**Building Risk Assessment for Education Building** Text

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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 policy  GDRP 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. |  |  |  |  |