

<b>RISK ASSESSMENT FOR:</b>	<b>PREMISES</b>	
<b>Establishment:</b> Dowse Premises	<b>Assessment by:</b> Paul Mansfield	<b>Date:</b> 14-12-2015
<b>Next Review Date Due :</b> 14-12-2016	<b>No. 28</b>	



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
<b>Defective flooring</b> Slips Trips Falls	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Condition of premises regularly checked</li> <li>Prompt maintenance of defects</li> <li>Adequate external lighting during working hours</li> </ul>	y	
<b>Liquid spillages /</b> Slips, Falls	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Supervision in use of liquids in class</li> <li>All spillages to be dealt with immediately</li> <li>Wet floor signs to be used when appropriate</li> <li>Dry mop floors after cleaning up initial spillage</li> <li>Appropriate footwear worn</li> <li>Pupils, visitors etc to be kept away from spill area during cleaning.</li> </ul>	y	
<b>Items stored in corridor / walkways</b> Trips, Falls, fire risk, obstructed escape	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Good housekeeping maintained</li> <li>Regular inspection</li> <li>Ensure bags and coats are not blocking corridors / walkways</li> <li>Designated storage areas</li> </ul>	y	

<b>Electrical equipment &amp; sockets</b> Electrocutation Fire Electrical burns	Staff Visitors Contractors	Electrical shock Burns Fire	<ul style="list-style-type: none"> <li>• Pre-use check conducted by users</li> <li>• Electrical equipment subject to regular safety inspection and test ('PAT testing')</li> <li>• All tested appliances to be labelled showing date tested / next test date</li> <li>• Fixed Installation testing completed (5yearly min) and any remedial work actioned.</li> <li>• Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> <li>• System for reporting faults and taking equipment out of service in place</li> </ul>	y	
<b>Hot Surfaces</b>  <b>Hot water from taps</b>	Staff Visitors Contractors	Burns / scalds shock	<ul style="list-style-type: none"> <li>• Low surface temperature radiators where young or special needs are present</li> <li>• Hot surfaces in kitchen / server protected and warning signs in place.</li> <li>• Thermostatic mixing valves fitted to all sinks to which nursery, KS1 and special needs pupils have access.</li> <li>• Temperatures monitored ( 43 deg c max at outlets where vulnerable users have access)</li> </ul>	y	
<b>Open or broken windows</b> / Falls, cuts, injury	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones  Significant head / multiple injuries	<ul style="list-style-type: none"> <li>• Opening limiters fitted to windows above ground floor where risk of falling exists.</li> <li>• All glazing in vulnerable areas ( &gt;250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing.</li> <li>• All such glazing to be appropriately marked / etched.</li> <li>• As replacement is necessary glazing to BS 6206 used</li> </ul>	y	
<b>Finger trapping</b> Entrapment injury	Staff Visitors Contractors	Cuts/Fractures Bruising/swelling amputation	<ul style="list-style-type: none"> <li>• Doors in vulnerable areas have finger guards fitted</li> </ul>	y	

<p><b>Access / egress</b> Trips, Falls, fire risk, obstructed escape</p> <p>Inadequate lighting of exit routes</p>	<p>Staff Visitors Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p> <p>Fire evacuation hindered/unsafe access/egress</p>	<ul style="list-style-type: none"> <li>• Adequate space, circulation routes and emergency exits.</li> <li>• Entrances and exits are clearly signed and well lit and kept free from obstructions.</li> <li>• Arrangements in place to ensure access maintained in snowy / icy conditions</li> <li>• All escape routes should be sufficiently lit for people to see their way out safety.</li> <li>• Extent of emergency lighting reviewed considering all areas used outside of ambient daylight hours / without natural daylight</li> <li>• Ensured that all escape routes are adequately lit in event of a power failure.</li> <li>• Where ambient light is not sufficient torches may be acceptable for trained staff to use.</li> </ul>	y	
<p><b>Fire</b> Property damage Smoke inhalation Physical injury Burns</p>	<p>Staff Visitors Contractors</p>	<p>Major injury Burns Property damage</p>	<ul style="list-style-type: none"> <li>• Detailed Fire Risk Assessment conducted and reviewed annually</li> <li>• Rubbish not allowed to accumulate.</li> <li>• Storage areas kept tidy.</li> <li>• Layout allows for unrestricted movement and safe circulation.</li> <li>• Staff familiar with evacuation procedure, location of nearest call point and extinguisher.</li> <li>• Fire exits checked daily for obstruction / ease of opening.</li> <li>• Fire alarm tested weekly.</li> <li>• Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom.</li> <li>• Fire doors checked regularly (self closures operating, doors close freely etc.)</li> </ul>	y	
<p><b>Service cupboards / pant rooms</b> Inappropriate use Fire Electric shock</p>	<p>Staff Visitors Contractors</p>	<p>Fire Major injury Property damage Electric shock</p>	<ul style="list-style-type: none"> <li>• All such areas to be locked and access restricted to authorised persons.</li> <li>• Appropriate signage in place.</li> <li>• No general storage to be kept in such areas.</li> <li>• Adequate lighting available.</li> <li>• Fire fighting equipment, detection etc in place.</li> </ul>	y	

<p><b>Inadequate lighting / other welfare facilities</b></p>	<p>Staff Visitors Contractors</p>	<p>Dissatisfaction / stress Fatigue Headaches Eye strain</p>	<ul style="list-style-type: none"> <li>• Lighting sufficient for tasks.</li> <li>• Supply of wholesome drinking water.</li> <li>• Adequate welfare facilities for staff and Drivers</li> <li>• These are maintained in a clean state.</li> <li>• Hot water, soap and disposable paper towels provided.</li> <li>• Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place.</li> </ul>	<p>y</p>	
<p><b>Poor Water Quality</b></p>	<p>Staff Visitors Contractors</p>	<p>Infection / disease Coliforms, legionella etc</p>	<ul style="list-style-type: none"> <li>• Water risk assessment conducted by competent person and water log book completed</li> <li>• All taps run for several mins after holiday periods</li> <li>• Showers disinfected / descaled quarterly</li> <li>• Tanks / calorifier sterilisation conducted if required.</li> </ul>	<p>y</p>	

<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>DATE OF REVIEW:</b> <i>Record actual date of review</i> 14-4-2010	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
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RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.