Risk Assessment Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Learner facing activities**  | **Site/Location** | Wakefiled SC | **Risk Assessment No.** | LFA-LSC-01 |
| **Person Completing Form** | **Mark Fletcher** | **Job Title** | Health and Safety Manager | **Date** | Feb 2018 |
| **Review Date** | 2020 | **Reviewed By** | Mark Isherwood | **Next Review Date** | Feb 2021 |
| **Persons at Risk** | Employee  | Learner  |  |  |
| **Initial Risk Level (of the hazard, before implementing all of the Control Measures and Actions)** |
| **Potential Severity of Harm (A)** | **3** | **Likelihood of Harm Occurring (B)** | **3** | **Initial Risk Level (A x B)** | **9** |

| **Hazard** | **Control Measures** | **Additional Control Measures** | **Action By** | **Action Target Date** | **Action Complete (Initial)** |
| --- | --- | --- | --- | --- | --- |
| Verbal abuse | Delivery staff will attempt to calm the situation down initially, if this doesn’t work staff member to leave the situation and summon help from other staff.Where required the emergency services should be called to deal with the situation | No staff to carry out lone working while learners are onsiteAny incidents to be reported to the Health and Safety Manager | Centre ManagerAll Staff | Ongoing |  |
| Physical violence | Police or emergency services to be called immediately and staff to go to a safe area. | No staff to carry out lone working while learners are onsiteAny incidents are to be reported to the Health and Safety Manager | Centre ManagerAll Staff | Ongoing |  |
| Fire | Staff and learners to be aware of the location of all fire exits and the centre fire procedure and comply with all drills and emergency meausres in place | Good Housekeeping regime to be implemented across all working areas | Centre ManagerAll Staff | Ongoing |  |
| Slips and trips (movement around the classrooms/centre) | Ensure that all walkways and access/egress routes are kept clear at all times | Good housekeepiig regime to be implemented across all working areas | Centre ManagerAll Staff | Ongoing |  |
| Electric shock | All portable electrical equipment to be PA tested before use  |  | Centre ManagerAll Staff | Ongoing |  |
| **Residual Risk Level (after implementing all of the Control Measures and Actions)** |
| **Potential Severity of Harm (C)** | **2** | **Likelihood of Harm Occurring (D)** | **1** | **Residual Risk Level (C x D)** | **2** |

|  |  |  |
| --- | --- | --- |
|  | **Potential Severity of Harm** | **Residual Risk Level Actions** |
| **Slightly Harmful 1** | **Harmful 2** | **Extremely Harmful 3** | **Low Risk** | **Medium Risk** | **High Risk** |
| **Likelihood of Harm Occurring** | **Highly Unlikely****1** | **Low Risk****1** | **Low Risk****2** | **Medium Risk****3** | **Proceed with Activity****under controlled** **measures above** | **Reduce Risks Further ALARP** | **Do Not Proceed Without Referring to Your Manager First** |
| **Unlikely****2** | **Low Risk****2** | **Medium Risk****4** | **High Risk****6** |
| **Likely****3** | **Medium Risk****3** | **High Risk** **6** | **High Risk****9** |

|  |
| --- |
| **This Risk Assessment must be communicated to those who are carrying out the task and should be recorded in the boxes below** |
| **The above Risk assessment has been briefed to those individuals detailed below and they understand the requirements of the risk assessment.** |
| **Name** | **Signature** | **Company** | **Date** |
| Terry Yates (Tutor) | T Yates  | Yorkshrie academy Wakefiled  | 9th Mar 2020 |
| Paul Shiliato (Tutor) | ;P Shilliato  | Yorkshrie academy Wakefiled  | 9th Mar 2020 |
| Emma Johnson (Admin)  | Emma Johnson  | Yorkshrie academy Wakefiled  | 9th Mar 2020 |
| Martin Greening (ESO) | Martin Greening  | Yorkshrie academy Wakefiled  | 9th Mar 2020 |
|  |  |  |  |