

<b>Area/Activity Assessed</b>	Offices and Conference Rooms	<b>Date Completed</b>	23.01.24
		<b>Review Date</b>	23.01.25
<b>Assessment Completed By</b>	Keith Wilkinson (NEBOSH and NEBOSH Fire)	<b>Person(s) Consulted</b>	Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager)

<b>Persons Exposed</b>	<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractors</b>	<input type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mother</b>	<input type="checkbox"/>	<b>Visitors and/or Public</b>	<input type="checkbox"/>	<b>Trespassers</b>	<input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b>	<input type="checkbox"/>	<b>Hourly</b>	<input type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input type="checkbox"/>	<b>5-6 hrs</b>	<input type="checkbox"/>	<b>7-8 hrs</b>	<input type="checkbox"/>	<b>More than 8 hrs</b>	<input checked="" type="checkbox"/>

<b>Probability</b>	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
<b>Severity</b>	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
1.	Slips, trips and falls	<ul style="list-style-type: none"> <li>Well maintained flooring.</li> <li>All access routes and walkways are suitably illuminated using an appropriate level of lighting.</li> <li>Employees wear appropriate footwear.</li> <li>Floor surfaces of the premises areas are subject to on-going visual inspections by all employees throughout the working day, any signs of damage are reported to the site manager immediately.</li> <li>Designated walkways kept clear and free from obstruction.</li> <li>Cables fed under desks.</li> <li>Non-slip flooring used.</li> </ul>	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
2.	Electrocution	<ul style="list-style-type: none"> <li>Equipment in good condition.</li> <li>Fixed Electrical certificate in place.</li> <li>PAT testing completed annually.</li> </ul>	5	1	5	
3.	Fire	<ul style="list-style-type: none"> <li>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment.</li> <li>All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>Smoking prohibited in the building in line with current legislation.</li> <li>Fire extinguishers present.</li> <li>Fire alarm and detection present.</li> <li>All escape routes are unobstructed.</li> <li>Sources of ignition and combustible items kept apart.</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Building 109 main office requires fire stop in the ceiling as a small hole is present due to the fitting of wiring. Advise flame retardant expanding foam is used.</li> <li>Nursery office requires 2 x fire stop in the ceiling as small holes are present due to the fitting of wiring. Advise flame retardant expanding foam is used.</li> <li>CRC office has an out-of-date extinguisher present. Advise general maintenance is undertaken as per RRFSO 2005 guidance to have all extinguisher serviced annually.</li> <li>Office 1 on the 1<sup>st</sup> floor of the main building (L4L) has an unauthorised toaster present that is situated directly underneath highly flammable combustible materials. Advise the toaster is removed and a communication sent to the office staff to prevent a re-occurrence of unauthorised electrical products on site.</li> </ul>
4.	Cuts, bumps and bruises	<ul style="list-style-type: none"> <li>Equipment in good condition.</li> <li>First aid available on site.</li> <li>First aid box fully stocked up.</li> </ul>	4	2	8	
5.	Housekeeping	<ul style="list-style-type: none"> <li>Regular cleaning procedure in place.</li> <li>Rubbish is removed by appointed cleaning.</li> <li>Rubbish bins are emptied daily.</li> </ul>	3	2	6	
6.	Unauthorised Access	<ul style="list-style-type: none"> <li>CCTV in use throughout building.</li> <li>Supervision in place.</li> <li>Offices remain locked when not occupied.</li> </ul>	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> <li>Visitors are required to report to reception and sign into a register.</li> <li>All visitors are accompanied throughout the building at all times unless a valid DBS has been presented.</li> </ul>				
7.	Hygiene/Infection control	<ul style="list-style-type: none"> <li>Regular cleaning procedure in place.</li> <li>Hand Wash and Sanitizer available.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Black mould is present in the basement office in building 109 that requires immediate treatment before the room has continued usage as black mould can cause serious respiratory ailments.</li> <li>Office 1 on the 1<sup>st</sup> floor of the main building (L4L) has dirty mould covered cups. These require removal to ensure good hygiene standards are present within the building.</li> </ul>
8.	Materials/equipment storage leading to falling objects. <i>Staff and 3<sup>rd</sup> parties could suffer severe personal injury or worse as a result of materials falling onto them</i>	<ul style="list-style-type: none"> <li>Employees are responsible for ensuring that any/all materials or products are stored in a manner that does not create a hazard for anyone.</li> <li>On-going supervision completed by nominated personnel.</li> <li>Heavy storage at low level.</li> </ul>	4	1	4	
9.	COSHH	<ul style="list-style-type: none"> <li>Substances controlled by competent personnel.</li> <li>Staff are trained in the safe use of COSHH.</li> <li>COSHH assessments completed.</li> <li>SDS and COSHH file available on site.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Unmarked COSHH materials are present in the 1<sup>st</sup> floor office 1 of the main building. All COSHH materials are required to have stickers highlighting the contents of all bottles. This bottle Should be removed.</li> </ul>
10.	Contamination caused by poor hygiene (toilets, welfare areas) <i>Staff may suffer from ill health issues due to contamination of welfare areas e.g. sickness,</i>	<ul style="list-style-type: none"> <li>The areas are subject to daily cleaning regime by appointed cleaning.</li> <li>Stored water systems are subject to an on-going monitoring regime to ensure that they remain free from Legionella bacteria.</li> <li>Bi-Annual risk assessment completed.</li> <li>A/C units are serviced on an annual basis.</li> </ul>	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
	<i>exposure to legionella or similar virus</i>					
11.	DSE	<ul style="list-style-type: none"> <li>All DSE equipment is in good condition.</li> <li>Cables from equipment are stored under desks and not run through walkways.</li> <li>Staff are experienced users.</li> </ul>	3	2	6	
12.	Exposure to Asbestos Containing Materials (ACM's) <i>Exposure to inhalable or ingestible ACM fibres could lead to Asbestos related disease for those affected</i>	<ul style="list-style-type: none"> <li>Location of ACM's was established by previous survey.</li> <li>ACM's are subject to on-going monitoring by the school management team following the guidance provided by the survey.</li> <li>ACM register information is given to all outside contractor personnel who may be required to work in the location where ACM's are present.</li> </ul>	5	1	5	

## ACTIONS ARISING FROM THE RISK ASSESSMENT

Hazard number	Risk Rating	Who will be responsible for the additional control measures? Name(s)	When will the actions be complete?	Date complete and any comments or note
3.1	Med	Site Team	1 Week	
3.2	Med	Site Team	1 Week	
3.3	Med	Site Team	1 Month	
3.4	Med	Site Team	Immediate / Ongoing	
7.1	Med	Senior Management / Site Team	Immediate / Ongoing	
7.2	Med	All Staff	Immediate / Ongoing	
9.1	Med	All Staff	Immediate / Ongoing	

## Acknowledgement

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date