



**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: OPENING & CLOSING WINDOWS / ADJUSTING BLINDS**

**PART 1 : ADMINISTRATIVE DETAILS**

|                                                                |            |                      |                                                                                    |
|----------------------------------------------------------------|------------|----------------------|------------------------------------------------------------------------------------|
| <b>Section/Establishment Name: Charlesworth Primary School</b> |            |                      |                                                                                    |
| <b>Date of Assessment</b>                                      | 23.09.20   | <b>Date of Issue</b> | 23.09.20                                                                           |
| <b>Assessment carried out by</b>                               | Neil Flint | <b>Signature</b>     |  |

| Reviews     |             |              |   |
|-------------|-------------|--------------|---|
| Review Date | Reviewed by | Changes Made |   |
|             |             | Y            | N |
|             |             |              |   |
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|                                                            |                                                                                      |                                           |                                              |                                                |                                                                        |
|------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------|------------------------------------------------|------------------------------------------------------------------------|
| <b>Affected persons:</b>                                   | Young People/Clients <input checked="" type="checkbox"/>                             | Staff <input checked="" type="checkbox"/> | Visitors <input checked="" type="checkbox"/> | Contractor <input checked="" type="checkbox"/> | Others (specify) <input style="width: 80%;" type="text" value="FOCS"/> |
| <b>Name of Manager confirming and agreeing Assessment:</b> | NEIL FLINT (HEADTEACHER)                                                             |                                           |                                              |                                                |                                                                        |
| <b>Signature:</b>                                          |  |                                           |                                              |                                                |                                                                        |

**The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.**

## RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

| Print Name   | Signature                       | Date | Print Name | Signature | Date |
|--------------|---------------------------------|------|------------|-----------|------|
| B Howard     |                                 |      |            |           |      |
| K Barton     |                                 |      |            |           |      |
| J Streeter   |                                 |      |            |           |      |
| R Horner     |                                 |      |            |           |      |
| E Hampson    |                                 |      |            |           |      |
| H James      |                                 |      |            |           |      |
| C Brennan    |                                 |      |            |           |      |
| J Rayson     |                                 |      |            |           |      |
| J Davies     |                                 |      |            |           |      |
| M Medeley    |                                 |      |            |           |      |
| K Collier    |                                 |      |            |           |      |
| S Woodworth  | <i>Absent due to ill health</i> |      |            |           |      |
| C Kinnersley |                                 |      |            |           |      |
| P. Denton    | <i>Absent due to ill health</i> |      |            |           |      |

## RISK ASSESSMENT

| What are the hazards?                           | Generic Control Measures                                                                                                                                   | ✓<br>X | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|--------------------------------------------------------------------------|---------------------|---------------------|
| <b>Use of incorrect equipment (chairs etc.)</b> | Staff instructed not to use makeshift steps (chairs / tables / ledges etc.)                                                                                | ✓      | Staff               | ➤                                                                        |                     |                     |
|                                                 | Provide remote means of opening high windows i.e. long handled poles or mechanical openers                                                                 | ✓      | HT                  |                                                                          |                     |                     |
| <b>Defective equipment</b>                      | All access equipment suitable for purpose, checked before use and maintained in good condition                                                             | ✓      | HT                  | ➤                                                                        |                     |                     |
|                                                 | Ensure opening windows are maintained in good condition                                                                                                    | ✓      | HT                  |                                                                          |                     |                     |
|                                                 | Reporting procedure in place for identified defective items with prompt removal / remedial action                                                          | ✓      | Staff               |                                                                          |                     |                     |
| <b>Falls from unprotected window</b>            | Fit window opening limiters to all windows above ground floor level                                                                                        | N/A    |                     | ➤                                                                        |                     |                     |
|                                                 | Ensure windows are maintained in a safe condition                                                                                                          | N/A    |                     |                                                                          |                     |                     |
| <b>Contact with blind cords</b>                 | Blind cords made of easily breakable materials                                                                                                             | ✓      | HT                  | ➤                                                                        |                     |                     |
|                                                 | Blind cords designed so that young people can't fasten them around their necks or so that there are not loops that young people could become entangled in. | ✓      | HT                  |                                                                          |                     |                     |
|                                                 | Where risks from blind cords still exist they are fastened back and secured out of the reach of young people so that they cannot be looped around necks.   | ✓      | HT                  |                                                                          |                     |                     |