

RISK ASSESSMENT

Hazards Considered (under routine, non-routine & emergency conditions)	Who might be harmed and how	Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk):	Risk Rating			Further action <i>Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Updated Risk Rating as a result of additional measures		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
GENERAL (Access & Egress; the George Howard Centre areas; Computers; Emergency Situations; Office; Safeguarding; Manual Handling)									
Slips and trips	<p>Staff, young people, visitors and contractors may be injured as a result of a slip or trip on:</p> <ul style="list-style-type: none"> damaged carpets /mats, spillages from cleaning substances / beverages items of equipment obstructing walkways defective surfaces inside or outside of the building. ice in winter weather wet leaves on paths <p>This may result in bumps and blows, bruising and fractures.</p>	<ul style="list-style-type: none"> Visual inspection of surfaces, walkways and doors to be conducted as part of site walk round. Spillages to be cleaned up immediately as identified (if not possible to clean up immediately then area should be isolated). Efforts made to grit external floors in icy weather. Defected areas to be highlighted and cordoned off where possible. Paths to be cleared at regular intervals. <ul style="list-style-type: none"> All equipment to be positioned to ensure that no computer equipment can obstruct a walkway. Visual inspections of floor area to be conducted before commencement of 	M	L	L				

		each working day.							
<p>Contact with vehicles General</p>	<p>Staff, young people or visitors in the car park may be struck by a moving vehicle resulting in bumps / blows, fractures, fatality and entrapment between items.</p>	<ul style="list-style-type: none"> Speed limits displayed and enforced where necessary. Designated walkways established Segregation of young people and visitors from traffic routes and moving vehicles. Staff working in car park to wear vis-vests conforming to BS EN 471 standard. Staff informed to take care when driving into the premises. 							
<p>Home-The George Howard Centre Transport</p>		<ul style="list-style-type: none"> Staff waiting for taxi arrivals must wait in a safe area (eg under canopy) All the George Howard Centre taxis to unload/load under the canopy or designated space in accordance with LA Transport rules and the George Howard Centre procedures No vehicles to reverse into bays whilst children are being unloaded or escorted into the the George Howard Centre building Children must be supervised and taken to/from taxis. Children must not be left waiting unsupervised No vehicle to reverse into bays whilst children are being unloaded and taken to entrance door. 	H	L	M	<p>Banks Person and/or TA Manager. to monitor and advise staff of any practices that need to be modified to keep children and adults safe (the George Howard Centre and transport staff).</p> <p>TA Manager to contact LA Transport if there are concerns about taxi companies compliance with guidelines</p> <p>LA to monitor at regular intervals in accordance with their policy</p> <p>If staff see unsafe practices whilst children are being loaded/unloaded they should advise the escort/driver (eg the application of brakes whilst the child is on the hoist)</p>	H	L	L

Exposure to inclement weather	Staff/young people may suffer from conditions of hypothermia and sun burn and dehydration as a result of working/exposure in external areas for long periods of time.	<ul style="list-style-type: none"> • Sun screen provided to site staff in hot weather. • Drinking water provided to children/staff in hot weather. • Suitable clothing to be worn by children/staff. • Regular communication with children/staff to take place in extremes of temperature. • Space blankets/rain capes available for vulnerable young people during fire evacuation/emergencies (in addition to coats) 	M	L	L	<p>Sun Protection for Young people is mentioned in the The George Howard Centre's Health & Safety Policy. The policy covers the use of sunscreen and the circumstances in which it can be used.</p> <ul style="list-style-type: none"> • Sun protection is incorporated into curriculum for all ages. • Teachers are advised of the importance of sun protection. • Parents are informed of the importance of sun protection and the The George Howard Centre's Policy • Sun protection is considered in Off-Site Visit risk assessments. • Shade structures outside • Trees to provide some shelter on the playground/paths through the woods. • Young people are encouraged to wear wide-brimmed (or legionnaire style) hats when outside. • Young people are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged). • The George Howard Centre 		

						<p>uniform tops and hats offer suitable sun protection.</p> <ul style="list-style-type: none"> • Young people are allowed to wear UV protective sunglasses. • Teachers and assistants also wear suitable hats and clothing. • Young people are allowed to bring in their own personal supply of sunscreen. (Parental consent has been obtained and The George Howard Centre notified of any allergies) • High Protection Factor Sunscreen (SPF25 minimum) is recommended <p>Young people are supervised applying their own sunscreen. Most young people will be able to, with some direction, to apply sunscreens themselves. Self-application is recommended. Spray sunscreens may be easier to be applied by the young person.</p> <p>Young children and some children with special needs may require assistance. Written permission must be gained from parents and carers for staff to apply sunscreen. Teachers that apply sunscreens should do so to the face, neck and arms in accordance with relevant the</p>			
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						George Howard Centre policies to minimise the risk of abuse allegations.			
						Teachers remind young people to reapply sunscreen regularly, particularly at midday.			
Contact with people and property	Staff, young people, and visitors may be injured as a result of making contact with large obstructive items and other people walking through the George Howard Centre. This may result in bumps and blows, bruising and possibly lacerations.	<ul style="list-style-type: none"> • Due courtesy of staff, young people and visitors when moving through site. • Lifts / slopes provided and maintained for people with mobility difficulties. 	L	L	L				
Violence and aggression	Staff and children may suffer stress, bruising and potentially fractures if violent incidents occur during learning activities.	<ul style="list-style-type: none"> • Adequate supervision and awareness of young person behaviours at all times during classroom activities. • Individual behaviour assessments conducted for difficult children. • Young people encouraged to be polite and courteous towards their fellow young people and teachers. • Staff received MAPA / De-escalation training as necessary. • Staff aware of safeguarding children reporting procedures and designated safeguarding officer. • Discipline / Isolation procedures in place for offending children. 	M	L	L				

Stress	<p>Staff and young people may be subject to stress as a result of increased workloads, lack of communication, emotional involvement with young people and staff, disruptive children and violence and aggression. This may result in negative emotional, behavioural and physiological characteristics.</p>	<ul style="list-style-type: none"> Well-being surveys carried out at the George Howard Centre and any significant findings acted upon. Open door policy implemented with leadership team and staff. Staff encouraged to express any stressful concerns in team meetings. NCC Counselling service available for all staff. Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed. Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom. Regular term time breaks from work activities. Principal to engage in regular liaison with governors. 	M	L	L				
Burns / Scalds	<p>Staff / Children may be injured as a result of contact with hot substances / surfaces in the classroom. For example, using soldering irons, glue guns, kettles and hot drinks.</p>	<ul style="list-style-type: none"> Hot drinks to be kept away from children at all times and not to be carried across the classroom. Kettles to be kept in classroom kettle store cupboard & under direct control of member of staff when in use. No boiled water to be left in kettle after use. All children instructed in the safe use of tools and equipment and provided with PPE where required. 	M	L	L				

<p>Contact with sharp edges</p>	<p>Staff and children may come into contact with sharp edges on furniture and scissors resulting in cuts and scratches.</p>	<ul style="list-style-type: none"> • Visual inspections to occur on a regular basis to ensure that no sharp edges are present on furniture. • Safety scissors provided where possible. 	L	L	L				
<p>Contact with electricity</p>	<p>Staff and children may be injured as a result of contact with electricity from damaged cables / plugs / switches etc. This may result in electrocution which can potentially result in death.</p>	<ul style="list-style-type: none"> • The George Howard Centre to arrange PAT testing of all portable electronic items of equipment on an annual basis and a log kept (including equipment used infrequently i.e. Christmas lights). • Periodic “Hardwire” test of mains circuitry to be conducted on a 5 year basis. • No personal portable electrical equipment to be brought onto site unless it has been electrically tested. • Any modifications or repairs to electrical items must only be done so by a competent person. • Any ‘unsafe’ electrical items to be removed from use until properly repaired. • Staff to be encouraged to make visual inspections of electrical equipment prior to use. • Visual inspection of all plugs cables and sockets before use of any electrical equipment. Any damage / defects to be reported to premise duty holder. • All equipment that is hire must be electrically sound (the onus is on the the George Howard Centre to check this) • Information, training and instruction to be provided to those staff using 	H	L	M	<p>All electrical appliances (fixed and portable) to be checked by a competent person in accordance with HSE guidelines. Site Manager is a qualified PAT tester. All electrical equipment to be visually checked before it is used each time</p> <p>Suspect or faulty equipment to be taken out of service and labelled DO NOT USE until inspected or repaired by a competent person No repairs to be attempted by an unqualified person</p> <p>All persons to be made aware of the added danger when cables or socket outlets are near sinks or water</p> <p>Any equipment brought in by staff to have received the PAT test before use</p> <p>Equipment to be disposed of in accordance H&S and insurance guidelines</p> <p>Distribution boards to have relevant protection and 5 yearly inspections by contractor.</p> <p>Avoid lone working as much as possible.</p>	H	L	L

		<p>electrical equipment.</p> <ul style="list-style-type: none"> Staff to follow the guidance within Section B3 of the Safety Manual. 				Major works to be carried out on the holidays			
Electrical Mains Room	Site Staff, Contractors at risk from explosions, fire, slips, trips, falls, contact with hot surfaces, hazardous substances, manual handling	<ul style="list-style-type: none"> To be locked when not in use Fire control measures in place, and tested, with easy access to extinguisher Main isolator switches to be clearly marked Housekeeping to be to a good standard at all times Adequate ventilation to be maintained at all times Floor areas to remain clear of spills, grease, oil, etc Sign on external door indicating electrical hazard Limited access to the area 	H	L	M	<p>Subject to regular H&S inspection + ongoing monitoring by site manager</p> <p>Any items stored contrary to policy should be removed immediately by site staff</p> <p>Access to be kept clear at all times to the mains boards</p>	H	L	L
Contact with people and property	Staff and children may suffer minor injuries as a result of making physical contact with property, furniture and other people within the work area. These injuries may include minor bruises, bumps and blows.	<ul style="list-style-type: none"> All walkways to be kept tidy at all times. Due courtesy and respect of staff and children for their fellow staff / young people. All furniture to be situated so as to cause minimum obstruction to personnel accessing and egressing classrooms. 	L	L	L				
New employees		<ul style="list-style-type: none"> To receive undertake staff induction process asap. To undertake only those tasks previous training allows. To complete all relevant additional training the post requires within the timescales set the induction period. 							

New member of staff awaiting DBS clearance	Young people, Staff, Visitors	<ul style="list-style-type: none"> New member of staff to sign in and out and to wear a visitors badge at all times. To be accompanied at all times, especially when moving around the George Howard Centre. Only to have access to general parts of the George Howard Centre. To undertake the staff induction process asap. 	L	L	L	Safeguarding training by specialist trainers to be undertaken asap after induction.	L	L	L
Visitors	Young people & staff	<ul style="list-style-type: none"> All visitors must sign in and out at reception All visitors to be issued with a the George Howard Centre label which must be clearly displayed at all times Labels must be marked with a coloured spot i.e Green sticker on the label indicates the visitor has been DBSchecked and will have unaccompanied access to general areas of the the George Howard Centre 	L	L	L	Areas of access required to be identified and monitored on a regular basis by staff member who arranged the visitor to come on site	L	L	L
Office & Reception	Staff young people and visitors at risk from intruders, slips, trips and falls	<ul style="list-style-type: none"> Adhere to all general site RAs that apply. Access to the building controlled by key card or by reception. CCTV monitoring 	M	L	L				

Manual handling	<p>Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in:</p> <ul style="list-style-type: none"> Sprains Back Injuries Muscular Skeletal Disorders (MSDs) Impact 	<ul style="list-style-type: none"> Staff have received annual Manual Handling training. Shared lifting practices to be adopted where appropriate. Large / heavy items to be assessed before handling. Lifting and Handling aids to be provided where necessary. Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling. 	M	L	L	<p>See handling plans for individual young people and the George Howard Centre policies</p> <p>All staff to have the opportunity to read manual handling plans & HCPs for young people with whom they are not familiar.</p>	M	L	L
Use of equipment	<p>Staff and children may be injured as a result of contact with moving equipment, interactive computer equipment and all other classroom equipment. Such injuries may include cuts, lacerations, electric shock and eye strain / irritation.</p>	<ul style="list-style-type: none"> All electrical equipment to be PAT tested on an annual basis. All equipment visually inspected prior to use and condemned until repaired / replaced if any defects noticed. PPE to be provided where required. Training and instruction given to all staff and children who operate the equipment. Children to be supervised when using equipment. No loose hair, clothing or jewellery to be worn when using equipment. Trailing cables to be secured to prevent trips. 	M	L	L	<p>Small electrical tools:</p> <p>In addition to control measures shown here and in 'contact with electricity' the following points need to be considered:</p> <ul style="list-style-type: none"> Any major dust creating works to be done outside of the the George Howard Centre hours. Ensure adequate ventilation of working area and correct PPE Ensure machinery has appropriate guards 	M	L	L
DSE	<p>Staff and children may suffer musculoskeletal disorders as a result of incorrect postural set-up of workstations. Such injuries may include eye strains, RSI's, back pain, carpal tunnel syndrome etc.</p>	<ul style="list-style-type: none"> All workstations set up to consider anthropometrics and ergonomics of particular age groups. Adequate lighting, temperature and ventilation. Regular breaks to be taken to ensure DSE users are not maintaining unsuitable postures. 	L	L	L				

		<ul style="list-style-type: none"> • Leg room available beneath desks. • Mouse mats provided. • DSE Users to be DSE Assessed by a competent DSE Assessor. • DSE Users to be provided with any equipment deemed necessary resulting from DSE Assessment (e.g. footrest, anti-glare screen) • DSE Users to follow the guidance within Section B18 of the Safety Manual. • Adequate lighting to be provided at DSE Workstations • Blinds on windows to be provided to reduce glare and reflection. • DSE Users to be aware of their entitlement to eye tests and payment towards glasses. • DSE Users encouraged to take regular breaks away from the screen • DSE Users encouraged to report any faults with equipment or any medical problems. 							
First aid	In the event of an accident, injury, or emergency situation, staff, young people and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<ul style="list-style-type: none"> • Adequate number of first aiders and emergency first aiders available in the George Howard Centre. • First aiders always available on educational visits. • Training issued and refreshed continually to first aiders. • First aid kits suitably stocked. • First aid kits situated throughout the the George Howard Centre and at fire assembly point. • First aid kits regularly checked to ensure adequate provisions are available. 	H	L	M	<p>Number of staff trained to full first aid at work to be above the minimum guidelines. Additional staff to be trained in emergency first aid & paediatric first aid.</p> <p>First aid provision always available in hydrotherapy & class swims.</p> <p>Site staff trained. Cleaning contractor provides first aid training to his staff.</p> <p>Monitoring of first aid provision by Senior TA.</p>	H	L	L

		<ul style="list-style-type: none"> The George Howard Centre awareness of method for contacting the emergency services. 							
Fire	Any person on site may be subject to serious injury / death in the event of a fire.	<ul style="list-style-type: none"> Local Fire Risk Assessment conducted in the George Howard Centre. More detailed controls contained within. Emergency action plan devised, communicated and tested. All visitors made aware of nearest fire exits and assembly points. Fire Safety Awareness training provided for staff. 	H	L	M	<p>Sprinkler system in place.</p> <p>Fire safety procedures and training monitored by site manager & reports to H&S. Issues addressed with staff. All logs kept by site manager – PRCCO also to keep records of training. LA provide fire assessment monitoring.</p>	H	L	L
Bomb evacuation	Any person on site may be subject to serious injury / death in the event of a bomb detonation or failure to escape during a bomb evacuation.	<ul style="list-style-type: none"> Emergency evacuation procedures effectively communicated and tested throughout the George Howard Centre. Alternative assembly point for bomb evacuations. 	H	L	M				
Property damage	All persons on site may suffer injury in the event that significant property damage may pose a risk. Such damage may include damage, structural insecurity, broken / missing windows, loose roof tiles etc... The resulting consequences of such defects can be fatal.	<ul style="list-style-type: none"> Regular premise inspections conducted to identify any issues with the property's fabric. Condition survey team identify major works required and allocate funds for remedial works on a priority basis. If major damage is noted, area cordoned off to prevent access to an area where one's safety is at risk. Efforts made to rectify problems immediately. 	H	L	M	New build – less than 5 years old	H	L	L

		<ul style="list-style-type: none"> Further assessment to be conducted if a dangerous property issue arises. 							
Snow and Ice removal	Staff, young people & visitors Hazards include slips, trips and falls, loss of control of vehicle, exposure, exposure to rock salt, lone working leading to risk of injury.	<ul style="list-style-type: none"> Due diligence and care to be taken by staff either in vehicles or by foot Suitable footwear to be worn during these conditions Due diligence and care to be taken by staff Suitable footwear and PPE to be worn during these conditions (including handling of rock salt) Use of mechanical machinery where possible to reduce manual handling Staff to be aware of lone working guidance. 	M	L	M	<p>Site Staff to salt the walkway as a priority Car park to be salted as and when required after the walkway is salted.</p> <p>Staff to have adequate knowledge of lifting techniques Site staff issued with steel toe cap wellies Job rotation, designated rest breaks and adequate welfare facilities to be provide by Site Manager Snow plough, snow blower and gritter on site First aid provision on site: including eye wash facilities. Site manager to ensure staff clearing snow aware of safety measures and availability of first aid resources.</p>	M	L	L
Cleaning chemicals & hazardous substances, flammables	Site manager, caretaking, cleaners, young people, staff from: Splashes to skin or eyes, burns	<ul style="list-style-type: none"> Site Manager to be aware of COSHH assessments & ensure cleaning contract manager has informed his cleaners of risks and controls/informed site staff Chemicals to be stored in appropriate place(s) Room(s) storing chemicals safely to be 	H	L	M	<p>Site Manager to receive COSHH training</p> <p>Subject to annual H&S inspections; site manager responsible for daily management</p> <p>Hazardous substances, those with an orange square on the</p>	H	L	L

		locked when not in use.				<p>container, to be stored in a secure, well ventilated store which is locked when not in use DO NOT store them in gas or electricity cupboards Fire extinguisher to be in place if required COSHH assessments to be carried out and control measures in place Staff to be informed of COSHH control measures</p>			
Contact with substances	Teaching staff and children may come into contact with substances during classroom activities. Such substances include science chemicals, paints, cleaning substances and art & design substances such as adhesives. Such injuries may result in eye and skin irritation, burns and breathing difficulties.	<ul style="list-style-type: none"> Separate COSHH assessments conducted for all harmful substances. Children instructed on the safe use of particular substances. Safety Eyewear conforming to BS EN 166 supplied where required. Protective aprons and gloves to be worn where required. CLEAPSS guidance available for all substances used in Science and Art & Design areas. Low risk purchase policies implemented to ensure that dangerous substances are not brought onto site. Liaison with other contractors / premise users to ensure that there are no conflicting substances used on site. 	M	L	L				
Window cleaning	Window cleaner, people below at risk from fall from heights/dropped objects from height	<ul style="list-style-type: none"> Contract cleaners should only be taken on when they can demonstrate a formal risk assessment has been carried out and the control measures identified 	M	L	L	Site Manager to monitor external contractors	M	L	L

Contracted Cleaners	Cleaners, staff, visitors (after the George Howard Centre hours) at risk from Electric shocks, slips, trips, falls, exposure to hazardous substances	<ul style="list-style-type: none"> • Portable electrical equipment to be PAT tested and labelled to show dates • All cleaning cupboards used for the storage of cleaning chemicals and electrical equipment should be locked when not in use • Storage areas should be maintained to a good standard of housekeeping at all times • COSHH assessments and control measures for cleaning chemicals must be available • Cleaning staff receive appropriate training and information on the safe use and storage of cleaning chemicals from their employer 	M	L	L	Site Manager to liaise with cleaning contractor to ensure site remains safe at all times.	M	L	L
Contractors (general)	Young people, staff, visitors, contractors	<ul style="list-style-type: none"> • Contractors are required to comply with the the George Howard Centre safety policy • Contractors are required to sign in and out as for all visitors (Contract cleaners to sign in) • Contractors are inducted before commencing work which is reviewed annually • The Head Teacher & Site Manager to ask contractors, at a pre contract meeting, if they are going to create any hazards and how they are to control them. • Contractors to be used must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy, supply references 	M	L	L	Site manager to monitor, document and advise contractors of risks/the George Howard Centre policies and so forth	M	L	L

		<p>which are taken up (new contractors), be competent to do the job, have the resources to do the job etc</p> <ul style="list-style-type: none"> Contractors to be supervised and monitored by Site Manager whilst on premises in accordance with safeguarding requirements Contractors to be advised by Site Manager at induction if there any dangers they will encounter 							
Corridors	Young people, staff, visitors, contractors at risk from slips, trips and falls	<ul style="list-style-type: none"> Ensure floors remain in good condition To be kept clear at all times (no storage of equipment, do not leave bags in corridors etc) 	M	L	L	H&S site inspections and ongoing monitoring by Site Manager. Staff to report problems immediately All staff to monitor and act	M	L	L
Glass	Young people, staff, visitors at risk from glass splinters	<ul style="list-style-type: none"> Low level glass to be safety glass or treated with safety film Damaged glass to be replaced as soon as possible 	M	L	L	Site Manager to ensure contractors comply with current regulations	M	L	L
Paths	Staff, young people and visitors at risk from slips, trips & falls	<ul style="list-style-type: none"> Paths to remain in good condition and not breaking up which makes it slippery There should be no holes in the surface If moss or fallen leaves are a problem they should be removed regularly All paths to be cleared once a week when weather allows In icy conditions surfaces may need gritting or be placed out of bounds 	M	L	L	<p>Unsafe paths to be closed and clearly indicated</p> <p>Designated walkway to be gritted as a priority by site staff – see snow and ice.</p>	M	L	L

Garden furniture		<ul style="list-style-type: none"> Garden furniture to be inspected regularly and subject to annual maintenance 	L	L	L				
Flower tubs	Staff, young people, visitors at risk from bruising, bone fractures	<ul style="list-style-type: none"> Tubs to be safely positioned to prevent people falling over them Concrete planters to be securely placed on plinths 	M	L	L	Site manager to regularly monitor	M	L	L
Grassed areas	Staff, young people, visitors at risk from slips, trips & falls	<ul style="list-style-type: none"> Grass areas to be inspected regularly by Site Manager to ensure they remain in safe condition, no holes, sharps etc 	L	L	L				
Manhole covers, stop cocks etc	Staff, young people, visitors at risk from slips, trips & falls	<ul style="list-style-type: none"> Site Manager to visually check covers to ensure they remain in a safe condition, fence/cone off if causing a hazard 	M	L	L				
Spraying of chemicals	Young people, staff, visitors, site manager, contractors at risk from/of Inhalation, chemical absorption through skin	<ul style="list-style-type: none"> Chemical spraying should not be carried out if spray could reach young people or in windy weather Spraying only to be carried out by trained, competent person COSHH assessments to have been completed for chemicals used and control measures rigorously followed 	H	L	L	To be carried out of the George Howard Centre hours if possible Appropriate PP to be worn	M	L	L
Store rooms and storage bays	Staff, young people and visitors at risk from slips, trips, falls, falling items	<ul style="list-style-type: none"> Good housekeeping to be maintained at all times Storage racking etc to be secured to wall Racking and shelving not to be overloaded Kick-stools or step ladders to be 	M	L	L	Staff to ensure their stock cupboards/store rooms/storage bays are kept tidy and free from hazards	M	L	L

		<ul style="list-style-type: none"> available where high shelving in place, any chairs to be removed Suitable lighting Store rooms with potential harmful materials to be locked when not in use Heavy items to be stored on waist high shelving, with light items at top and bottom. 							
Toilets	Staff, young people, visitors from poor hygiene, slips, trips, falls, trapped persons	<ul style="list-style-type: none"> Toilet areas to be maintained in good condition Toilet areas to be maintained in hygienic conditions Spillages on floors to be mopped up asap with correct signage Soap and drying systems available Where doors have a locking device it must have an override system to release trapped persons Adapted toilets must be fit for purpose Sanitary disposal system in place where necessary and emptied at regular intervals 	L	L	L				
Temperature	Staff, young people and visitors at risk from cold, heat, stress	<ul style="list-style-type: none"> The George Howard Centre boilers to be capable of maintaining suitable temperature in the George Howard Centre Building temperature to be controlled by boiler management system under the guidance of the site manager Sufficient means of ventilation to be available in hot weather If hot pipes or radiators can cause contact burns they should be 	M	L	L	Boilers serviced annually	M	L	L

		<p>guarded</p> <ul style="list-style-type: none"> If temperature falls to 16c or below extra heating provision to be provided or closure of the the George Howard Centre must be considered by the Principal 							
Waste (including clinical)	<p>Staff and young people. Slips, trips, falls, hygiene</p>	<ul style="list-style-type: none"> Adequate systems to be in place to remove normal waste and clinical waste External bin areas to be kept clean, well ventilated and free from pests Bin areas to be washed down on a regular basis and disinfected if necessary Rubbish should not be allowed to accumulate in bin areas Bins should be fitted with lids Bin areas are not to be used for other storage 	M	L	L				
Water systems, tanks, taps, shower outlets	<p>Staff, young people & visitors from Bacterial infection</p>	<ul style="list-style-type: none"> Water management and inspection routines in place in accordance with specific Legionella guidelines. Staff carrying out Legionella flush through must have relevant training 	H	L	L	Site manager to keep all appropriate records of monitoring of the water supply system	H	L	L
Health & Safety inspections and other agency inspections		<ul style="list-style-type: none"> All repairs to be recorded in log book and kept on file. H&S work to be carried out within prescribed time limits. All inspection remedial work to be carried in accordance to guidelines All ongoing records of site required to be kept up to date by site manager. 	n/a	n/a	n/a	<p>Reports to H&S group by site manager Records to be made immediately available at the request of authorised bodies. Monitoring by Governing Body.</p>			

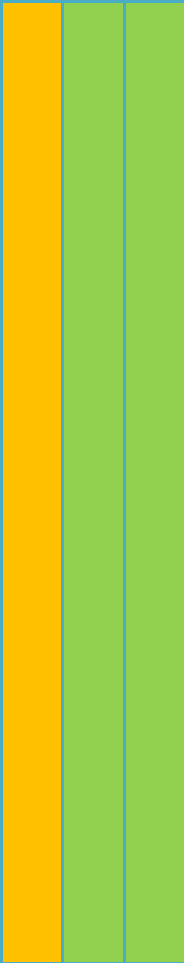
Door Locks	Students	<ul style="list-style-type: none"> No doors to be locked using upper door lock when young people are in the room unless at least one member of staff is present in the room. If young person's behaviour is of a concern then the young person's consistency/behaviour plan must be followed. 	M	L	L	<ul style="list-style-type: none"> Staffing levels should be at a level to meet young person needs. 	M	L	L
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Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk): <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3 Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Updated Risk Rating as a result of additional measures		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
THE GEORGE HOWARD CENTRE ACTIVITIES : PE Activities & Playground Activities									
Slips and Trips	Children may slip or trip on: <ul style="list-style-type: none"> • Uneven Surfaces • Wet surfaces • Damaged carpets/mats. • Incorrectly Stored Equipment This may result in: <ul style="list-style-type: none"> • Bumps • Blows • Bruising • Breaks • Fractures • Sprains • Cuts • Lacerations 	<ul style="list-style-type: none"> • Spillages to be cleaned up immediately as identified. • When PE is undertaken in multi-use accommodation (i.e. dining halls) pre-use checks should be carried out to ensure spillage or other contamination is not present. • Suitable floor surface. • Floor surface maintained in a good condition. • Appropriate footwear to be worn. • PE Staff should ensure that there is sufficient space for the planned activities. • All PE Equipment not in use to be stored away securely. 	M	M	M	Pathways to be clear			

<p>Use of equipment</p>	<p>Children may incur injury as a result of incorrect use of equipment or as a result of faulty equipment.</p> <p>This may result in:</p> <ul style="list-style-type: none"> • Bumps • Bruises • Sprains • Breaks • Fractures • Impact • Crushing 	<ul style="list-style-type: none"> • Children to be supervised by competent staff at all times. • Defective Equipment must be removed from use until repaired or replaced. • Staff should ensure that children are suitably dressed. Jewellery etc should normally be removed • Staff should ensure that young people are taken through warm-up and warm-down processes prior to and after strenuous physical activity. • Equipment requiring external inspections to be completed in accordance with manufacturer's guidelines. • Only lightweight items to be stored at height. • All items stored at height to be secure. 	<p>M L L</p>	<p>Equipment to be used to be tested on an annual basis by an external company and checked for damage before each use. Staff to check the equipment is set up correctly prior to use. Broken equipment labelled and stored safely until repaired/disposed of. LA guidelines on the correct use of mats strictly adhered too. All jewellery to be removed. Warm up exercises to be undertaken. Outside sessions- Young people and staff clothing to be appropriate to the weather. Playground to be used in fine weather only and to be in a safe condition for the activity planned.</p>					
<p>Hazards Considered (under routine, non-routine & emergency conditions) Step 1 (Clause 1.3)</p>	<p>Who might be harmed and how Step 2 (Clause 3.2)</p>	<p>Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk): Step 3 (Clause 3.3)</p>	<p>Risk Rating</p>	<p>Further action Step 3 Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</p>	<p>Updated Risk Rating</p>	<p>as a result of additional measures</p>			
			<p>Severity</p>	<p>Likelihood</p>	<p>Risk Rating</p>		<p>Severity</p>	<p>Likelihood</p>	<p>Risk Rating</p>

THE GEORGE HOWARD CENTRE ACTIVITIES : General Areas (also adhere to general risk assessments)

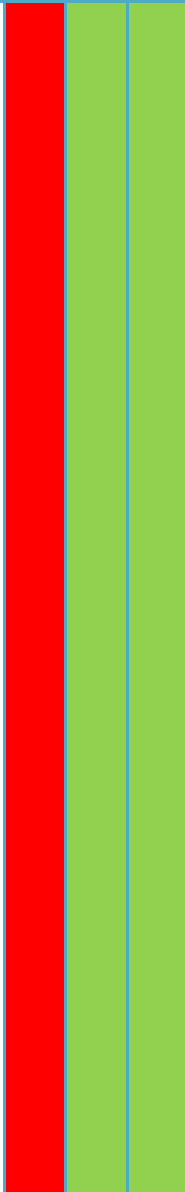
<p>General Areas</p> <p>Environment</p>	<p>Young people, staff and visitors from: slips, trips, falls, burns & scalds and electrocution.</p>	<p>See general control measures for example:</p> <ul style="list-style-type: none"> • Slips and trips • Falls from height (and use of step ladders) • Use of equipment • Contact with electricity • Manual handling & HCPs 	<p>M</p>	<p>L</p>	<p>L</p>	<p>Additional comments:</p> <ul style="list-style-type: none"> • Floors to be maintained in a good condition • Spillages cleaned promptly and thoroughly using the appropriate equipment i.e. body fluids spillage kit. • Cleaning wet floor signs to be used. • Ensure floors are kept dry in wet weather. • Avoid having trailing cables. • No drinks to be given near electrical equipment. • Clean food/drink spillages immediately. • Staff to report problems to the site manager using existing procedures. • Signs available from the cleaning store. • Bodily fluid kits available opposite inner reception doors • Appropriate cups need to be used by the young people. • Kettles to be stored in designated cupboard. When in use not to be left 			
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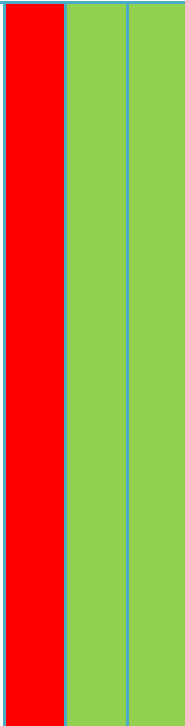
<p>Staff/young person ratio</p>		<p>Class size to be assessed against need/risks/age/maturity/ experience of the young people</p>		<p>unattended or with boiled water in them after use.</p> <ul style="list-style-type: none"> All classroom resources to be stored safely – use of cupboards and outside storage boxes to be considered as prime storage solutions. No heavy items stored at height. No sensory items from ceiling to compromise hoist tracking system or fire systems. Label and store safely damaged equipment/fittings and report to Site Manger using normal procedures Manual handling plans in every room Staff trained Plans monitored and updated by designated staff Class teacher to ensure plans easily accessible and staff aware of their location <p>Any concerns to be discussed with line managers asap</p>			
<p>Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i></p>	<p>Who might be harmed and how <i>Step 2 (Clause 3.2)</i></p>	<p>Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk): <i>Step 3 (Clause 3.3)</i></p>	<p>Risk Rating</p>	<p>Further action <i>Step 3 Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Updated Risk Rating as a result of additional measures</p>		

			Severity	Likelihood	Risk Rating				Severity	Likelihood	Risk Rating
THE GEORGE HOWARD CENTRE ACTIVITIES : Specialist Classrooms & Teaching Areas (also adhere to general risk assessments) Additional measures to general classroom RA											
Food Technology Science Room specific measures	Young people, staff & visitors Food hygiene Illness/food poisoning Physical Injury resulting from Burns, Scalds, cuts etc	All specialist rooms <ul style="list-style-type: none"> Doors to be locked using top thumb turns when classrooms not in use. Food Technology <ul style="list-style-type: none"> All young people and staff to wear aprons Young people and staff to wash their hands thoroughly on a regular basis as and when required. Surfaces to be cleaned using an anti-bacterial spray, before and after food preparation. Equipment and utensils to be cleaned thoroughly after use and before if deemed necessary. Correct colour chopping boards to be used on all occasions. Food stored according to established food practices and 'use by' or 'best before' dates checked before use. 	M	L	L	Art & Design & Science If toxic chemicals etc purchased new COSHH assessments to be carried out by Teacher/tutor and/or by the Site Manager. Food Technology All cupboards to be locked when not in use.					

		<ul style="list-style-type: none">• Burns kit located next to the first aid kit.• Knives and other sharp kitchen utensils stored in locked cupboards/trolleys• Young people supervised with appropriate personal levels of support when using knives, electric mixers, food processors, hobs & ovens					
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Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk): <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Updated Risk Rating as a result of additional measures		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
SPECIFIC RISK ASSESSMENT : Lone Working (also adhere to general risk assessments)									
Inadequate planning/preparation Staff specifically at risk	Staff, students, visitors	<p>If lone working cannot be avoided, the following control measures are in place</p> <ul style="list-style-type: none"> • Staff are 'competent' (e.g. trained) to carry out the activity • Formal procedures are in place within the section / team relating to lone working activities • All staff have been made aware of the procedures (within induction for new members of staff) • Arrangements are in place for reviewing lone working procedures, i.e. following an accident / near miss / incident, or on a periodic basis (annually) • Arrangements are in place for staff to raise their concerns 	H	L	L	<p>Policy guidance and information available on wired or a hard copy is kept in the Site Managers office. B30 – NCC safety manual – lone working.</p>			

<p>Inadequate arrangements for staff working early / late / weekends / holidays</p> <p>Mode of transport</p> <p>Inadequate means of communication</p>		<p>relating to working arrangements as they arise</p> <p>Consideration will be given to staff particularly at risk e.g. new or expectant mothers, females, individuals who may be medically unfit to work alone, new staff etc.</p> <ul style="list-style-type: none"> • Lone working activities will be avoided for this group of individuals, as far as is practicable • If lone working activities cannot be avoided for this group of individuals, Adequate monitoring arrangements will be put in place <p>Staff do work alone early / late / holidays</p> <p>Lone working procedures cover this situation</p> <ul style="list-style-type: none"> • Procedures include security arrangements, i.e. ensuring that external doors / windows secured to prevent unauthorised access into the premises • Prior consideration has NOT been given to use a call centre to monitor lone workers. However Lone workers are required to be in regular contact with someone who knows they are working alone 		<p>Any expectant mothers are subject to an individual risk assessment by their line manager</p> <p>Site Staff who work in the holidays have a mobile phone and contact number of available line managers. External doors locked and access by card or key. Member of staff to inform their Line manager/site staff in the building where and when they are working alone</p> <p>Line Manager to instruct if staff are deemed to be travelling to an undesirable place or at night, however for the George Howard Centre staff this is minimal.</p>			
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<p>Inadequate reporting in / out procedures</p>		<ul style="list-style-type: none"> • Staff should be made aware of good practice as regards the parking of vehicles, i.e. in well lit, open areas and as near to the entrance to a premises as possible, avoiding cul-de-sacs / potential hiding places, positioning the car in the direction to be driven away etc. • When walking, staff should be instructed to choose the safest route – which may not always be the shortest route 		<p>Line Manager to be informed of their expected return to the George Howard Centre.</p>			
<p>Home Visits</p>		<ul style="list-style-type: none"> • Staff have access to means of communication, i.e. mobile phones • Contact details for staff are displayed at the the George Howard Centre / base, i.e. mobile phone numbers or contact numbers for locations being visited • Arrangements are in place to ensure cover is available at the the George Howard Centre / base to receive calls from staff on visits • If staff carry out visits out of normal working hours, i.e. evening meetings, Arrangements are in place for reporting in / signing off • There is regular communication between the lone worker and line manager / 		<p>Meetings should be arranged at the George Howard Centre where possible rather than making a home</p>			

Violence / physical attack		<p>supervisor</p> <ul style="list-style-type: none"> • There are arrangements for staff to record details of their visit on a designated folder in reception. • There are arrangements for staff to contact the the George Howard Centre / base between visits if carrying out multiple visits. • 'signing in / off' procedures for staff attending site directly from home or returning home directly from site • Procedures in place if staff do not report back to the the George Howard Centre / base by their expected time of return 			<p>visit.</p> <p>Staff should be familiar with the home environment before attending alone.</p>
Attending to alarm call outs					
Residential provision		<ul style="list-style-type: none"> • Lone working should be avoided, i.e. attending home visits in pairs / conducting interviews in 'controlled' locations • Has a preliminary visit been carried out, where necessary, with at least two members of staff attending? • Records to be checked to see if there has been any history of violence / verbal abuse to LEA staff • Staff instructed to ask for dogs to be kept secure e.g. in another room where necessary 			<p>Any staff identified by their line manager of being at particular risk, to attend MAPPA training.</p> <p>Staff are familiar with the County Councils free, confidential counselling service. Line Managers to hold a debriefing/feedback session if an incident has taken place.</p>
Hazardous activities					<p>Intruder and fire alarm linked to the monitoring station as soon as possible. Site manager to action. In the event of an intruder or confirmed fire, the key-holder must wait for the emergency services</p>

		<ul style="list-style-type: none"> • Staff should be seated nearest to the exit where possible in case of incident during the majority of the visit. • Staff aware of defusing / de-escalation techniques. • Relevant staff received training in managing challenging behaviour, to use appropriate techniques to disengage the young person/adult. • Staff familiar with the violent incident reporting procedures. • Only identified key-holders to attend alarm call outs. • Arrangements in place to inform others when visiting the site out of hours, ensuring that an alarm is raised in the event of an accident / incident occurring on site. • Mobile phones to be carried at all times. • Residential staff do not work on their own where possible – staffing levels kept so there are 2 off duty at night residing whilst 2 members of staff are awake tending to the young people needs. • Residential staff provided with their own mobile phone with contacts with the resident on 		<p>Site Staff work in pairs when working at heights where possible and are fully trained.</p>			
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		<p>site and the Site Manager and all senior management.</p> <ul style="list-style-type: none"> • Security measures in place such as controlled access to the site: all external doors locked, outside lighting etc. • Staff have been instructed to avoid hazardous activities whilst lone working e.g. working at height / hazardous manual handling activities / working in confined spaces / handling or transporting large amounts of cash. 							
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Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk): <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Updated Risk Rating as a result of additional measures		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
UPDATED RISK ASSESSMENT STATEMENT (also adhere to general risk assessments)									

Hazards Considered (under routine, non-routine & emergency conditions) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Examples of Control Measures to be put in place (staff must always carry out dynamic risk assessments for unforeseen risk): <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Updated Risk Rating as a result of additional measures		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
BLANK MASTER COPY (also adhere to general risk assessments)									

* To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
		Likelihood of Harm Occurring		

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.