



CLEVE HOUSE SCHOOL

RISK ASSESSMENT



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 20/9/19 General

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
PAT testing		Annual testing	
Fire Drills		Regular drills, different times, part-time staff	
Fire Equipment		Serviced regularly. Signage	
No Smoking			
Fire Marshall		Regular training	



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 20/9/19 Computer Room

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Electrical appliances inc. i. Pads / charger unit .	M	PAT tested regularly. Switched off when not in use. Room ventilated.	L.
Combustible materials .	L	None stored near power sources .	L.
<u>Science Equipment</u> Combustible materials	M	Kept to a minimum. Stored in the "harder" on top floor. away from children and power source	L.
Naked flames . (matches, candles)	M	When used in experiments , risk assess, water at hand . Safety talk to children prior to use .	L.
Electrical appliances	L	PAT tested regularly Stored away from children . Switched off when not in use .	L.



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 20/9/19 Nursery

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Electrical appliances	L	PAT tested regularly. Sensored if necessary, replaced when damaged Switched off when not in use.	L.
Combustable materials	L	Paper store kept to a minimum, away from power source. Regular "clearing".	L
Electric / Gas meters	M.	Earthed. Housed in cupboard in "no child" area.	L
Fire exits.		Signage clear. Kept clear. Regular fire drills to ensure all part time children know the routine.	L
Door.	M	Door locked and key out of reach. Sensored regularly	L.



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 19/9/19 General

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Evacuation	M	Regular fire drills. very times/days. Block fire exits / "hide pupils" to check, staff are aware.	M.
Fire appliances / alarm.	L.	Serviced regularly, clearly signed. Fire Marshall course for CW. (tested weekly).	M.
Fire signage.	M.	Updated, clear. (Development plan).	M.
		No smoking policy.	



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT FIRE

Date 16/9/19 School Hall

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Electrical appliances. microwave, iron, i.V. keyboard etc	L.	P.A.T testing. Switched off when not in use.	L.
Sockets	L.	Plug guards in place for unused sockets.	L.
Boiler. Gas. Fire extinguishers.	L.	Serviced regularly. Off when not in use Serviced regularly. Clearly signed.	L.
Cleaning products	L.	Non-flammable and in locked cupboard.	L.
Fire exits. No smoking policy.		Kept clear. Signage.	



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 16/9/19 P.E. Store .

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
No electrical appliances .	L	None to be stored there	L.
No flammable cleaning products .	L	None to be placed there	L.
<u>Conservatory</u> No electrical appliances	L	None to be placed there	L.
No flammable cleaning products	L	None to be placed there	L.
Clear exits	L	Keep clear.	L.



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 16/9/19 Cellar.

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Cleaning products	L.	Stored in a separate locked room. Non-flammable. Away from electrical supply.	L
Flammable materials.	L.	Paints, lubricating oil, wood stains. Majority water based. limited amount. Stored in a secure area	L.
Electrical appliances	M.	Stored securely. PAT tested regularly. Replaced as necessary.	L.
Fuse board.	M	Earthed. Secure room.	L.
Boiler. Fire appliances	M	Serviced regularly. Secure room. Positioned accordingly.	L.



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 19/9/19 . Term 5 / Reception / Term 3 / Term 2 / Term 1 / SEND room

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Electrical appliances	L.	PAT tested regularly Switched off at night / weekends / holidays.	L
Stored paper	L.	Away from power sources. Kept to a minimum.	L
Fire appliances	L.	Placed strategically Serviced regularly. Clearly labelled.	L



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 19/9/19 Office / Study

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Electrical appliances	L	PAT tested regularly. Switched off at night / weekends / holidays Replaced as necessary	L.
Stored paper Fire appliances	L	Away from power sources Serviced regularly.	L.



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 19/9/19 Staffroom

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Electrical appliances.	L.	Microwave, kettles, laminator, fridge, dishwasher. PAT tested. Switched off when not in use.	L.
Stored paper.	L	Kept to minimum and away from power source	L
	M.	No smoking policy	L.
	M	No open or flame for cooking.	L



Cleve House School & Little Cleve Nursery

RISK ASSESSMENT

Date 20/9/19 Art Room

HAZARD- Anything which can cause harm	RISK: high, medium or low	CONTROL MEASURES	REVISED RISK: high, medium or low
Paint	L	Non combustible water based.	L
Paper	L	Stored on ventilated shelves away from power source.	L
Electrical appliances	L	PAT tested regularly and switched off when not in use.	L