

## Appendix 2



### Risk Assessment

<b>A</b>	<b>Date:</b>	<b>Division / School:</b>	<b>Team:</b>	<b>Location:</b>
	<b>Review Date:</b>	<b>Ref:</b>	<b>Assessor:</b>	<b>Manager:</b>

<b>B</b>	<b>Assessment of Risk For:</b> <i>Model Workplace (Health, Safety &amp; Welfare) Risk Assessment (office/indoors)</i>
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
01	General	Staff Visitors Contractors	Buildings, Grounds and Workplace Inspection Regime – reference form used (detail also frequency of inspection, responsibility and involvement).....  Staff aware of fault / hazard reporting procedure. Fault reporting procedure reference.....  Continuous inspection carried out as part of ..... <i>caretaker / grounds manager</i> .....job role and responsibility.  Specific risk assessments carried out for any hazardous or specialist work equipment used reference.....	
02	Asbestos (exposure to asbestos fibres from ACMs)	Staff Visitors Contractors	Asbestos survey has been undertaken for premise ..... <i>please reference asbestos survey including date, who undertook the survey and the survey type (1, 2 or 3 / management, Refurbishment or Demolition)</i> .....	

			<p>An Asbestos Management Plan (AMP) has been formulated and implemented using the recommendations of the asbestos survey and register of ACMs ..... <i>please reference AMP</i></p> <p>.....</p> <p>Visual inspection of ACMs carried out at recommended frequencies and records kept in the AMP</p> <p>All staff made aware of where Asbestos Survey and AMP are held ..... <i>please detail location</i>.....</p> <p>Staff made aware of location of all ACMs in premise via team meetings</p> <p>Staff instructed to report any damage to ACMs immediately to on site responsible person .....<i>please detail responsible persons on site</i>.....</p> <p>All ACMs in non-public areas have been labelled as an ACM.....<i>please amend as required e.g. labelling of ACMs only carried out to non public areas</i>.....</p> <p>Asbestos warning signage posted to staff only areas warning that ACMs are present in rooms ..... <i>Please detail</i> .....</p> <p>Contractors made aware of locations of ACMs via sharing of asbestos survey register etc .....<i>please detail and site specific asbestos related information</i>.....</p> <p>Contractors instructed to report any damage to ACMs immediately to on site responsible person .....<i>please detail responsible persons on site</i>.....</p> <p>Supervision / monitoring of contractors carried out .....<i>please detail on site procedures for monitoring of contractors</i> .....</p> <p>.....</p> <p>Any asbestos removal work will be carried out by competent contractors working in accordance with Control of Asbestos Regulations 2006 following HSE notification where required.</p>	
03	Electricity	Staff Visitors Contractors	<p>All fixed electrical circuits tested every 5 years, certificate / maintenance schedule reference .....</p> <p>All portable appliances tested every 12 months. PAT reference .....</p> <p>Clear signage on all electrical isolators and relevant staff informed of the locations. Access restricted to distribution equipment to authorised personnel.</p>	

			<p>All staff informed of and carry out pre-use checks of electrical equipment for visual signs of damage.</p> <p>All electrical extension reels fully unwound (to prevent heat build up) when in use</p> <p>All electrical equipment maintained as manufacturers recommendations.</p> <p>All electrical equipment checked for suitability prior to purchase or hire.</p>	
04	Gas	Staff Visitors Contractors	<p>Gas boilers serviced and tested every 12 months. Maintenance schedule reference .....</p> <p>Clear signage on all gas mains shut off valves and relevant staff informed of the locations.</p> <p>All gas appliances maintained as manufacturers recommendations.</p> <p>All staff informed of and carry out pre-use checks of gas appliances for visual signs of damage.</p> <p>All gas equipment checked for suitability prior to purchase or hire.</p> <p>Emergency Procedure reference .....</p>	
05	Water	Staff Visitors Contractors	<p>Legionella risk assessment reference and date.....</p> <p>Water system managed in line with recommendations made within the legionella risk assessment</p> <p>Legionella risk assessment shown to any contractors working on the water system and records of maintenance kept in file.</p>	
06	Fire	Staff Visitors Contractors	<p>Fire Risk Assessment reference and date .....</p> <p>Emergency Procedure reference .....</p>	
07	Access & Egress	Staff Visitors Contractors	<p>All areas required for access and egress within buildings and grounds clearly marked to ensure unobstructed. Additional lighting provided where required</p> <p>Access to all hazardous areas restricted to authorised members of staff only e.g. boiler house, roof area, electrical circuits, chemical storage etc.</p>	

			<p>Detail security measures in place to prevent unauthorised access:</p> <p>CCTV.....<i>detail coverage of</i>.....</p> <p>External perimeter fence and gates .....<i>detail general standard of</i>.....</p> <p>Controlled visitor access through reception area only.....</p> <p>Signing in and out procedure.....</p> <p>Formal request for visitor identification .....</p> <p>Visible visitor pass and/or staff escort .....</p>	
08	Slips, Trips and Falls	Staff Visitors Contractors	<p>All floor surfaces maintained to ensure adequate stability and evenness of surface. ....<i>detail general standard of floor surface throughout the building e.g. carpeted throughout</i> .....</p> <p>Floor mat positioned at main entrance.</p> <p>Detail location of any specific anti-slip or other specialist floor surface within the premises e.g. soft contact flooring within external play area.</p> <p>All spillages cordoned off and cleaned immediately.</p> <p>All areas cordoned when cleaning.</p> <p>Grit applied to access and egress points during inclement weather (when ice &amp; snow is forecast) .....<i>detail and specific areas where grit is applied</i>.....</p> <p>Note: The HSE leaflet 'Preventing Slip &amp; Trip Incidents in the Education Sector', details further examples of controls that can be added to this assessment.</p>	
09	Welfare	Staff Visitors Contractors	<p>Adequate sanitary and washing facilities provided (including soap and hand drying provisions).</p> <p>Drinking water freely available and accessible to all.</p> <p>Personal accommodation provided for personal clothing (personal lockers).</p> <p>Facilities provided for rest breaks and eating meals.</p>	
10	Temperature (hot/cold)  Tiredness, lethargy, Headaches	Staff Visitors Contractors	<p>Heating system set to maintain internal temperature of above 16 degrees C (18°C in classrooms, 15° in Gyms)</p> <p>Fans / air conditioning units set to ensure, where possible, temperatures are not in excess of 25 degrees C.</p>	

	Dry or itchy skin Eye irritation		Humidity levels are monitored Excessive temperatures monitored with use of room thermometers. Water / welfare facilities are readily available and staff are permitted to take breaks as required Pregnant workers / young people / staff with a disability are consulted with regard to any additional controls that may be required. Open lines of communication are in place to encourage staff to raise issues and/or seek advice from manager on personal concerns regarding the work activity	
11	Ventilation	Staff Visitors Contractors	Windows open allowing a supply of fresh air (where this is not an option desk and floor fans are provide) Detail where mechanical ventilation is used..... Ventilation equipment is subject to a maintenance and inspection regime Desk fans provided where appropriate (and are subject to PAT)	
12	Room Dimensions & Space	Staff	At least 11m3 provided per person within each office workroom (classrooms not included).	
13	Lighting	Staff Visitors Contractors	Lighting levels adequate for work being undertaken Desk lamps (local lighting) provided where necessary	
14	Cleaning	Staff Visitors Contractors	Office and common areas cleaned. .... <i>detail frequency of cleaning regime</i> .....	
15	Waste storage	Staff Visitors Contractors	General office waste stored in appropriate waste containers Bulk waste storage stored externally in appropriate bulk waste storage containers kept in a designated area..... <i>detail location of designated bulk waste storage</i> .....	

16	Workstations	Staff	Office layout provides adequate spacing as per the Workspace Regulations and workstation arranged so that tasks can be carried out safely and comfortably  DSE assessments carried out for all DSE users. Detail reference to DSE assessments.....	
18	Glazing to windows, doors and walls	Staff Visitors Contractors	All glazing complies with Reg 14, glazing assessment reference .....	
19	Contact with Vehicles	Staff Visitors Contractors	Movement of vehicles throughout grounds restricted to ensure vehicle and pedestrian segregation.  Separate vehicle and pedestrian entrances.	
20	First Aid	Staff Visitors Contractors	There is a sufficient number of qualified first aiders (3 day training) for the low risk nature of the building .... <i>please amend if building is not low risk</i> ....This takes account of absence / shift work.  Names and locations of first aiders are known and are displayed ..... <i>detail general locations of....</i>  Refresher training is diarised and provided as required to ensure that first aiders remain competent; copies of training records are kept.  There is an NHS direct within close proximity to workplace  First aid boxes are adequately stocked and the first aid coordinator undertakes frequent checks to ensure adequate stock levels and that materials are still in date.  The location of first aid box is clearly identified  Building has a defibrillator and there are nominated staff trained in its safe use, training records are retained. Defibrillator is maintained and inspected as per manufacturers' instructions.  Arrangements for summoning ambulances / emergency services are known by all staff	

**Risk Level:**    **High:**    Accident likely with possibility of serious injury or loss  
**Medium:**    Possibility of accident occurring causing minor injury or loss  
**Low:**    Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N <sup>o</sup> . to correspond with Hazard Ser N <sup>o</sup> .)	<b>E To be Completed by the Manager.</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"><b>High                      Medium                      Low</b></p>	<p><b>Risk assessment signed off by:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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## Appendix 3

### Risk Assessment

<b>A</b>	<b>Date:</b>	<b>Division / School:</b>	<b>Team:</b>	<b>Location:</b>
	<b>Review Date:</b>	<b>Ref:</b>	<b>Assessor:</b>	<b>Manager:</b>

<b>B</b>	<b>Assessment of Risk For:</b> <i>Model Workplace, Working Outdoors Risk Assessment (hot / cold weather)</i>
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
Ser N°				
1	Hot Weather / Sun causing: Heat exhaustion and heatstroke  (headache, nausea)	Employees exposed to hot conditions	<p>Documented Safe Working Procedure specific to the work activity – detailing correct method of work (safe system of work).</p> <p>Employees` aware of hazards associated with working in the sun</p> <p>Where possible work is scheduled to cooler times of day</p> <p>Move to a cool area and re-hydrate by drinking plenty of fluids</p> <p>Remove excess clothing to cool skin down</p> <p>Re-hydrate by drinking plenty of fluids</p> <p>Open lines of communication are in place to encourage staff to raise issues and/or seek advice from manager on personal concerns regarding the work activity.</p> <p>Employees` encourages to take regular breaks as required</p> <p>Pregnant workers / young people/ staff with a disability are consulted with regard to any additional controls required</p> <p>Regular supervision of work</p>	
2	Sunburn		Cover up with loose clothing providing a barrier from the sun	



			<p>Wear a hat with a brim or a flap that covers the ears and back of the neck</p> <p>Stay in the shade whenever possible during your breaks and especially at lunchtime</p> <p>Employees are encouraged to use a high factor sunscreen of at least SPF15 (recommended SPF30) on any exposed skin and apply as directed on the product (e.g. Half an hour prior to going into the sun and reapply at regular intervals). Seek advice from GP and / or Occupational Health Service</p> <p>Employees are encouraged to drink plenty of water to avoid dehydration</p> <p>Employees are encouraged to take their breaks in the shade, if possible, rather than staying out in the sun</p> <p>Employees are encouraged to check their skin regularly for any unusual moles or spots that change shape, size, colour, itching or bleeding. In these circumstances they should visit their GP or contact Occupational Health Service</p> <p>Pregnant workers are consulted with regard to any additional controls required</p> <p>Provision of first aid facilities</p> <p>Employees have been provided with information / leaflets: HSE INDG 337 'Sun Protection; Guide for Outdoor Workers' and HSE INDG 147 'Keep Your Top On'</p>	
3.	<p>Cold / inclement weather conditions</p> <p>Hypothermia, frostbite</p>	<p>Employees exposed to cold conditions</p>	<p>Where possible work will be delayed and undertaken at warmer times of the year without compromising on safety</p> <p>Employees are issued with appropriate personal protective equipment for the cold conditions</p> <p>Mobile facilities for heating food is provided and employees are encouraged to drink plenty of warm fluids such as soup or hot chocolate</p> <p>Employees are encouraged to take regular rest breaks as required</p> <p>Employees are aware of how to recognise the early symptoms of cold stress</p> <p>Pregnant workers / young workers / staff with disabilities are consulted with regard to any additional controls required</p> <p>Open lines of communication are in place to encourage staff to raise issues and/or seek advice from manager on personal concerns regarding the work activity.</p> <p>Provision of first aid facilities</p>	

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**Risk Level:** **High:** Accident likely with possibility of serious injury or loss  
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**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N <sup>o</sup> . to correspond with Hazard Ser N <sup>o</sup> .)	<b>E To be Completed by the Manager.</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>

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<b>F</b>	<p><b>Once additional controls are implemented, what will the overall risk level be:</b></p> <p style="text-align: center;"> <span style="margin-right: 100px;"><b>High</b></span> <span style="margin-right: 100px;"><b>Medium</b></span> <span><b>Low</b></span> </p>	<p><b>Risk assessment signed off by:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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