

PREMISES RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: Premises Risk Assessment

Location of premises : All Saints' Catholic High School

Team/School name: Address & Contact details:	All Saints' Catholic High School Haslingden Road Rawtenstall BB4 6SJ	Name of Person(s) undertaking Assessment:	Ms Cat Gillies
		Signature(s):	C Gillies
Line manager/Head Teacher (Name & Title):	Mr Brian McNally Headteacher	Date of Assessment:	28/08/2019
Signature:	B McNally	Step 5 Planned Review Date:	September 2022
How communicated to staff:	Shared staff drive.	Date communicated to staff:	28/08/2019

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place	
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk - Include procedure for the task/activity where these are specified)	Additional Controls Required (Actions already taken to control the risk - Include procedure for the task/activity where these are specified)
Building General Hazards				
Asbestos	Pupils Visitors Staff Contractors	Ill health, Death	<ul style="list-style-type: none"> Asbestos survey indicates whereabouts of asbestos Asbestos survey shown to contractors and anyone else who is to do work which may disturb asbestos. Contractors to sign that they have seen the asbestos survey. 	

			<ul style="list-style-type: none"> Regular visual inspections carried out in compliance with LCC expectations Emergency procedure in place 	
<p>Fire</p> <ul style="list-style-type: none"> Actual Fire in the building Activation of the fire alarm Maintenance of systems and equipment 	<p>Pupils Visitors Staff Contractors</p>	<p>Death, serious injury, burns, smoke inhalation</p>	<ul style="list-style-type: none"> Evacuation plan Staff trained at induction Visitors etc. informed at reception of fire safety processes All visitors to sign in and out Fire Safety- planned testing done as prescribed in Fire Safety Log Book Fire risk assessment completed & reviewed at least annually Fire drills conducted on regular basis and recorded in Fire Safety Logbook Extinguishers in place and tested Fire exits marked & exit routes clear All fire doors checked as operational Fire Warden System in place and names displayed. Fire action signage adequate and in place 	
<p>Air conditioning</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Ill health, discomfort</p>	<ul style="list-style-type: none"> 6 monthly servicing and Inspection in line with LCC requirements 	
<p>Automatic doors</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional harm</p>	<ul style="list-style-type: none"> 6 monthly Inspection & Servicing in accordance with manufacturers' instructions 	
<p>Disabled toilet emergency alarm system</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional harm</p>	<ul style="list-style-type: none"> Monthly test with formal inspection by competent person and check on response arrangements Bi-annual inspection / service 	

<p>Electricity / Electrical Appliances e.g.</p> <ul style="list-style-type: none"> • Equipment used in building • Fixed wiring installations • External equipment 	<p>Pupils Visitors Staff Contractors</p>	<p>Electric shock, burns, potential for death or serious injury</p>	<ul style="list-style-type: none"> • Annual PAT testing • 5 yearly fixed electrical installation/wiring check • Visual check of appliance before use – defects reported to Premises Manager and appliance taken out of use • Electrical equipment not introduced without permission of Premises Manager • Electrical equipment not allowed to be used on site if not PAT tested unless RCD used • Use of electrical equipment by Pupils is supervised 	
<p>Emergencies e.g.</p> <ul style="list-style-type: none"> • Bomb threat • Suspicious packages • Accident/incident/injury • Near miss • Staff roles in emergency 	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional harm Injury or harm from accidents</p>	<ul style="list-style-type: none"> • Procedures in place and known by staff for bomb threat, suspicious package, gas leak, etc (See Emergency Preparedness Matrix) • Reported through appropriate procedure, e.g. accident report, record of first aid treatment, RIDDOR etc 	
<p>Risk relating to Legionella contamination of water supplies</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Legionella poisoning – ill health or risk of death</p>	<ul style="list-style-type: none"> • Weekly checks carried out by Premises Manager • Monthly checks carried out by external contractor in accordance with LCC policy • Results logged and acted upon where appropriate 	
<p>Hot water from taps, water boiler, kettles etc</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Scalds, burns</p>	<ul style="list-style-type: none"> • Signs are placed by sinks / appliances to make users of the centre aware of hazards and to minimise the potential for burns and scalds. • TMVs fitted on outlets used by vulnerable persons • Water temperature testing carried out 	

<p>Building Structural defects e.g.</p> <ul style="list-style-type: none"> • Broken windows • Power outage • Water leaks 	<p>Pupils Visitors Staff Contractors</p>	<p>Injury or harm from accidents</p>	<ul style="list-style-type: none"> • Building regularly checked by PM / Steward • Any defects reported to steward or PM • Defects log available and auctioned by PM / Steward • Emergency repair procedure in place incl. contact details (BECON) • Location of key areas available on Building Plan • Annual Workplace Inspection and review of Building Risk Assessment 	
<p>Slip and trips including spillages</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional harm Injury or harm from accidents</p>	<ul style="list-style-type: none"> • Spillages cleared up immediately • 'Wet floor' signs displayed where appropriate • No storage on walkways • No trailing electrical cables • Anti slip cleaning products used • Anti slip flooring in vulnerable areas • Regular inspections • 'Wet floor' signs used during bad weather 	
<p>Adverse Weather</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Injury or harm from accidents</p>	<ul style="list-style-type: none"> • Arrangements in place for gritting in winter conditions • Guidance and Risk Assessment relating to Severe Weather followed 	
<p>Boiler and Boiler Room</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional injury or harm from accidents</p>	<ul style="list-style-type: none"> • Access to area is restricted to authorised staff • Room is kept locked at all times except when access required for maintenance or repair • The boiler room is not used to store equipment or products • Inspection & Servicing completed in line with requirements 	
<p>Fuel Storage for the boiler (Oil)</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional injury or harm from accidents</p>	<ul style="list-style-type: none"> • Fuel is stored in separate sealed room • Store is assessed by engineer in line with policy • Deliveries are monitored by member of staff 	

			<ul style="list-style-type: none"> Fuel over flow is managed and inspections take place in line with requirements System/policy in place for disposal of residual fuel 	
Heating Radiators in some areas are exposed and become very hot during use	Pupils Visitors Staff Contractors	Burns/scalds	<ul style="list-style-type: none"> Radiator/ pipe works covered where possible Signage displayed above radiators to warn of high temperatures 	
Building Access and Security	Pupils Visitors Staff Contractors	Physical, mental and emotional injury or harm from accidents. Theft of equipment	<ul style="list-style-type: none"> Security alarm put on when building is empty All rooms kept locked when not in use Coded doors on key area e.g. office Alarms are serviced in line with policy Perimeter gates are locked each night when building closes Automatic doors / door access system serviced in line with requirements All windows shut as part of making building secure 	
Stairs	Pupils Visitors Staff Contractors	Physical, mental and emotional injury or harm from accidents	<ul style="list-style-type: none"> Handrails provided on stairs Lighting on stairs is adequate Stair condition checked on daily basis 	
Defective furniture / equipment	Pupils Visitors Staff Contractors	Physical, mental and emotional injury or harm from accidents	<ul style="list-style-type: none"> Furniture and equipment inspected regularly by steward and before use and maintained in good order Defective items are withdrawn from use until repaired or discarded System in place to check working areas before sessions 	

<p>Storage e.g. tables, chairs, resources, equipment e.g.</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional injury or harm from accidents</p>	<ul style="list-style-type: none"> • Racks/shelving, etc, are stable & secure • Items in the storerooms are currently stored at appropriate heights for weights • Regularly used items are stored on lower shelving • Storage in offices is kept to a minimum and maintained in a tidy manner • Items stored are checked regularly and items not used disposed 	
<p>Ventilation, Temperature & Lighting</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Glare, over-heating, working in cold temperatures</p>	<ul style="list-style-type: none"> • All elements checked during annual Workplace Inspection • Issues reported to Premises Manager for action • Temperature is maintained in the boiler room and is adjusted as and when required • Lighting suitable and sufficient e.g. offices have antiglare lighting • Minimum 1 window per room opens for airflow 	<p>Where not available, to be added to development plan.</p>
<p>Hazardous substances</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical, mental and emotional injury or harm from accidents, swallowing of noxious substances etc.</p>	<ul style="list-style-type: none"> • Hazardous substances are stored in accordance with Manufacturers Safety Data Sheet • MSDS are available for all substances and COSHH risk assessments are available for substances with a Hazard Warning label in building information folder and stored electronically on Common drive • Staff are aware of the safe use of substances 	
<p>Manual Handling (Movement of equipment, furniture etc) e.g.</p>	<p>Staff/Pupils</p>	<p>Physical, mental and emotional injury or harm from accidents, muscle strains etc.</p>	<ul style="list-style-type: none"> • Trolleys are provided for moving heavy items • Staff trained in basic handling 	

			<ul style="list-style-type: none"> • Staff ask for assistance when moving items outside their capabilities 	
Work at Height	Staff	Physical, mental and emotional injury or harm from accidents	<ul style="list-style-type: none"> • Step ladders / ladders stored securely in store rooms • Step ladders / ladders are only used by competent employees e.g. after ladder training is completed • Step ladders / ladders subject to regular inspection by steward • Contractors must not use school ladders 	
First Aid Provision	Pupils Visitors Staff Contractors	Physical, mental and emotional injury or harm from accidents	<ul style="list-style-type: none"> • First Aid provision required is established by First Aid Needs Assessment • First aid supplies available and contents are checked regularly • First Aid training and refreshers are monitored and reminders sent to ensure qualifications are up to date • Lists of First Aiders are displayed across the building. 	
Disposal of waste	Pupils Visitors Staff Contractors		<ul style="list-style-type: none"> • Bins in the building are emptied daily by the cleaners • Outside bins are in car park, within secure perimeter, and emptied weekly 	
Hazardous debris(broken glass, animal faeces, needles, bodily fluids)	Pupils Visitors Staff Contractors	Physical, mental and emotional injury or harm from accidents	<ul style="list-style-type: none"> • Litter picker is available • General cleaning stores used for cleaning up everything • sharps disposal unit used for storing needles, glass etc • PPE used when cleaning up hazardous debris e.g. gloves • Separate equipment for cleaning up bodily fluids • Follow LCC guidance and separate risk assessments 	<p>Need to supply sharps disposal unit, PPE for use when cleaning up hazardous debris</p> <p>Need to provide separate equipment for body fluids clean up</p>

<p>Kitchen and food preparation areas and activities</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Illness, infection, burns, electric shock, cuts and punctures, slippage</p>	<ul style="list-style-type: none"> • Fridges and freezers to be regularly cleaned and defrosted • Out of date food removed • Microwaves to be checked for cleanliness as used. • Crockery/cutlery need to be washed after every session. It is everyones responsibility to clean up after themselves and at the end of meetings • All appliances should be given a visual inspection before use and only used in compliance with the manufacturer's instructions • Food should only be prepared under the supervision of a Responsible person with a Food and Hygiene Certificate 	
<p>Using ICT equipment</p>	<p>Pupils Visitors Staff Contractors</p>	<p>Physical harm & repetitive strain injury</p>	<ul style="list-style-type: none"> • All identified DSE Users complete a DSE self -assessment form regularly • All staff are made aware of how to set up a DSE work station • All work stations will be risk assessed in accordance with guidelines for work station assessments. • Pupil access areas will have appropriate Acceptable Use signage, and LCC staff will have read and signed the AUP for staff 	
<p>Lone working in school closure periods</p>	<p>Staff</p>	<p>Physical, mental and emotional harm</p>	<ul style="list-style-type: none"> • See Lone Working risk assessment • Staff responsible for undertaking a specific risk assessing activities when working on site during school closure. Particular attention to be paid to activities involving pupils, visitors or contractors, and emergency procedures. 	
<p>Lift</p>	<p>Pupils Visitors</p>	<p>Physical, mental and emotional harm</p>	<ul style="list-style-type: none"> • Lift serviced and inspected in line with LCC requirements 	

	Staff Contractors		<ul style="list-style-type: none"> Any maintenance issues are reported to premises manager Lift not used in event of faults and appropriate signage to inform users Lift not used in event of fire 	
Outside areas				
<p>Pedestrian access crosses vehicle access</p> <p>Car park surface</p> <p>Security lighting</p> <p>Access for emergency services</p> <p>Perimeter fencing and gates</p> <p>Use of anti climb products e.g. anti vandal paint, spinners, etc</p> <p>Waste Storage and disposal</p> <p>Adverse Weather</p>	Pupils Visitors Staff Contractors		<ul style="list-style-type: none"> Access is currently uncontrolled and pedestrian access does cross vehicle access Car park and outside area surfaces regularly checked for damage, debris, moss etc Lighting is provided around the outside of the building Access for Emergency Services vehicles is maintained at all times Fencing is inspected weekly Anti vandal paint is in use on some parts of the building and the appropriate signs are in place Bulk bins are stored in the car park. They are within secure fencing to prevent them being moved by unauthorised people Adequate winter services for external routes (e.g. gritting of external walkways, roads, ladder access) 	
Main Hall				
Flooring – Floor in hall <u>is not</u> anti-slip	Pupils Visitors Staff		<ul style="list-style-type: none"> Space left around equipment for movement e.g. in case of fire Extra care must be taken in the hall to adhere to slip and trip advice 	

<p>Access to other areas when main doors are open</p>	<p>Contractors</p>		<ul style="list-style-type: none"> • Non Slip mats in place at entrance • Furniture arranged in islands to prevent running in the hall • Vulnerable areas are locked off when building is in use 	<p>Need to ensure staff are aware of the dangers of not checking areas are locked before use</p>
<p>Main Office</p>				
<p>ICT Equipment Access to confidential files/computers/keys Storage Furniture</p>	<p>Staff Pupils</p>		<ul style="list-style-type: none"> • Workstations are risk assessed • Acceptable Use procedure is in place • Clear desk policy is in place • Staff are encouraged to take regular breaks to reduce the risk of RSI • Offices have lockable door and is kept locked • All confidential files have lockable storage • Computers should be kept locked when not in use in line with data protection policy • See storage section in general building hazards • See furniture section in general building hazards 	<p>Need to ensure all staff are aware of the policies and procedures</p>
<p>Curriculum Areas</p>				
<p>Access to rooms Computer access Heating Storage Furniture</p>	<p>Pupils Visitors Staff Contractors</p>		<ul style="list-style-type: none"> • Rooms are kept locked when not in use but unlocked when in use (may leave staff vulnerable). • Need to ensure users are aware of acceptable use policy before use • See heating section in general building hazards • See storage section in general building hazards • See furniture section in general building hazards 	<p>Display acceptable use policy near computer</p>
<p>Art, D&T, ICT, and Science Rooms</p>				

