

Area/Activity Assessed	Reprographics and Storerooms	Date Completed	23.01.24
		Review Date	23.01.25
Assessment Completed By	Keith Wilkinson (NEBOSH and NEBOSH Fire)	Person(s) Consulted	Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager)

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractors	<input type="checkbox"/>	Young Person	<input checked="" type="checkbox"/>	Expectant Mother	<input type="checkbox"/>	Visitors and/or Public	<input type="checkbox"/>	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	<input checked="" type="checkbox"/>

Probability	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
Severity	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
1.	Slips, trips and falls	<ul style="list-style-type: none"> Well maintained flooring. All access routes and walkways are suitably illuminated using an appropriate level of lighting. Employees wear appropriate footwear. Floor surfaces of the premises areas are subject to on-going visual inspections by all employees throughout the working day, any signs of damage are reported to the site manager immediately. Designated walkways kept clear and free from obstruction. Cables fed under desks. 	3	2	6	
2.	Electrocution	<ul style="list-style-type: none"> Equipment in good condition. Fixed Electrical certificate in place. PAT testing annually completed. 	5	1	5	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
3.	Fire	<ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • Smoking prohibited in the building in line with current legislation. • Fire extinguishers present. • Fire alarm present. • All escape routes are unobstructed. • Sources of ignition and combustible items kept apart. 	5	1	5	
4.	Cuts, bumps and bruises	<ul style="list-style-type: none"> • Equipment in good condition. • First aid available on site. • First aid box fully stocked up. 	4	2	8	
5.	Housekeeping	<ul style="list-style-type: none"> • Regular cleaning procedure in place. • Rubbish is removed by appointed cleaning. • Rubbish bins are emptied daily. 	3	2	6	
6.	Unauthorised Access	<ul style="list-style-type: none"> • Supervision in place. • Visitors are required to report to reception and sign into a register. • All visitors are accompanied throughout the building at all times unless a valid DBS has been presented. 	3	2	6	
7.	Hygiene/Infection control	<ul style="list-style-type: none"> • Regular cleaning procedure in place. • Hand Wash and Sanitizer available. 	3	1	3	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
8.	COSHH <i>Ink cartridges</i>	<ul style="list-style-type: none"> Staff have access to disposable vinyl gloves. Staff are familiar with substances. Suitable storage of COSHH. Substances controlled by competent personnel. Staff are trained in the safe use of COSHH. COSHH assessments completed. SDS and COSHH file available on site. 	3	2	6	
9.	Contamination caused by poor hygiene (toilets, welfare areas) <i>Staff may suffer from ill health issues due to contamination of welfare areas e.g. sickness, exposure to legionella or similar virus</i>	<ul style="list-style-type: none"> The areas are subject to daily cleaning regime by appointed cleaning contractors. Cleaning completed by appointed persons. 	3	2	6	
10.	Exposure to Asbestos Containing Materials (ACM's) <i>Exposure to inhalable or ingestible ACM fibres could lead to Asbestos related disease for those affected</i>	<ul style="list-style-type: none"> Location of ACM's was established by previous survey. ACM's are subject to on-going monitoring by the school management team following the guidance provided by the survey. ACM register information is given to all outside contractor personnel who may be required to work in the location where ACM's are present. 	5	1	5	

ACTIONS ARISING FROM THE RISK ASSESSMENT

Hazard number	Risk Rating	Who will be responsible for the additional control measures? Name(s)	When will the actions be complete?	Date complete and any comments or note

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date