Risk Assessment Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | | **General Office Activities** | | | | | | **Site/Location** | | | Wakefield SC | | | **Risk Assessment No.** | | | | GOA-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 21 | | | |
| **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)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manual Handling | Loads to be split wherever possible  Staff to only lift within their own capabilities and ask for assistance where required  Mechanical Aids (trolleys/sack barrows etc.) to be used wherever possible | | | Manual Handling training to be carried out with staff requesting it or who carry out regular manual handling tasks  Delivery drivers to unload and deliver heavy items to their final position wherever possible to cut down on staff lifting | | | Centre Manager  All Staff | Ongoing | |  |
| Display Screen Equipment | All staff to complete a DSE assessment if they work with DSE equipment | | | Any identified issues to be dealt with by Centre Manager or H&S Manager | | | Centre Manager  All Staff | Ongoing | |  |
| Fire | All staff to sign in and out be accounted for in the event of an evacuation  Fire wardens to take charge of any evacuation and ensure all learners are accounted for and remain at the assembly point until instructed otherwise | | | LCG staff to comply with MOD staff in the event of any evacuation following any protocvls or procedures that may be in place depending on the situation  Fire Extinguishers are held onsite and can be unsed where required by trained staff. | | | Centre Manager  All Staff | Ongoing | |  |
| Working with Electricity | All equipment to be PA tested on an annual basis and any failed items to be taken out of service  Staff to carry out user checks before using any electrical items, any problems to be reported to the Centre Manager and the item not to be used. | | |  | | | Centre Manager  All Staff | Ongoing | |  |
| Slips, trips and falls | All cables to be managed throughout the centre, no cables or trailing leads to be positioned across walkways or access/egress routes  Any liquid spillages to be cleaned up immediately and if required warning signs to be displayed until the floors are dry | | | Any warning signs should be removed once the intial hazard has been removed  Any identified trip hazards to be dealt with or reported to the Centre Manager if they require further action. | | | Centre Manager  All Staff | Ongoing | |  |
| Working at height | All work in centre is done at low level  Any work at height would be done by specialists or the MOD. | | | Any work at height works that are identified should be risk assessed prior to carrying them out. | | | Centre Manager  All Staff | Ongoing | |  |
| COSHH products | COSHH assessments to be available for all products with staff who use the products being made aware of their contents | | | ANY flammable products to be stored correctly and notified as part of any fire risk assessment | | | Centre Manager  All 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 |
|  |  |  |  |