**Building Risk Assessment for Education Building** 

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| **Operational Owner** | Helen Ward: Education Manager |
| **Trustee Owner** | Chair: Fiona Merritt |
| **Effective date:** | 26/03/24 |
| **Review date:** | 26/03/26 |
| **Related documents** | Health and Safety policyGDRP policy |

**Approval History**

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| Version | Reviewed by | Amendment History | Approved by | Date |
| 1.0 | Emma Hughes | First Draft | Martin Ellmore |  25/5/21 |
|  1.1 |  Emma Hughes | Update with staffing changes | Helen Ward | 26/03/24 |

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| What are the hazards?  | Who might be harmed and how?  | What are you already doing to control the risks?  | What further action do you need to take to control the risks?  | Who needs to carry out the action?  | When is the action needed by?  | Done  |
| Slips, trip sand falls | Staff and visitors may be injured if they trip over objects or slip on spillages. | • General good housekeeping. • All areas well lit.• No trailing leads or cables. • Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. • Offices cleaned weekly.· Steps and changes in level highlighted.· Kitchen equipment maintained to prevent leaks onto floor.· Staff clean up spillages immediately using suitable methods. | Annual junk clear out | All staff | End August annually |  |
| Manual handling of paper, office equipment etc | Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. | • High shelves for light objects only. Frequently used heavy objects stored at waist height.• Take care or get help carrying heavy objects• Worktops and kitchen sink at correct height |  |  |  |  |
| Display screen equipment | Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor. | • DSE training and assessments of workstation carried out by all new starters. Actions carried out asap. • Reassessment to be carried out at any change to work feature• Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Shared workstations are assessed for all users. • Work planned to include regular breaks or change of activity. • Lighting and temperature suitably controlled. • Adjustable blinds at window to control natural light on screen • Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays. • Laptop users trained to carry out own DSE assessment for use away from office.  | Manager to ensure office staff to complete DSE assessments | Manager | End August 2021 |  |
| Stress | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | • Staff understand what their duties and responsibilities are. • Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. • ‘No bullying’ policy. |  |  |  |  |
| Electrical | Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. | •Staff report any defective plugs, discoloured sockets or damaged cable/equipment in accident book.• Defective equipment taken out of use safely and promptly replaced. • Staff told not to bring in their own appliances, toasters, fans etc.• Electrical safety and PAT tests kept up to date• Staff know where fuse box is and how to safely switch off electricity in an emergency.• | Manager to ensure safety inspections up to date using annual inspections | Manager | End August annually |  |
| Fire | If trapped, staff and visitors could suffer fatal injuries from smoke inhalation/ burns. | • Health and Safety policy in place• Fire risk assessment in place and up to date• Fire drills done and recorded |  |  |  |  |
| Lone working | Staff could suffer injury or ill health while working alone in the office. | • Lone working policy in place |  |  |  |  |
| Contact with steam, hot water, hot oil and hot surfaces | Kitchen staff and volunteers may suffer scalding or burns injuries. | • Staff aware of risks of releasing steam. · Water mixer taps provided. · All staff told to wear long sleeves. · Heat-resistant gloves/cloths/aprons provided. |  |  |  |  |
| Knives | Staff involved in food preparation and service could suffer cuts from contact with blades | · Knives not to be used for opening packages· 1st Aid box provided (in Susan’s Mess) |  |  |  |  |
| Gas appliances | Staff and visitors could suffer serious/fatal injuries as a result of explosion/ release of gas. | · Inspection, service and test carried out by Gas Safe registered engineer every 12 months. · Staff know where LPG cylinders are and how to turn supply off in an emergency. |  |  |  |  |