

Operations/Work Activities covered by this assessment:	GENERIC WHOLE COLLEGE		
Site Address/Location:	Melton Vale Sixth Form College	Department/Service/Team:	Whole College

Hazards Considered	Who might be harmed and how	Existing Control Measures:	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Access and Egress – (Including car parks, corridors, entrances and exits and external areas)</b>												
<b>Slips and trips</b>	Staff, pupils, visitors and contractors may be injured as a result of a slip or trip on: <ul style="list-style-type: none"> <li>damaged carpets /mats,</li> <li>spillages</li> <li>items of equipment obstructing walkways</li> <li>surfaces inside or outside of the building.</li> <li>ice in winter weather</li> </ul> This may result in bumps and blows, bruising and fractures.	Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round.  Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated).  Staff and students to wear suitable, appropriate footwear.  Efforts made to grit external floors in icy weather.  Defected areas to be highlighted and cordoned off where possible.				Litter pick daily.  Housekeeping regime undertaken by Premises Officer, day time and evening cleaning staff.  Actions taken for remedial work to be undertaken to resolve defects within acceptable timeframe.	PO/Cleaning team	Daily	Daily			
							SBM/PO	Ad hoc on a needs basis				

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<b>Contact with vehicles</b>	Staff, pupils or visitors in the car park may be struck by a moving vehicle resulting in bumps / blows, fractures, fatality and entrapment between items.	<p>Speed limits displayed and enforced where necessary.</p> <p>Designated walkways established</p> <p>Segregation of pupils and visitors from traffic routes and moving vehicles.</p> <p>Staff working in car park to wear vis-vests conforming to BS EN 471 standard.</p> <p>Staff informed to take care when driving into the premises.</p> <p>Large vehicles such as waste collection to attend out of college hours.</p>										
<b>Exposure to inclement weather</b>	Staff may suffer from conditions of hypothermia and sun burn and dehydration as a result of working in external areas for long periods of time.	<p>Avoid working in an external area for a long period of time. The occasions when this will be necessary are very limited.</p> <p>Access to drinking water provided.</p> <p>Suitable clothing to be worn by staff.</p> <p>Regular communication with staff to take place in extremes of temperature.</p>										
<b>Falling items from height</b>	Staff, pupils and visitors may be injured as a result of items falling / being thrown from stairs and high level walkways. This may result in bumps, blows, bruising and lacerations.	<p>Adequate hand rails installed on staircases.</p> <p>Adequate barriers installed on first floor to the open side of the walkway.</p> <p>Due disciplined behaviour of staff and pupils</p> <p>Due care of staff, pupils and visitors when walking on stairs.</p>				Maintain regular checking schedule and record on facilities management portal.	PO	Weekly/ Monthly	Weekly/ Monthly			

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<b>Falls from height</b>	Staff, pupils and visitors may be injured as a result of a fall from a high level walkway, window or a slip/trip down the stairs. This may result in bumps and blows, fractures and potentially fatality.	<p>Adequate hand rails installed on staircases.</p> <p>Adequate barriers installed on first floor to the open side of the walkway.</p> <p>Lifts provided and maintained for people with mobility difficulties.</p> <p>Window restrictions in place where appropriate.</p>				Staff and contractor access to the roof will be separately risk assessed.	SBM	September 2020	September 2020			
<b>Contact with people and property</b>	Staff, pupils, and visitors may be injured as a result of making contact with large obstructive items and other people walking through the school. This may result in bumps and blows, bruising and possibly lacerations.	<p>Traffic system implemented within schools. E.g. Walk on the left hand side of the corridor.</p> <p>Due courtesy of staff, pupils and visitors when moving through site.</p> <p>Lifts provided and maintained for people with mobility difficulties.</p> <p>The turnstiles regularise flow of large numbers at entry/exits of the buildings.</p>										

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<b>Site Security</b>	Staff, pupils, visitors and contractors may be injured as a result of physical and emotional harm from intruders, damage to property and if absconding.	<p>Perimeter fences designed to prevent unauthorised site access/egress and maintained in a good condition.</p> <p>All visitors are directed to a secure entrance, required to sign in and wear badges. Supervision provided to visitors / contractors where appropriate.</p> <p>Staff to identify and challenge when badges are not worn.</p> <p>Safeguarding policy in place and followed by all staff.</p> <p>Procedures in place for emergency situations and staff aware of their roles / responsibilities.</p> <p>Security measures are in place e.g. lighting, alarms and are maintained.</p> <p>Arrangements and specific risk assessments use of building out of hours.</p> <p>CCTV in place.</p>				Maintain regular checking schedule and record on facilities management portal.	PO	Weekly/ Monthly	Weekly/ Monthly			
<b>Classroom Activities</b>												
<b>Violence and aggression</b>	<p>Staff and pupils may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.</p> <p>(Staff may identify that pupils have been subject to violence outside of school activities)</p>	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff aware of safeguarding pupils reporting procedures and designated safeguarding officer.</p>										

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<b>Stress</b>	Staff and pupils may be subject to stress as a result of increased workload, lack of communication, emotional involvement with pupils and staff, disruptive pupils and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.	<p>Open door policy implemented with Head Teacher and staff.</p> <p>Staff encouraged to express any stressful concerns in team meetings.</p> <p>Line managers to monitor workloads and consider implementing support mechanisms for staff who may feel stressed.</p> <p>Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom.</p> <p>Regular term time breaks from work activities.</p> <p>Head Teachers to engage in regular liaison with governors.</p> <p>Absence management procedures in place to respond to staff needs and support.</p> <p>Support for staff available through Westfield health scheme.</p>										

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<b>Contact with substances</b>	Teaching staff and pupils may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and design technology substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.	<p>Separate COSHH assessments conducted for all harmful substances.</p> <p>All hazardous substances should be stored in a locked area that is not accessible to students.</p> <p>Pupils instructed on the safe use of particular substances.</p> <p>Safety Eyewear conforming to BS EN 166 supplied where required.</p> <p>Protective aprons and gloves to be worn where required.</p> <p>CLEAPSS guidance available for all substances used in Science and D&amp;T areas.</p> <p>Liaison with other contractors / premise users to ensure that there are no conflicting substances used on site.</p> <p>MSDS sheets and hazcards available with substances where applicable.</p>											
<b>Burns / Scalds</b>	Staff / Pupils may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using soldering irons, glue guns, kettles and hot drinks.	<p>Hot drinks to be kept away from pupils at all times and not to be carried across the classroom.</p> <p>No kettles to be kept in classrooms.</p> <p>All pupils instructed in the safe use of tools and equipment and provided with PPE where required.</p> <p>Additional risk assessment in place for higher risk activities.</p>											
<b>Contact with sharp edges</b>	Staff and pupils may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.	Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture.				Maintain regular checking schedule and record on facilities management portal.	PO	Weekly/ monthly	Weekly/ monthly				



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<b>Contact with electricity</b>	Staff and pupils may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.	<p>School to arrange PAT testing of all portable electronic items of equipment in line with own risk assessment.</p> <p>Periodic "Hardwire" test of mains circuitry to be conducted on a 5 year basis.</p> <p>ALL category 1/2 defects to be rectified as soon as possible.</p> <p>Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder.</p>										
<b>Falling items from height</b>	Staff and pupils may be injured as a result of items stored at high level falling onto them. This may result in bumps, blows, bruising, concussion and potentially fractures.	<p>Avoid storing items at height. Where absolutely unavoidable, only light items to be stored at height.</p> <p>Only adults to reach for items stored at height ensuring that no pupils are below the potential "drop zone."</p> <p>Items at height to be stored in a sensible manner to ensure that the potential for falls is limited.</p> <p>Suitable access equipment to be provided and maintained for staff to access items stored at height.</p> <p>Ladders to being used by trained staff only in line with college risk assessment.</p>										

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<b>Contact with people and property</b>	Staff and pupils may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.	All walkways to be kept tidy at all times.  Due courtesy and respect of staff and pupils for their fellow staff / pupils.  All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms.										
<b>Use of equipment</b>	Staff and pupils may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.	All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed.  PPE to be provided where required.  Training and instruction given to all staff and pupils who operate the equipment.  Pupils to be supervised when using equipment.  No loose hair, clothing or jewellery to be worn when using equipment.  Trailing cables to be secured to prevent trips.										
<b>Computer Suites, Offices and Reprographics</b>												
<b>Contact with Electricity</b>	Staff and pupils may be injured as a result of making contact with defective electrical computer equipment. Such injuries may include electrocution, burns and potentially death.	All portable ICT equipment to be subject to a PAT test schedule in line with college's RA.  All equipment visually inspected prior to use and any defective equipment not to be used until repaired.  "Hardwire" test of main circuitry to be conducted on a 5 yearly basis.										



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<b>DSE</b>	Staff and pupils may suffer musculoskeletal disorders as a result of incorrect postural set-up of workstations. Such injuries may include eye strains, RSI's, back pain, carpal tunnel syndrome etc.	<p>All workstations set up to consider anthropometrics and ergonomics of particular age groups.</p> <p>Adequate lighting, temperature and ventilation.</p> <p>Regular breaks to be taken to ensure DSE users are not maintaining unsuitable postures.</p> <p>Leg room available beneath desks.</p> <p>Pupils encouraged not to rest wrists on the edge of tables.</p>										
<b>Slips and trips</b>	Staff and pupils may be subject to a slip or trip as a result of being obstructed by chairs, furniture or other people. This may result in bumps, blows and potentially fractures.	<p>Pupils instructed to keep chairs suitably tucked in when using computers.</p> <p>All equipment to be positioned to ensure that no computer equipment can obstruct a walkway.</p> <p>Visual inspections of floor area to be conducted before commencement of each working day.</p>										

Emergency Situations											
<p><b>First aid</b></p>	<p>In the event of an accident, injury, or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.</p>	<p>Adequate number of first aiders and emergency first aiders available in school.</p> <p>First aiders always available on educational visits.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked.</p> <p>First aid kits situated throughout the school.</p> <p>First aid kits regularly checked to ensure adequate provisions are available.</p> <p>School awareness of method for contacting the emergency services.</p>									
<p><b>Fire</b></p>	<p>Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.</p>	<p>Local Fire Risk Assessment conducted in school. More detailed controls contained within.</p> <p>Emergency action plan devised, communicated and tested.</p> <p>All visitors made aware of nearest fire exits and assembly points.</p> <p>Fire Safety Awareness training provided for staff.</p> <p>Staff and pupils aware of the procedures to be taken in the event of discovering a fire / hearing the fire alarm.</p> <p>Fire Action Notices are displayed.</p> <p>Suitable firefighting equipment is provided, suitably positioned and maintained i.e. fire blanket, fire extinguishers etc.</p>									

<b>Bomb evacuation</b>	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a bomb detonation or failure to escape during a bomb evacuation.	Emergency evacuation procedures effectively communicated and tested throughout school.  Alternative assembly point for bomb evacuations.									
<b>Property damage</b>	Staff, pupils, visitors, contractors and members of the public may suffer injury in the event that significant property damage may pose a risk. Such damage may include asbestos damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	Regular premise inspections conducted to identify any issues with the property's fabric.  Regular checks of asbestos on site conducted and recorded to monitor its condition.  If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately.  Further assessment to be conducted if a dangerous property issue arises.									
<b>Manual Handling</b>	Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in: <ul style="list-style-type: none"> <li>• Sprains</li> <li>• Back Injuries</li> <li>• Muscular Skeletal Disorders (MSDs)</li> </ul>	Staff to receive Manual Handling training.  Shared lifting practices to be adopted where appropriate.  Large / heavy items to be assessed before handling.  Lifting and Handling aids to be provided where necessary.  Formal assessments of manual handling activities to be conducted for routine activities where there is a significant need.				Audit of requirements and schedule of Health and Safety training to be drawn up and implemented, followed up with annual refreshers.	SBM	December 2020			
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date (Step 5) : 01/09/2021				
Assessors Signature: 		Date: 01/09/2020 Reviewed: 01/09/2021		Authorised By: 			Date: 01/09/2020 Reviewed: 01/09/2021				

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
<b>High</b>	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category <b>must</b> have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.