

Area/Activity Assessed	Staff Areas	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"> All employees are aware of the need for good housekeeping throughout the premises. All access routes, walkways and general floor areas are suitably illuminated using an appropriate level of lighting. Appointed cleaning maintains the staff room on a daily basis including the cleaning of floor surfaces. Floor surfaces of the premises areas are subject to on-going visual inspections by all employees throughout the working day. Designated walkways have been established where appropriate and all employees are aware that they must remain free from obstruction. 	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
2.	Electrocution	<ul style="list-style-type: none"> Fixed electrical installation inspected. Equipment in excellent condition. PAT testing completed annually. 	5	1	5	
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 and detection present. All escape routes are unobstructed. 	5	1	5	
4.	Cuts, bumps and bruises	<ul style="list-style-type: none"> Equipment in good condition. Low level storage. First Aid available on site. 	3	1	3	
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	1	3	
6.	Unauthorised access	<ul style="list-style-type: none"> All entrance doors have suitable security locks in place and are secured when not in use. Access keys are controlled by the employees. Visitors are required to report to reception and sign into a register. 	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> All visitors are accompanied throughout the building at all times unless a valid DBS has been presented. 				
7.	Hygiene/Infection control	<ul style="list-style-type: none"> Regular cleaning procedure in place. Hot running water, hand wash and sanitizer available. 	3	1	3	
8.	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"> Welfare areas and classroom taps are run off, allowing the system to flush through. The areas are subject to daily cleaning regime by appointed cleaning contractor. Stored water systems are subject to an on-going monitoring regime to ensure that they remain free from Legionella bacteria. Bi-Annual Risk Assessment completed by competent person. A/C units are serviced on an annual basis by competent contractor. 	3	2	6	
9.	COSHH	<ul style="list-style-type: none"> Substances kept out of reach. COSHH usage in staff areas is generally low. Substances controlled by competent personnel. Staff are trained in the safe use of COSHH. COSHH assessments completed. SDS and COSHH file available on site. 	5	1	5	
10.	Materials/equipment storage leading to falling objects. <i>Staff and 3rd parties could suffer severe personal injury or worse because of materials falling onto them</i>	<ul style="list-style-type: none"> All materials stored appropriately on shelving. Storage areas are maintained by nominated personnel who ensure that the shelving is not overloaded. Employees are responsible for ensuring that any/all materials or products are stored in a 	4	2	8	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		manner that does not create a hazard for anyone.				
11.	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