable hazard signs are on the flammables cabinet and the individual containers inside the cabinet, in the Outside Clean Up area. In the event of a fire in the school, the Prep Room/Cell 1 will be made secure. The door is closed and/or locked when the room is unoccupied. In the event of a fire the school buildings will be evacuated. There are sensitive smoke detectors in all classrooms, and both inside and outside the Prep Room/Cell 1.
Updating the risk assessment	This risk assessment will be reviewed periodically and in any event when significant changes are made to the quantity or range of chemicals stored.

References:

CLEAPSS – Secondary Science Laboratory Handbook 2009

CLEAPSS – *Hazcards* 2015