

London Borough of Waltham Forest Risk Assessment Form



Workplace or specific task being assessed	SSO duties	Establishment	
Date of Assessment		Planned Review Date	
Name of assessor (PRINT)		Position	
Head of Establishment or Line Manager's sign off			
<p>I agree with the risk assessment recorded below.</p> <p>There are no outstanding actions <input type="checkbox"/></p> <p>OR I have taken the following actions:</p>			
Signed		Position	Date

No.	What are the hazards?	Who might be harmed?	What is the risk?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date completed
1	Manual handling	SSO	Physical injury, back strains, sprains Musculoskeletal injury	Manual handling training and refresher training in correct lifting techniques undertaken Specific manual handling risk assessment for lifting or carrying and the identified control measures implemented				

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				Provision and use of mechanical lifting aids (trolleys etc.) Seek assistance when required Minimise manual handling Appropriate footwear worn				
2	Working at height	SSO	Physical injury Falls from height	Ladder Safety training and refresher training undertaken Ladder checks conducted/register maintained Working at height not carried out when lone working				
3	Driving minibus	SSO	Physical injury Stress Fatigue Traffic accident	Minibus driver training and refresher training undertaken Pre use checklist undertaken Regular maintenance of minibus undertaken Trips planned to ensure suitable breaks taken				
4	Use of tools – hand and electrical	SSO	Physical injury Electrocution	Work equipment checklist completed Equipment suitably/appropriately				

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				stored Annual, regular Portable Appliance Testing (PAT) undertaken Ensure all connection are properly fixed Visual inspection pre use undertaken A RCD device used in higher risk situations e.g. equipment used outside or in wet conditions and for equipment where there is a risk of the cables being severed				
5	Use of chemicals including swimming pool maintenance	SSO	Physical injury Burns Dermatitis to hands Inhalation of toxic fumes Accidental spillages	Less hazardous chemicals used wherever possible. Material Safety Data Sheet for substances obtained and guidance followed COSHH assessment completed for all hazardous chemicals and controls implemented Appropriate Personal Protective Equipment (PPE) (e.g. gloves, goggles etc.) provided				

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				and worn where identified in COSHH assessment Restricted access by others when hazardous substance in use Activities undertaken outside of school hours, where possible Immediate clean-up of any spillage				
6	Asbestos	SSO	Exposure to/release of asbestos fibres Ill health	Check site Asbestos Register for location of asbestos containing material Do not undertake any works until guidance in Asbestos Register is consulted If in any doubt as to presence of asbestos, professional assistance sought Permission to work completed for any work on the fabric of building				
7	Lone working including locking/unlocking and responding to intruder alarms and working in	SSO	Accident/injury, delayed assistance in emergency Physical assault	Only agreed risks/tasks undertaken High risk activities avoided				

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	isolated places on site		Cuts/abrasions, musculoskeletal and other physical injuries	Mobile/landline phone available Headteacher/Manager aware of intention to work outside of regular hours and notified of time started and finished Time spent working alone reduced as far as reasonably practicable Colleagues aware of lone working and who to contact in event of overdue contact Staff on site notified of location/estimated duration of task if working on site remote from others Adequate security in place Access to site controlled e.g. through coded doors etc. Use of visitors/signing in book All external doors/windows secured to prevent unauthorised access External lighting				

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				<p>adequate Electrical equipment switched off when not in use Any faulty equipment reported no attempt made to self-repair Aware of emergency evacuation procedure When responding to intruder alarm, before entering the ground. XXXX notified of the situation and the intention to investigate and regular calls made to update the as to the situation If a break-in has occurred, premises not entered until police arrive Restraining of intruders left to the police who are trained in dealing with such situations</p>				
8	Computer working	SSO	Eye strain, musculoskeletal injury	DSE self-assessments completed and actions implemented, if required				

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9	Working in snow and ice	SSO	Physical injury, frost bite	Correct PPE, manual aids, monitor weather forecast – grit accordingly				
10	Use of PPE	SSO	Physical injury Exposure to hazardous substances Inhalation of toxic fumes	Appropriate PPE provided Staff trained to be able to use correctly Appropriate storage provided Stocks kept replenished				