

# Risk Assessment

<b>Area/Activity Assessed</b>	Staff Room	<b>Date</b>	5 <sup>th</sup> February 2021
<b>Assessment Completed By</b>	Lee Barritt	<b>Person(s) Consulted</b>	Fiona McGill

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" 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"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Slips, trips and falls	3	3	9	<ul style="list-style-type: none"> <li>All employees 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>Appointed cleaning maintains the staff room on a daily basis including the cleaning of floor surfaces.</li> <li>Floor surfaces of the premise areas are subject to on-going visual inspections by all employees throughout the working day.</li> <li>Designated walkways have been established where appropriate and all employees are aware that they must remain free from obstruction.</li> </ul>	3	2	6	
2	Electrocution	5	3	15	<ul style="list-style-type: none"> <li>Fixed electrical installation inspected</li> <li>PAT is carried out in house.</li> </ul>	5	1	5	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
3	Fire	5	3	15	<ul style="list-style-type: none"> <li>The school, as the "responsible person" ensures a specific fire risk assessment is completed in line with legislative requirements (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>Maintained by appointed competent contractor</li> <li>Smoking prohibited in the building in line with current legislation. Fire alarm.</li> </ul>	5	1	5	
4	Cuts, bumps and bruises	3	3	9	<ul style="list-style-type: none"> <li>Equipment in good condition</li> <li>First Aid available on site</li> </ul>	3	1	3	
5	Housekeeping	3	3	9	<ul style="list-style-type: none"> <li>All storage well maintained</li> <li>No trailing cables</li> <li>Rubbish removed daily by cleaners</li> </ul>	3	1	3	
6	Unauthorised access	3	4	12	<ul style="list-style-type: none"> <li>All entrance doors have suitable security locks in place and are secured when not in use.</li> <li>Access keys are controlled by the employees.</li> <li>Visitors are required to report to reception and sign in to a register.</li> <li>All visitors are accompanied throughout the building at all times.</li> </ul>	3	2	6	
7	Hygiene/Infection control	3	3	9	<ul style="list-style-type: none"> <li>Regular cleaning procedure in place</li> </ul>	3	1	3	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
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>	3	3	9	<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> </ul>	3	2	6	
9	COSHH	5	4	20	<ul style="list-style-type: none"> <li>Substances kept out of reach.</li> <li>COSHH assessments completed.</li> </ul>	5	1	5	Yes
10	Materials/equipment storage leading to falling objects. <i>Staff and 3<sup>rd</sup> parties could suffer severe personal injury or worse as a result material falling onto them</i>	4	3	12	<ul style="list-style-type: none"> <li>All materials stored appropriately</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> </ul>	4	2	8	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
9	Low	Review COSHH assessments	Compliance	6 Months	

