



HAZARD AND RISK REGISTER

Completed by: Rick Whalley

Date: Feb 2025

| PHYSICAL ENVIRONMENT | POTENTIAL HARM | LEVEL OF RISK What is your assessment? | CONTROLS AND ACTIONS What controls and actions are needed? | BY WHOM | HOW OFTEN? |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------|
| Equipment and machinery | Injuries caused by entrapment, being struck, entanglement. Cuts. Burns. Pool chemicals, Chlorine, acid products petrol, diesel | Hot glue guns Some risk | When children use these, there needs to be strict supervision Stored in locked shed, Safety clothing | Teachers Grounds person, Pool cleaner | |
| Storage | Injuries caused by being struck by falling objects or entrapment. | Some risk | Shelves need to be checked and not overloaded | Teachers Principal | Once a year |
| Floors | Injuries caused by slips and trips. | Some risk | Signs need to be put up when floors are wet. | The person mopping the floor | During school hours |



| | | | | | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------|-------------|
| Access Ways | Injuries caused by slips and trips. | Little risk | | | |
| Emergencies | Burns. Inhalation of smoke and toxic gases Injuries caused by being struck by falling objects Drowning in a flood or tsunami Injuries caused by explosions Injuries and illness caused by spills of hazardous substances | Very little risk | Evacuation if needed | Everyone | |
| Steps, Stairs, Landings | Injuries caused by slips, trips, and falls. | Little risk | | | |
| Toilets | Injuries caused by slips, trips, and falls. Infection by substandard cleanliness. | Little risk | | | |
| Ventilation / air conditioning | Discomfort due to heat, cold, moving air, and humidity. Legionnaires disease if cooling towers for air conditioning systems are present. | Maintain right temperature | Heat pumps at right temperature | Staff | |
| Electrical equipment | Electric shock, electric burns. Injuries caused by tripping over cables. Burns caused by fire if equipment or power boards overhead. | Little risk | Electrical checks once a year to ensure that equipment is safe. Put cables up, so that one can't trip over them | Electrician Staff | Once a year |
| Lighting | Injuries caused by slips or trips in low lighting. | Little risk | Ensure lighting is working | Staff | Ongoing |



| | | | | | |
|------------------------------------|--------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------|----------|---------|
| | Eye strain caused by poor lighting or glare. Headaches. | | | | |
| Noise | Hearing damage. Distraction and irritation. | Little risk | Make sure that sound is not too loud and that the noise level is such that children are not distracted. | Staff | Ongoing |
| Lifting objects or children | Back or neck injuries. Injuries caused by tripping while carrying something or someone. | Little risk | Make sure that one does not carry too much. | Everyone | Ongoing |



| | | | | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------|-------------------------|-------------------------------|
| Working at height | Injuries caused by falling or being struck by falling objects. | Little risk | Scaffolding provided | Caretaker | |
| Furniture | Injuries caused by being struck by falling furniture, tripping over furniture, falling off of furniture, or furniture collapse. | Little risk | Orderly classrooms and environment | Staff | Ongoing |
| Work stations and ergonomics | Musculoskeletal injuries, strains, sprains. | Little risk | Tables and chairs at appropriate height | School management | Ongoing |
| Communicating | Voice strain or loss caused by talking in noisy environments. | Little risk | Only raise one's voice when necessary | Staff | Ongoing |
| Car park | Injuries caused by slips and trips. Injuries caused by being struck by vehicles. | Some risk Review safety procedures | Ensure children are aware of the road rules. No children out of school grounds. | Staff | Once a year or when necessary |
| Playground | Injuries caused by falling from playground equipment. Injuries caused by being struck by falling children or objects. Injuries caused by sharp parts on equipment. Injuries, e.g. strangulation, caused by entrapment in ropes, chains, etc. | Some risk | Regularly check playground equipment | Principal and Caretaker | Daily |



| | | | | | |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------|-----------------|-----------------------|
| <p>Other outside areas</p> | <p>Injuries caused by gardening equipment when gardening. Injuries caused when children fall while climbing trees. Injuries caused by being struck by branches or trees falling, e.g. in high winds. Electrocution caused by power lines brought down by falling trees.</p> | <p>Some risk</p> | <p>Ensure that children only climb designated trees.</p> | <p>Staff</p> | <p>Ongoing</p> |
| <p>Outside environment</p> | <p>Sunburn Heat stroke Hypothermia Dehydration</p> | <p>Some risk</p> | <p>Suitable clothing. Sun safety guidelines in place.</p> | <p>Everyone</p> | <p>Ongoing</p> |
| <p>EOTC</p> | <p>Injuries caused by hazardous activities. Stress suffered by staff participating in EOTC</p> | <p>Medium level of risk</p> | <p>RAM in place</p> | <p>Staff</p> | <p>For each event</p> |
| | | | | | |
| | | | | | |
| | | | | | |



| BIOLOGICAL HAZARDS | POTENTIAL HARM | LEVEL OF RISK What is your assessment? | CONTROLS AND ACTIONS What controls and actions are needed? | BY WHOM | HOW OFTEN? |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|------------------------------|------------|
| Infection | Communicable disease, such as influenza Illness caused by poor waste management | Some risk | Children/staff stay home when ill. | Everyone | |
| Blood or body fluids | Infection by blood and body fluid transmitted diseases, such as hepatitis, or gastroenteritis | Some risk | Use gloves when dealing with body fluid | Staff | |
| Garden areas | Legionnaires disease caused by exposure to potting mix, compost, etc. Toxoplasmosis caused by exposure to cat faeces. | Some risk | Safe handling of potting mix and washing of hands afterwards | Anyone in contact with soil. | |
| | | | | | |
| | | | | | |
| | | | | | |



| CHEMICAL HAZARDS | POTENTIAL HARM | LEVEL OF RISK What is your assessment? | CONTROLS AND ACTIONS What controls and actions are needed? | BY WHOM | HOW OFTEN? |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------|----------------|-------------------|
| Chemicals | Chemical burns, irritation, poisoning, unconsciousness, respiratory damage, dermatitis, lung disease, cancer, pollution of water course | Little risk | Chemicals locked away | Staff | Ongoing |
| Flammable substances | Burns. Inhalation of smoke and toxic gases. | Little risk | Children leave the area when there are smoke or toxic gases | Staff | Ongoing |
| | | | | | |



| PSYCHO/SOCIAL HAZARDS | POTENTIAL HARM | LEVEL OF RISK What is your assessment? | CONTROLS AND ACTIONS What controls and actions are needed? | BY WHOM | HOW OFTEN? |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|------------------------------------|--------------------|
| Aggressive children, parents, visitors, or staff | Injuries caused by assault. Stress and anxiety caused by verbal abuse. | Some risk | Be prepared to ring 111 if necessary | Principal/ Office administrator | When abuse occurs |
| Bullying | Stress, depression, and other mental illnesses. | Some risk | Make sure that children are informed about strategies to counteract bullying | Teachers | When needed KOS |
| Work stress | Problems concentrating, insomnia, irritability, depression. Heart problems, mental illness, high blood pressure, peptic ulcers, allergies, alcohol and drug addiction. | Some risk | Further develop staff wellbeing | Teaching staff | ongoing |
| Working alone | Injuries caused by assault. Exacerbation of injuries or illness due to not being found quickly, e.g. after being injured by slipping or having a heart attack. | Some risk | Make sure everyone keeps an eye out for everyone's welfare. | All staff | ongoing |
| | | | | | |