

|                                |  |                            |  |
|--------------------------------|--|----------------------------|--|
| <b>Area/Activity Assessed</b>  | Site Team and Cleaners Room              | <b>Date Completed</b>      | 23.01.24   |
|                                |  | <b>Review Date</b>         | 23.01.25   |
| <b>Assessment Completed By</b> | Keith Wilkinson (NEBOSH and NEBOSH Fire) | <b>Person(s) Consulted</b> | Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager) |

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

|                    |  |             |  |
|--------------------|--|-------------|--|
| <b>Probability</b> | 5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely | Low 0-8     | Low risk no action required                                      |
| <b>Severity</b>    | 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"> <li>All staff are aware of the need for good housekeeping throughout the premises. This ensures that all access routes, walkways and general floor areas are kept free from obstructions and potential trip hazards.</li> <li>All access routes, walkways and general floor areas are suitably illuminated using an appropriate level of lighting.</li> <li>Floor surfaces of the premises areas are subject to on-going visual inspections by all staff throughout the working day.</li> <li>Designated walkways have been established where appropriate and all staff are aware that they must remain free from obstruction.</li> </ul> | 3             | 2           | 6    |                             |

| No | Hazard                  | Existing Control Measures  | Residual Risk |             |      | Additional Control Measures |
|----|-------------------------|--|---------------|-------------|------|-----------------------------|
|    |                         |  | Severity      | Probability | Risk |                             |
|    |                         | <ul style="list-style-type: none"> <li>On-going supervision completed by nominated personnel who ensure staff are adhering to safe working practices.</li> </ul>   |               |             |      |                             |
| 2. | Electrocution           | <ul style="list-style-type: none"> <li>Fixed electrical installation inspected.</li> <li>PAT testing up to date.</li> <li>Equipment in excellent condition.</li> </ul>   | 5             | 1           | 5    |                             |
| 3. | Fire                    | <ul style="list-style-type: none"> <li>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment.</li> <li>All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>Smoking prohibited in the building in line with current legislation.</li> <li>Fire extinguishers present.</li> <li>Fire alarm.</li> <li>All escape routes are unobstructed.</li> <li>Fire detection in place.</li> </ul> | 5             | 1           | 5    |                             |
| 4. | Cuts, bumps and bruises | <ul style="list-style-type: none"> <li>Equipment in good condition.</li> <li>Heavy storage at low level.</li> <li>Supervised at all times.</li> <li>First Aid available on site and fully stocked.</li> </ul>  | 3             | 1           | 3    |                             |
| 5. | Housekeeping            | <ul style="list-style-type: none"> <li>All storage well maintained.</li> <li>No trailing cables.</li> <li>Shelving properly installed and securely fitted to the wall.</li> <li>Shelves are not overloaded.</li> </ul>   | 3             | 2           | 6    |                             |

| No | Hazard   | Existing Control Measures   | Residual Risk |             |      | Additional Control Measures |
|----|--|---|---------------|-------------|------|-----------------------------|
|    |  |   | Severity      | Probability | Risk |                             |
|    |  | <ul style="list-style-type: none"> <li>Items are stored according to their weight and size with heavy items being stored at a lower level.</li> <li>Regular cleaning procedure in place.</li> <li>Rubbish is removed by appointed cleaning.</li> <li>Rubbish bins are emptied daily.</li> </ul>   |               |             |      |                             |
| 6. | Unauthorised access  | <ul style="list-style-type: none"> <li>Room remains locked when not in use.</li> <li>Restricted access to the site team room.</li> </ul>  | 3             | 2           | 6    |                             |
| 7. | Exposure to Asbestos Containing Materials (ACM's)<br><br><i>Exposure to inhalable or ingestible ACM fibres could lead to Asbestos related disease for those affected</i>                   | <ul style="list-style-type: none"> <li>Location of ACM's was established by previous survey.</li> <li>ACM's are subject to on-going monitoring by the school management team following the guidance provided by the survey.</li> <li>ACM register information is given to all outside contractor personnel who may be required to work in the location where ACM's are present.</li> </ul>  | 5             | 1           | 5    |                             |
| 8. | Materials/equipment storage leading to falling objects.<br><br><i>Staff and 3<sup>rd</sup> parties could suffer severe personal injury or worse because of materials falling onto them</i> | <ul style="list-style-type: none"> <li>All materials stored appropriately on shelving.</li> <li>Storage areas are maintained by nominated personnel who ensure that the shelving is not overloaded.</li> <li>Employees are responsible for ensuring that any/all materials or products are stored in a manner that does not create a hazard for anyone.</li> <li>On-going supervision completed by nominated personnel.</li> <li>Access equipment is provided (steps, kick-stools)</li> </ul> | 4             | 2           | 8    |                             |
| 9. | Contamination caused by poor hygiene (toilets, welfare areas)  | <ul style="list-style-type: none"> <li>The areas are subject to daily cleaning regime by appointed cleaning.</li> <li>Stored water systems are subject to an on-going monitoring regime to ensure that they remain free from Legionella bacteria.</li> <li>Bi-Annual risk assessment completed.</li> </ul>  | 3             | 2           | 6    |                             |

| No  | Hazard  | Existing Control Measures  | Residual Risk |             |      | Additional Control Measures |
|-----|---|--|---------------|-------------|------|-----------------------------|
|     |   |  | Severity      | Probability | Risk |                             |
|     | <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"> <li>A/C units are serviced on an annual basis.</li> </ul>   |               |             |      |                             |
| 10. | Hygiene and Infection Control   | <ul style="list-style-type: none"> <li>Regular cleaning procedure in place.</li> <li>Hand Wash and Sanitizer available.</li> <li>PPE available.</li> </ul>   | 2             | 3           | 6    |                             |
| 11. | COSHH   | <ul style="list-style-type: none"> <li>All cleaning products are locked away.</li> <li>Hazardous substances are stored in accordance to COSHH Risk Assessment and/or Material Safety Data Sheets provided in COSHH folder.</li> <li>Substances are stored in their original containers.</li> <li>Yellow flammable cabinets are in use for flammable materials.</li> <li>COSHH is locked away.</li> <li>Substances controlled by competent personnel.</li> <li>Staff are trained in the safe use of COSHH.</li> </ul> | 5             | 1           | 5    |                             |

## ACTIONS ARISING FROM THE RISK ASSESSMENT

| Hazard number | Risk Rating | Who will be responsible for the additional control measures?<br>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 |
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