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|  | **Risk Assessment** |  |

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| **Location: Essa Academy**  | **Date assessment completed:**Sept 2020 | **Review Date:** **Oct 2020** |
| **Brief Details of Task/Activity: Build / conversion of science rooms, food room and staircase** | Assessment completed by: ASP / RRO | **Signature:**1. **Speakman**

**R. Rowland** |

| **What are the hazards?**e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how?e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc.  | **What are you already doing to control the hazard?** | **What further action or additional controls are required** (if necessary) | **Risk rating**(after control measures) | **Action by who** | **Action by when** | **Date completed**  |
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| Fire | Staff, students, visitors, contractors | Fire alarm including call activation points.Smoke and heat detectors installed.Fire extinguishers located around the building.Dry riser and sprinkler system installedEmergency lighting fittedNo smoking site. | Termly fire drillsWeekly fire alarm and fire exit checksFire Marshall / warden training | D/E | SMT | Ongoing checks and drills. | Sept 2020 |
| Electric Shock / Fire from electrical appliances / switches / sockets | Staff, students, contractors | All electrical appliances P.A.T tested. Visual checks done by user i.e. damage to appliance, cable, plugs etc. | Continuous vigilance and visual checks by room users and regular PAT testing arranged by SMT | D/E | Room users / SMT | Ongoing | Sept 2020 |
| Slips, trips and falls likely to cause injury or injury caused by badly fitted room fixtures / fittings | Staff, students, contractors | Floor non slip or carpet, no raised edges. When not in use chairs placed under desks. Walkways around desks to be kept clear of obstructions (bags, coats etc. to be hung on back of chairs or stowed under desks or in classroom pigeon holes) Defective furniture, fixtures and fittings reported to the SMT and replaced or repaired.All white boards / pin boards securely fitted to walls. Any defects reported immediately to SMT and rectified. | Continuous vigilance and checks by room users and regular room and furniture audits by SMT | D/E | Room users / SMT  | Ongoing | Sept 2020 |
| Infection spread through touch points | Staff, students, contractors, visitors | Rooms cleaned and maintained to a high standard and regularly checked by cleaning supervisors and SMT.  | Use of disinfectant spray / hand sanitiser to reduce the risk of spread of bacteria / infection.  | E | Room users / SMT | Ongoing | Sept 2020 |
| Risk of injury from falling debris within site boundaries or access to restricted areas by students including scaffold / ladders | Students, staff, contractors, visitors | Hoarding erected by contractors to cordon off work areas | Keeping site doors lockedLines of communication in place between contractor and RRO / ASPStore ladders / scaffold at end of each day | E | Contractors | Ongoing | Sept 2020 |
| Risk of injury from construction traffic  | Staff, students, contractors, visitors | Traffic limited to energy centre car park and MUGA. | Construction traffic to be manged by Linear | E | Contractors | Ongoing  | Sept 2020 |
| Excessive noise, dust and disturbance  | Staff, students | Staff instructed to keep windows adjacent to site closed |  | E | Staff | Ongoing | Sept 2020 |
| Large number of contractors on site creating possible safeguarding issues  | Students, staff | All contractors DBS checked | PM and contractors briefed by safeguarding leadSOC to complete individual RA’s for any contractor with a disclosure | E | SOC | Ongoing | Sept 2020 |
| Storage of materials/general housekeeping issues | Staff, students | Segregated areas for contractor deliveries  | Deliveries to take place outside normal school hoursAny hazardous materials to be stored securely and out of students reachAny hazardous waste removed from site safely and in accordance with all regulations | E | Contractors | Ongoing  | Sept 2020 |
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| **CATEGORIES OF LIKELIHOOD** |
| **Highly Likely** | Expected to happen/reoccur, possibly frequently. |
| **Possible** | Might happen/reoccur at some time depends on circumstances. |
| **Unlikely** | Not expected to happen/reoccur but possible in certain circumstances. |
| **Very Unlikely** | Would only occur in very exceptional circumstances. |

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| **CATEGORIES OF CONSEQUENCE SEVERITY** |
| **Catastrophic** | Incident could result in one or more fatalities.  |
| **Major** | Major injury resulting in incapacity, hospitalisation >24 hours. |
| **Significant** | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| **Minor** | Small cut, bruise, abrasion, basic first aid treatment provided. |
| **Negligible** | Some discomfort, self help. No treatment required. |

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| **RISK RATING** |
|  | **Highly Likely** | **Possible** | **Unlikely** | **Very Unlikely** |
| **Catastrophic** | **A** | **A** | **B** | **E** |
| **Major** | **A** | **B** | **C** | **E** |
| **Significant** | **B** | **C** | **D** | **E** |
| **Minor** | **C** | **D** | **E** | **E** |
| **Negligible** | **E** | **E** | **E** | **E** |

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| **RISK CLASSIFICATIONS** |
| **A** | **Unacceptable risk,** requires immediate attention. Work should not be started or continued until the level of risk has been reduced. |
| **B** | **High risk,** requires immediate attention. Control measures must be identified and put into place as soon as possible.  |
| **C** | **Medium risk,** requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.  |
| **D** | **Low risks,** confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further. |
| **E** | **Trivial risk,** no further action required but review at regular intervals to ensure controls remain effective. |