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| **RA reference** | *Enter your RA ref* | **Activity description** | Science, Design and Food Technology - Primary Schools |
| **Assessment date** | *Enter date* | **Assessor name** | *Headteacher/delegated lead* |
| **Assessment team members** | *List contributors to RA* | **Planned review date** | *Enter date* (reviewed to reflect any changes in National Guidance) |
| **Location** | *Name of school* | **Number of people exposed** | *Enter no. exposed* |
| **Overall residual risk level following implementation of effective control measures** |  | **People exposed** | All employees Pupils Visitors  Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers |
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| **Assessment last updated** | *Enter date* | **Is this an acceptable risk?** | **Yes/ ~~No~~** |
| **Training:** All staff will receive training and information proportionate and relevant to the activity that is being undertaken.  **Monitor and review:** This risk assessment and its implementation will be monitored regularly and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.  **Communication and consultation:** Regular updates will be provided to all staff thorough team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website. | | | |
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| **Hazard description**  **and how people are at risk** | **Potential risk** | **Current control measures (those that are in place)** | **Additional control measures (to be identified and implemented)** | **Residual risk** | **Action details by whom and by when** |
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| **Generic control measures that apply to all sections.** |  | * All pupils and staff will be trained in the safe use of all equipment used and be aware of the safety measures needed. * All equipment and materials to be used as per manufacturer’s instructions and for the use for which they were intended. * Appropriate PPE to be used where specified or required. * Regular checks of equipment. Environment and systems to be conducted and recorded as required. * Suitable damage and defect procedure to be in place and adhered to by all staff. * All incidents, accidents and near misses to be reported through the appropriate system and investigated at the right level with any recommendations correctly and promptly implemented. * Appropriate first aid measures to be in place in line with the first aid risk assessment, and all staff to be aware and trained where appropriate. * Emergency procedures protocol to be in place and all staff to know and understand. * For supervision levels please refer to CLEAPSS document PO15 – levels of supervision. * Fire risk assessment in place. |  |  |  |
| **Inhalation, burns, illness and damage to skin due to contact with toxic or flammable substances (solvents and adhesives).** |  | * Please access CLEAPSS guides:   P016 - Glues and adhesives in practical work.  P065 – Adhesives: a technical guide for site managers and other adults.   * Access to adhesives, toxic or flammable substances will be strictly monitored and controlled. * This will require certain adhesives, toxic or flammable substances to be kept in a suitable locked cabinet. * COSHH assessments to be carried out for all relevant substances and materials. * Safety data sheets and COSHH assessments will always be readily available whenever hazardous substances are being used. * Pupils’ allergies, medical conditions and reactions will be considered. * Staff and pupils with respiratory conditions affected by fumes must leave the immediate area since they may be affected significantly. * For further information please access CLEAPSS guides. |  |  |  |
| **Shock, illness, burns, fire due to short circuiting, incorrect use and storage of batteries.**  **Recharging.**  **Cutting batteries open.** |  | * Please access CLEAPSS guide:   P017 – Batteries for practical circuit work.   * Batteries must never be left loose to mix with other metal items. * Disposable or dry cell batteries must never be charged. * Batteries must never be cut open as their contents can be corrosive and poisonous. * Special care to be taken to ensure pupils do not put batteries in their mouth or swallow them. |  |  |  |
| **Stabbing, cuts, trapping from sharp pointed end of tools.**  **Slips, trips and falls from**  **unpredictable behaviour or**  **carrying equipment.** |  | * Please access CLEAPSS guides:   P028 – D&T: Cutting materials.  P029 – D&T: Drilling materials.  P030 – D&T: Hammers, pliers, screwdrivers and wire strippers.   * Procedures shall be established for the distribution, use, and collection of all sharp items. * Sharp equipment will be housed in such a way that it does not present a possible risk while selecting for use. |  |  |  |
| **Food poisoning.**  **Burns and scalds.**  **Slips, trips and falls.**  **Sprains, strains, cuts and bruises.**  **Contaminated food (chemicals, toxins, bacteria etc.).**  **Hot surfaces.**  **Spilled food.**  **Moving and lifting containers.**  **Hot parts of the cooker.**  **Cooking trays and other containers.**  **Poor seals around microwave oven doors.**  **Gas and electricity.**  **Hot glass.**  **Contact with steam.** |  | * Please access CLEAPSS guides:   P019 – Food preparation equipment.  P036 – Food preparation equipment: work areas and appliances.  P037 – Food preparation equipment: pots, pans, bowls and utensils.  P038 – Food preparation equipment: knives and cutting utensils.  P039 – Food preparation equipment: chopping boards.  P082 – Learning to grate, peel, cut and mash.   * Hands and fingernails will be thoroughly washed, and any cuts or abrasions covered with a blue waterproof plaster. * Jewellery will be removed. * Hair must be tied back or netted. * Adequate and appropriate storage will be provided. * A range of dry, cool, cold and freezing storage systems will be maintained. * Where possible avoid using portable/transportable cookers and ovens (except microwaves). * All transportable cookers will be allowed to cool before being moved. * At least 2 staff will be available when cooker cleaning is being undertaken. |  |  |  |
| **Inappropriate storage of food.**  **Incorrect or poorly prepared food.**  **Chemicals and abrasives used in cleaning process.**  **Poor personal hygiene.** |  | * All staff involved in ensuring hygiene within an area where food is processed will be knowledgeable of the risk caused by contamination of food. It is recommended that all staff working with food must have undertaken a course in food hygiene level 2. * Food ingredients will be stored in suitably designed, labelled and dated containers. Wherever possible cool storage will be used. |  |  |  |
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| **To be completed by the individual undertaking the risk assessment:** | | | | | |
| **Name:** | |  | **Job title:** | |  |
|  | | | | | |
| **Signature** | |  | **Date:** | |  |
|  | | | | | |
| **To be completed by the headteacher:** | | | | | |
| I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. | | | | | |
| **Name:** |  | | **Job title:** |  | |
|  |  | |  |  | |
| **Signature:** |  | | **Date:** |  | |

**Likelihood:**

1. **Very unlikely, e.g., 1 in 1,000,000 chance of it happening**
2. **Unlikely, e.g., 1 in 100,000 chance of it happening**
3. **Possible, e.g., likely to occur during standard operations**
4. **Likely, e.g. has been known to happen before**
5. **Very likely, e.g., it is almost certain that something will happen**

**Severity:**

1. **Insignificant No injury**
2. **Minor Minor injuries requiring first aid**
3. **Moderate First aid/RIDDOR reportable incident**
4. **Major Serious injury/hospital attendance**

**Most severe Disabling injury, long term ill-health or fatality**

**15-25 Unacceptable**.

Stop activity **and make immediate improvements**

**6-12 Tolerable**

Look to improve within a specified timescale

**1-5 Acceptable**

No further action, but ensure controls are maintained

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|  | **Severity** | | | | | |
| **Likelihood** |  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Most severe** |
| **5**  **Very likely** | 5 Low Risk | 10 Medium Risk | 15 High Risk | 20 High Risk | 25 High Risk |
| **4**  **Likely** | 4 Low Risk | 8 Medium Risk | 12 Medium Risk | 16 High Risk | 20 High Risk |
| **3**  **Possible** | 3 Low Risk | 6 Medium Risk | 9 Medium Risk | 12 Medium Risk | 15 High Risk |
| **2**  **Unlikely** | 2 Low Risk | 4 Low Risk | 6 Medium Risk | 8 Medium Risk | 10 Medium Risk |
| **1**  **Very unlikely** | 1 Low Risk | 2 Low Risk | 3 Low Risk | 4 Low Risk | 5 Low Risk |