

GENERAL RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: Severe weather, Including winter gritting

Location of activity: Newton Bluecoat CE Primary School

Team/school name: address & contact details:	Newton Bluecoat CE Primary School	Name of person(s) undertaking assessment:	Elizabeth Robinson
		Signature(s):	<i>E Robinson</i>
Line manager / headteacher (Name & Title):	Elizabeth Robinson	Date of assessment:	26/04/22
Signature:	<i>E Robinson</i>	Planned review date:	Winter term 2023
How communicated to staff:	Staff meeting	Date communicated to staff:	T b c

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Being unprepared to deal with heavy snowfall or icy conditions	Staff, building users and visitors	Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality	<p>Pre-planning and undertaking an assessment for dealing with the effects of snow and ice including:</p> <ul style="list-style-type: none"> a thorough and practised response plan is implemented; the predicted weather forecast / flood alerts are regularly checked. (Information can be accessed via the Meteorological Office and the Environment Agency); <p>See below for what the plan includes.</p>

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
<p>...cont</p> <p>Being unprepared to deal with heavy snowfall or icy conditions</p>	<p>Staff, building users and visitors</p>	<p>Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality</p>	<p>Plan includes:</p> <ul style="list-style-type: none"> • Clear roles and responsibilities; • No gritting to be undertaken outside of the premises' boundaries unless absolutely necessary; • If gritting is undertaken outside of the premises boundaries eg a section of the public footpath, the reason for doing so will be documented along with the controls that have been put in place to ensure the area has been carefully cleared of snow or ice and how it will be monitored to ensure it does not present a slipping hazard to members of the public; • If it is not possible to clear all areas then a suitable pedestrian route is designated and cleared of snow and ice. Its condition is monitored regularly at various times during the day and records are kept; • If the designated emergency assembly point cannot be cleared of ice or snow, or accessed safely, an alternative assembly point is considered as an interim measure and all relevant staff are informed; • Adequate salt/grit supplies are sourced and there is a suitable storage facility on site in an appropriate location.
<p>Walking on ice or snow – slips or trips</p>	<p>Staff, building users and visitors</p>	<p>Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality</p>	<ul style="list-style-type: none"> • Building management will continue to remove snow and grit areas of ice as much as possible throughout the day; • Individuals are alerted to ice covered areas, in particular children and young persons are made aware of the dangers; • Suitable footwear is advised to be worn; this is the responsibility of all individuals and parents of children; • Everyone is advised not to walk with hands in pockets or to carry heavy loads that can affect their balance.

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Clearance of ice/snow – slips and trips	Employees fulfilling the clearance role	Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality	<ul style="list-style-type: none"> • There are adequate resources to complete the activity (grit, equipment, tools, personal protective equipment, persons and time – see guidance on the Winter Service page in the Premises Management Guidance section of the Health, Safety & Quality web site Schools portal or Intranet; • If grit resources are limited, consideration is given to prioritising the most populated/used areas, including emergency exit routes, fire escapes and assembly points, and consideration is given to the busiest times ie start and end of the day. However, snow can fall at various intervals, sometimes leaving little time for removal operations to take place; • Persons responsible for the activity are equipped with any personal protective equipment required including appropriate footwear; • It is established that the individuals completing the task are physically capable and fit and have no history of heart conditions; • Lone working is avoided where possible; • Sufficient layers of clothing are worn by those clearing the snow/ice; • It is ensured that those clearing the snow/ice are kept well hydrated.
Manual Handling (clearing snow & Ice)	Employees fulfilling the clearance role	Injury, sprains and strains	<ul style="list-style-type: none"> • Adequate equipment is available for the activity, for example, grit spreader, wheelbarrow, shovel, etc; • Where possible, more than one employee is designated to complete the task, or there is job rotation; • Those undertaking the clearance task are sufficiently trained in manual handling techniques; • Those undertaking the clearance task are advised to walk, stretch or exercise for a few minutes before commencing snow shovelling to warm up the muscles.

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Vehicle Movement - struck by a moving vehicle	Staff, building users and visitors	Serious injury eg crushing, broken bones or fatality	<ul style="list-style-type: none"> • Pedestrians and vehicles are segregated where possible; • In extreme circumstances vehicles will not be permitted onto the grounds apart from the emergency services; • If it is decided to grit the car park and allow its use, the area is adequately lit and signage/road markings are visible; • Persons clearing the snow and ice are highly visible, particularly to any traffic in the locality eg wearing high-vis clothing; • The main access route(s) is kept free from obstructions so that, in the event of an emergency, the emergency services can obtain access.
Staff driving in severe weather conditions e.g. snow, ice, high winds or fog	Staff	Risk of road traffic accident, serious injury or fatality	<ul style="list-style-type: none"> • Staff are advised of the requirement to plan their journey into work, allowing enough time to accommodate the difficult conditions of the roads; • Before commencing on a journey staff are advised to check the weather forecasts and decide if it is safe to make the journey; • Staff are reminded to ensure their vehicle is roadworthy; • Staff are advised to consider whether other means of transport are more appropriate; • Staff are reminded to wear appropriate footwear suitable to the ground conditions in the locality of the premises.
Intense Heat/Sun	All building users.	Dehydration, sunburn, heat stroke, faints.	<ul style="list-style-type: none"> • Individuals that may be affected are educated about recognising the early signs of heat stress; • Where necessary activities are rescheduled to take place during cooler times of the day; • Individuals are advised to keep themselves hydrated – drink plenty of water. Free access to cool drinking water is always available; • Individuals are advised that high factor sun cream should be applied and reapplied regularly; • More frequent rest breaks and shaded rest areas are provided; • Individuals are advised to wear a hat and appropriate clothing to help protect them from UV rays.

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Strong winds causing falls from height or collision with flying objects	Staff, building users and visitors	Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality	<ul style="list-style-type: none"> • Where possible, external work is postponed to be undertaken at a later date when safety will not be compromised; • No external work at height takes place; • More frequent rest breaks are provided in order to relax tired muscles; • Appropriate clothing is worn; • Means of services back-up are considered in case of power failure; • Trees within the premises are subject to regular inspections, and are inspected for damage after high winds.
Heavy rain/flooding - slips and trips	Staff, building users and visitors	Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality	<ul style="list-style-type: none"> • Weather forecasts are checked, including checks with the Environment Agency for premises located within an identified flood zone; • An emergency plan is in place to deal with unexpected flooding; • Provisions are in place to protect services to premises.
Building entrances/exits - slips and trips due to accumulation of water or slush	Staff, building users and visitors	Minor or serious injury eg bumps/bruises/scratches/broken bones or a fatality	<p>Consider housekeeping arrangements for the accumulation of water and slush on internal walkways:</p> <ul style="list-style-type: none"> • non-slip, water absorbing mats (sufficient to dry shoes) are provided at entrances that are prone to experiencing this issue; the mats are long/wide enough to take 3 steps; • the mats are maintained in a good condition and replaced once saturated; • any temporary matting should not curl or pose a trip risk; • an area to store wet umbrellas is provided near the building's entrance.

This general risk assessment will apply to this area/task/activity in most teams/schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it does fully apply please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Newton Bluecoat CE Primary School

Signed:

Name:

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed